

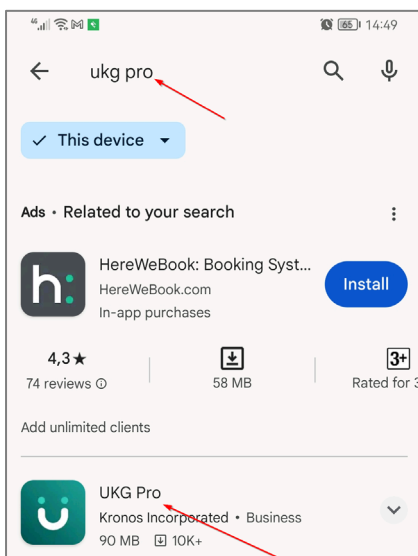
UKG PRO APP INSTALLATION AND PUNCH MANUAL (Android devices, e.g. Samsung, LG, Old Huawei, Oppo)

Permanent ER24 employees who are working an MHR shift and need to clock on a mobile

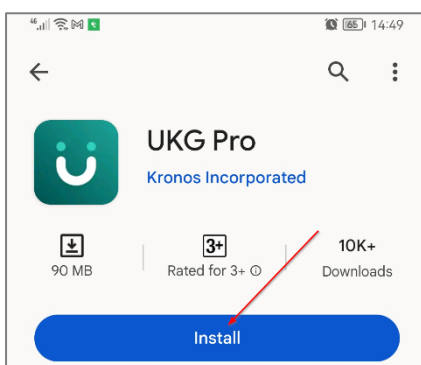
1. HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP

Step 1: Open Play Store.

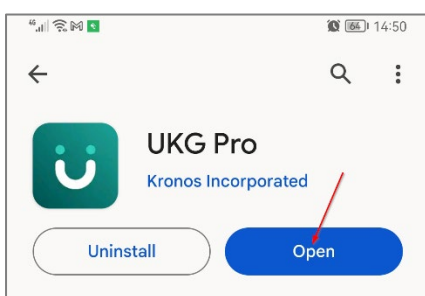
Step 2: In the search field, type "UKG PRO" and select "UKG PRO" from the search results when you find it.



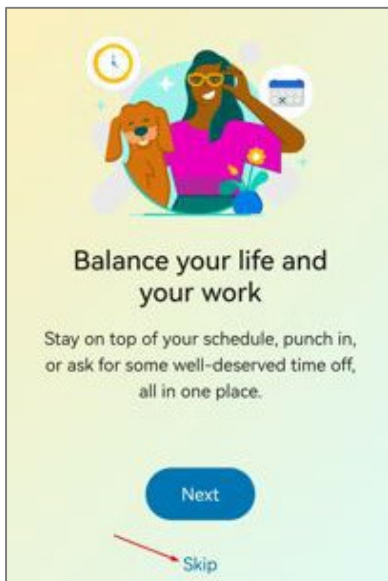
Step 3: Select "Install".



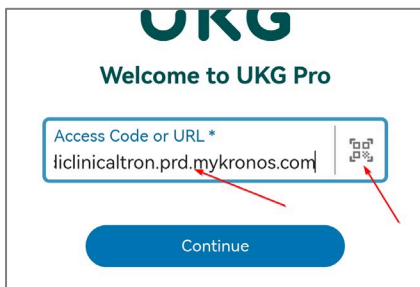
Step 4: Select "Open".



Step 5: Log into the UKG Pro App and select “Skip” when you see the screen below:

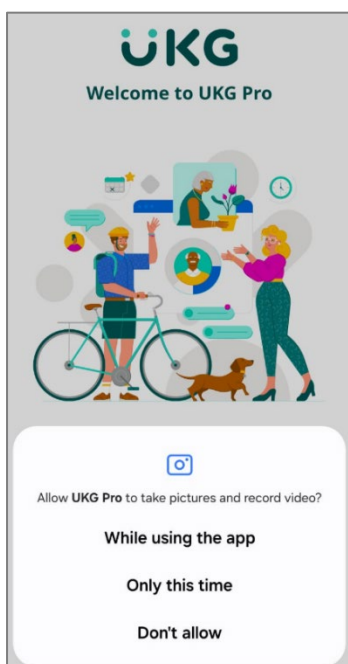


Step 6: Enter the following URL: <https://mediclinicaltron.prd.mykronos.com> and select “Continue”.

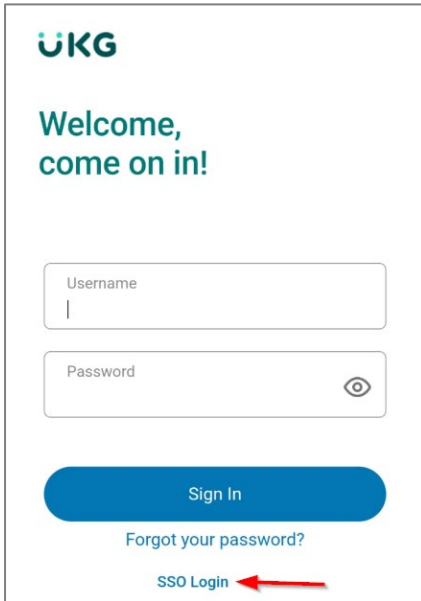


OR

Select the “Scan QR Code” button on the right. If you get asked to “Allow UKG Pro to take pictures...”, select “While using the app”. When the block comes up on your screen, scan the following QR code:

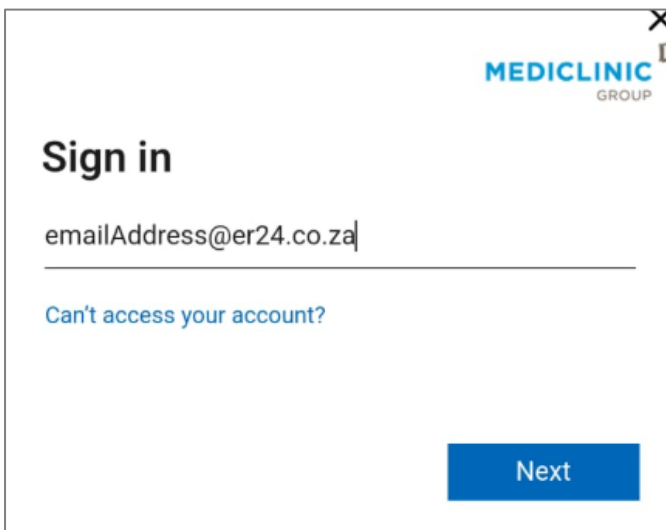


Step 7: Select “SSO Login”.



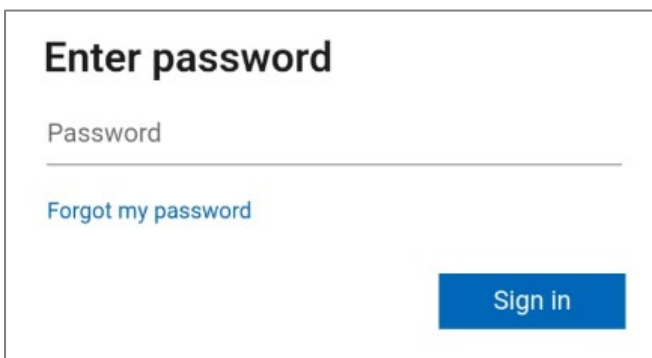
The image shows the UKG login interface. At the top left is the UKG logo. Below it, the text "Welcome, come on in!" is displayed. There are two input fields: "Username" with a cursor and "Password" with a toggle icon. A blue "Sign In" button is centered below the fields. Below the button are two links: "Forgot your password?" and "SSO Login", with a red arrow pointing to the "SSO Login" link.

Step 8: Enter your ER24 or Mediclinic email address and select “Next”.



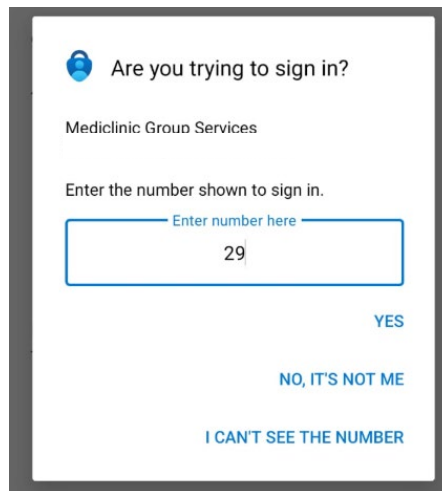
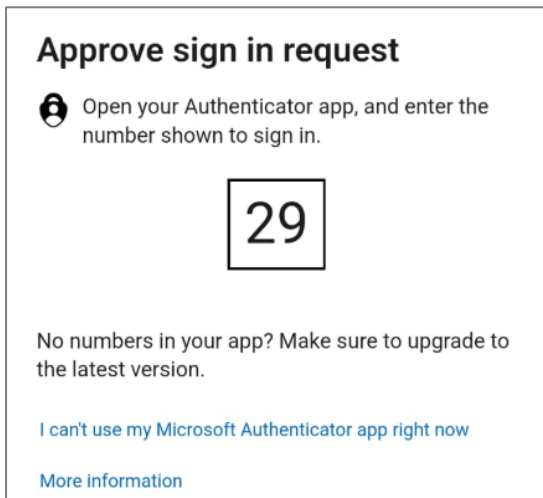
The image shows the Mediclinic Group sign-in screen. The Mediclinic Group logo is in the top right corner. The heading "Sign in" is on the left. Below it is an email input field containing "emailAddress@er24.co.za". A link "Can't access your account?" is below the input field. A blue "Next" button is at the bottom right.

Step 9: Enter your Network password and select “Sign In”.



The image shows the "Enter password" screen. The heading "Enter password" is at the top. Below it is a password input field. A link "Forgot my password" is below the input field. A blue "Sign in" button is at the bottom right.

Step 10: You will see a screen displaying a number in a box. After a few seconds, you will receive a notification on your mobile device that you need to select. You will then see an empty box where you need to enter the number you were given. After entering the number, select **"YES"**.



Step 11: Stay Signed in? Select **"Yes"**.

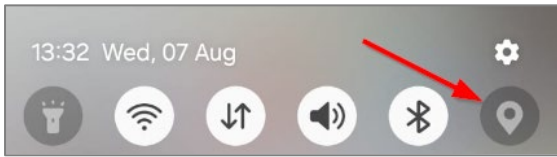


Step 12: You'll now be logged in and see your UKG Pro home page.



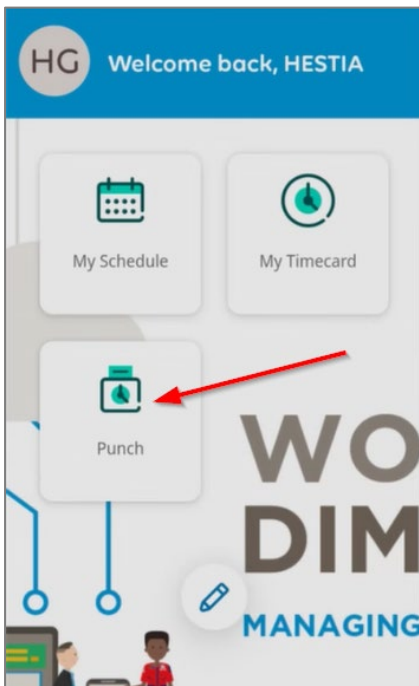
2. HOW TO PUNCH/CLOCK ON THE UKG PRO APP USING GEO CLOCKING

Step 1: Switch on your “Location”.

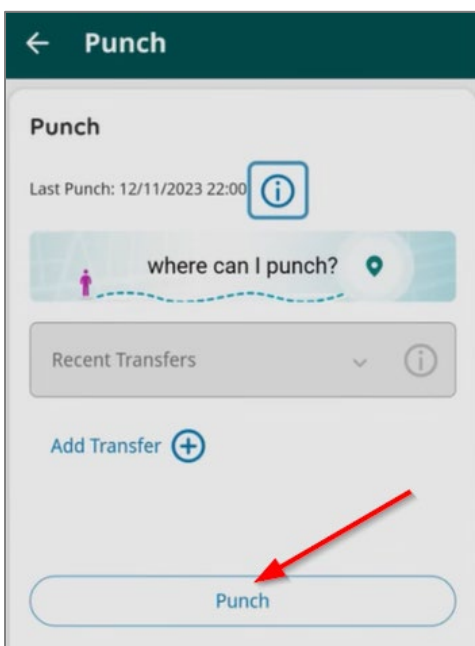


Step 2: To log in to the UKG Pro mobile application, click on “**Sign In**” or “**SSO Login**” and enter your **ER24 or Mediclinic email address** along with your **network password** if needed.

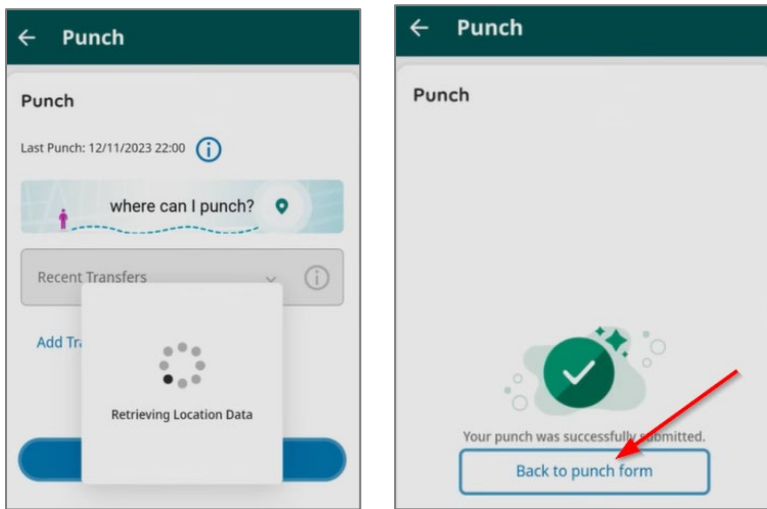
Step 3: Click on “**Punch**” tile on the Home page.



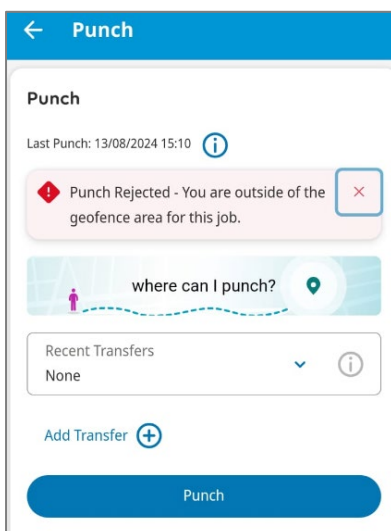
Step 4: Click on the “**Punch**” button.



Step 5: It will say “Retrieving Location Data” and then give the message “Your Punch was successfully submitted”. You can then click on “Back to punch form” or click on “Home” to go back to the home page.



Please note: If you don't clock within your Geo location, you will get the following message: 'Punch Rejected – You are outside of the geofence area for this job'. Please note that you must be within your geolocation to clock.



If you see the message, “Punch rejected – No Location Data,” log out of UKG Pro and ensure that your mobile location is enabled (See Step 1) before logging in again.

