



# Electronic Timekeeping First Time Setup – UKG Phone App

Follow the directions below to complete the one time set up process to use the UKG phone app for clocking in and out.

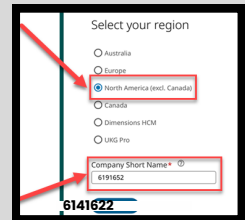
## Step 1: Download the App

Download the **UKG Ready** app from your phone's App Store.



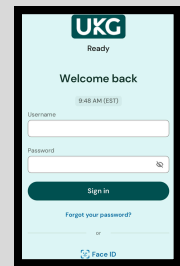
## Step 2: Select Settings

Select **North America** for the Region and enter **6141622** for the Company Short Name.



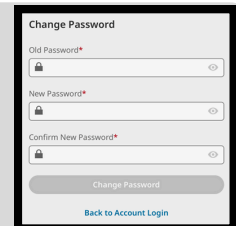
## Step 3: Log In

**Username & System Generated Password  
Sent in an email from noreply@saashr.com**



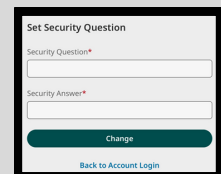
## Step 4: Set Your Password

Select a new password for your account.  
Use the system generated password as your “old password.”  
Keep your password secure.



## Step 5: Security Questions

Designate a Security Question and Security Answer for your account.



## Step 6: Success!

View your UKG account home page / dashboard.



## Need Help Logging In?

To unlock your account or reset your password, please contact the Payroll Department at 586-725-2861 x 1806 or [rkeller@abs.misd.net](mailto:rkeller@abs.misd.net).