

UKG Pro Login (Web)

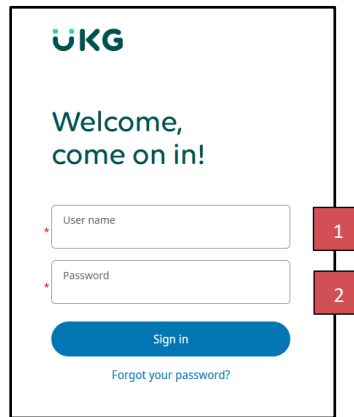
UKG Pro serves as our human resources and payroll system, containing essential employee information such as demographic, benefits, and pay history. This document provides instructions for employees on how to login to the UKG Pro website.

Instructions

First Time Login

Navigate to the following link: [UKG Pro](#)

1. Enter your **Username**, which is your work or personal email address.
2. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.

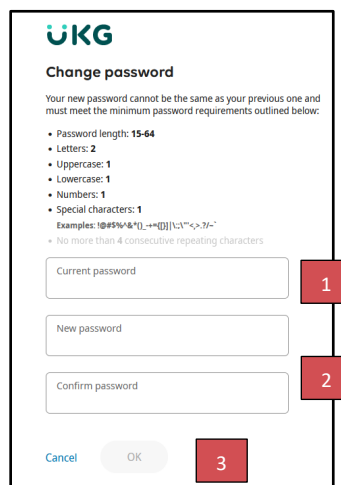


The image shows the UKG Pro login interface. At the top is the UKG logo. Below it is the text "Welcome, come on in!". There are two input fields: "User name" and "Password". A red box with the number "1" is next to the "User name" field, and a red box with the number "2" is next to the "Password" field. Below the input fields is a blue "Sign in" button and a link that says "Forgot your password?".

Changing Your Password

Upon your first login, you will be asked to change your password.

1. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
2. Enter your **New Password** and retype it to confirm it. The new password must meet the specified password requirements.
3. Click **OK**. Your password is changed, and you will be asked to set up **Challenge Questions**.



The image shows the UKG Pro "Change password" form. At the top is the UKG logo. Below it is the text "Change password". There is a note: "Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:". The requirements are listed as follows:

- Password length: 15-64
- Letters: 2
- Uppercase: 1
- Lowercase: 1
- Numbers: 1
- Special characters: 1

Examples: !@#%&*()_+=[\]^<>?~
• No more than 4 consecutive repeating characters

There are three input fields: "Current password", "New password", and "Confirm password". A red box with the number "1" is next to the "Current password" field, and a red box with the number "2" is next to the "Confirm password" field. At the bottom are three buttons: "Cancel", "OK", and a red box with the number "3" next to the "OK" button.

UKG Pro Login (Web)

Challenge Questions

Challenge questions are used to verify your identity if you need to reset your password.

1. Select **Challenge Questions** from the drop down.
2. Provide answers.
3. Click **Continue**. You will be asked to log into the system with your Username and Password.

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Question 1 Answer 1

Question 2 Answer 2

Question 3 Answer 3

[Cancel](#) [Continue](#) [3](#) Powered by UKG

Return to Login

1. Select **Return to sign in**.

UKG

Your session has ended. You may now close this window.

[Return to sign in](#) [1](#)

Powered by UKG

Login

The log-in screen displayed will be used to login in moving forward.

1. Enter your **Username**, which is your work or personal email address.
2. Enter in the **password** you have created.
3. Click **Sign In**.

UKG

Welcome,
come on in!

User name

Password

[Sign In](#) [3](#)

[Forgot your password?](#)

Need help? Email Payroll at payroll@swhealth.com