KRONOS®

Getting Started with UKG Pro Workforce Management

This job aid explains how to log on and get started with the UKG Pro app on your mobile device.

Job Aid

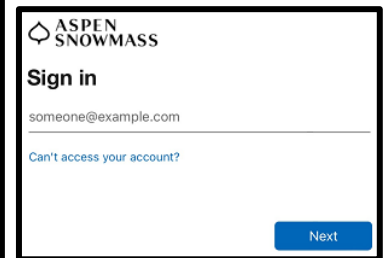
Download the UKG Pro App

From your mobile device:

Search for the UKG Pro app in your app store and download the app to your device

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Log on to the UKG Pro App

- In the UKG Pro app, enter your Tenant URL as follows: **https://aspenskiingco-sso.prd.mykronos.com**

- Enter your single sign-on (SSO) username and password

- **Note:** Reach out to the IT Help Desk for assistance with your SSO login

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Navigating the UKG Pro App

The Home page is composed of tiles, which are dynamic shortcuts that help you to easily navigate to different pages inside & outside of the Kronos application and also serve to communicate dynamic information on various areas in the Kronos application. You can tap a tile to perform a function such as punching in or out. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly. See below for a general summary of the Kronos Home page and additional details on some of the available tiles:

- Tap the **Menu** button at the bottom-right of the screen to open the main menu and navigate to different pages in the application

- Tap the **My Notifications** tile or the **Inbox** button at the bottom-left of the screen to review your alerts and notifications in the Control Center

- Tap the **Tiles Menu** at the bottom of the screen to add and remove tiles from your Home page

- Tap the **Employee Self-Service Forms** tile to open the My HR page, and navigate between the HR Actions, Forms, and Checklists tabs to review/submit ESS Forms such as the Direct Deposit Change form, Personal Information Update form, or Ski Pass Dependent Change form

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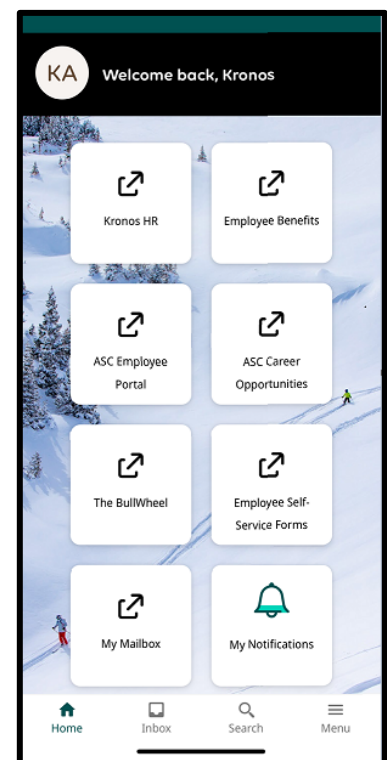
Navigating the UKG Pro App Continued

- Tap the **Kronos HR** tile to access your Kronos HR Dashboard (HCM) on your mobile browser. From your Kronos HR Dashboard (HCM), you can switch between your Self-Service & Home tabs to easily access ESS forms, Manager Self-Service Forms, and review Employee Information for your team
    - **Note:** You may be asked to log in with SSO a second time after launching your Kronos HR Dashboard (HCM) in your mobile browser

- Tap the **My Pay** tile to open the My Pay page and view your pay statements, year-end forms, tax information, and direct deposit information
    - **Note:** For iOS (Apple) device users, you must enable the Allow Cross-Website Tracking option in the UKG Pro app settings on your device to ensure the My Pay tile loads correctly. To enable this setting, open Settings on your iOS device, then scroll down and tap on the UKG Pro app in your My Apps list, then enable the toggle button next to the Allow Cross-Website Tracking option in the UKG Pro app settings

- Tap the **My Accruals** tile to review your PTO (paid time off) balances (Sick, Personal, Vacation, etc.) and submit a time off request to your manager

- Tap the **My Timecard** tile to open the My Timecard page and review your hours worked for the current pay period

- Tap the **Home** [Home] button at the bottom-left of the screen to return to and/or reload your Kronos Home page