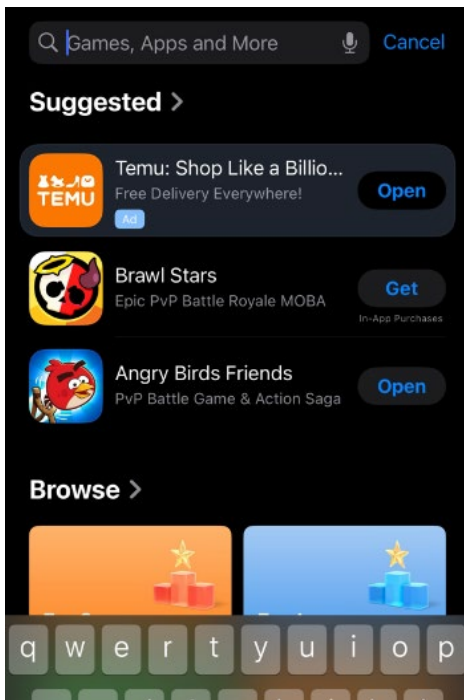


UKG PRO APP INSTALLATION AND PUNCH MANUAL (IPHONE)

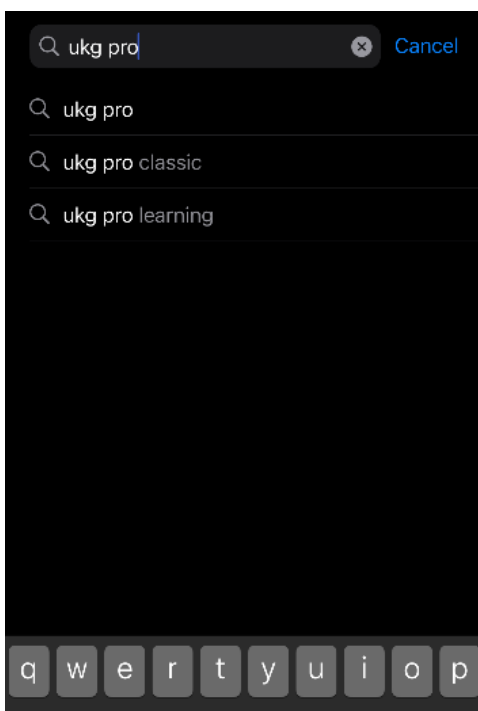
Permanent ER24 employees who are working an MHR shift and need to clock on a mobile

1. HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP

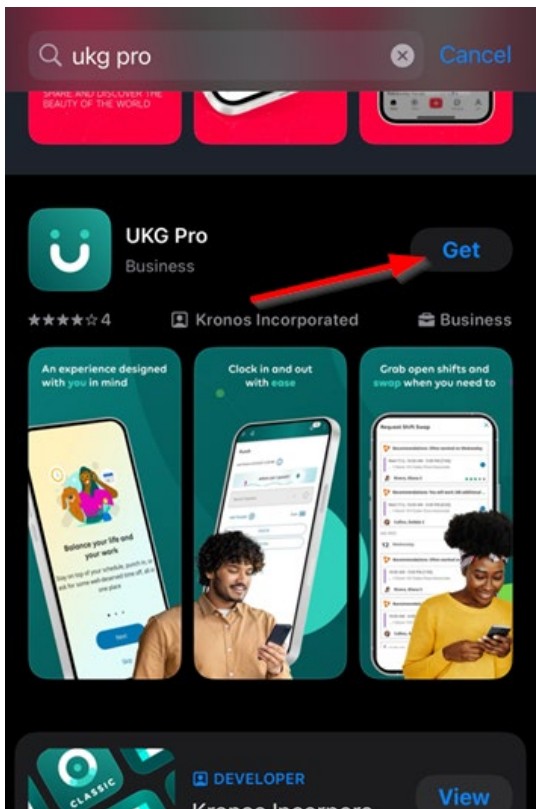
Step 1: Open Apple Store.



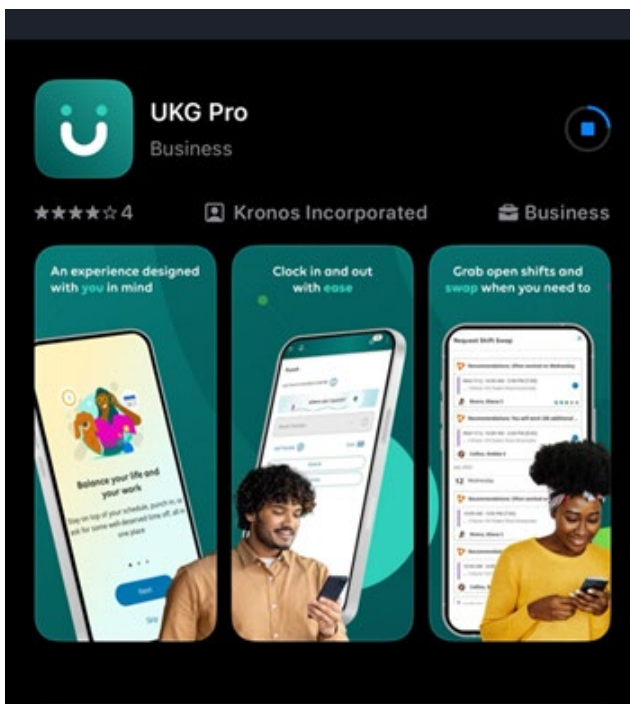
Step 2: Select the "Search" button and search for "UKG PRO".



Step 3: Select “Get” button.

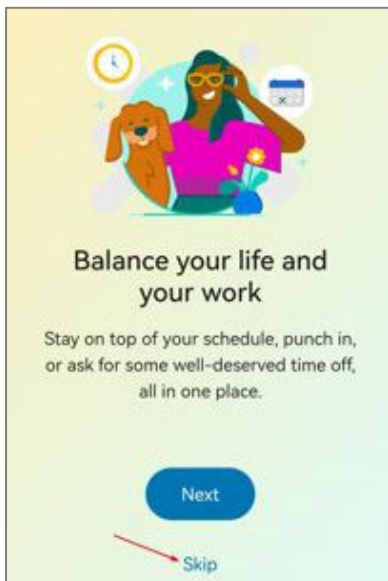


Step 4: Select “Install”. This will install the application on your mobile and place the icon on your desktop (**Note:** If your mobile device is set to require a password to download applications, you need to enter it first before the download and installation can proceed.)

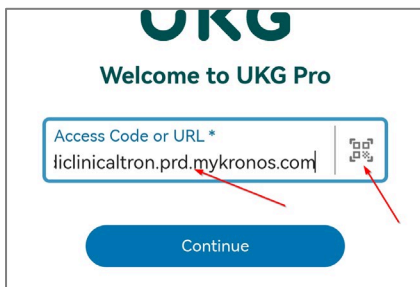


Step 5: On your desktop, select the “UKG Pro” icon and/or select “Open” once installed.

Step 6: Log into the UKG Pro App and select “Skip” when you see the screen below:

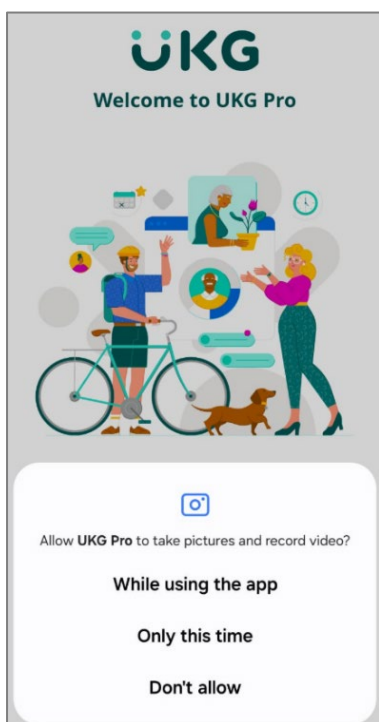


Step 7: Enter the following URL: <https://mediclinicaltron.prd.mykronos.com> and select “Continue”.

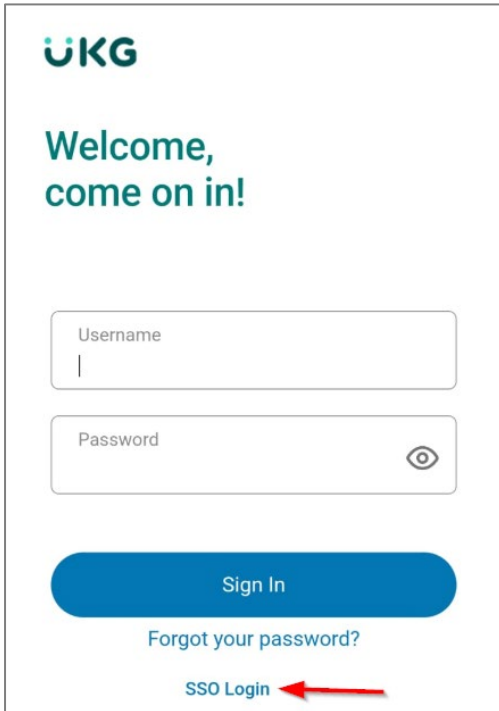


OR

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:

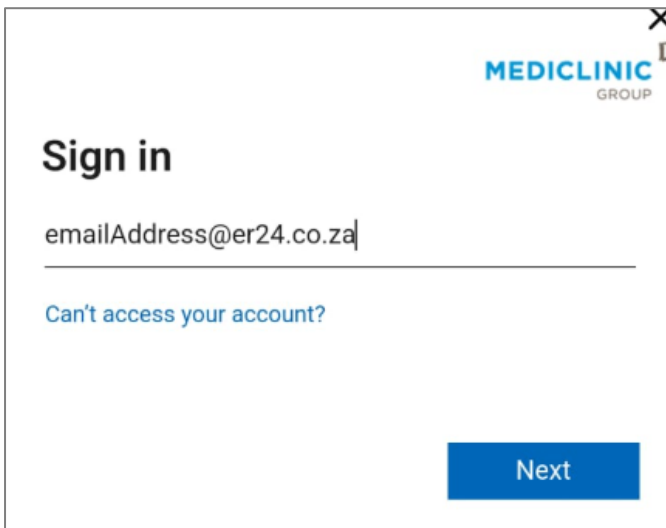


Step 8: Select “SSO Login”.



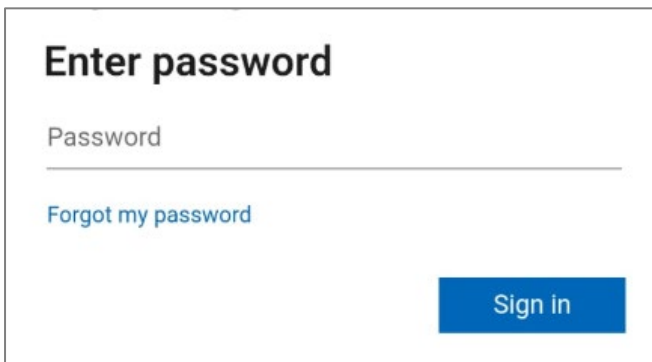
The image shows the UKG login interface. At the top left is the UKG logo. Below it, the text "Welcome, come on in!" is displayed. There are two input fields: "Username" and "Password". The "Password" field has an eye icon to its right. Below the input fields is a blue "Sign In" button. Underneath the button is the text "Forgot your password?". At the bottom of the form, there is a link for "SSO Login" with a red arrow pointing to it from the right.

Step 9: Enter your ER24 or Mediclinic email address and select “Next”.



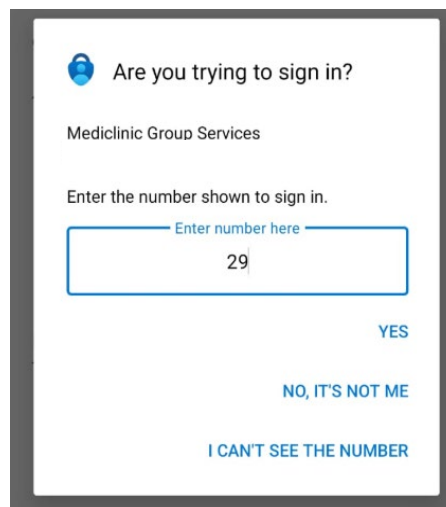
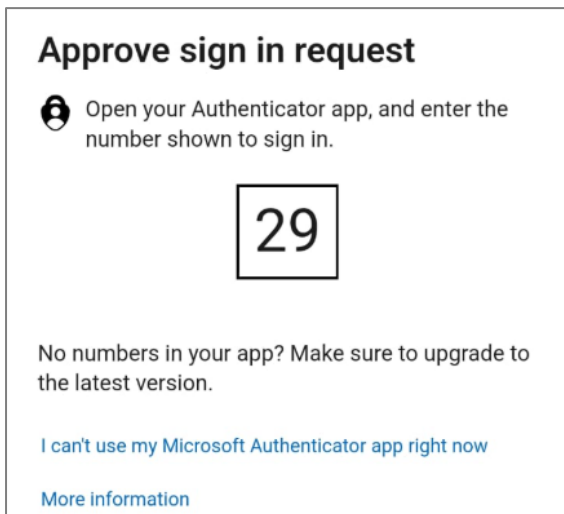
The image shows the Mediclinic Group sign-in screen. In the top right corner, there is a close button (X) and the Mediclinic Group logo. The main heading is "Sign in". Below the heading is an input field containing the email address "emailAddress@er24.co.za". Underneath the input field is a link that says "Can't access your account?". At the bottom right of the screen is a blue "Next" button.

Step 10: Enter your Network password and select “Sign In”.



The image shows a screen titled "Enter password". It features a single input field labeled "Password". Below the input field is a link that says "Forgot my password?". At the bottom right of the screen is a blue "Sign In" button.

Step 11: 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 12: Stay Signed in? Select **"Yes"**.

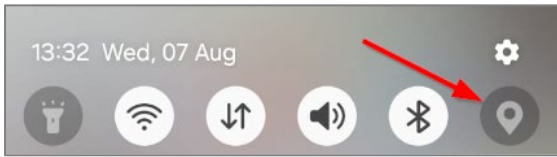


Step 13: You will now be logged in and see your UKG Pro home page.



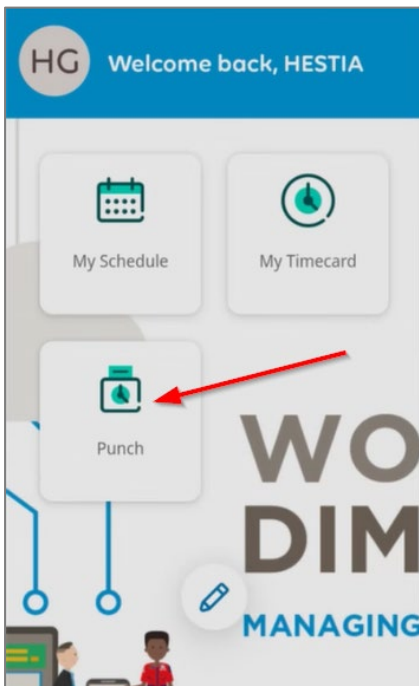
2. HOW TO PUNCH/CLOCK ON THE UKG PRO APP USING GEO CLOCKING

Step 1: Switch on your “Location”.

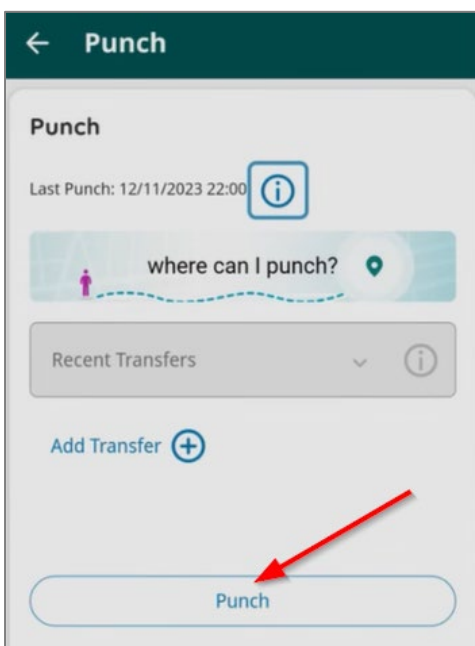


Step 2: To log in to the UKG Pro mobile application, click on “**Sign In**” or “**SSO Login**” and enter your **ER24 or Mediclinic email address** along with your **network password** if needed.

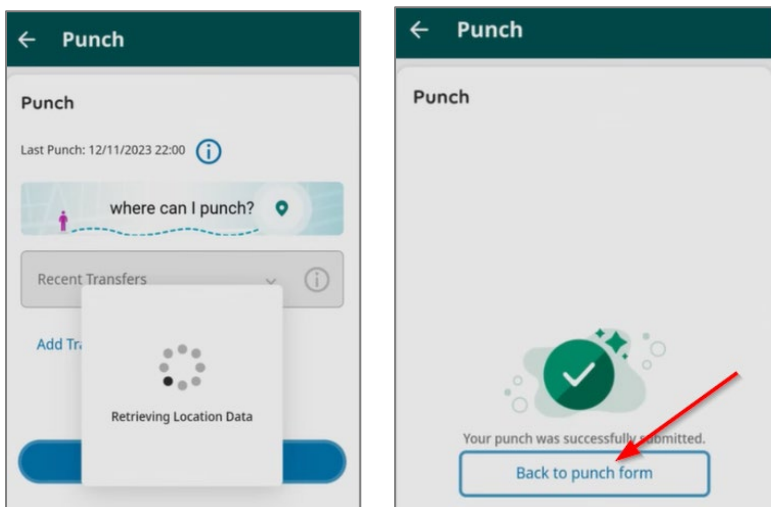
Step 3: Click on “**Punch**” tile on the Home page.



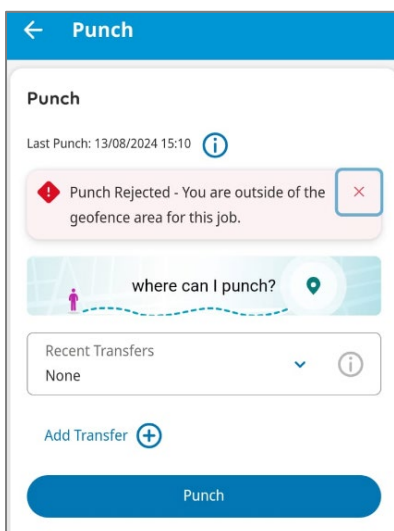
Step 4: Click on the “**Punch**” button.



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.

