North America

Shared Service Center

UKG PRO – MOBILE
Payroll & Timecard

Payroll Access When You Need It

UKG PRO Mobile
(UltiPro Payroll Access)

Empowering employees with secure access to key information & tools

View
Contact & job information
PTO balances
Current & prior pay statements*
Current & prior year Form W-2*

Update
Direct deposit accounts
Tax withholding selections

More
Use Model my Pay to explore various pay scenarios
News & Information for key updates (future)

Workplace Code: SAMSUNGPRO

UKG Workforce Management
(Dimensions Time Management)

Supporting effective time management on the go for employees & managers

Employees
Request time off
Punch in/out for work
Review schedules

Managers
Review & action time off requests
Address timecard exceptions real-time
Review schedules

More
Geofencing & geosensing capabilities available

Workspace Code:
https://samsungelectronics.prd.mykronos.com

Scan the QR codes to easily access the app in the Google Play store or the Apple App Store

Google Play Store:

Apple App Store:

NA SSC

How to log into UKG Pro (UltiPro)
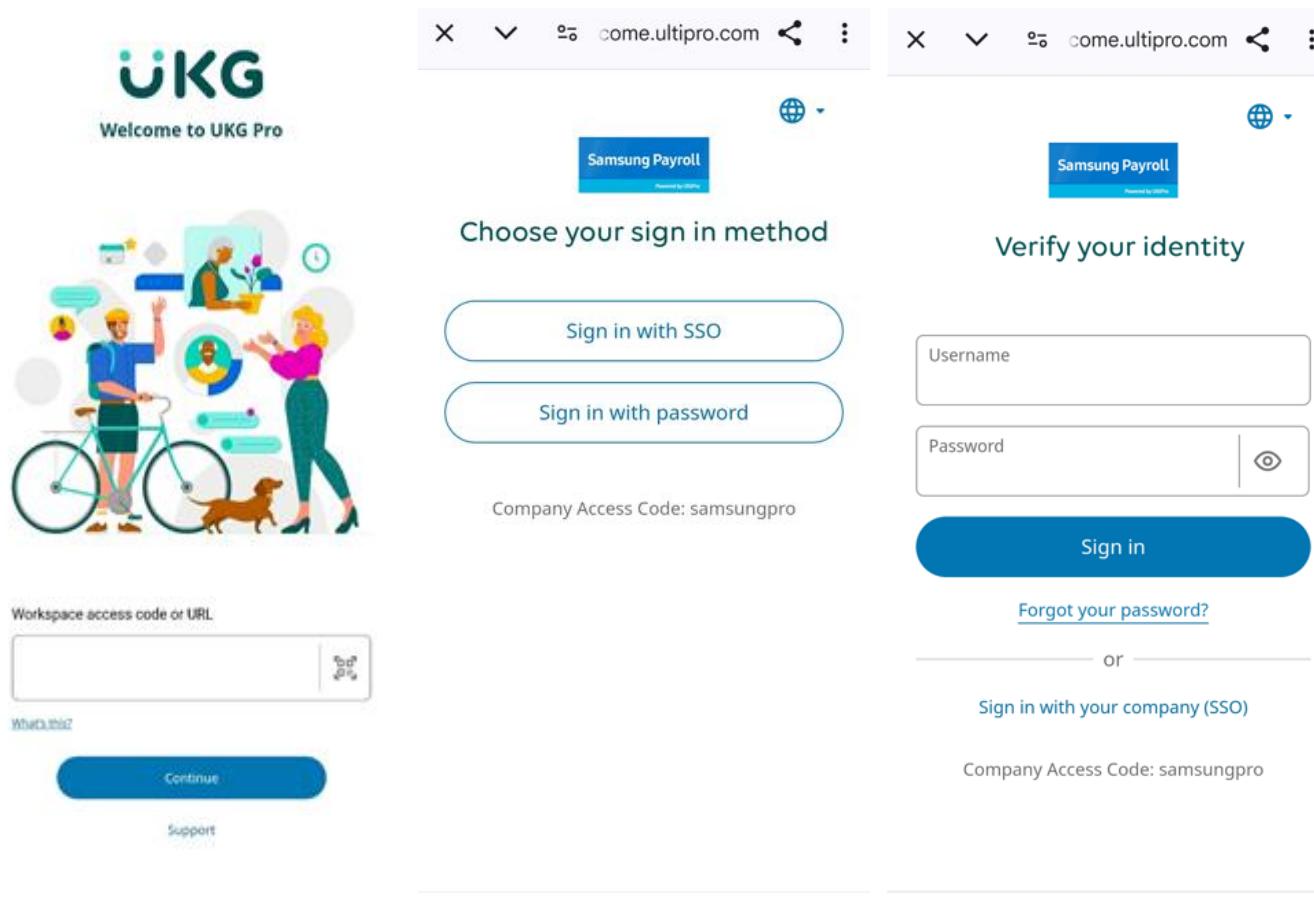
1. Follow instructions to download **UKG Pro** using Google Play Store or Apple App Store

2. In the "Workspace access code or URL" box, enter code **SAMSUNGPRO** and click Continue to add the workspace for the UKG Pro (UltiPro) payroll system

3. You will now see the SAMSUNGPRO Workspace listed on the welcome page

4. Click on the Sign In button

5. Select Sign In with password

6. Enter your UKG Pro username and password, then click Sign In

UltiPro Password Reset

1. Contact HR SSC to request for a password reset

2. Log into UKG Pro with your Username and temporary password

3. Change Password as per requirements

UltiPro Password Reset
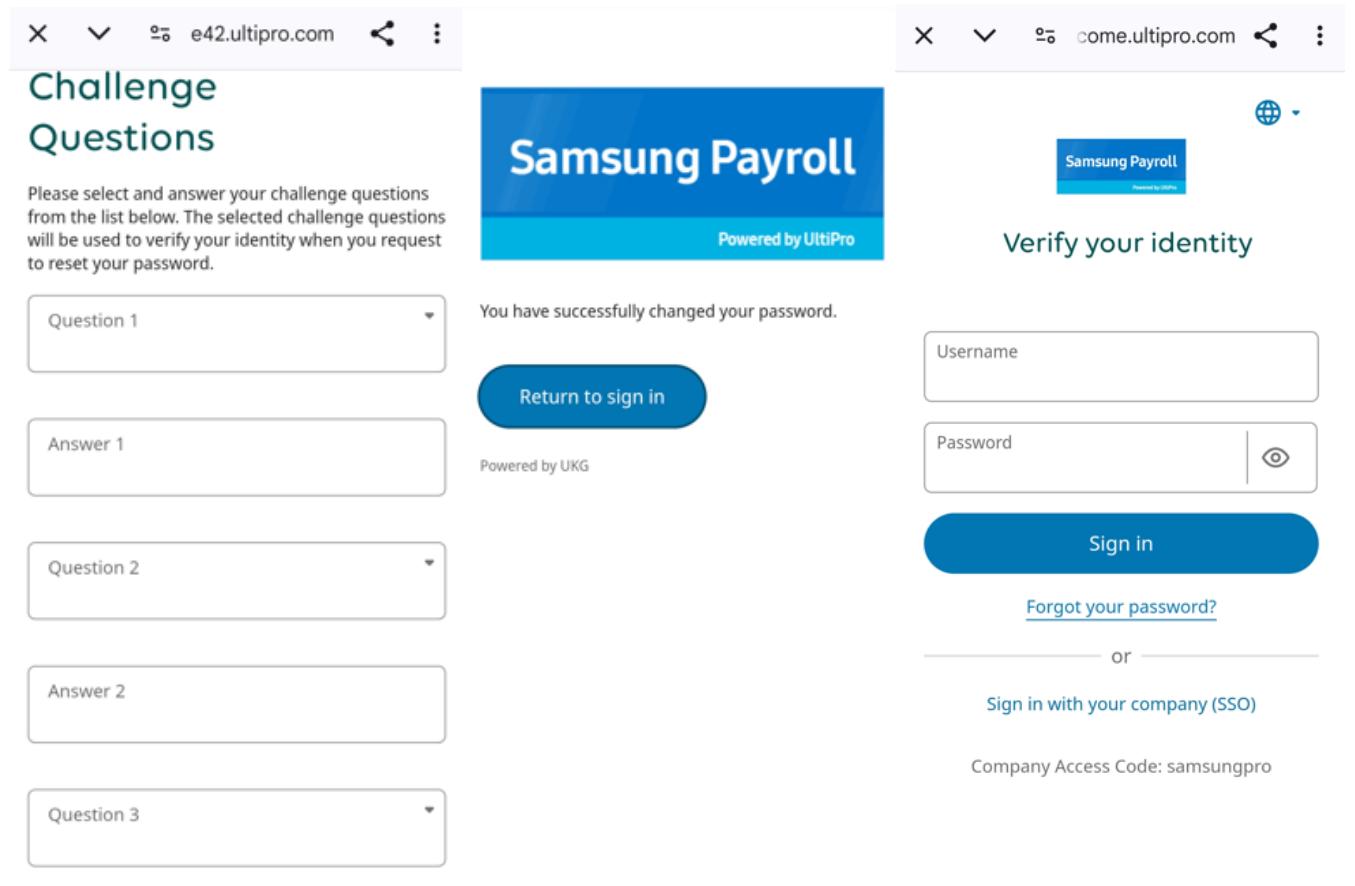
1. Complete the Challenge Questions from the dropdown list

2. Click Return to Sign in

3. Follow steps to log into UKG Pro with your username & password

UKG Workforce Management (Dimensions) Access
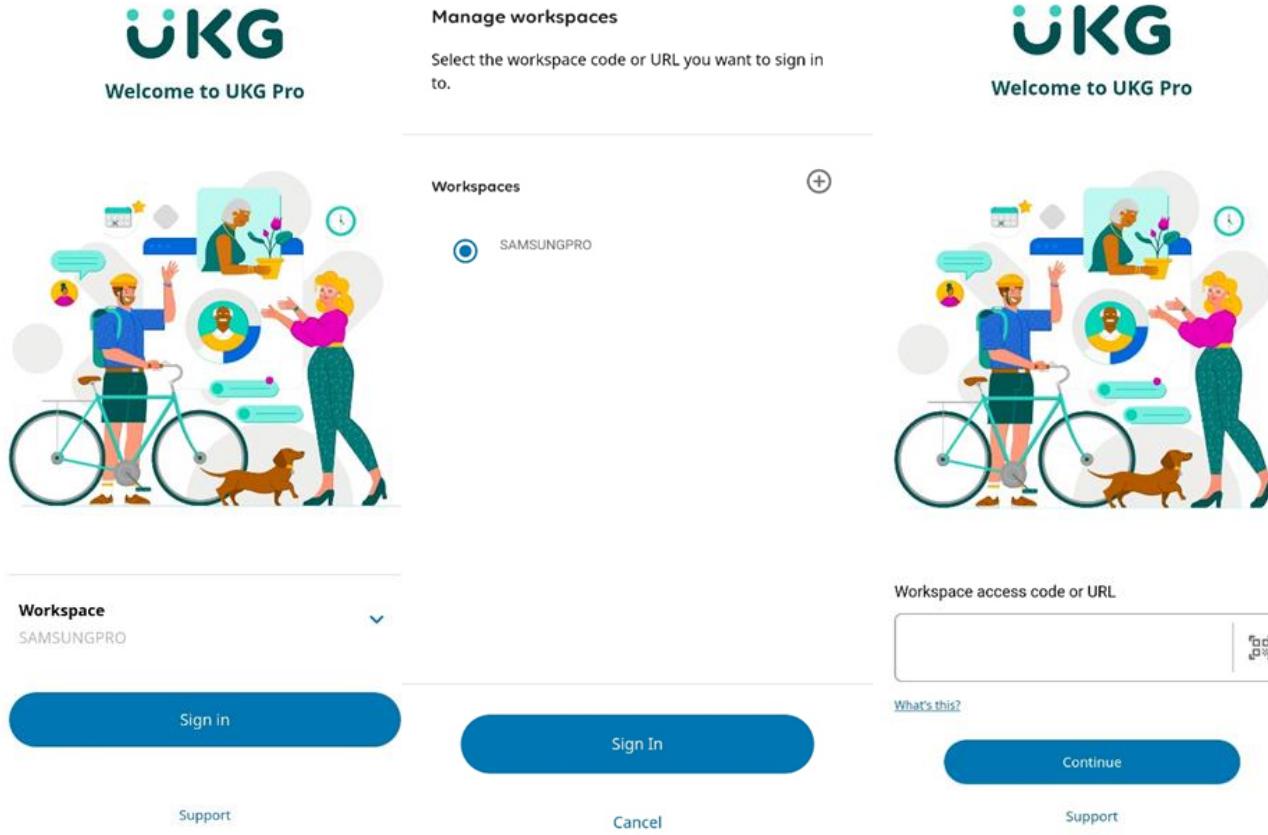
1. Navigate to the welcome page

2. Click on the down arrow next to the new Workplace name

3. Click the plus sign + to get back to "Workspace access code or URL" box

4. Enter URL https://samsungelectronics.prd.mykronos.com/ or scan the QR code to add the workspace for UKG Pro WFM (Dimensions).

5. Click continue, and you'll be taken to the UKG Pro WFM (Dimensions) login screen.

# UKG Workforce Management (Dimensions) Access
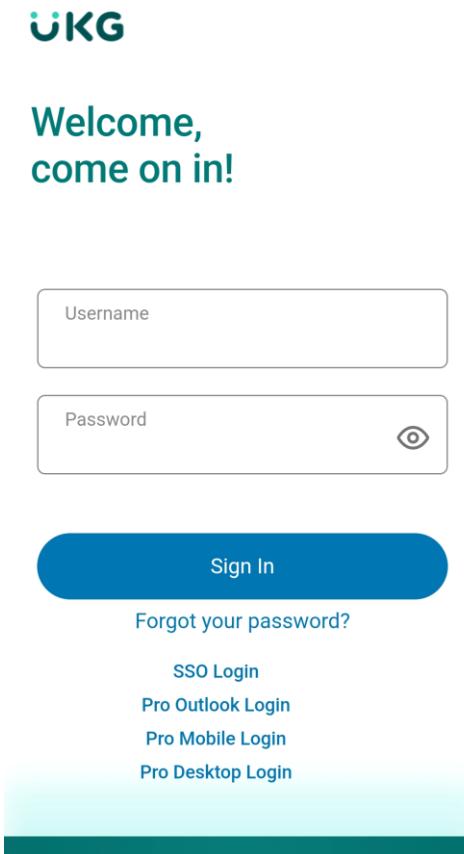
1. Here, you will sign in the same way you access the web application, by either direct login or SSO

2. Use credentials if you use direct login for UKG Pro WFM user

3. If you use SSO, click the "SSO Login" link under the sign in button, then enter your SSO credentials (typically Knox ID and Windows login password), then click Login

How to enter a Direct Deposit on Mobile App
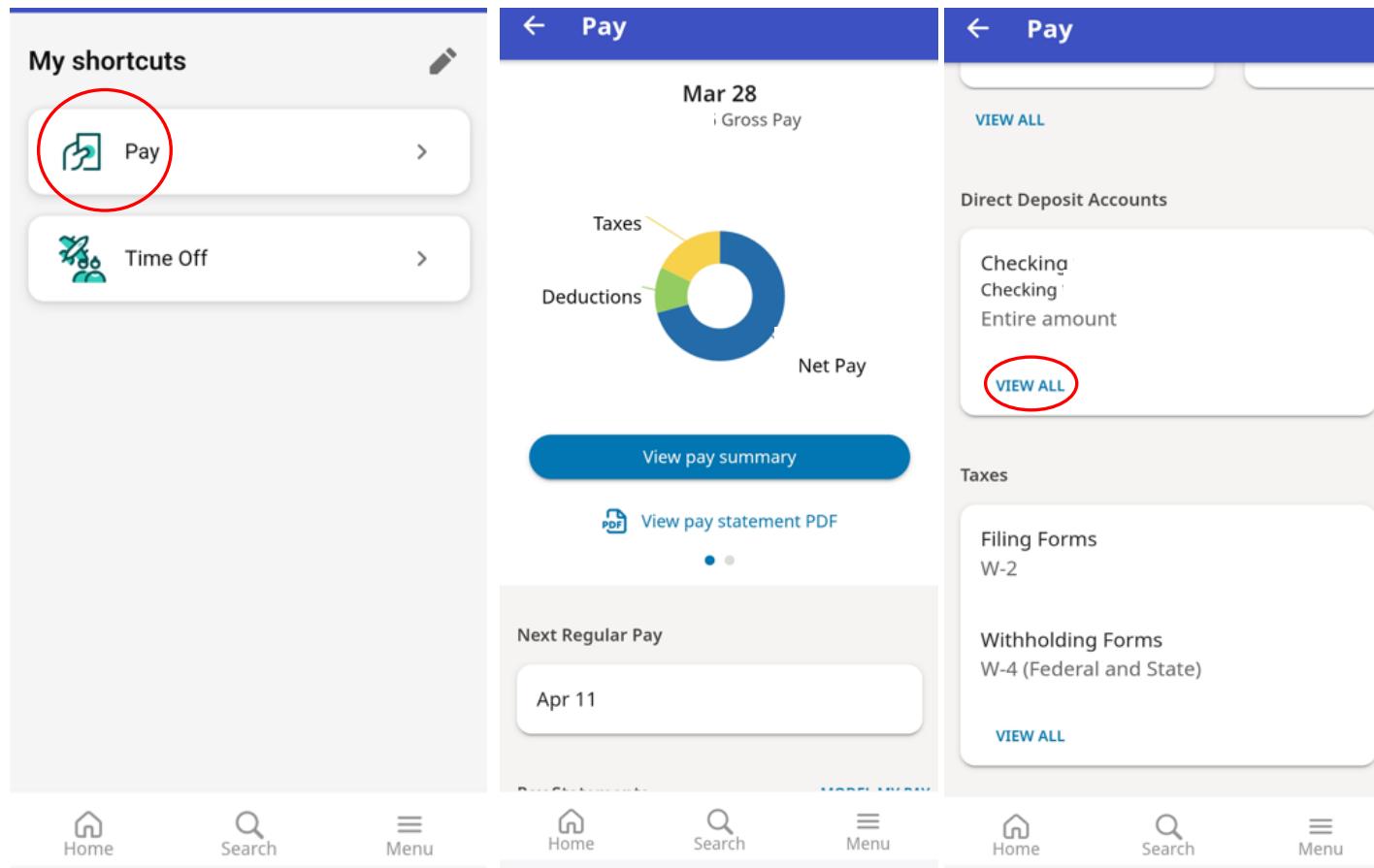
1. Log into UKG Pro (UltiPro)

2. Click Pay on the home page

3. Scroll down to the Direct Deposit Accounts Section

4. Click the "View All" under the existing account information

How to enter a Direct Deposit on Mobile App
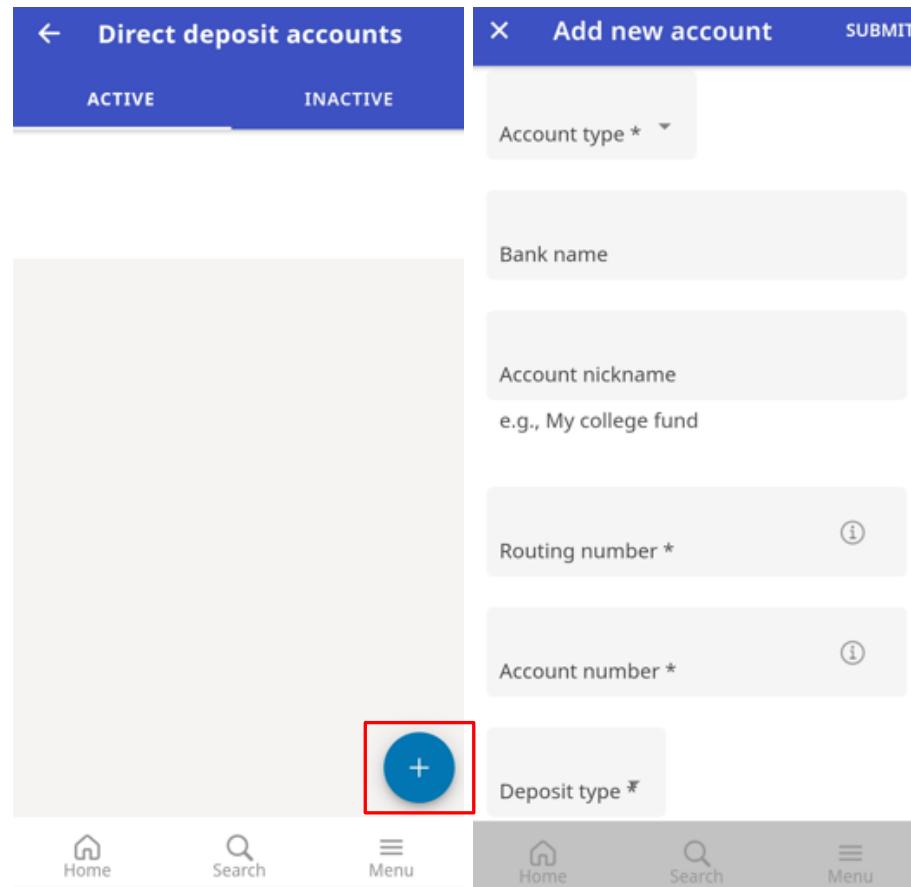
5. Click the Blue button with the plus sign

6. Enter all account information
    A. Choose Account Type from dropdown (Checking or Savings)
    B. Enter Bank Name
    C. Optional nickname for the account
    D. Enter Bank's Routing & Account Number

# How to enter a Direct Deposit on Mobile App

E. Enter Deposit Type
- <u>Entire Amount</u>: Directs the system to put the full amount into the listed account
- <u>Flat Amount</u>: Directs the system to put a specified dollar amount into the listed account
- <u>Percent</u>: Directs the system to put a specified percentage into the listed account

7. Click Submit

To Make Changes to the Account

1. Access Direct Deposit Section from Pay tab

2. Click on View All to access the existing account information

3. Select Account that needs editing

To Make Changes to the Account
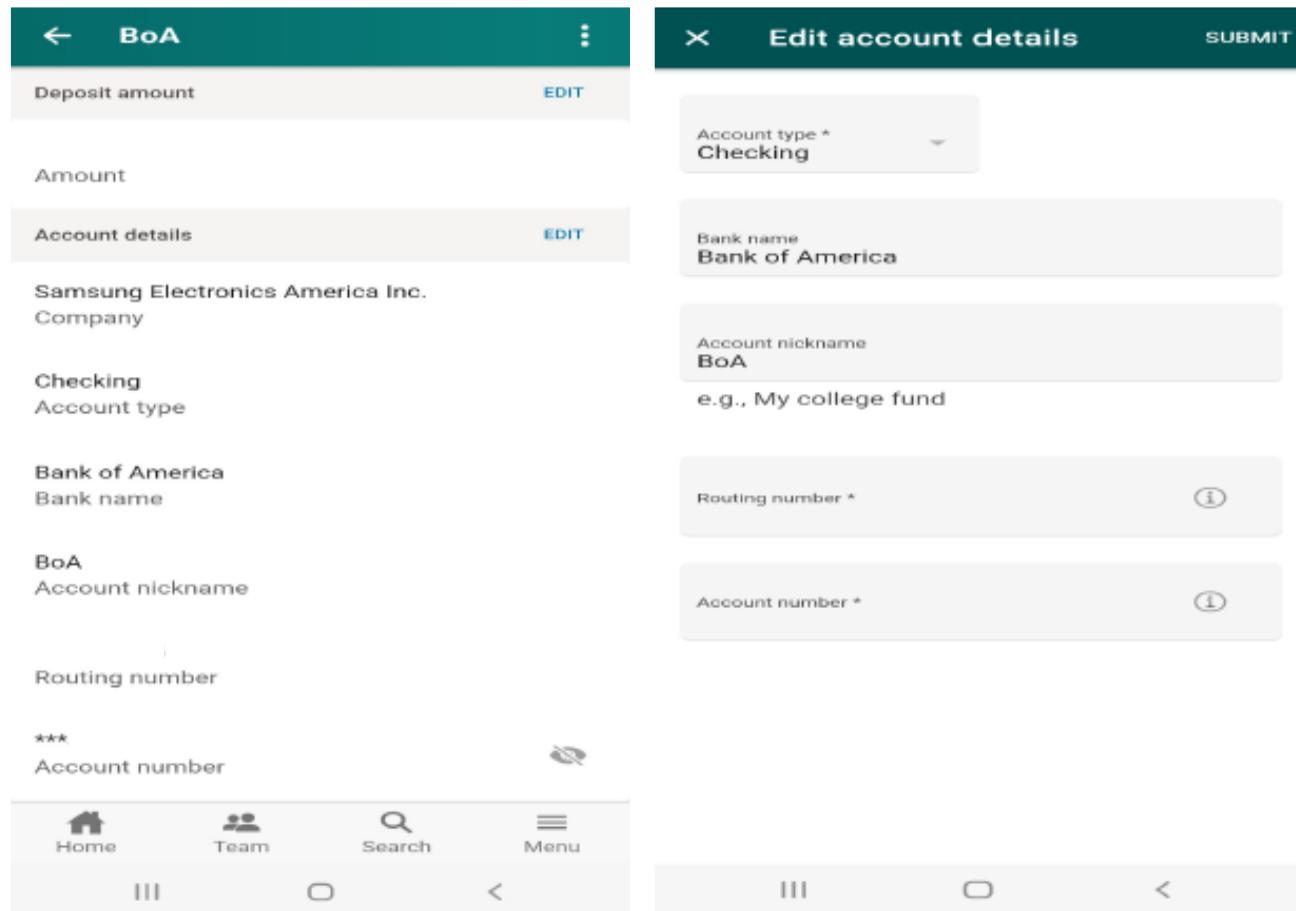
4.Click Edit for:

•Deposit amount- Ability for user to change Flat amount or Percentage from the selected account

•Account details- Ability for user to update Bank Account information from selected account

5.Click Submit after making edits

To Inactivate or Delete Account
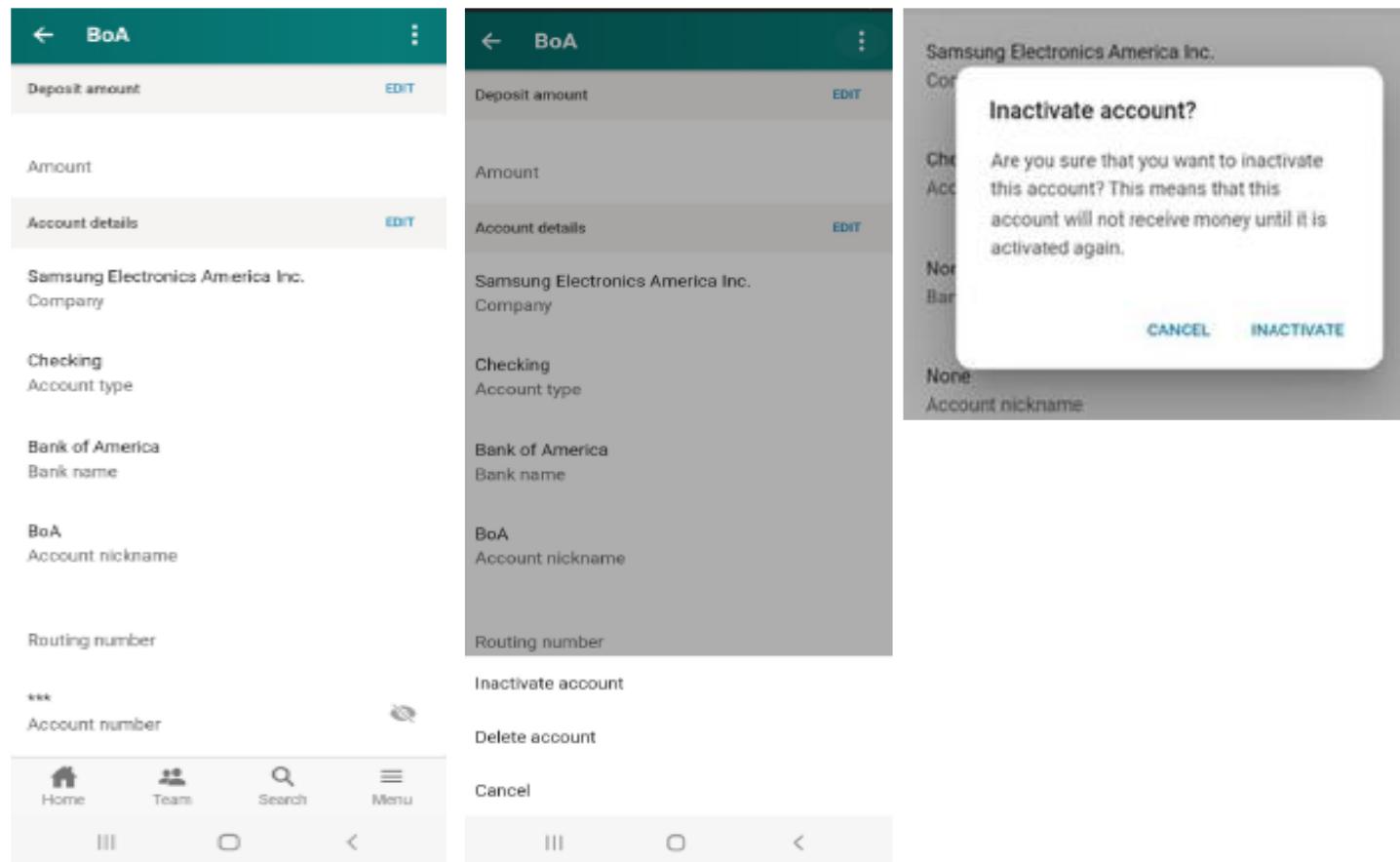
1. Click the three dots in the top right corner

2. Select 'Inactivate Account' or 'Delete Account' from the drop-down menu

3. Confirm action in pop up

NA Shared Service Center

Hours of Operation:
Monday – Friday
8:00 am – 8:00 pm CST

Phone:
855-557-3247

Text:
855-557-3247

Submit SR Ticket: [NA SSC Service Request](#)

SAS Chat: