



Sign in

* User name

* Password

[Forgot your password?](#)

Sign in

UKG Pro Mobile App:

To get started, you will need to:

1. Download the UKG Pro mobile app to your device by visiting either the Apple app store (iPhone) or the Google play store (Android).
2. Enter our Company Access Code as: **Mtrose**
3. Enter your UKG Login credentials

Reminder: Username: MTRSE+5 digit employee number. Your default password is your full 8 digit calendar birthday.

Login example: MTRSE00123 (you must add leading zeros if your employee number is less than 5 digits).

UKG Ready Mobile App:

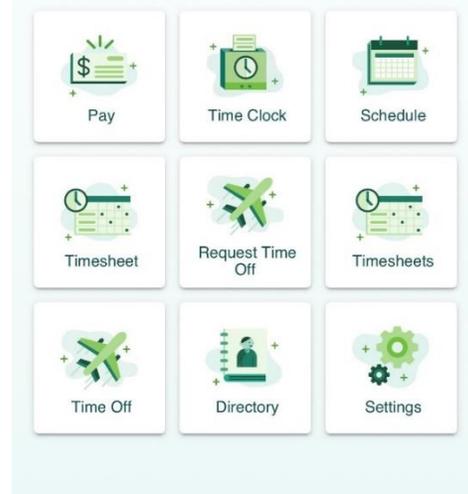
To clock in and out from your mobile device, view your schedule and more, you will need the UKG Ready App.

1. Make sure you have downloaded and accessed UKG Pro, then download the UKG Ready App.
2. Log in to UKG Pro, then click **Time Clock**. On your first time logging in, you will be asked to re-enter your UKG log in credentials. It will then prompt you to enable location services.

NOTE: Location services must be on while using the app in order for your punches to register. Please see Human Resources with questions or issues.

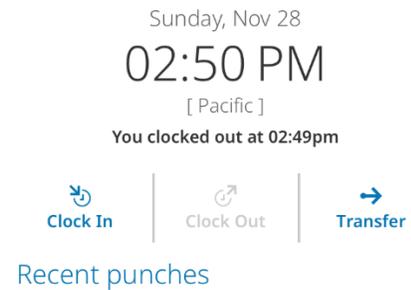
UKG Clock In/Out

Once logged in to UKG Pro, tap **Time Clock**



UKG Ready will then launch

Tap **Clock In** or **Clock Out**



Do this at the beginning and ending of your shift. You do not need to clock out for lunches. You need to be in range of a building on site in order to be successfully punched. You will receive a notification that your punch has been recorded.

Transferring Departments on the Mobile App

Tap **TRANSFER**.

Search your **Department, Job**, then **Location**. See HR for more information.

The Human Resources office is available to help you. Please visit the HR Support Center located outside the HR office or call 849-0704 x 209.