UKG – General Navigation and Initial Log In Quick Reference Guide

The UKG platform provides a unified system as the master system of record for all PODS associate data. All PODS associates and people leaders can access and update information regarding Pay, Paid Time Off (PTO) Accruals and Requests, Personal Information, Job History, Schedules, and more.

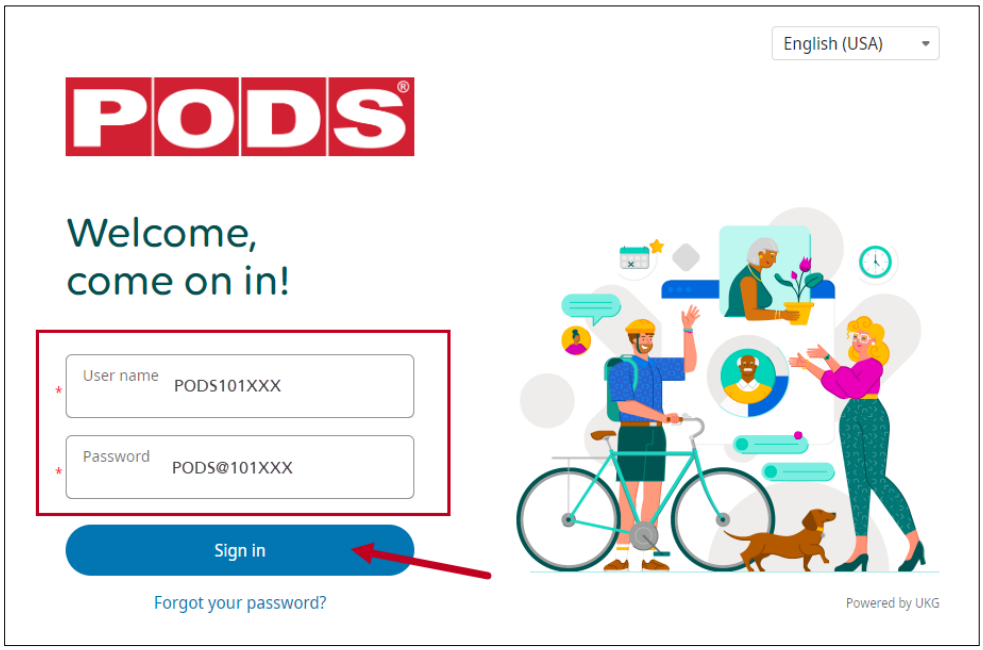
Use this document to help familiarize yourself with navigating the UKG platform's two main resource tabs **UKG PODS Hompage** and **Workforce Management.**

Once you are familiar navigating these two tabs, please refer to the various documents on the **UKG Resource Center** located on the **We Are PODS Intranet Homepage** for information on performing specific actions within UKG.

Initial Log In

Accessing UKG

1. **Type** the **URL address** into a web browser or **click** this hyperlink **https://e43.ultipro.com/** to access the PODS UKG Sign On page
2. **Input** your **UKG credentials** *Example: Username: PODS101XXX Temp password: PODS@1012XXX*
3. **Click** the **Sign In** button to open the **Change Password** prompt
4. Follow the instructions to **create a new password** and **retype** the new password in the **Confirm password** field then **click OK**
5. **Select** and **answer** your **security questions** then **click Next** to log into the **PODS UKG Home Page**



***Tip:** Security questions are used to verify your identity if you click the Forgot your password? Link on the sign on page.*

Log Out

Completely logout – To keep your personal information safe, especially on shared devices, logout of UKG each time you have finished using the platform

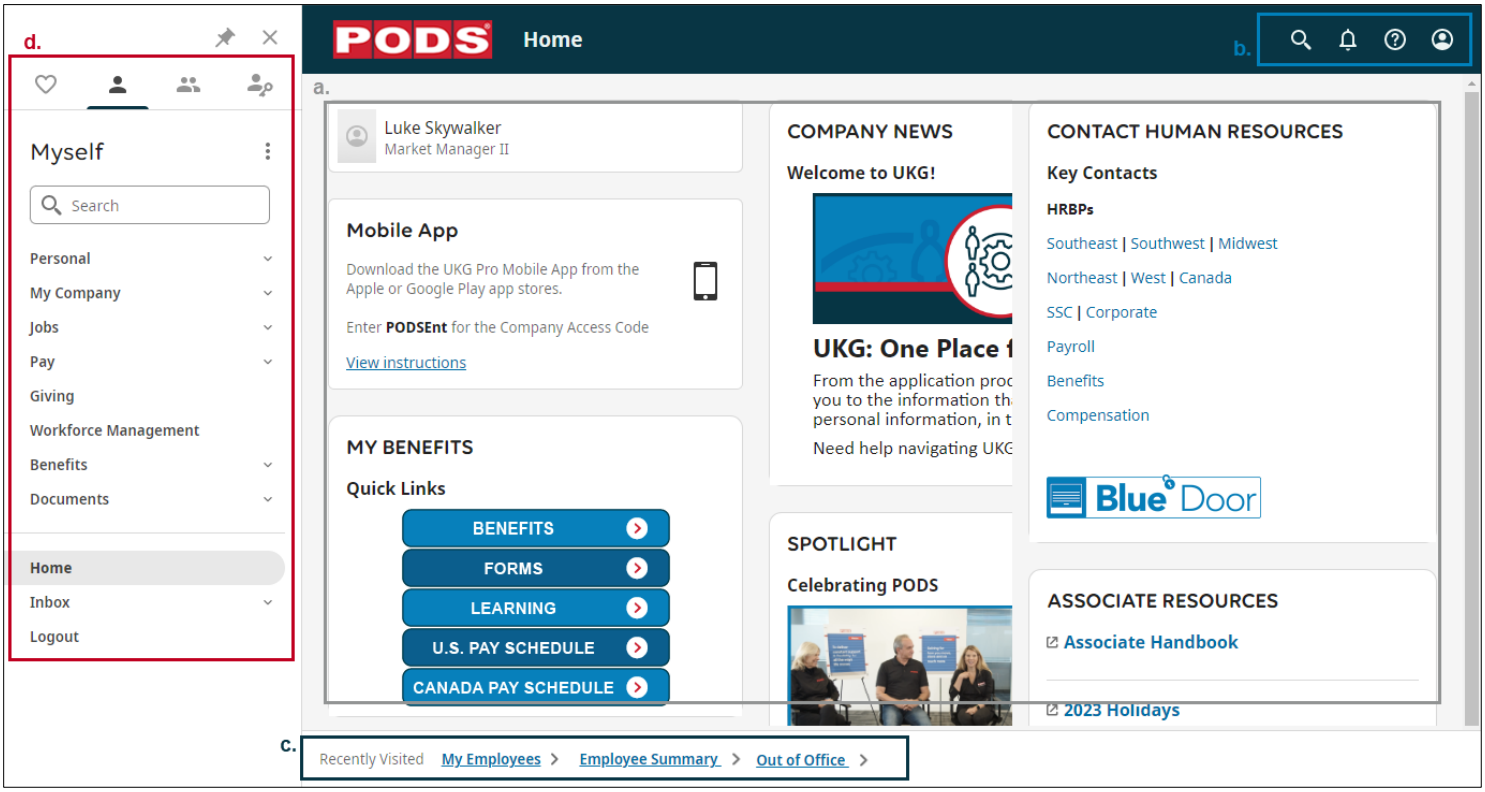
- From the **UKG PODS Homepage** in UKG **click Logou**t located at the bottom of the **Myself menu**

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UKG PODS Homepage/People Center Tab

Overview – Upon each log in to UKG, the system will display the **UKG PODS Homepage/People Center Tab** where you will be able to access

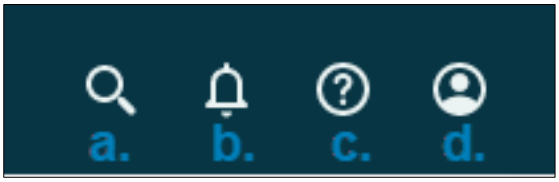
a. **PODS Home Section** = Main section of the screen providing easy access to Resources, Company News and Quick Link to common systems that will be integrated later in 2023
b. **Quick Navigation Icons =** Upper right corner of the screen provides access to Search capabilities, To Do list, Help, and User Account *Additional Information Provided Below*
c. **Recently Visited Links =** Bottom of the screen will store up to 5 links to the last pages you visited in UKG
d. **Menu Panel =** On the left side of the screen it is the area with access to the majority of information in the **People Center** and the link to open the **Workforce Management** Tab *Additional Information Provided Below*



Quick Navigation Icons

a. **Search** = Text field search for all of UKG
b. **To Do** = Access your UKG Inbox to view and action notifications
c. **Help** = Displays help content based on the page you are currently on
d. **User Account** = Fast access to your Employee Summary, Edit Favorites, Change Password, and Logout

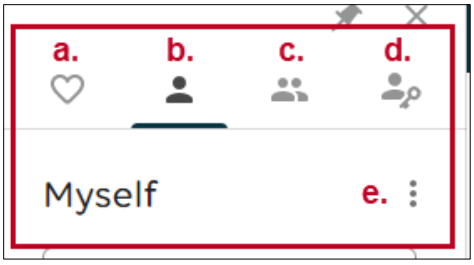
Tip: *Use the search function as a people directory for PODS associates to find their work location and phone*



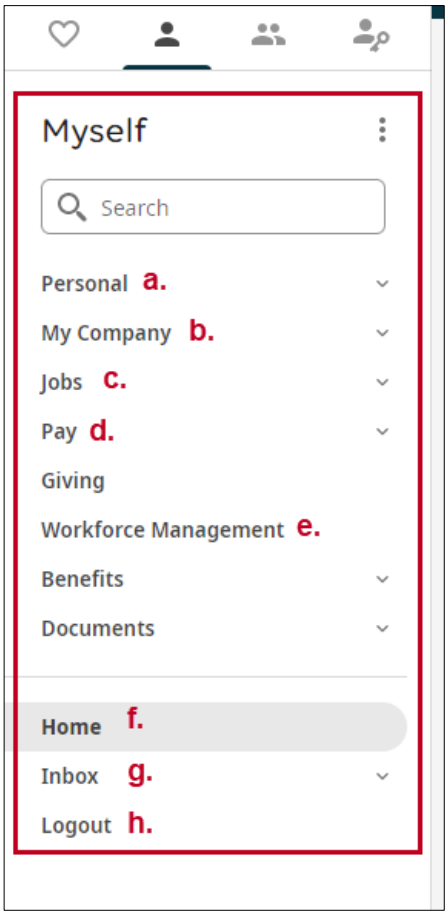
Important *User Account is the only place to change your password within the UKG platform.*

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Menu Panel



- **View Icons** = Use the icons at the top of the menu panel to switch views of available actions. *People Leaders will have additional icons to allow access to their Team.*
  a. **Favorites** = All favorites you have added and customized
  b. **Myself** = Access your information and actions
  c. **My Team** = Access information and access for your team *(people leaders only)*
  d. **Administration** = Access the Recruiting Gateway and Standard reports *(people leaders only)*
  e. Sort/Expand = Change how the Menu Panel sections are arranged
- **Myself View** – Use the down arrow to expand all sections
  a. **Personal**
    i. **Employee Summary** = View your Personal, Company, and Job information
    ii. **Name, Address, and Telephone** = View and update your information
    iii. **Status/Key Dates** = View Employment Status & Dates, projected Retirement Date, and Performance Review Dates
    iv. **Emergency Contacts** = View, update and add emergency contacts
    v. **Private Info** = View and update items like SSN, DOB, Gender, Disability Status, Visa, and Work Permit information
  b. **My Company**
    i. **Employee Directory** = Employee lookup by first, last, former name, location, department, etc.
    ii. **Organization Chart** = Clickable organization chart
    iii. **View Opportunities** = View & apply to job openings
  c. **Jobs**
    i. **Job Summary** = View your current job information
    ii. **Compensation** = View your current compensation information
    iii. **Job History** = View and open a list of all your positions
  d. **Pay**
    i. **Direct Deposit** = View, add, update direct deposit information
    ii. **Income Tax** = View filing status and deductions
    iii. **W-2** = For 2023 and forward, view and download W-2 forms
    iv. **Model My Pay** = Project how changes in pay, deductions and taxes impact your check
  e. **Workforce Management =** Open the Workforce Management tab
  f. **Home =** Return to the UKG PODS Homepage view
  g. **Inbox**
    i. **Inbox** = Sort, view, and action To Do, Pending Approvals, In Progress and Completed items
    ii. **Out of Office** = View UKG out of office status and delegates
  h. **Logout =** Logout of the UKG platform

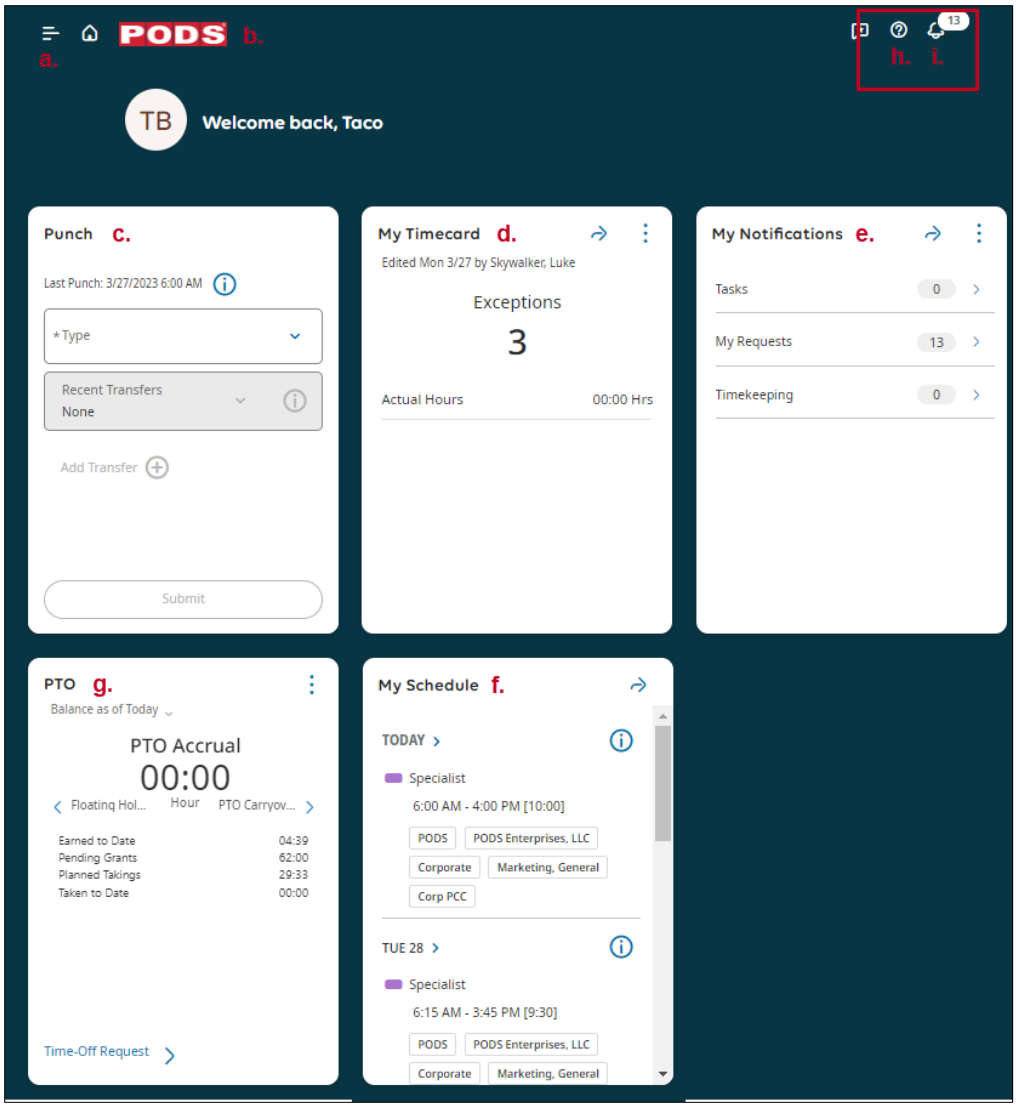


Tip:** Additional functionalities will be added with future UKG updates, such as **Giving, Benefits, and Documents.

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Workforce Management Tab – The **Workforce Management tab** is accessed from the **Workforce Management** link in the **Menu Panel** on the **UKG PODS Homepage** and provides access to PTO Accruals and Time off Requests, Schedules, Timecards, Punch tile (non-exempt/hourly associates), and more depending on your role.

Workforce Management Tab Homepage – The tiles available on the **Workforce Management Tab Homepage** will vary depending on your pay status (non-exempt/hourly vs. salaried) and your role (associate vs. people leader). The example below is for a non-exempt/hourly associate.



a. **Menu** = Expandable menu with access to My Information section
b. **Home =** Return to the homepage view by clicking the icons
c. **Punch tile (hourly associates) =** Clock in and out
d. **My Timecard tile =** Review your timecard for hours worked and schedule PTO
e. **My Notifications tile =** Access the **Control Center** to view and action notifications (i.e. PTO requests, cancel PTO requests, etc.)
f. **PTO =** View time off accrual balances for all applicable categories (Floating Holidays, PTO, etc.) and submit **Time-Off Requests**
g. **My Schedule tile (hourly associates)** = Quick view of upcoming week's schedule or access to the full **My Calendar** view for your schedule
h. **Help icon =** Open the help panel for each page you are viewing in the UKG platform
i. **Notifications icon =** Open the **Control Center** panel to view and action notifications