

Downloading the Mobile Application

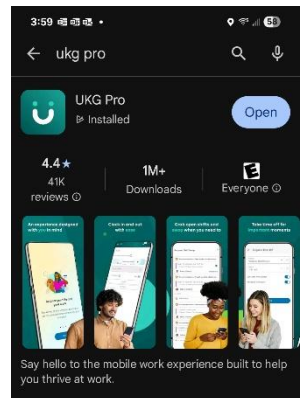
NOTE: The mobile app requires iOS 13 or higher for iOS devices and Android 8 or higher for Android devices.

NOTE: To use the mobile app, you must have either biometrics (face ID or fingerprint ID), or a password lock enabled on your phone.

1. Go to Google Play or the Apple Store.
2. Search for “ukg pro.”
3. Locate the UKG Pro app and tap Install.

To log in with any device after it is installed:

1. Open the app.
2. Enter the URL below OR use the SCAN button to scan the QR code using your camera device or a QR Reader.
3. Tap Continue.
 - a. You will be taken into the application.
 - b. If you are taken to the MetroHealth page, log in using your credentials.



Do not use the mobile application until 10/26/25.

URL

<https://metrohealth-sso.prn.mykronos.com>

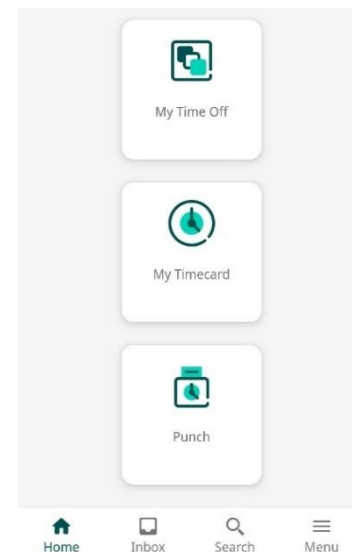
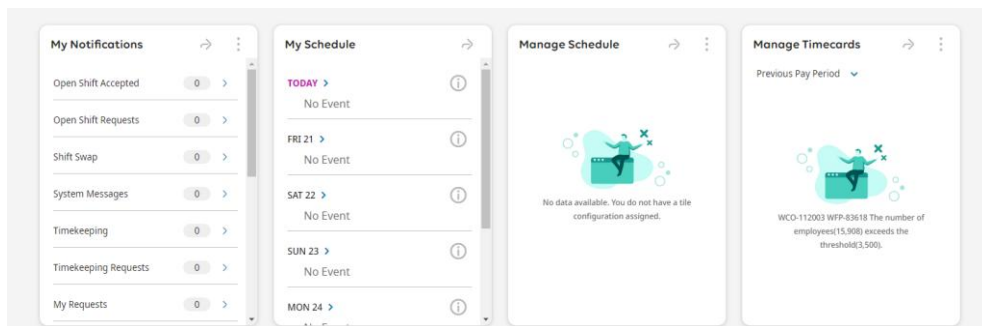
QR Code



Navigating the Mobile App

The functionality of the mobile app works the same way as the desktop. The icons represent the different Tiles. Similar commands are at the bottom:

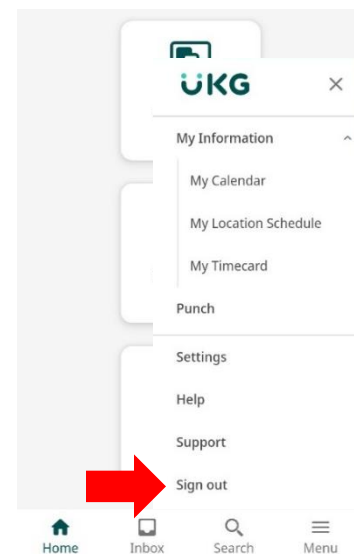
- Home returns you to the main screen from anywhere.
- Inbox takes you to your notifications.
- Search lets you search for a particular Tile or feature since all are not visible on the Home screen due to size.
- Menu opens the Main Menu with access to information like your timecard and schedule.



Signing Out

To sign out:

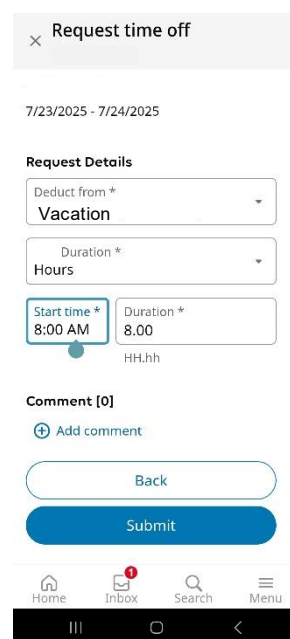
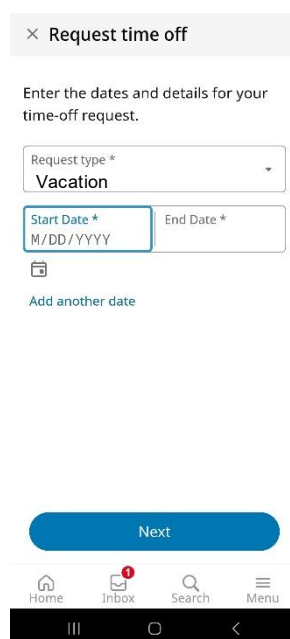
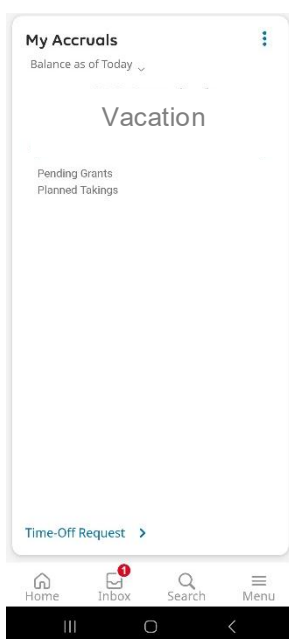
1. Tap Menu.
2. Tap Sign Out.



Requesting Time Off

To request time off:

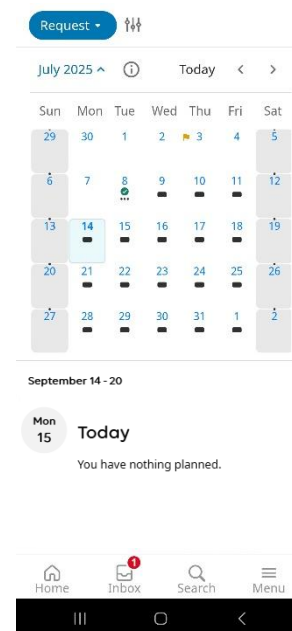
1. Tap My Accruals.
2. Tap Time-Off Request.
3. Select the request type from the drop down.
4. Enter the dates or click the calendar to select the dates.
5. Tap Next
6. Enter the start time and duration.
7. Tap Submit.



Viewing the Schedule

To view your schedule:

1. Tap My Schedule.
 - a. The calendar shows activities (shifts or time off) by a symbol under the date.
 - b. At the bottom shows you schedule details including the shift times and where you are working.
2. Use the Request button at the top to create a new request.



Viewing the Timecard

To view your timecard:

1. Tap My Timecard.
 - a. Here you will see any exceptions such as a missed punch.
2. Tap the arrow in the upper right corner to see your full timecard.

