UKG Pro Login – After Upgrade

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.
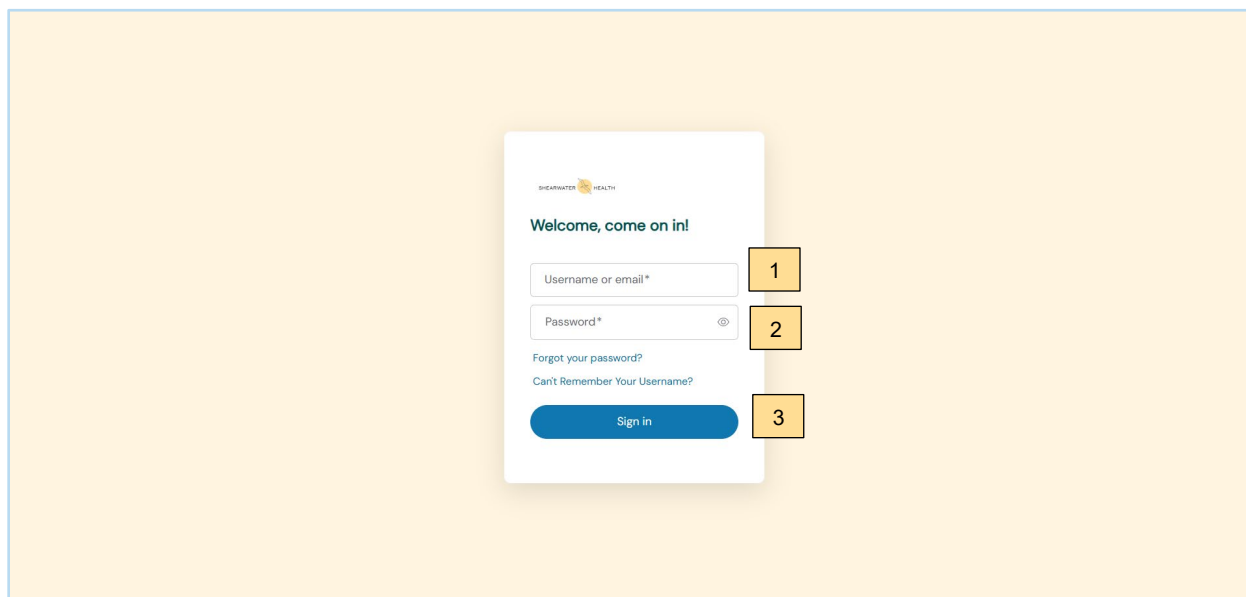
The guide provides step-by-step instructions that walk employees through the new login process, ensuring they can confidently reach the UKG Pro homepage and access the tools needed to manage their personal HR and payroll details.

<u>Instructions:</u>

After Upgrade

Navigate to the following link: https://17948-dl.ultipro.com

1. Enter your **Username**, which is your work or personal email address.
2. Enter your **Current Password**.
3. Click **Sign in**.

Sign On Information

Upon your first login, you will be asked to confirm your preference

4. Confirm your email address and phone number.
    a. Please keep the auto populated email address as this is your primary email address listed in your profile.
5. Click **Continue**.

payroll@swhealth.com

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Sign On Information

Please review for accuracy the sign on email and phone fields below. This data will be used for direct login, regaining access to your account or for Multi-Factor Authentication. If Multi-Factor Authentication is enabled, these fields must be entered to receive the MFA code for login.

These fields can be updated on the Preferences page.

E-mail
swhtest1!@test.com

3

Phone
+19999999999

Dismiss   Continue   **4**

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