

Navigation

Desktop access to UKG Pro WFM enables you to view your home page, which provides easy access to the most frequent actions you perform, visibility to high-value data and information, and rapid navigation to key pages.

Log In to UKG Pro WFM

Access the UKG Pro WFM solution with your specific login credentials. Contact your administrator for your credentials and password requirements.

Multi-Factor Authentication (MFA)

For security reasons, you will be required to provide additional information to verify account login in the form of Multi-Factor Authentication.

If you need MFA assistance, the following options are available to users:

- Submit a Request via Self-Service at: <https://help.houstontx.gov>
- Submit an e-mail: houstontx@service-now.com
 - (include “Request” for HITS Kronos) in subject
- Call Client Support Help Desk at: 832-394-HITS (4487)
- Locate Job Aids and Videos at: <http://www.houstontx.gov/ara/payroll.html>



Navigation: Internet Browser

1. Open your internet browser.
2. Enter the URL for the UKG Pro WFM solution.
3. Enter your login credentials and then select **Sign In**.
4. Select one of the following **options** to verify your account:

- a. Send Me a Push
- b. Call Me
- c. Enter a Passcode

5. (Optional) Select the box, “Remember me for 14 days”.



Sign in with your organizational account

someone@example.com

Password

Sign in

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For security reasons, we require additional information to verify your account (dwayne.santacruz@houstontx.gov)

Settings

Send Me a Push

Call Me

Enter a Passcode

Remember me for 14 days

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View the UKG Pro WFM Home Page

The Home page is composed of tiles that display a summary of content.

You can select a tile to perform a function such as submitting a time off request. You can also navigate to application-specific components and act on schedules, timecards, and other items that you use regularly.

Navigation: Home Page

1. From the Home page, select the **Main Menu** icon to access information, such as timecards, schedules, and calendars.
2. From the toolbar, select an icon to access:
 - a. **Employee Search** - Search by employee name or ID
 - b. **Feedback** - Share your feedback about the page
 - c. **Help** - Access online help
 - d. **Notifications** - View alerts and notifications
3. Select the **Go To** arrow in a tile to access more information.
4. Select the **title** of a chart to view the related Dataview.
5. Select the **Tile Library (pencil)** icon to add or remove tiles from your home page.

Log Out of UKG Pro WFM

Log out of UKG Pro WFM to close your session and prevent others from accessing your information.

Navigation: Home Page

1. From the Home page, select **Main Menu**.
2. Select **Sign Out**.

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