

Downloading Pay Statements – App

This document offers detailed, step – by – step guidance for employees on how to access and download the pay statements from the UKG Pro mobile app. Employees can easily retrieve their pay statements, ensuring they have quick and convenient access to their earnings information. This process not only streamlines the way employees manage their pay records but also enhances their ability to keep track of their financial information efficiently. Whether for personal records, tax preparation, or other financial planning, these instructions will help employees navigate the UKG Pro system with ease.

Instructions

Downloading the Pay Statement

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** in the bottom of the toolbar.
2. Select Pay > **Pay Statements**.
3. Select the **Pay Date** you want to download.
4. Click on the PDF () in the top right-hand corner.
5. In the top – right hand corner, click the more icon () to select the method of downloading the pay statement.

