

## Downloading Pay Statements (App)

Employees can quickly and conveniently access their pay statements through the UKG Pro mobile app. This guide provides step-by-step instructions to help employees:

- Access and download pay statements directly from the app
- Retrieve earnings information for personal records, tax preparation, or financial planning
- Streamline pay record management with easy, mobile access
- Track financial information efficiently anytime, anywhere

By following these instructions, employees will be able to navigate the UKG Pro system with ease and ensure they always have their pay statements readily available.

### **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. Scroll down to the **Pay totals** section to click **View pay statement PDF**.
5. In the top – right hand corner, click the **download arrow** to select the method of downloading the pay statement.

