

## UKG PRO WFM – Mobile Application - Basic Navigation (Employee)

Version: 07/19/2024

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<u>Home Page</u> This will be the first screen you see when you log into the mobile app, and after navigating, you can return to this screen using the		Welcome back, John Wy Schedule My Schedule My Nortifications
<ul> <li>Home icon on the bottom of the screen.</li> <li>Note: Depending on your role</li> </ul>		
in the system, the shortcuts shown on your Home Page can be different than what is shown in the screenshot.	G	N ⊖ Q, ≡ http:// Manu
<u>Control Center</u> You can enter the Control Center using the <b>My</b> <b>Notifications</b> shortcut, then selecting the navigation arrow. You could also use the <b>Inbox</b> icon at the bottom of the screen (then select <b>View All)</b> . The Control Center allows you	Image: State of the state	<ul> <li>My Notifications</li> <li>Tasks</li> <li>O</li> <li>My Requests</li> <li>Z</li> <li>Timekeeping</li> <li>O</li> </ul>
to view and take action on notifications.	Home Jobox Search M	Erru















## Timecard

You can enter your Timecard using the **My Timecard** shortcut.

Employees who clock in and out will see their actual punches displayed on the timecard; Exempt employees will see constant hours, based on their assigned schedule.

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	My	Schedule	My Timecard	
	My	Accruals	My Notifications	
	Gme	Inbox	Q Search	<b>Ⅲ</b> Menu
to:51      ← My Time     My Timecard     Edited Wed 7/17 by 5	ecard FERVICES-LEVEL3 Exceptions	• II ?	•	
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Jul         1st:         PTO - 8.00           Thu         2nd:         10:17 AM - 1:29 PI           Daily Total:         3.25           Total to Date:         20.25	Jul 1st: PTO - 8.00 Fri 2nd:		Total







