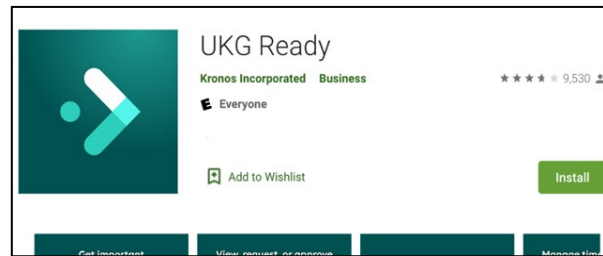
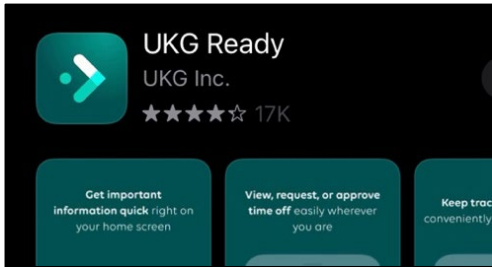


UKG Ready (Kronos) Mobile App- Basic Checklist Guide

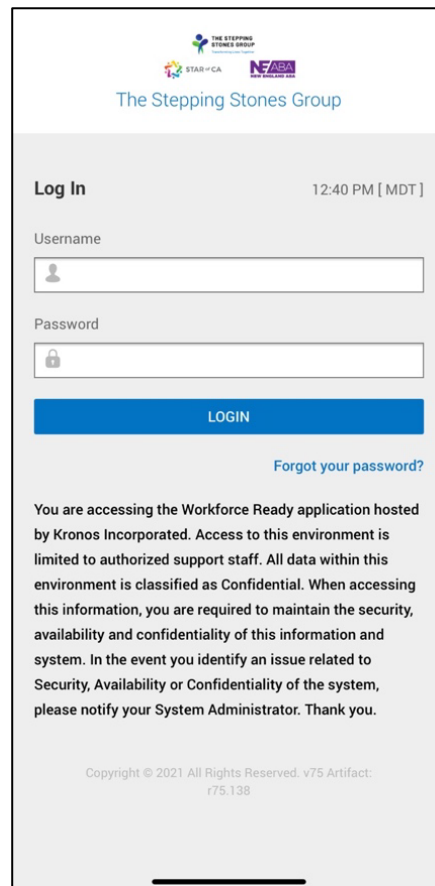
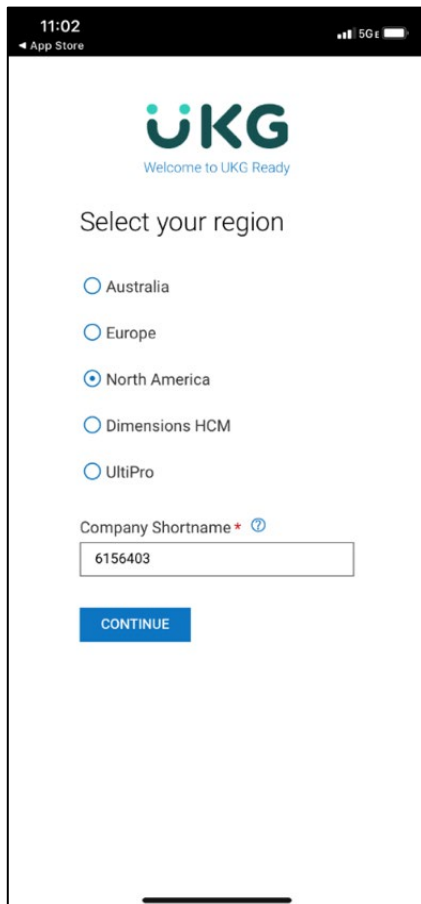
UKG Ready Mobile App Download & 1st Login:

UKG Ready available to download on Apple App Store (iPhone) & Google Play App Store (Android)



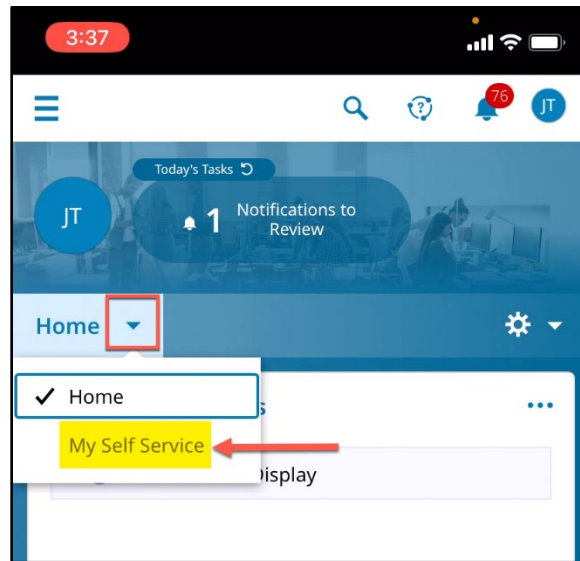
For your 1st login after initial download of the UKG Ready App:

- Select Region as **North America** & enter Company Shortname: **6156403**
- Click **Continue** to bring you to the SSG Login Page to enter Kronos Username & Password

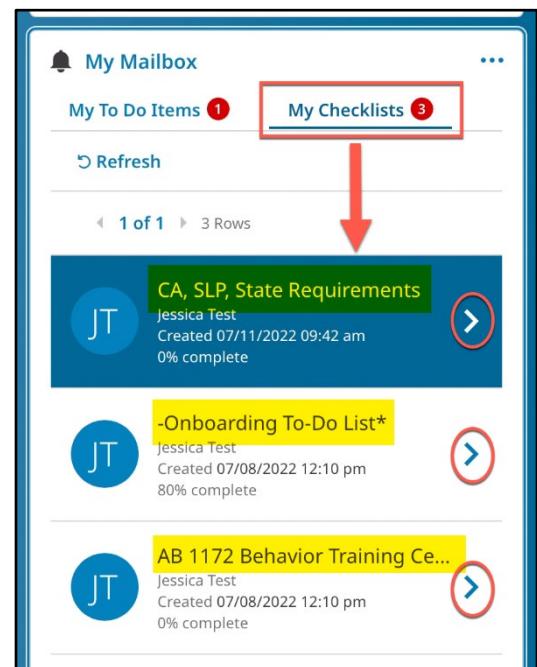
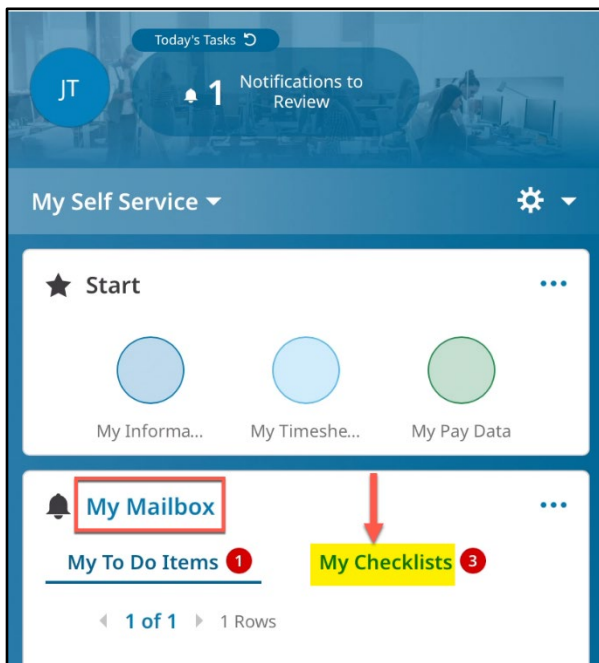


UKG Mobile Homepage- Access, View, & Complete Assigned Checklists:

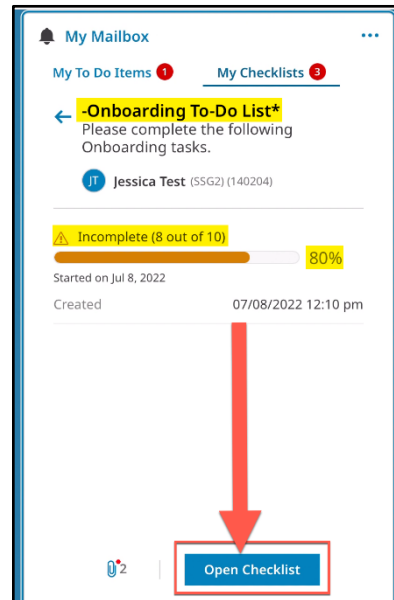
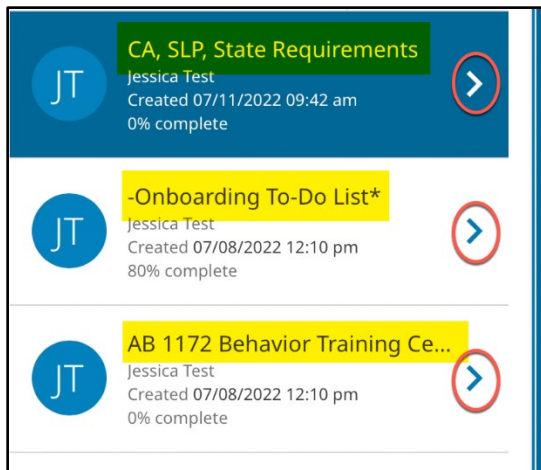
On Homepage, click on dropdown arrow next to “Home” & switch to “My Self Service” for quick access to assigned checklists.



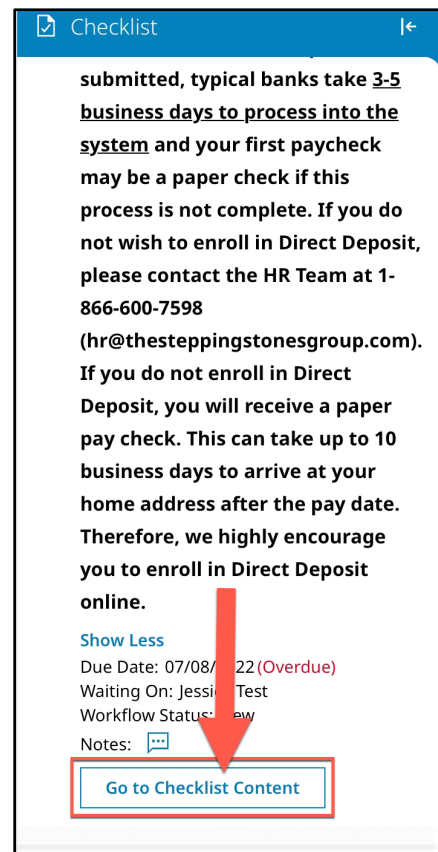
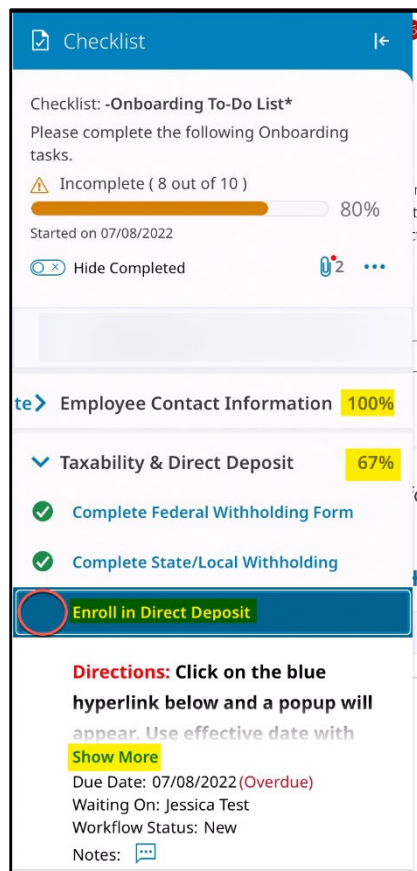
Locate the “My Mailbox” section and click on the “My Checklists” tab to view open checklists.



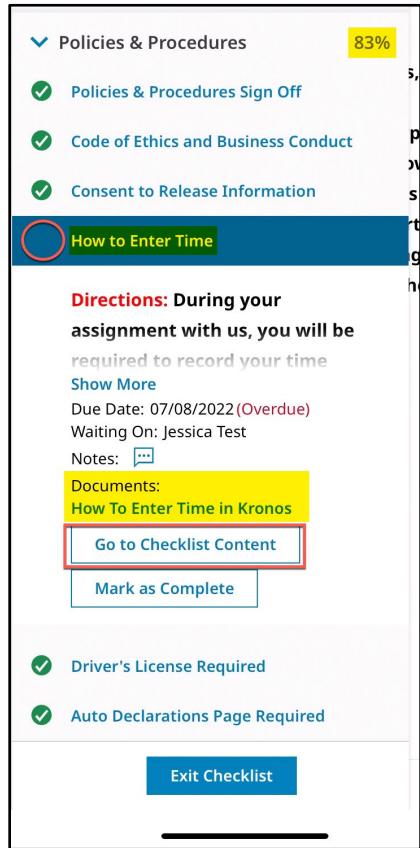
Click on each Checklist Name to preview amount (# and %) of checklist completed. Then click “Open Checklist” button at the bottom of the screen to view all items within each Checklist.



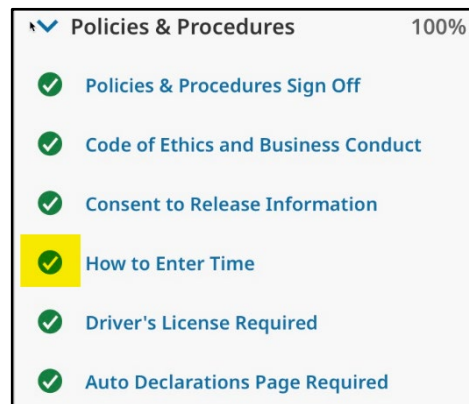
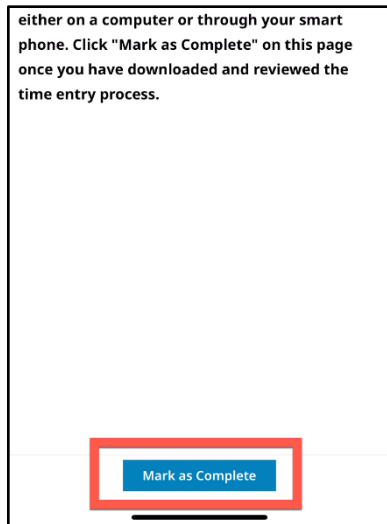
To view and complete each checklist item, click on the blue hyperlink for each item, then click “Go to Checklist Content” to complete and/or upload documents.



In addition to instructions on how to complete items when clicking each hyperlink, some items may also include a document to review and acknowledge SSG process or procedure to complete the item. Documents will be located below the instructions to download (“Go to Checklist Content”).



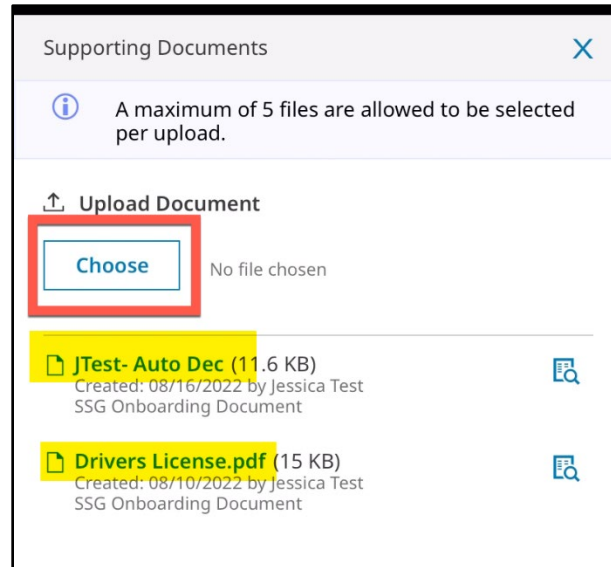
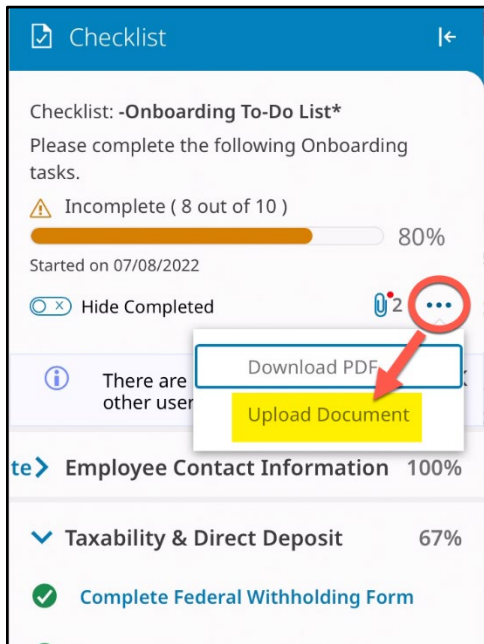
After checklist items are reviewed or completed, you will need to click the blue “Mark as Complete” button to finalize checklist items. Once finalized, a Green Circle w/Checkmark will appear next to checklist item. (Note: Not all items will require this. If required, this will be included in the item instructions)



Uploading Onboarding Checklist Documents vs Compliance Checklist Documents:

Onboarding To-Do List: (Driver's License & Auto Declaration Page)

Click on "3-Dots" located in top section of Checklist and select "Upload Document." Choose your files for upload.

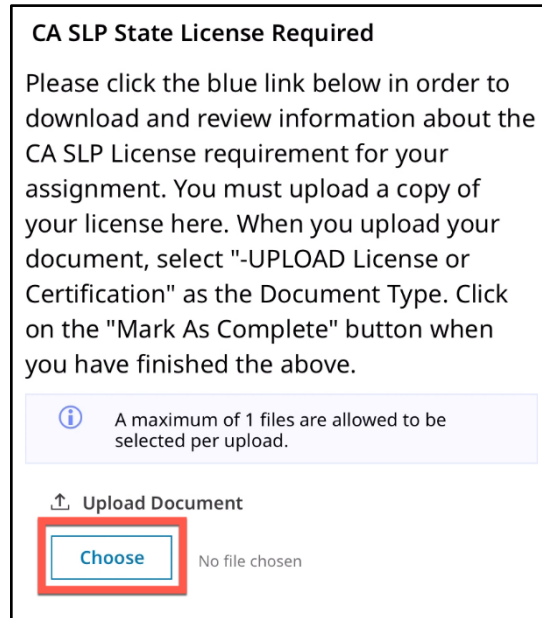
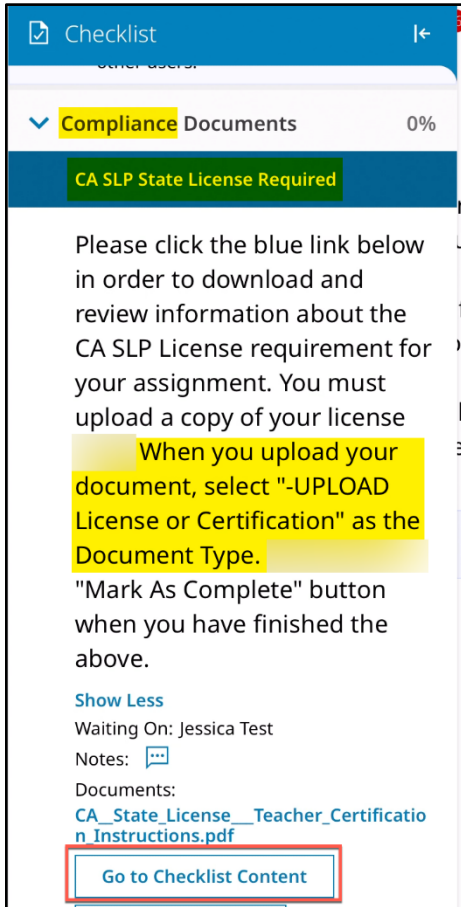


After uploading both DL and Auto Dec, click on blue hyperlink for each and click "Mark as Complete" button to Finalize each checklist item. Once finalized a green circle with checkmark will appear.

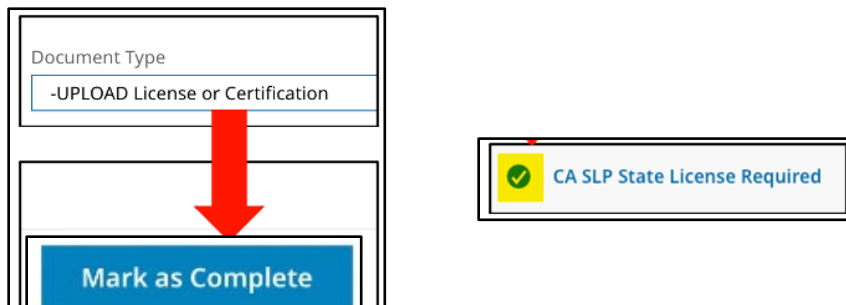


Compliance Checklists: (Example items include License, Certs, Livescan(s)/Fingerprints, TB, Physical, Drug Screen, State Forms, etc.)

Click blue hyperlink for each checklist item, then click “Go to Checklist Content” to Upload documents for each specific item. Choose your files for upload.



Once uploaded, click “Mark as Complete” button to finalize each checklist item. This notifies HR & Compliance of items completion for Review & Verification.



For additional assistance, please visit our Kronos Resource page (<https://info.thesteppingstonesgroup.com/kronos-training-guides-and-resources>) or email our HR Team (hr.requests@ssg-healthcare.com).