

Personalize the Home Page (Web)

UKG Pro offers customization options that allow employees to personalize their homepage dashboard. By adding shortcuts, employees can simplify access to frequently used features and tools, tailoring the system to their unique workflow and preferences. This enhances navigation and overall productivity.

This guide provides step-by-step instructions to help employees:

- Log in securely to the UKG Pro website
- Navigate to the dashboard customization section
- Add shortcuts to frequently used features and tools
- Organize and personalize the dashboard to improve efficiency
- Save changes to ensure the customized layout is applied

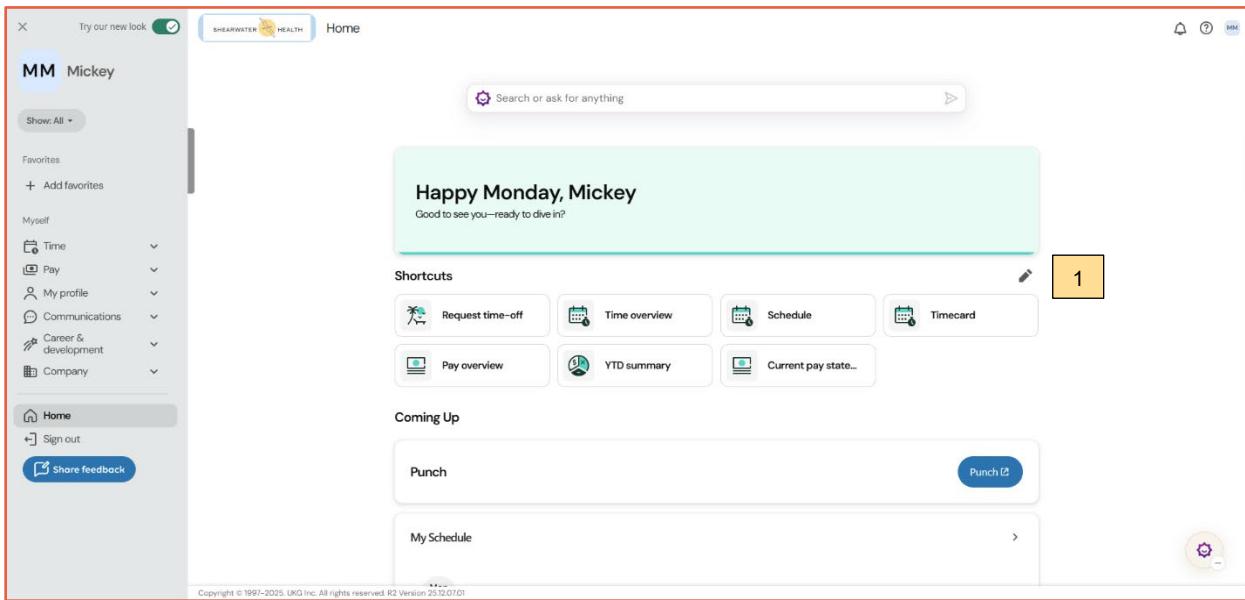
By following these instructions, employees can create a personalized UKG Pro experience that streamlines their daily tasks and improves ease of use.

Instructions:

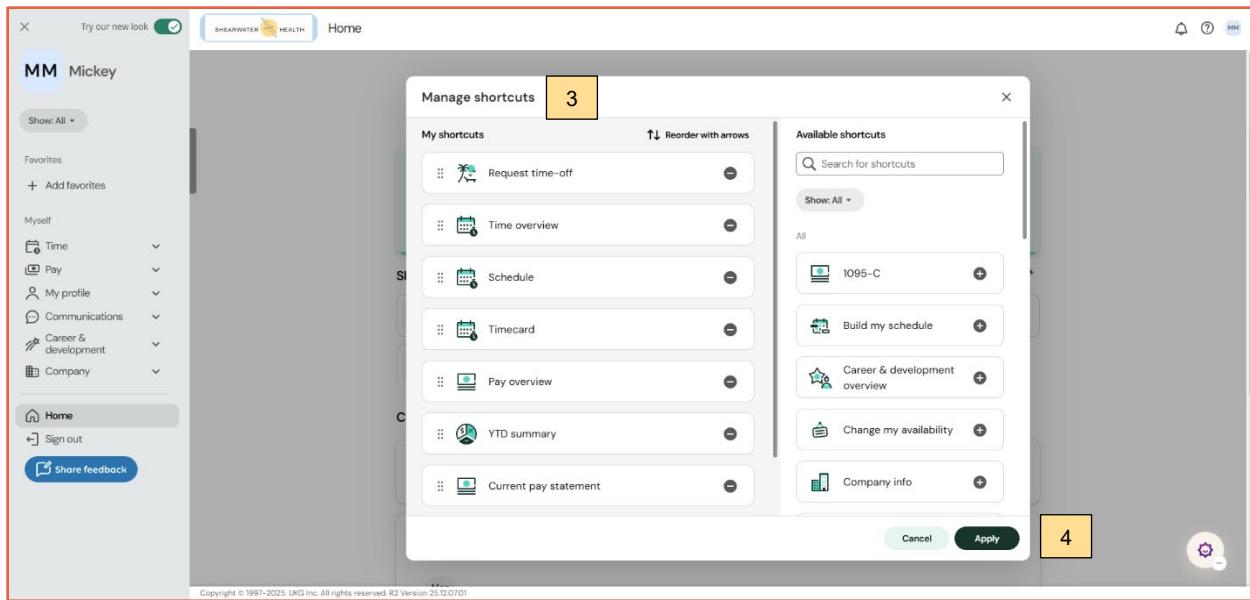
Adding Shortcuts

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

1. From the dashboard, in the **Shortcuts** section, select **Edit**.
2. The **Manage Shortcuts** window appears.
3. From the **Manage Shortcuts**, you can:
 - a. Remove shortcuts.
 - b. Reorder shortcuts.
 - c. Search for available shortcuts.
 - d. Add shortcuts.
4. Click **Apply**.



The screenshot shows the UKG Pro dashboard for an employee named 'MM Mickey'. The left sidebar includes a 'Favorites' section with links to 'Time', 'Pay', 'My profile', 'Communications', 'Career & development', and 'Company'. The main content area features a 'Happy Monday, Mickey' greeting and a 'Shortcuts' section with several buttons: 'Request time-off', 'Time overview', 'Schedule', 'Timecard', 'Pay overview', 'YTD summary', and 'Current pay state...'. A 'Coming Up' section shows a 'Punch' button. The bottom of the screen includes a footer with the text 'Copyright © 1997-2025. UKG Inc. All rights reserved. R2 Version 25.02.07.01'.



Manage shortcuts **3**

My shortcuts

- Request time-off
- Time overview
- Schedule
- Timecard
- Pay overview
- YTD summary
- Current pay statement

Available shortcuts

- 1095-C
- Build my schedule
- Career & development overview
- Change my availability
- Company info

Cancel **4** Apply