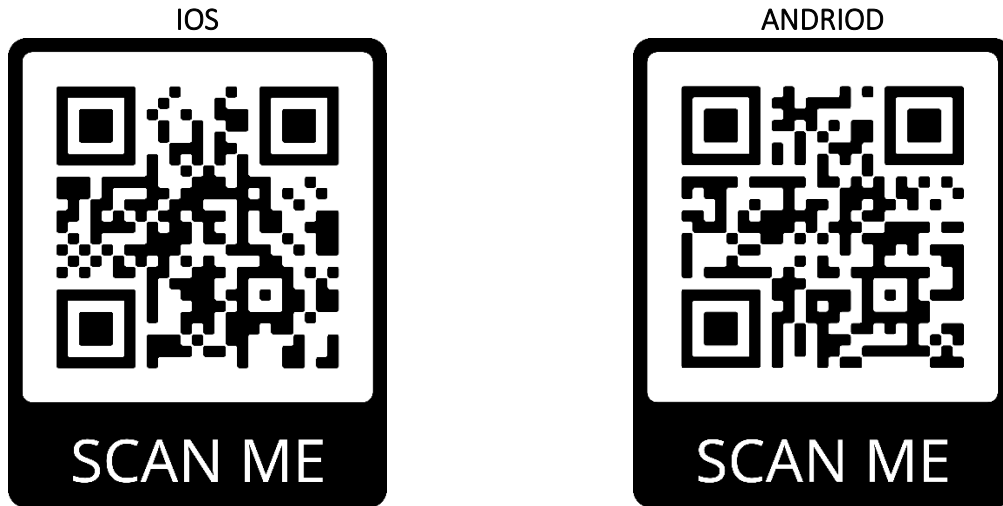


## UKG Pro (UltiPro) Mobile App

You can access UKG on a Mobile App. Please follow these instructions to download the app and review the main features.

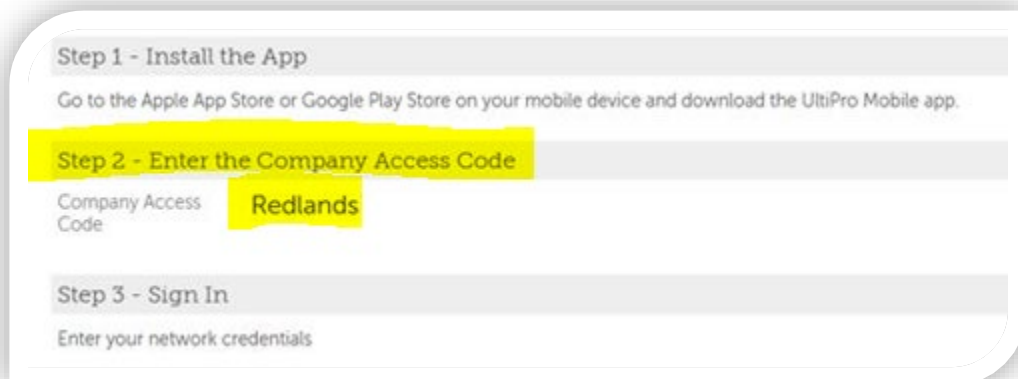
**Step 1:** Please use the QR code (IOS or Andriod) to find the UKG Pro Mobile App



**Step 2:** Install the App



**Step 3:** After you install the App it will ask for you to enter the **Company Access Code: Redlands**



Step 4: Click the 'Use SSO (Corporate Credentials)'



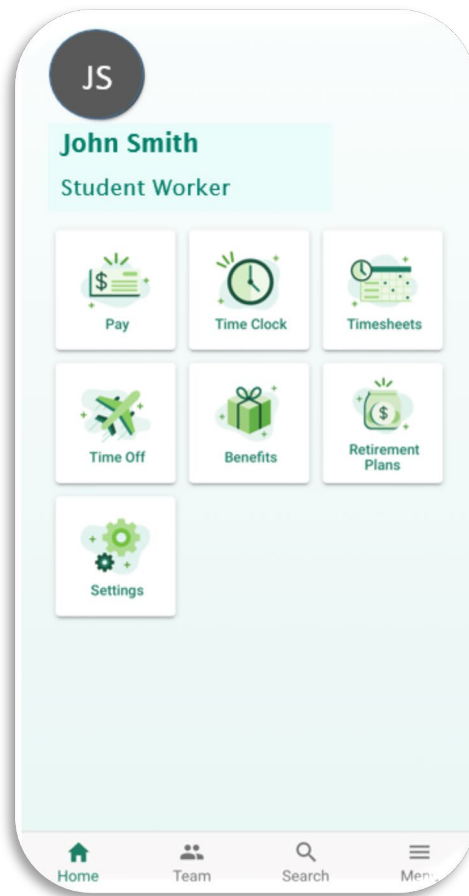
Sign In



Step 5: Enter your MyRedlands credentials



Step 6: You will see a similar screen below with the main features the app has to offer.



### List of Main Features

Main Features	Notes	Mobile App	Computer (HR Portal)
Pay	View Pay Statements Check detail Next Regular Pay Direct Deposit W-2 – Linked to Turbo Tax	View/Edit	View/Edit
Time Clock	The Time Clock feature to clock on/off in real time. Clicking on <b>Time Clock</b> will clock on in real time, as if you were punching in for the day.	Live clock-on and -off <i>No edit features</i>	Edits can be made to time entered
Timesheets	Can view your timesheet	View Only	View/Edit
Time Off	View balances Accrual Requests	View/Request time-off	View/Request time-off
Benefits	View Elected Benefits	View Only	View/Edit
Retirement Plans	View your contributions YTD and per paycheck <b>Retirement changes are immediate!</b>	View/Edit	View only <i>No edit features</i>
<i>Goals/Notes</i>	Create goals & notes for yourself/employees	<i>Coming Soon</i>	<i>Coming Soon</i>

