UKG Pro Login (Web)

UKG Pro serves as our human resources and payroll system, containing essential employee information such as demographics, benefits, and pay history. To access these features, employees must log in securely to the UKG Pro website.

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

- Access the UKG Pro login page
- Enter username and password securely
- Navigate the login process including multi-factor authentication if required
- Gain access to HR and payroll features such as pay statements, benefits, and personal information
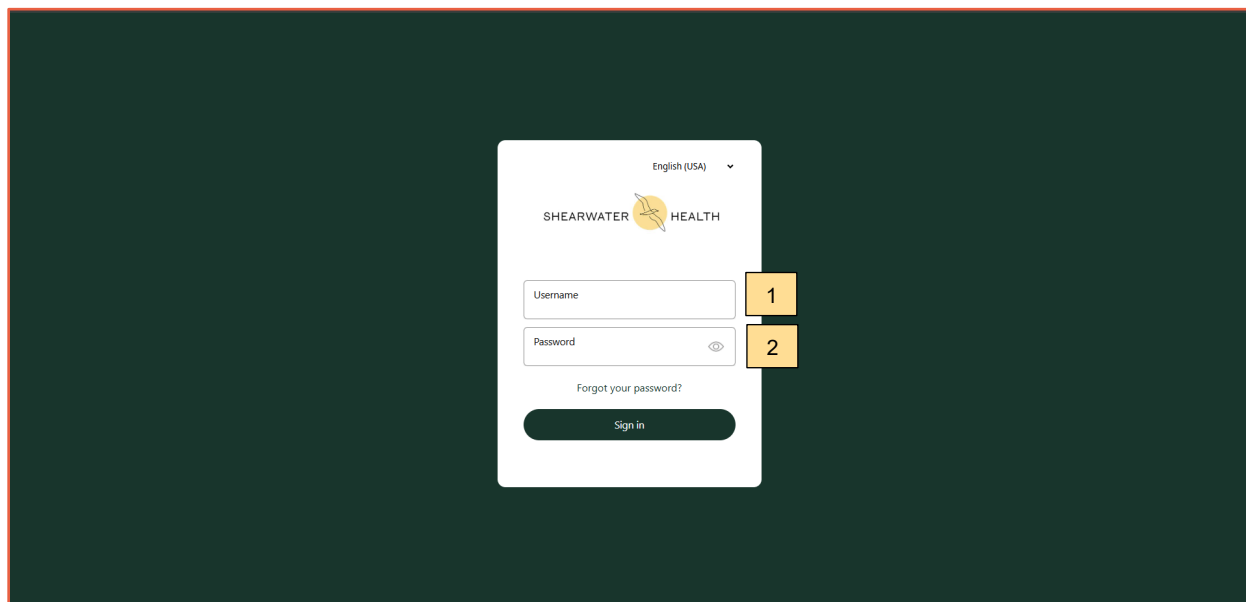
By following these instructions, employees can confidently log in to the UKG Pro website and access the tools needed to manage their HR and payroll information.

Instructions:

First Time Login

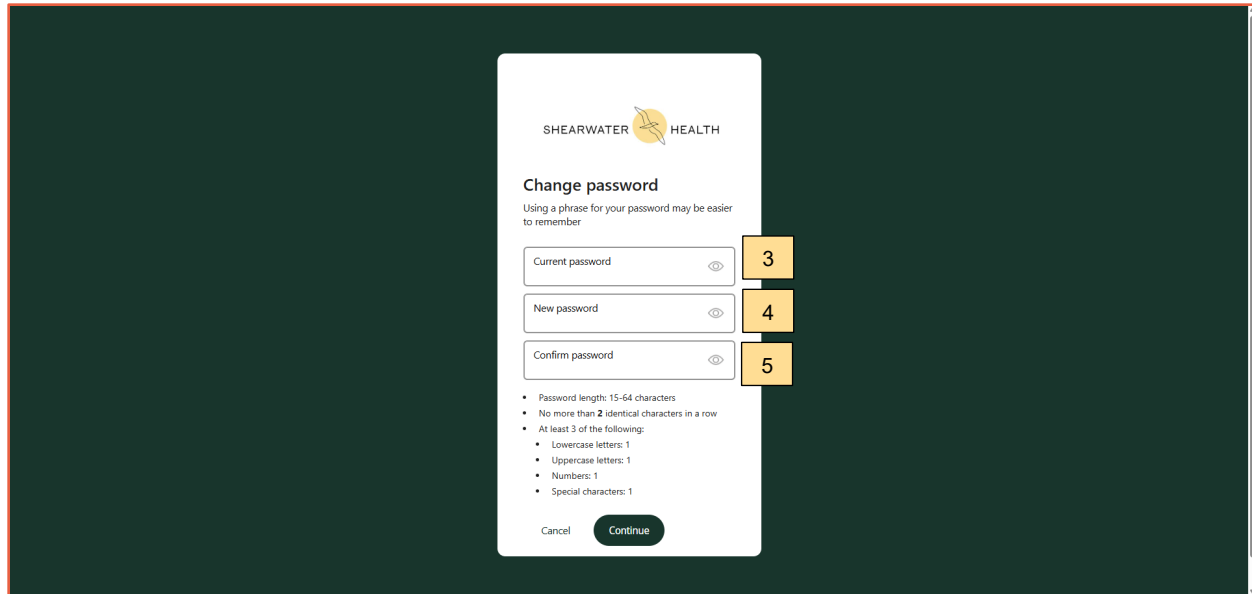Navigate to the following link: UKG Pro

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.

Changing Your Password

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

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

Challenge Questions

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

6. Select **Challenge Questions** from the drop down.
7. Provide answers.
8. Click **Continue**, which will log you in to UKG Pro.