Student Supervisor UKG Guide

Last updated 4/25/2025

Please reach out to studentpayroll@saic.edu with any questions about this guide.

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Getting Started

Background

Starting with summer term 2025, UKG is the timekeeping system for student employees at the School of the Art Institute of Chicago. This reference guide covers everything supervisors of student employees need to know about using UKG in their supervisory role.

The work authorization process in PeopleSoft Campus Solutions remains the starting point for student employment, and approved work authorizations will flow to UKG. Refer to the Student Employment site for more information.

In UKG, student employees are responsible for:

- clocking in and out of the UKG web clock at the start and end of your shift every day you work, as well any lunch breaks
- approving your timecard at the end of each pay period
- communicating any needed corrections with your supervisor(s)
- setting up your direct deposit
- making any changes to your tax setup
- submitting requests for Sick Leave, if you have an available balance you'd like to use

Supervisors of student employees are responsible for:

- ensuring student employee time is timely and correctly entered in UKG by regularly reviewing and correcting timecards
- fixing any errors such as missed punches, or punches to an incorrect assignment
- approving student employee timecards at the end of each pay period
- approving requests for Sick Leave
- communicating any issues with Student Payroll

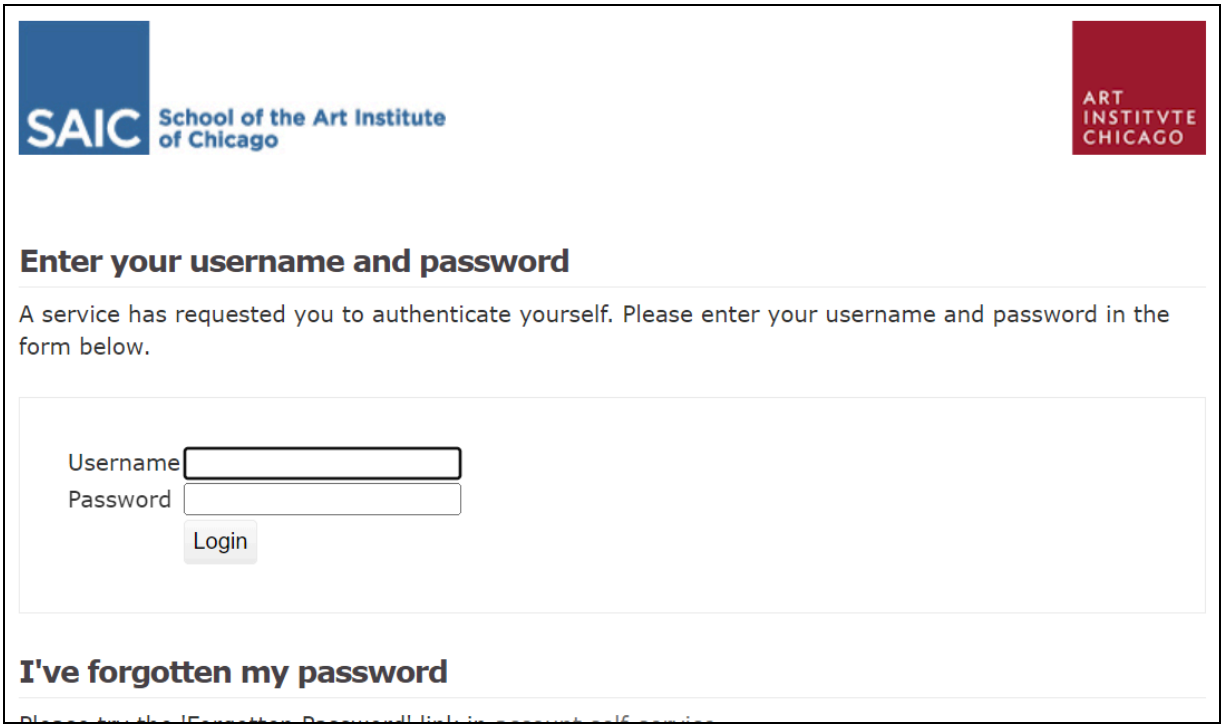
Logging into the UKG Platform

URL: ukg.artic.edu

Open a web browser and navigate to ukg.artic.edu to access UKG.

- Use single-sign on to access UKG: enter your Artic email account username and password.

Note: VPN is not required to access UKG.



- You will navigate to the UKG Homepage.

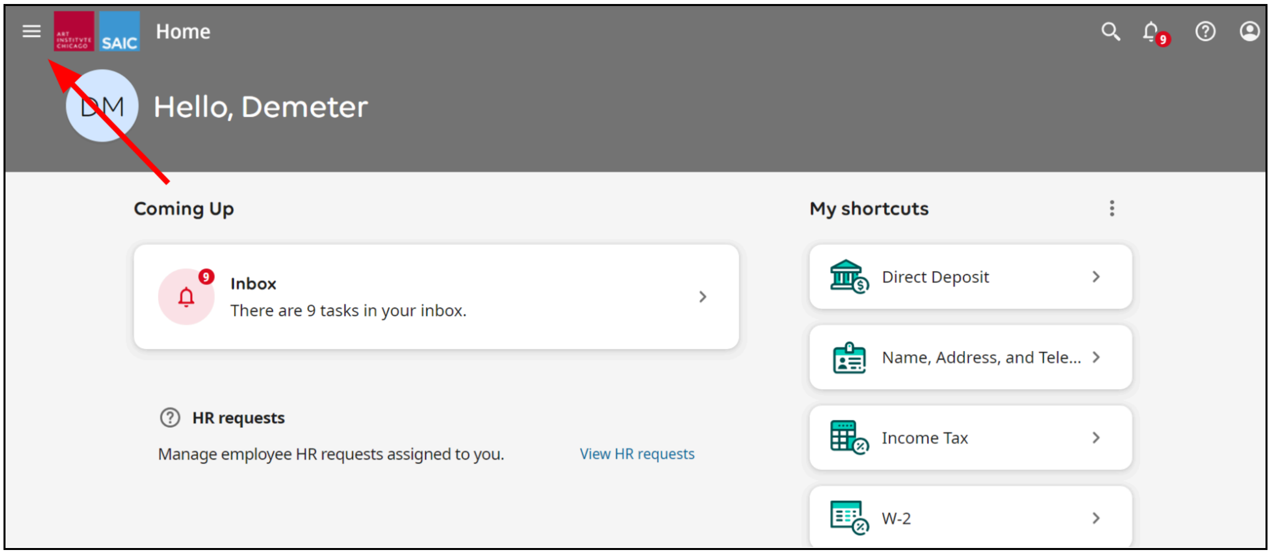
Navigating My Home Page

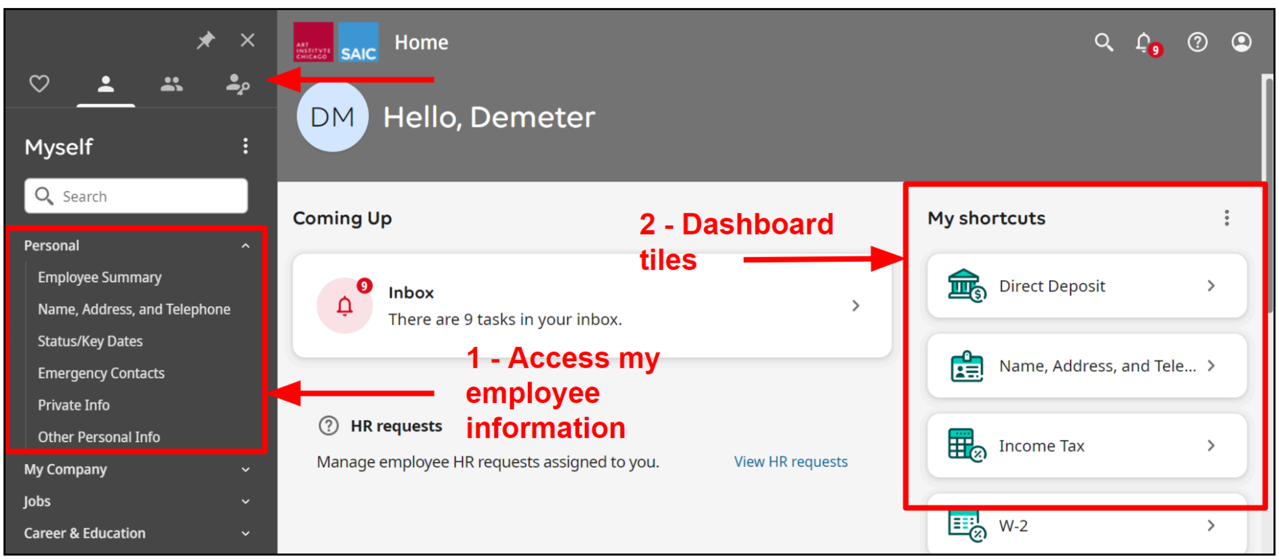
Navigation to UKG sections and pages

1. Access the side navigation menu

You can find the menu bar in the upper left area of your main page when you log in. The icons across the top of this menu may include:

- Favorites
- Myself
- My Team
- Administration
- System Configuration





Refer to the UKG Employee Guide for full details on using UKG as an employee.

Timekeeping and Time Off

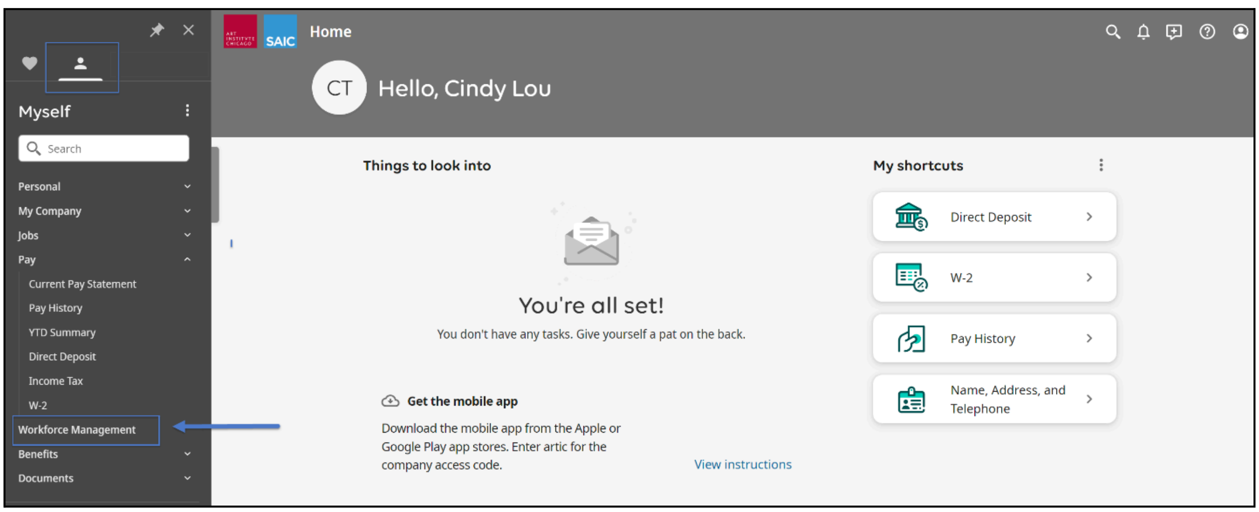
Navigating to Workforce Management (WFM)

Workforce Management (WFM) is the UKG module used to manage time entry, timecards, and time off for all employees. This replaces ARTICtime.

Navigation: **Menu > Myself > Workforce Management** or **Menu > My Team > Workforce Management**

Workforce Management will open as a separate tab.

Note: if you are an hourly manager, refer to the UKG Employee Guide for directions on how to log your own time.



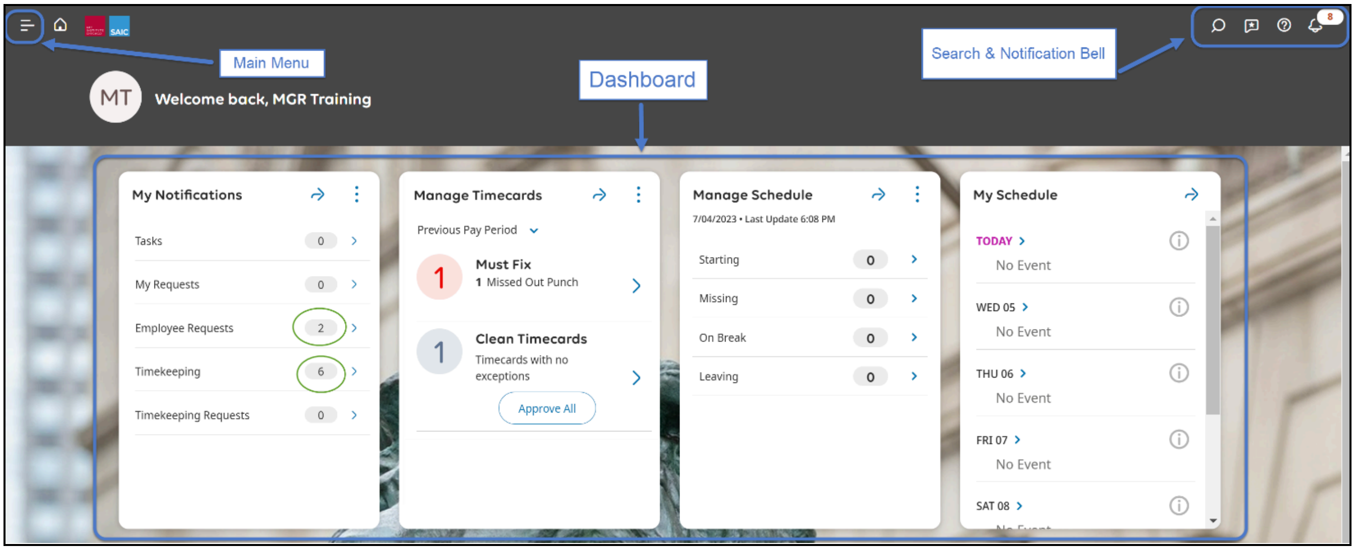
Workforce Management Home Screen

<u>Main Menu</u>: This will open the menu within WFM.

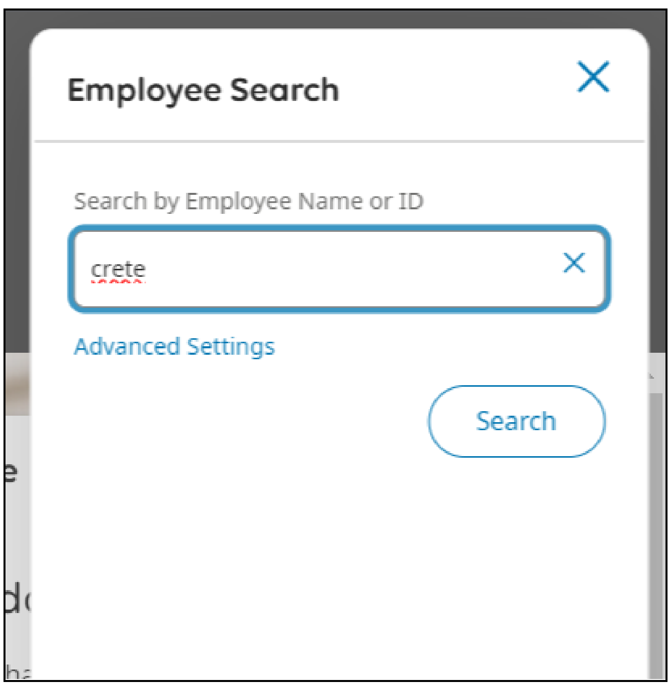
<u>Dashboard Tiles</u>: These tiles will allow you quick access to various functions for yourself and your team like:

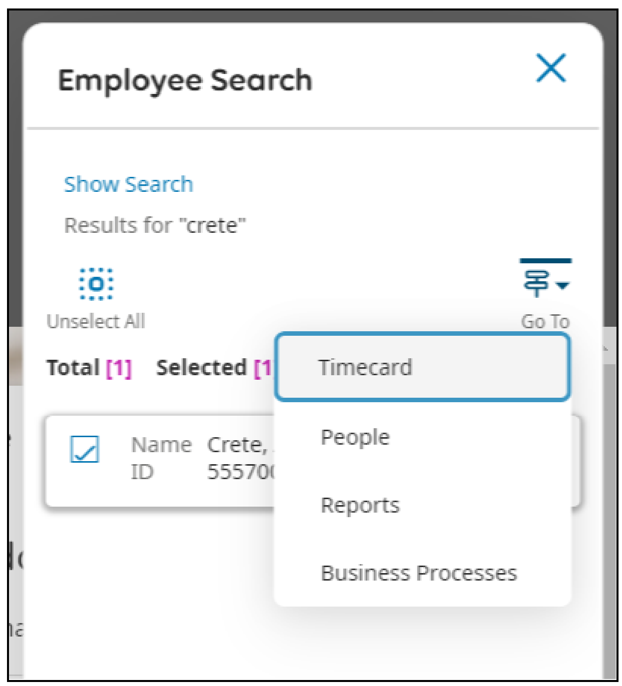
- Managing your team's timecards
- Notifications
- Schedules

<u>Search and Notification Bell:</u> can be found in the top right corner.



- Selecting the Search icon on the top right will allow you to do an employee search by first or last name or employee ID. The WFM search will also include any student employees that you supervise.
- With the "Go To" drop-down you can open various selections for the selected employee.





Manage Timecards

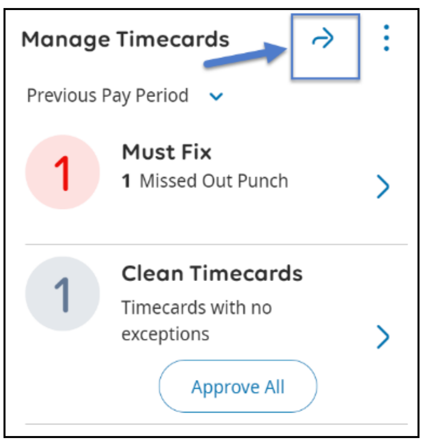
Accessing Student Employee Timecards

All student employees have a default primary, generic job in UKG titled “Assignment”. This job acts as a placeholder allowing students to hold several different jobs of varying lengths throughout their time at the School. **Time should never be entered on the primary “Assignment” job.** Time entered on this job is not paid.

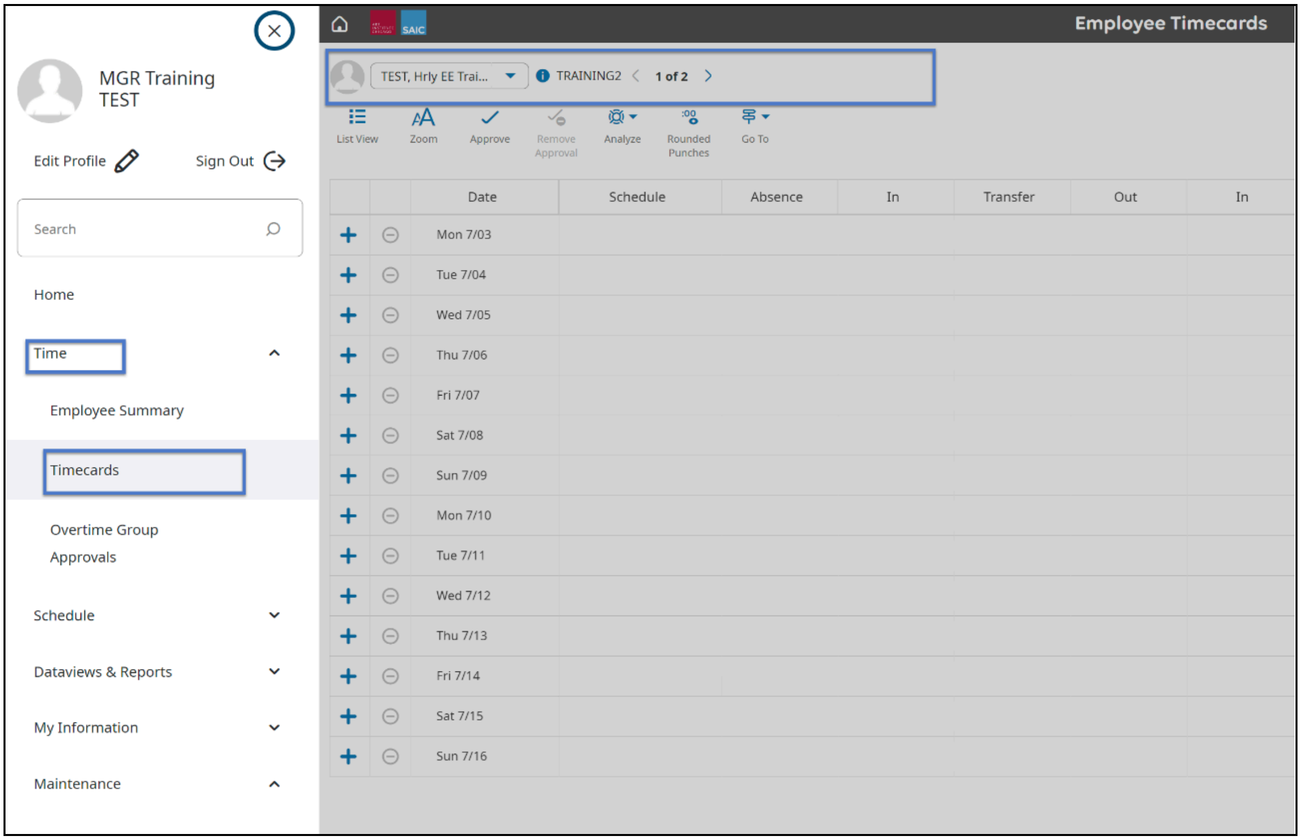
Each real assignment held by a student employee will appear in UKG as a secondary job. These secondary jobs are created from the Work Authorization process. Student employees are required to select an assignment when they enter time, and supervisors can see which assignment is correlated to specific time entries on the student’s timecard.

To access your student employees’ timecards directly you can either:

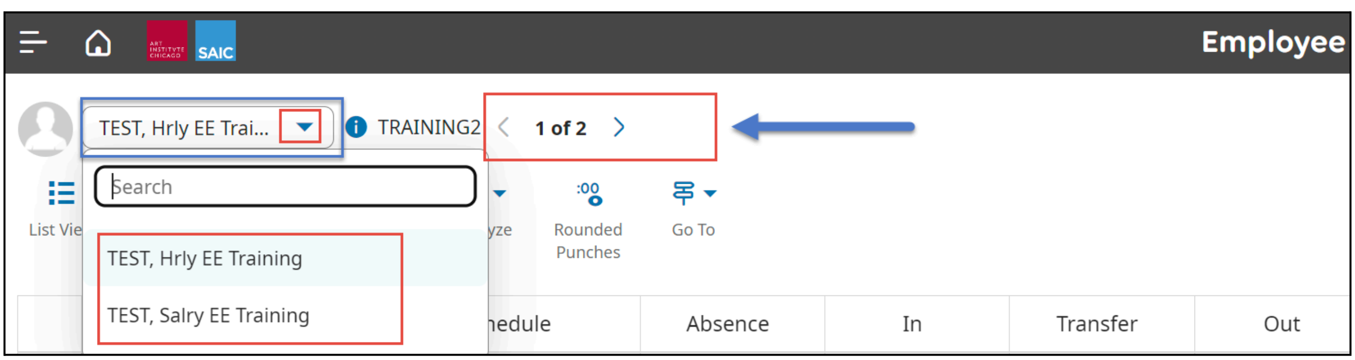
1. Use the Manage Timecard tile on the main page and select the blue arrow to view all timecards.



2. Access your student employees’ timecards from the main menu by selecting **Main Menu > Time > Timecards**.



Navigate to a specific employee or use the left/right arrow at the top of the page to toggle through your employees.

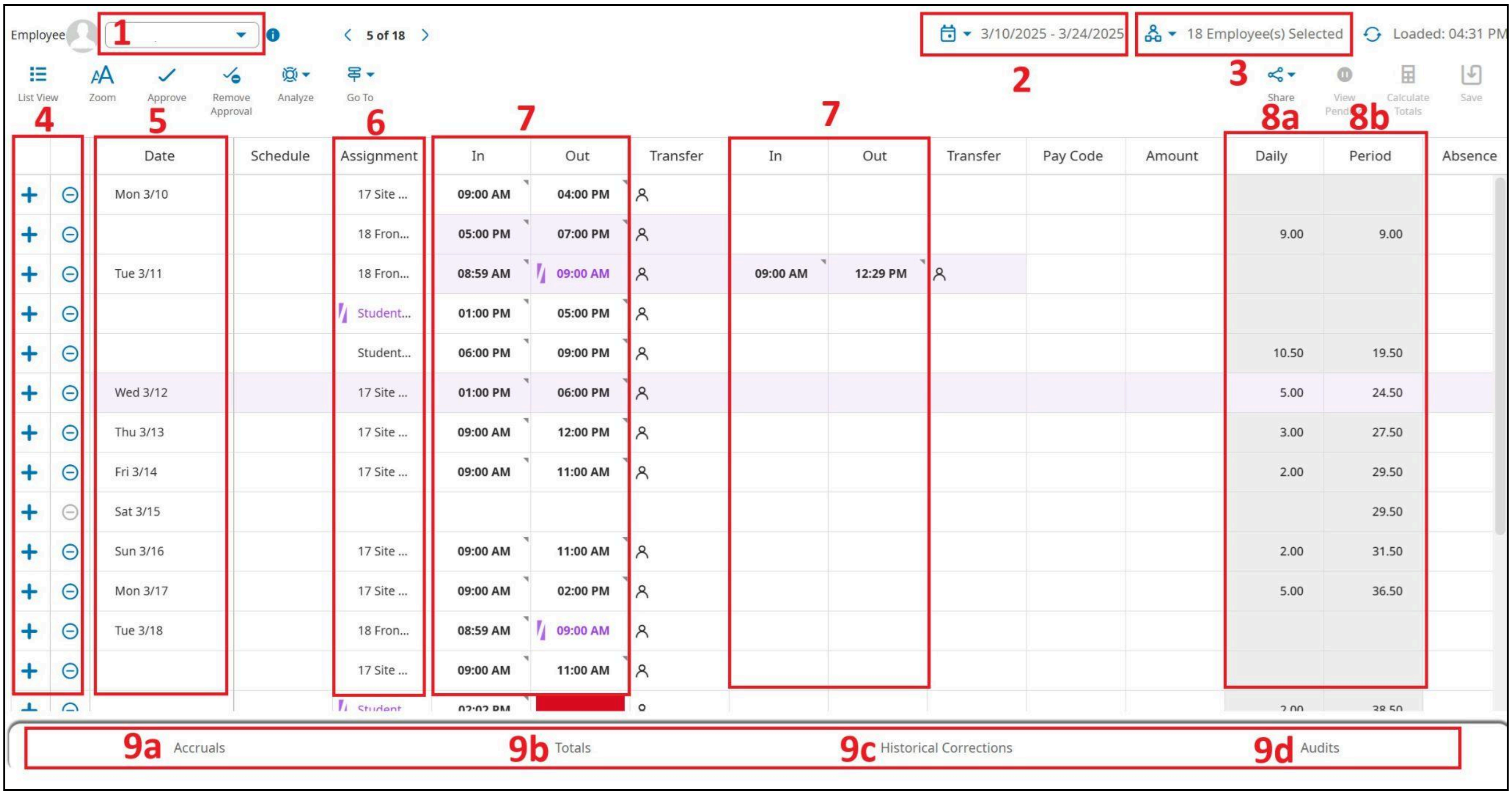


Reviewing a Timecard

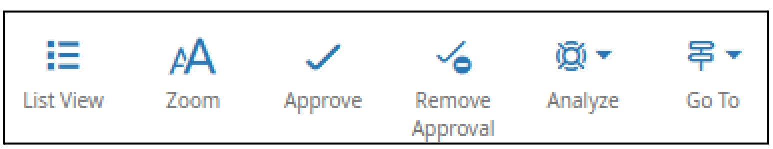
The most important parts of a timecard are indicated below:

1. **Employee** - use this drop-down menu to select the employee timecard you wish to view. Use the back and forward buttons to toggle between employees.

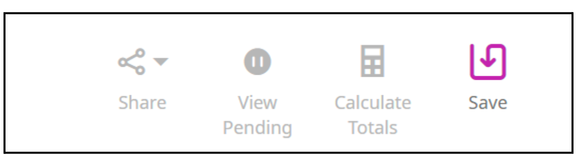
2. **Time Frame** - the date you are viewing on the timecard. In the drop-down, you will have multiple date options for reviewing a timecard (current pay period, previous pay period, an option to select specific dates etc.) Example: if you are approving a pay period that just ended, switch this to Previous Pay Period.
3. **Hyperfind** - this is the grouping of employees you are viewing. Example: if you supervise both staff and student employees, you may select different hyperfinds to focus on one group at a time.
4. **Plus/Minus** - these buttons add or delete a row from the timecard for that day.
5. **Date** - the date of the timecard row you are reviewing.
6. **Assignment** - indicates which job the corresponding time entries belong to. It is especially important that this field is accurate for student employees since they have multiple assignments.
7. **In and Out** - indicates the clock-in and clock-out times for the date(s) you are reviewing.
8. **Daily and Period** - indicate the total hours.
    a. **Daily** - shows the student's combined total for the day.
    b. **Period** - shows the student's running total for the time period selected.
9. **Bottom tabs** - selecting these tabs will display additional summary information. The information on these tabs is responsive to the date selected on the timecard.
    a. **Accruals** - view accrual balances as applicable to the student, such as Sick time.
    b. **Totals** - total hours based on the groupings you select.
    c. **Historical Corrections** - if payroll made historical corrections to the timecard, view them here.
    d. **Audits** - view any changes made to the timecard, such as time entered, timecard approvals, and sign off.



The Menu Bar at the top of a timecard will give you various options for reviewing and approving your employees' timecards.



Any time you make any changes to a timecard, the **Save** icon will highlight. Always be sure to **Save** after corrections are made.



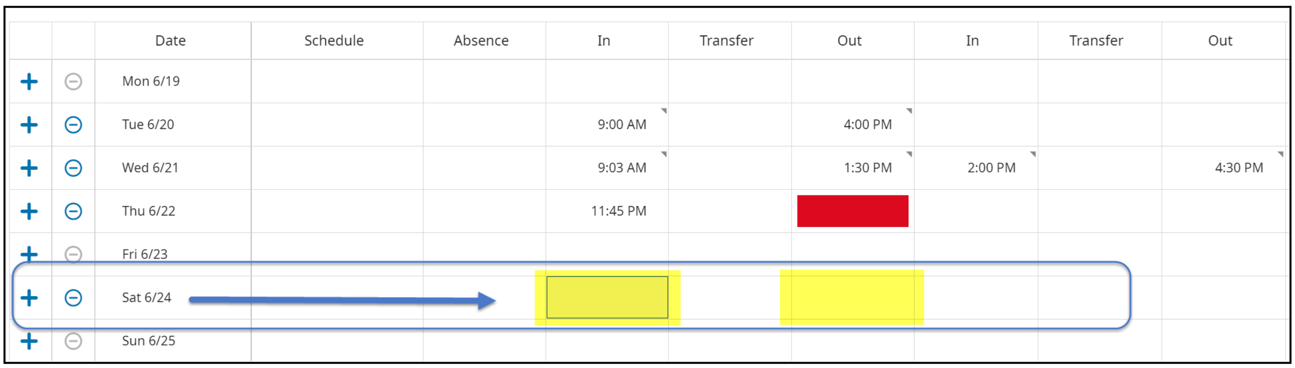
Add a Punch

Managers can add a missing punch if needed. The accuracy of student employee timecards for payroll is the responsibility of the approving supervisor.

- Find the row of the desired date you want to add time.

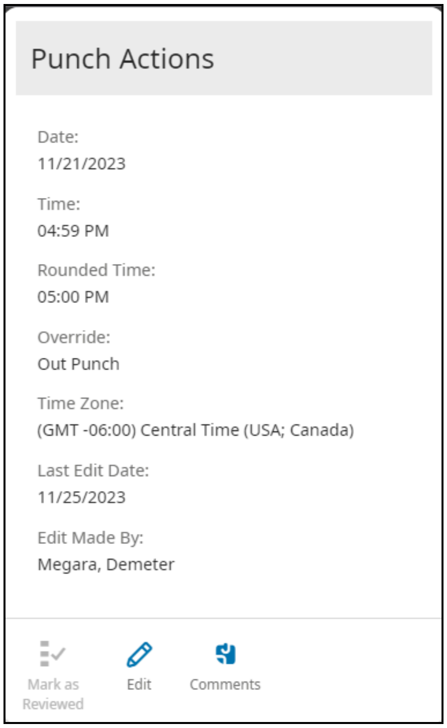
- Select the cell in the Assignment column in the row, which will allow you to select the specific assignment you are adding time for.
    - o *Note: selecting the correct assignment is critical for accurate and timely pay for the student.*
- Select the cell in the In column and enter a start time for the employee's shift, and select the cell in the Out column to enter an end time for the employee's shift.
- Enter times in the standard time AM, PM, or 24-hour format.
- Select Save.

Note: if a date already has time entered, and you need to add more, you can do so by entering the time in the second In or Out columns, or by selecting the blue arrow to the left of the date to add another row to that particular date.



		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
+	⊖	Mon 6/19								
+	⊖	Tue 6/20			9:00 AM		4:00 PM			
+	⊖	Wed 6/21			9:03 AM		1:30 PM	2:00 PM		4:30 PM
+	⊖	Thu 6/22			11:45 PM					
+	⊖	Fri 6/23								
+	⊖	Sat 6/24								
+	⊖	Sun 6/25								

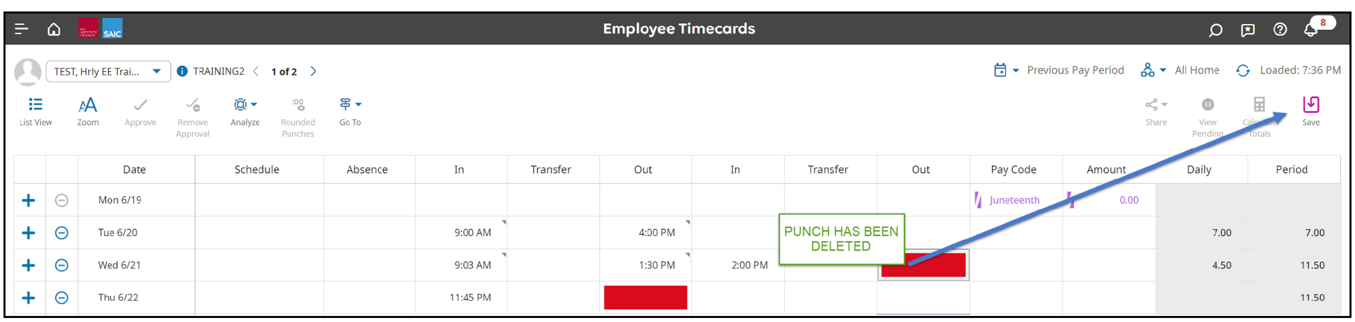
You can also right-click on the IN or OUT box and edit the punch using the Punch Actions menu by selecting Edit.



Delete a Punch

If a punch is added in error, managers should delete the punch.

- Select the punch, and then press Delete on your keyboard.
- Select **Save.**
- The punch is removed from the timecard.



Add, Edit, and Delete Pay Codes

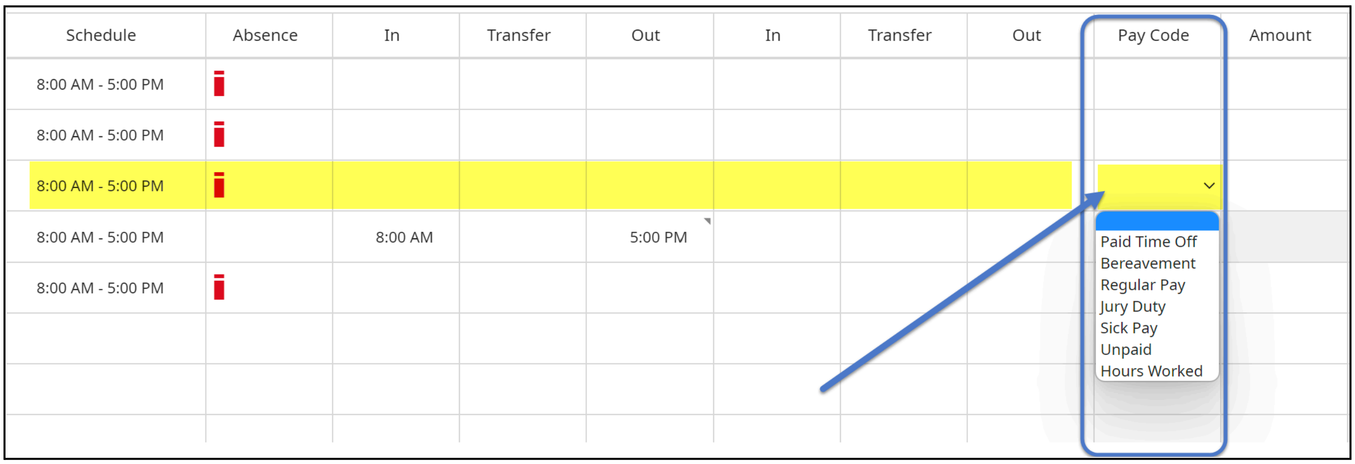
In some circumstances, supervisors may need to add a pay code to a student employee's timecard to establish a different pay type for worked or non-worked hours.
Examples include:

- entering sick hours for a student if they are unable to submit a sick request

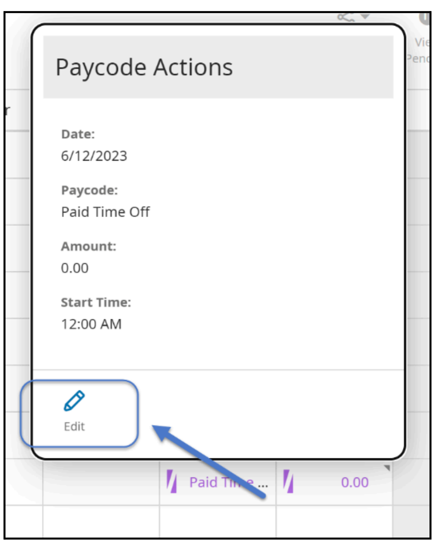
- adding a lunch adjust code if a student employee did not clock out and back in for their lunch break
- entering a flat dollar amount for specific jobs

Select the appropriate assignment in the Assignment row for the date you want to add to, then select a pay code, and the amount of time it should apply to.

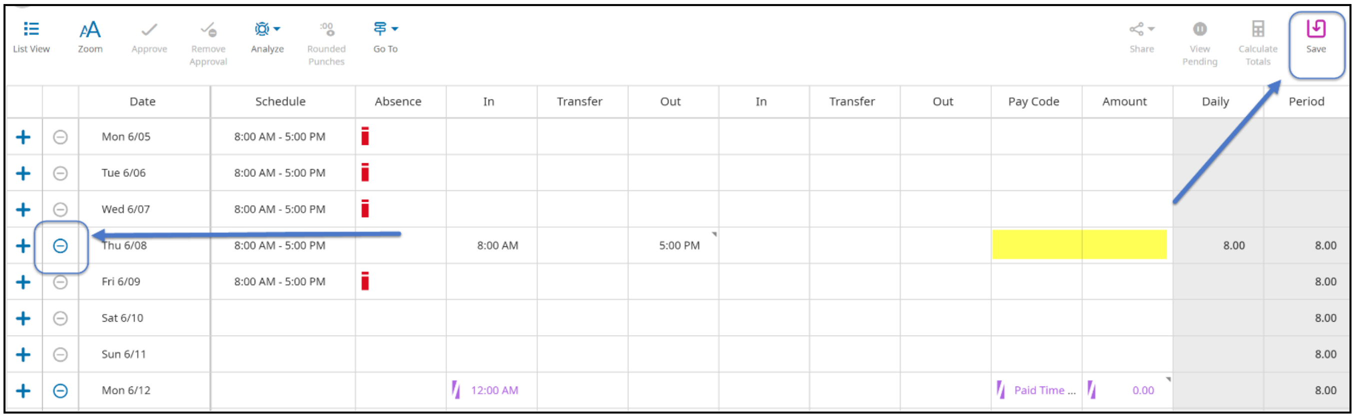
Note: Pay Codes cannot be added to a row with punches. If both are needed on the same day, add a row for that day to enter the pay code information.



You can edit an existing paycode by selecting and changing it using the pay code drop-down list. Or, right-click on the cell and select edit in the *Paycode Actions* screen.



- Delete a row with a paycode by selecting the Delete icon. Or, select the pay code, then press delete on your keyboard.
- Select **Save.**



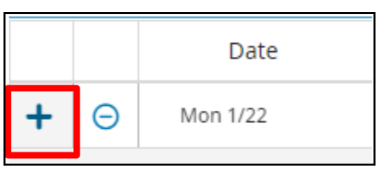
Adding a Lunch Adjust Code to Student Timecards

Student employees are required to punch in and out for lunch breaks. Unlike hourly staff, breaks are not automatically deducted from their time entered. However, if a student employee did not clock out and back in for their lunch break, you can add a “Lunch Adjustment” code to their timecard for that day.

To add a Lunch Adjust code to the timecard for your direct report, follow these steps:

1. On the employee’s timecard, find the date you wish to adjust. Click the blue plus sign next to the date to add a new row to the timecard.

Note: this is an important step - you will not be able to add the paycode to the same row as the employee’s logged time.

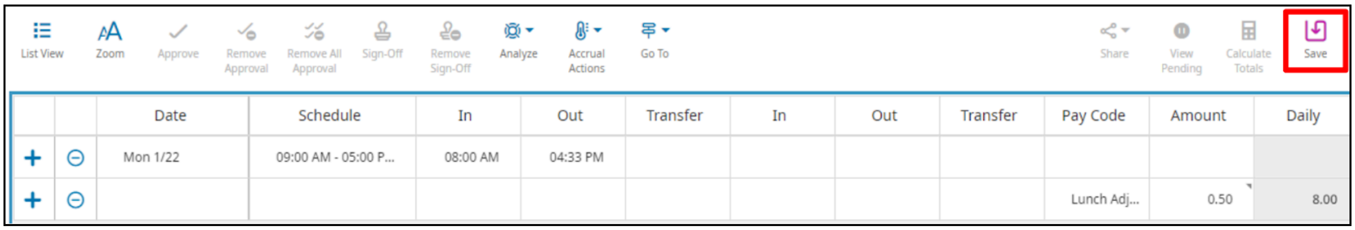


2. In the newly added row, find the Pay Code column. In that cell, search for and select the pay code called “Lunch Adjust”.

3. In the “Amount” column next to the Pay Code, add the number—whether positive or negative—of the amount of time you wish to adjust the employee’s logged time due to their non-standard lunch.

    a. For example, if the student took a 30-minute lunch, you would add a Lunch Adjust amount of -0.5 to remove half an hour of time from their total hours for the day.

4. Verify that the days' time has updated accordingly. The Daily column should reflect the new total hours for the day.
5. Click Save when you are done.

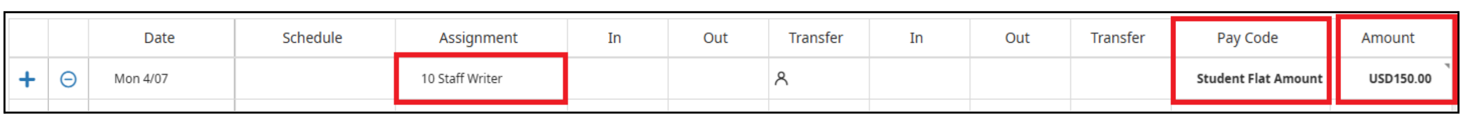


Add a Flat Amount for Specific Student Jobs

Certain student jobs–RAs and F-News writers–are paid via flat amounts entered by the supervisor rather than the student clocking in and out. Only supervisors of those specific jobs should enter flat amounts.

To add a flat amount to the timecard:

- Select the appropriate assignment in the Assignment cell in the row of the correct date.
- Select the Pay Code cell and select "Student Flat Amount" from the drop-down menu.
- Enter the dollar amount in the Amount cell.
- Click Save.



Timecard Colors

The cells and text of timecards sometimes have colors, and the colors have meanings. Below is a table of what the colors mean on the timecard.

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee. **Note:** If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.
Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.
Blue background	Totals. Totals cannot be edited.
Black	Used for all events in the timecard that are not system-generated.
Purple	System-entered text that can be modified. For example, a system-entered paycode for missing time.

Resolve Timecard Exceptions

When student employees deviate from their expected time, the system generates an exception. Exceptions can be day-based or segment-level. Day-based exceptions affect the entire day. Segment-level exceptions affect only part of the day.

Common Exceptions and Visual Indicators

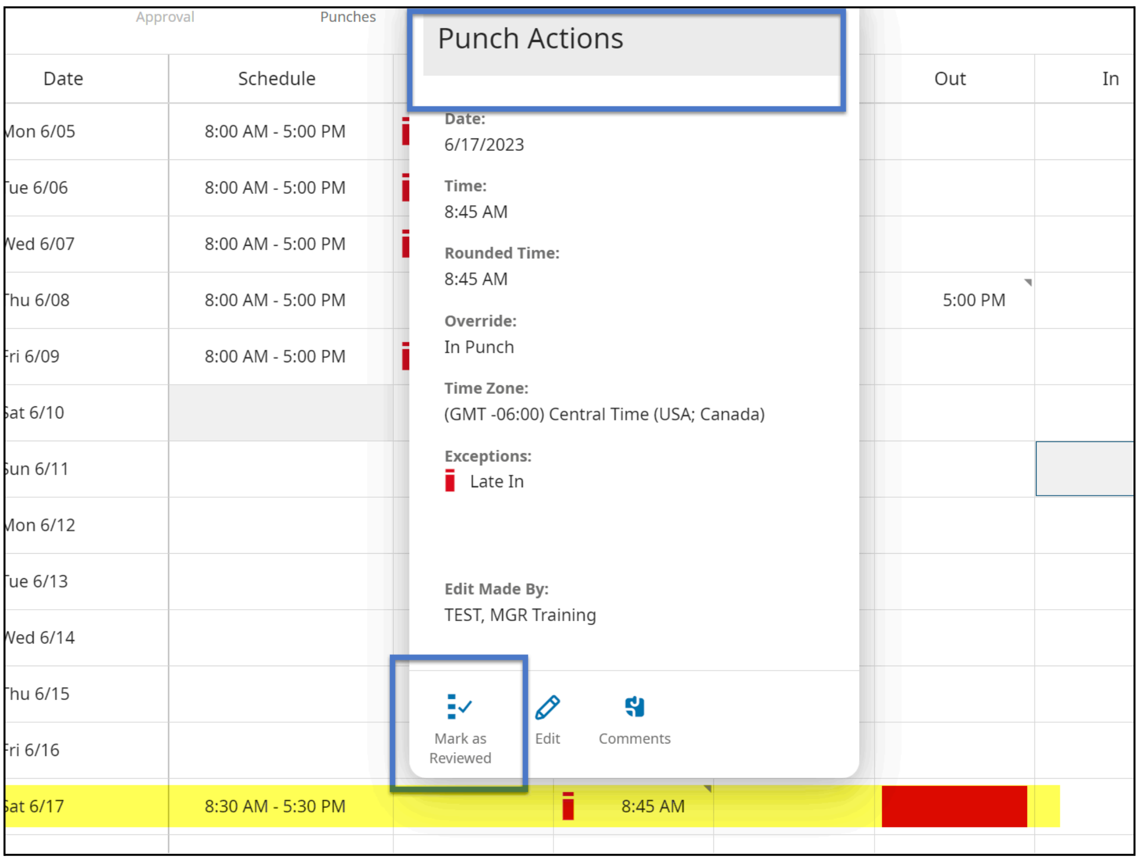
The following are common exceptions and their visual indicators:

	The cell is solid red when there is a missed in or out punch.
	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
	If an absence has been excused, icon is blue with three horizontal lines.
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
	Holiday exceptions
	Pending changes for approval or refusal

Mark Exceptions as Reviewed

You can mark an exception as reviewed to show that you know about the exception, but have decided to take no further action.

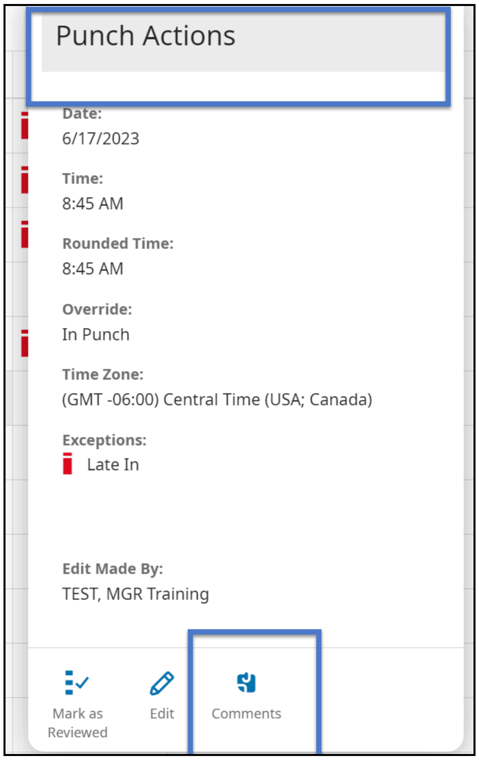
1. Right-click on the exception indicator.
2. Select Mark as Reviewed.
3. The color of the exception changes to green and the "Mark as Reviewed" button changes to "Unmark as Reviewed", which you can use if you need to make a correction.



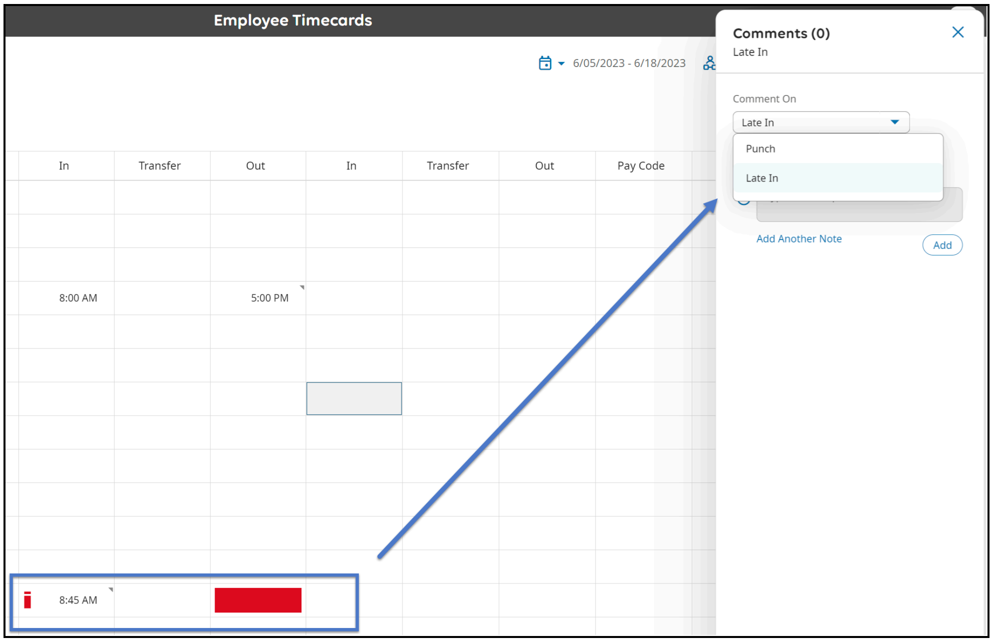
Add Comments to an Exception

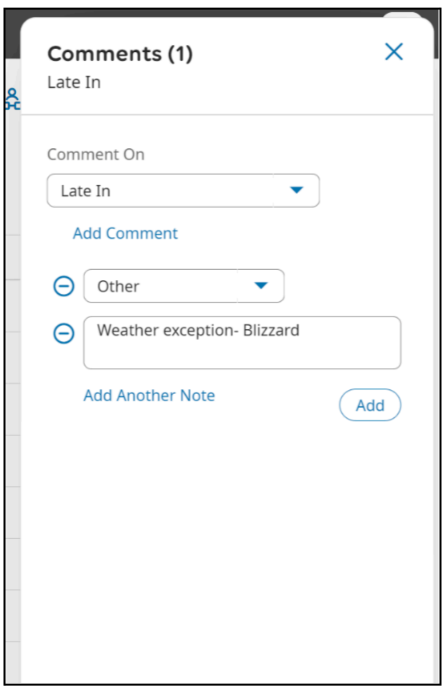
Comments are short, predefined descriptions that you can add to exceptions.

1. Select and right-click the exception, then select Comments.

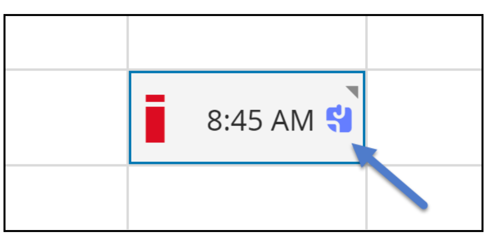


2. On the Comments panel:
    a. If there are multiple events in a single cell, the *Comment On* drop-down list appears.
    b. Select an event from the list.
    c. Select a comment from the *Select a Comment* drop-down list.
    d. If needed, add a note in the Type a note (optional) box.
        i. Optionally, you can select *Add Another Note*, enter a note in the text box and then select Add.
3. When finished, select Apply and then select Save.





The Comments icon in the punch or pay code cell indicates that a comment was added.

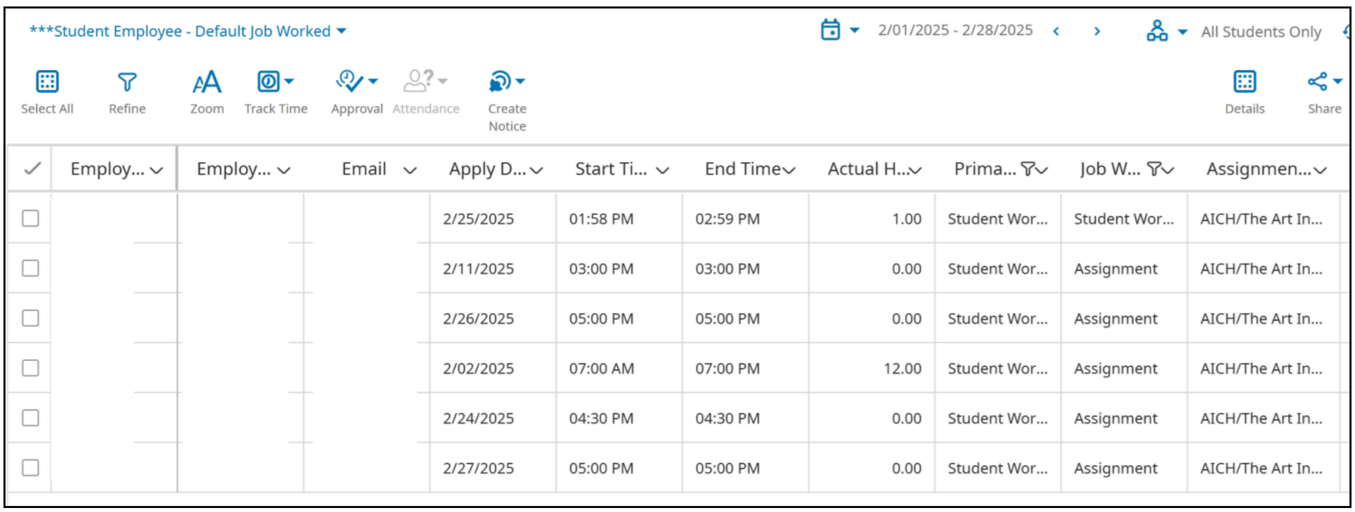


Auditing Time Entered to Generic Student Assignments

If a student employee accidentally logs time to their default primary, generic “Assignment” job in UKG, it will not be paid. These punches should be identified and corrected when reviewing the student’s timecard. Additionally, you can run the dataview titled “Student Employee - Default Job Worked” to identify any instances where a student employee reporting to you mistakenly entered time to their generic assignment.

If the error is in the current pay period, correct it on the timecard by selecting the assignment, changing it to the correct job, and saving the change.

If the error is in a previous pay period, the timecard will be locked down and non-editable. Send an amendment to payroll (see Requesting Historical Edits).



How to Approve Timecards

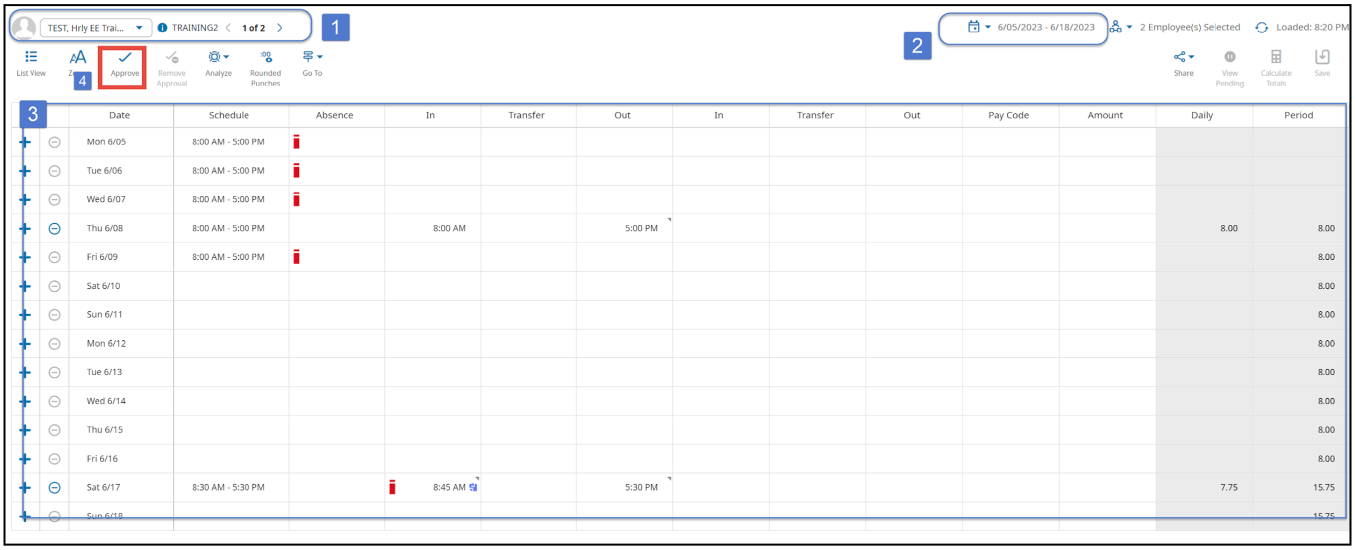
There are two ways to approve timecards: you can review and approve your student employees’ timecards one at a time or you can approve multiple timecards at one time.

Approving One Timecard at a Time

Navigation: **Main Menu > Time > Timecards** or click on the arrow on the **Manage Timecards** tile.

1. From the Timecards page, select the employee from the drop-down list.
2. Select the applicable time frame.
3. Check the timecard for accuracy.
4. Select Approve. You will be notified that the timecard has been approved.

5. If you approve a timecard in error, you can remove the approval by clicking on the Remove Approval button. This will appear after a timecard has been approved.

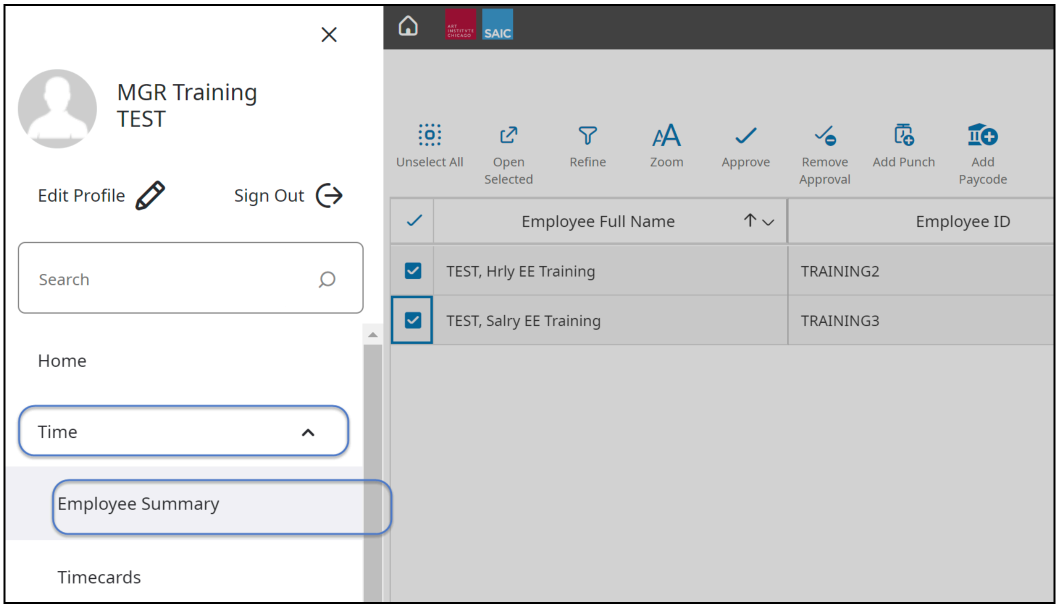


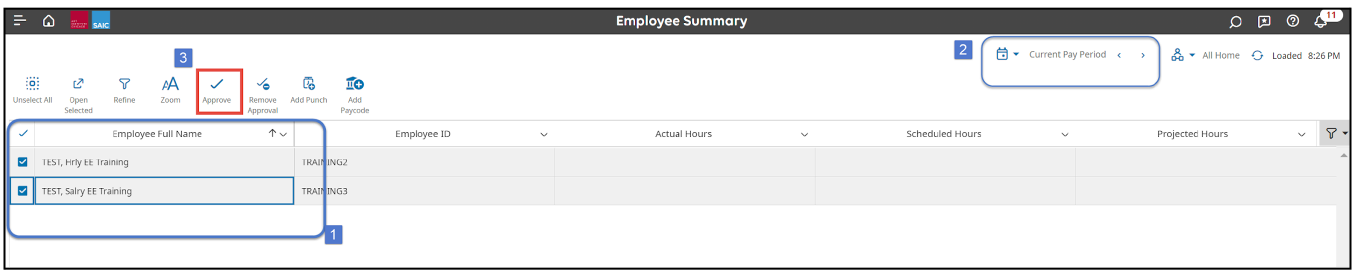
Approving Multiple Timecards at Once

The Employee Summary page is another way of navigating to your employee timecards that allows you to do things like approve multiple timecards and mass update pay codes. Select a specific group of employees or select All and complete the necessary function.

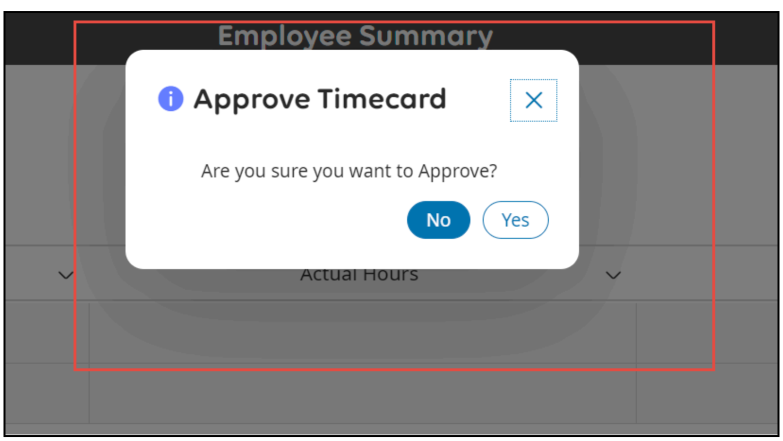
Navigation: **Main Menu > Time> Employee Summary**

1. From the Employee Summary page, select the employees to approve by clicking the box next to each employee's name or by clicking on the Select All button.
2. Select the applicable pay period.
3. Select Approve.





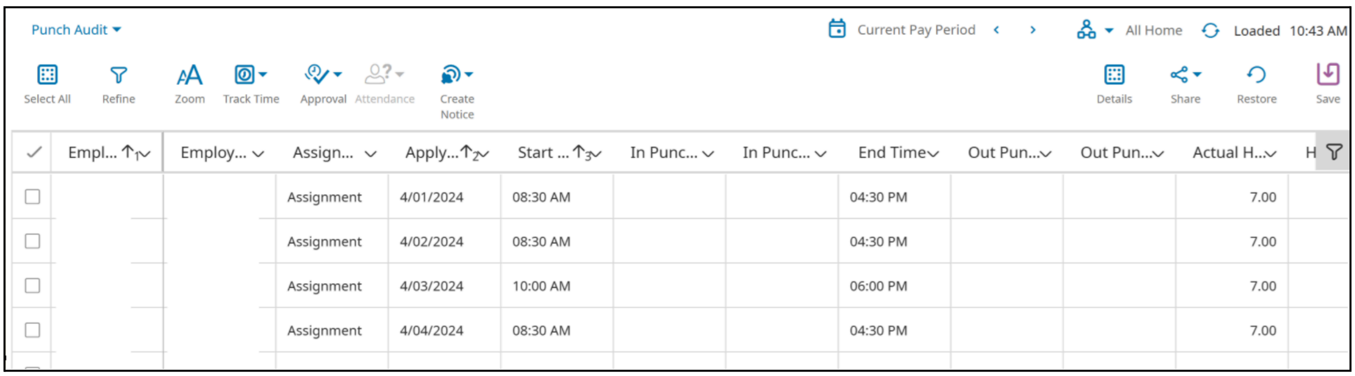
4. At the confirmation box, select Yes.



5. If you approve the timecards in error, you can remove the approval by clicking on the Remove Approval button.

Punch Audit Dataview
If you prefer a more detailed view of time entries that still allows you to approve multiple timecard at once, run the dataview titled "Punch Audit".

Navigation: **Workforce Management main menu > Dataviews & Reports > Dataviews Library > Punch Audit**



Requesting Historical Edits

It's important that student employees clock in and out for their assignments in real time. Anything missed can cause major delays in their payment. However, if they missed a punch or need an edit made to their timecard, you as their supervisor can make changes to their timecard for the current pay period.

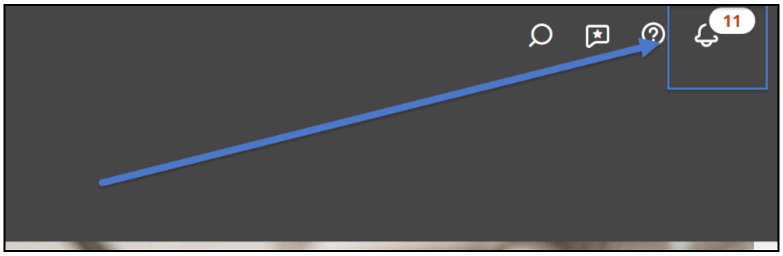
If a change is needed to a previous pay period, the student employee and the supervisor should document the amendments needed using the template linked here, and send a signed PDF with the changes needed to payroll@artic.edu

Chicago Paid Sick Leave

Approving Chicago Paid Sick Leave Requests

Student employees who have accrued sick hours can request to use them in UKG. You will receive an email notification from UKG when a student submits a sick request. You need to approve the request in order for it to count towards the student's pay.

- To approve a request, find the corresponding message in UKG. You can do this on the UKG homepage by selecting the bell icon on the top right, selecting the time-off request message, and clicking "Approve".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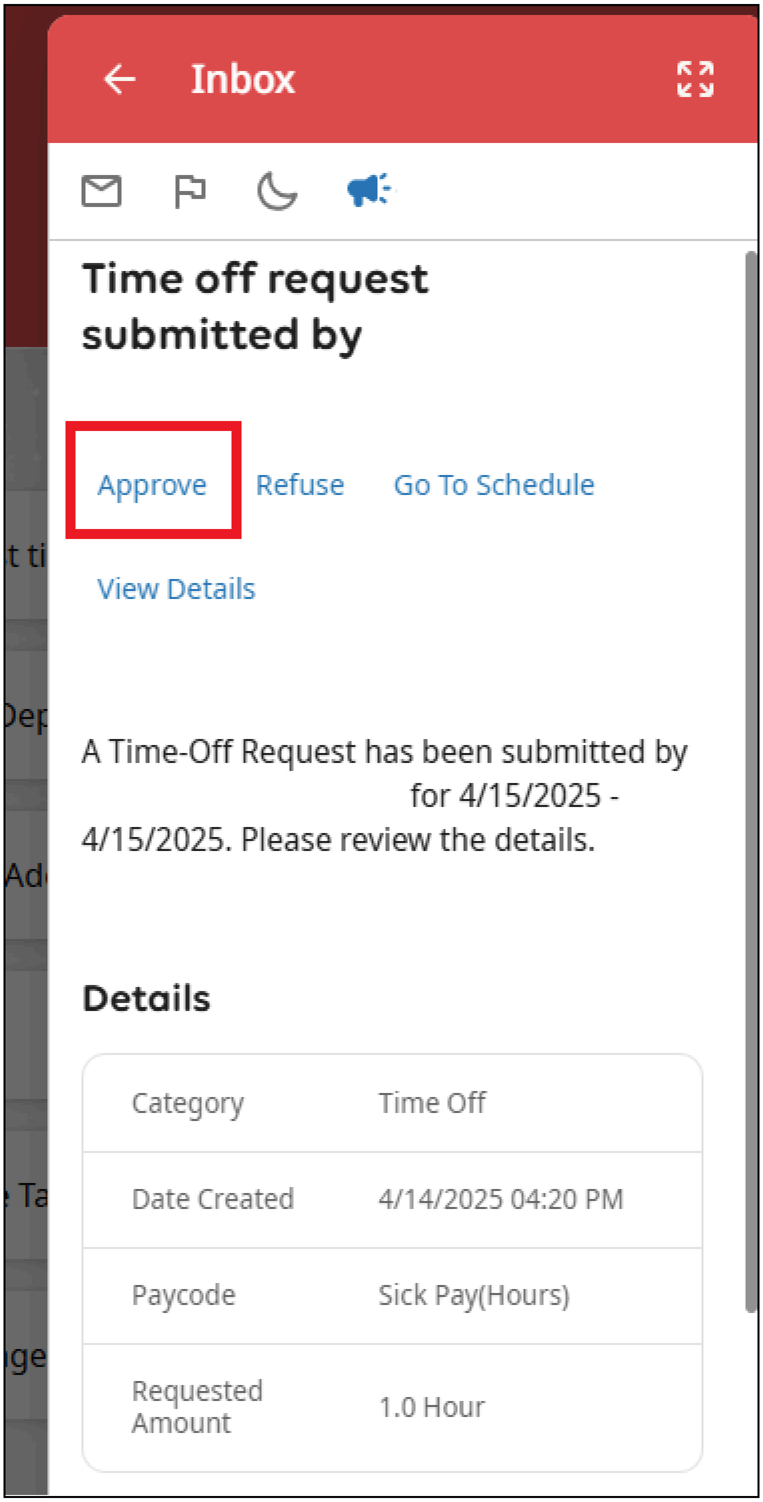
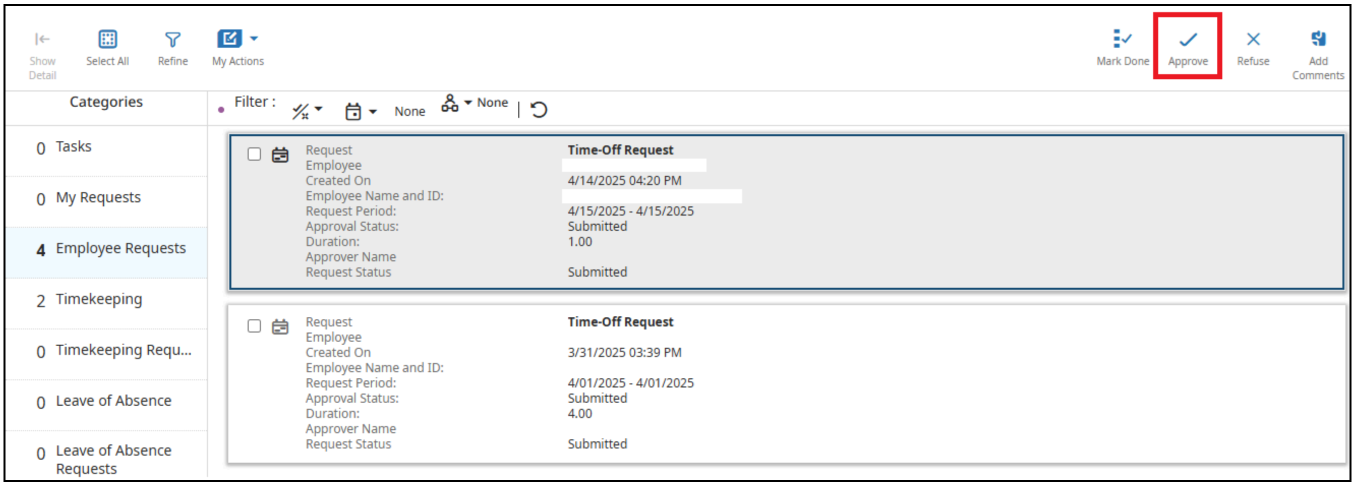


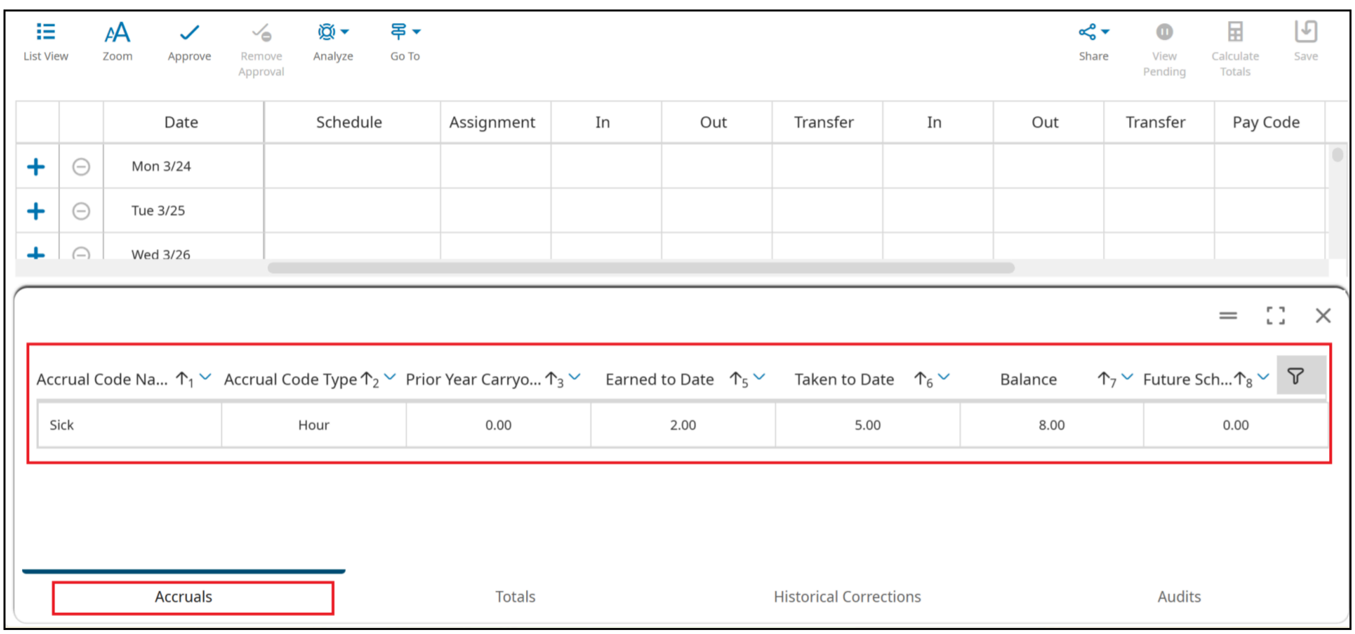
- Additionally, you can approve time off requests in Workforce Management through the Control Center by navigating to the My Notifications tile on your main menu, selecting the time-off request in the “Employee Requests” tab, and selecting “Approve”.



Viewing My Team's Chicago Paid Sick Leave Balance

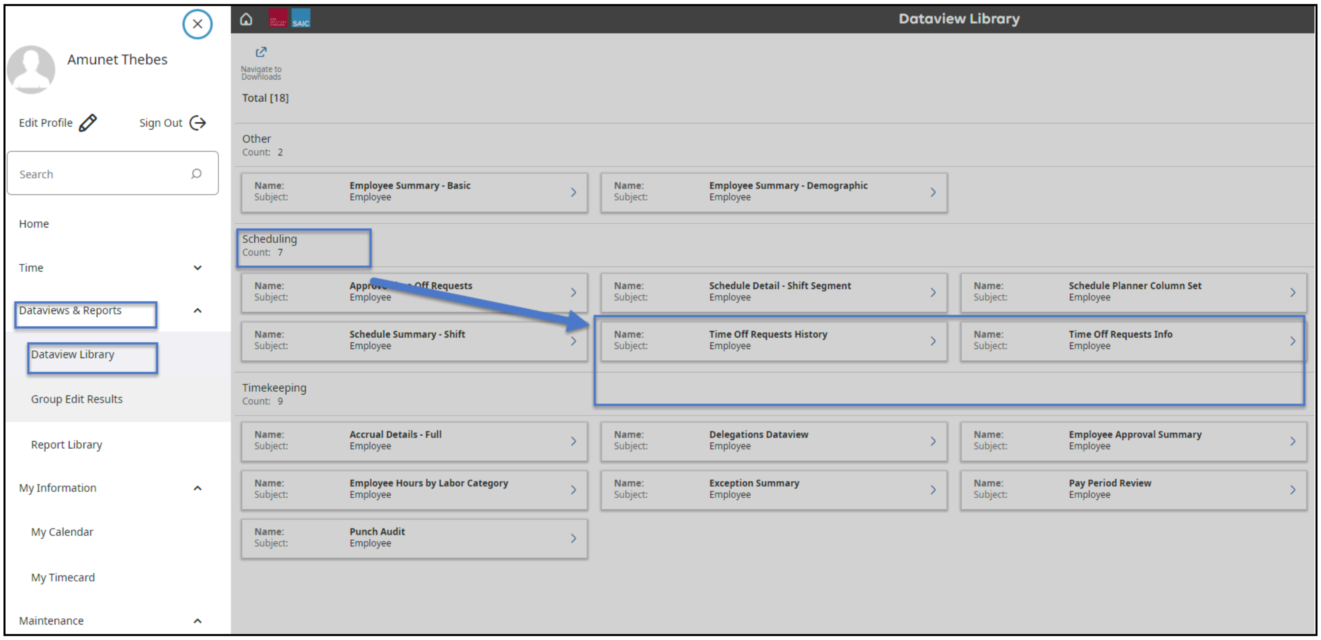
You can view your student employees' available Chicago Paid Sick Leave balance directly from their timecards.

- When you are on a timecard, you will see an accrual link at the bottom of the page. When you click on the link, you will then be able to view the Sick information and current balance based on the accrual policy assigned to the student employee.

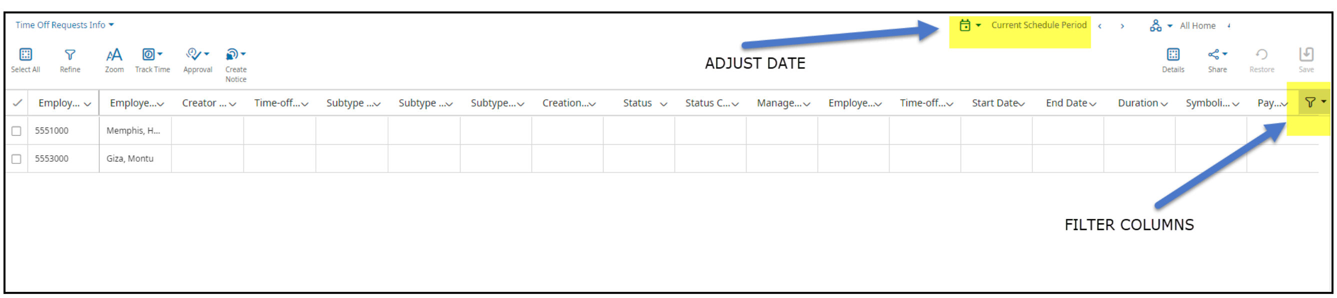


- Additionally, you can view all time off for your teams using Dataviews in Workforce Management. Navigate to: **Workforce Management main menu > Dataviews & Reports > Dataviews Library** and select the dataview that suits your need:

- **Time Off Request Info** and **Time Off Requests History:** shows detailed information of all time-off requests for your team members
- **Approve Time Off Requests:** shows any time-off requests that you have not yet approved
- **PTO and Sick Balances:** shows the accrual balances of all team members



- In the dataview, you can change the time frame selected to any date range you'd like to view. You can also filter on any of the columns by selecting "Show filters" after clicking the filter icon on the top right of the report. More details on using dataviews can be found in the [Reporting](#) section.



Manually Adding Sick Time to a Student Employee's Timecard

If the student employee is unable to submit a time-off request and you would like to enter their used sick time for them, you can add the "Sick Pay" paycode to their timecard with the appropriate number of hours used on a specific date. Refer to the [Add, Edit, and Delete Paycodes](#) section for instructions.

If you do this, make sure to delete any duplicative sick requests from the student so that their balance remains accurate.

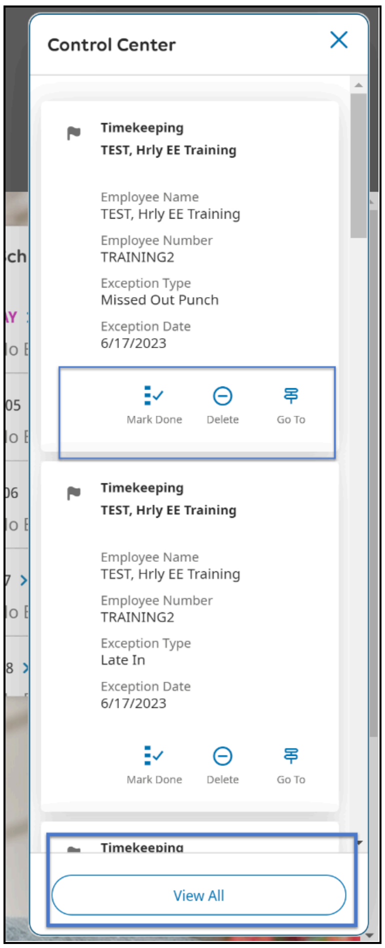
Control Center

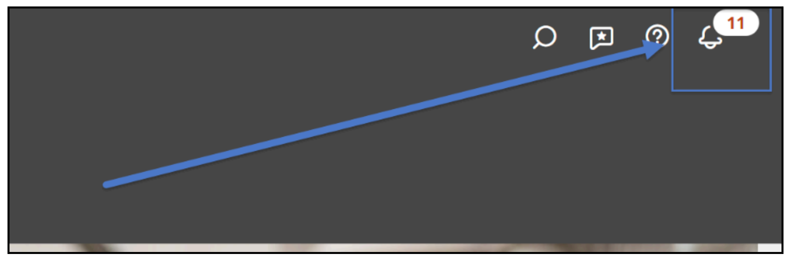
The Control Center is where you will manage various levels of requests and notifications, including:

- Time off requests
- Timecard requests
- Tasks

There are several different ways to access the Control Center or your notifications.

1. The Bell icon indicates alerts and this icon appears in the top right corner of all pages. Selecting the Bell icon opens the Control Center panel. This view is a quick access way of managing requests. You can select View All to open the full control center.

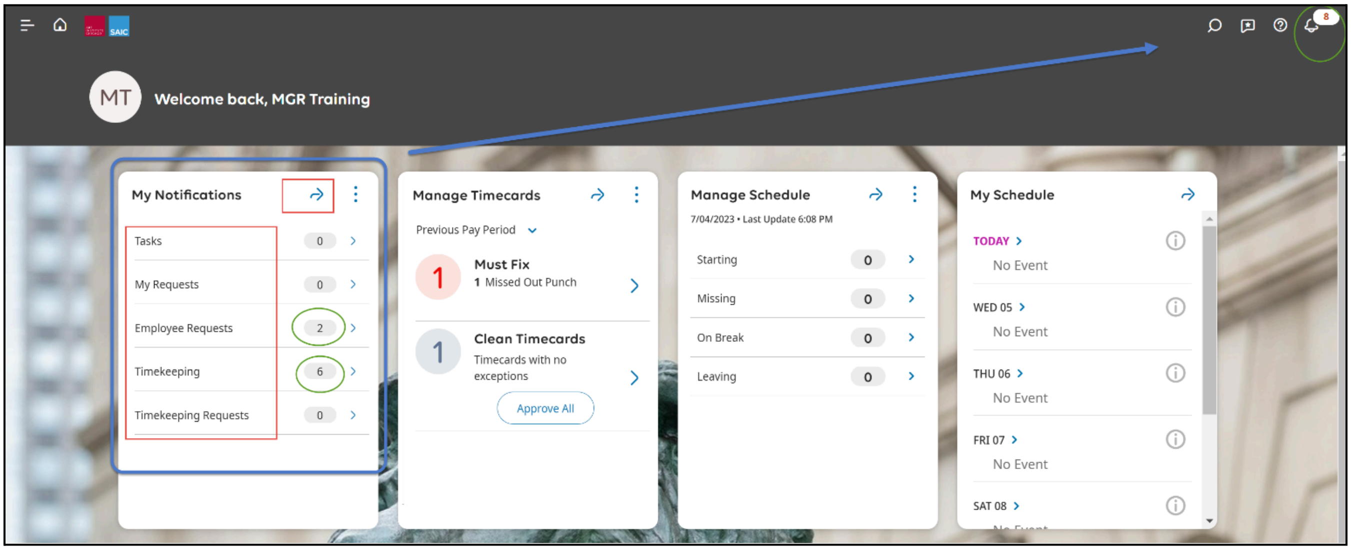




2. You can access the control center by navigating to the My Notifications tile on your main menu. You can manage notifications in the tile by each request category, as well as your own time off requests.

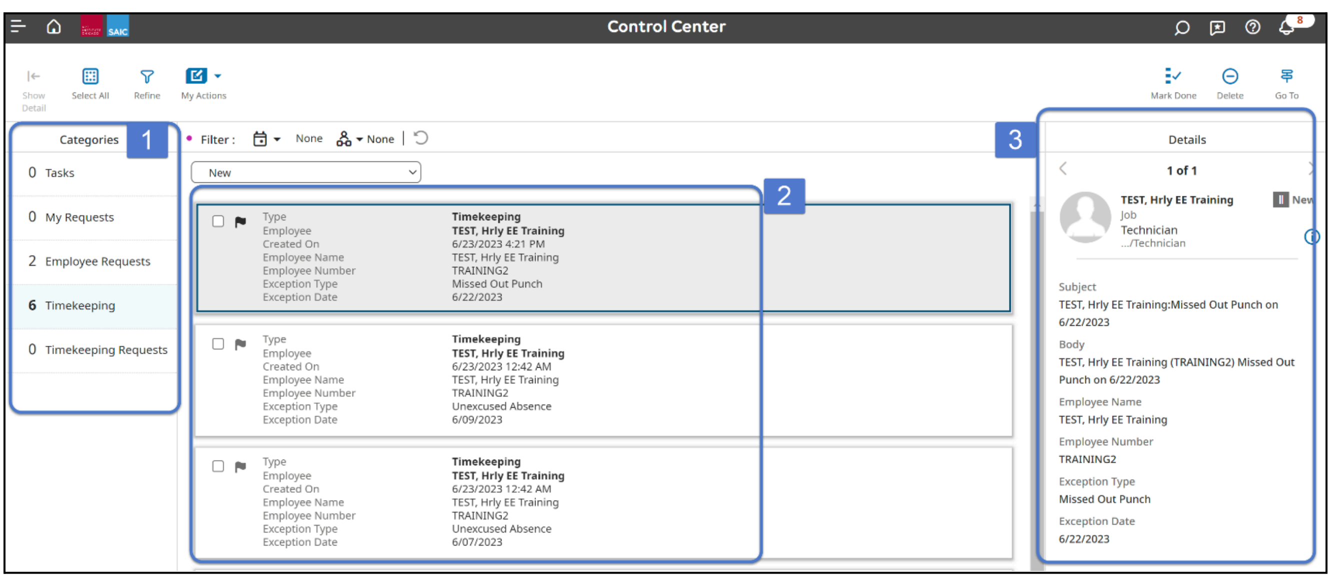
Clicking the arrow on the tile will open the full control center.

Note: In the example below, there are eight notifications listed in the bell icon and eight notifications in the tile. The tile will break down notifications by type.

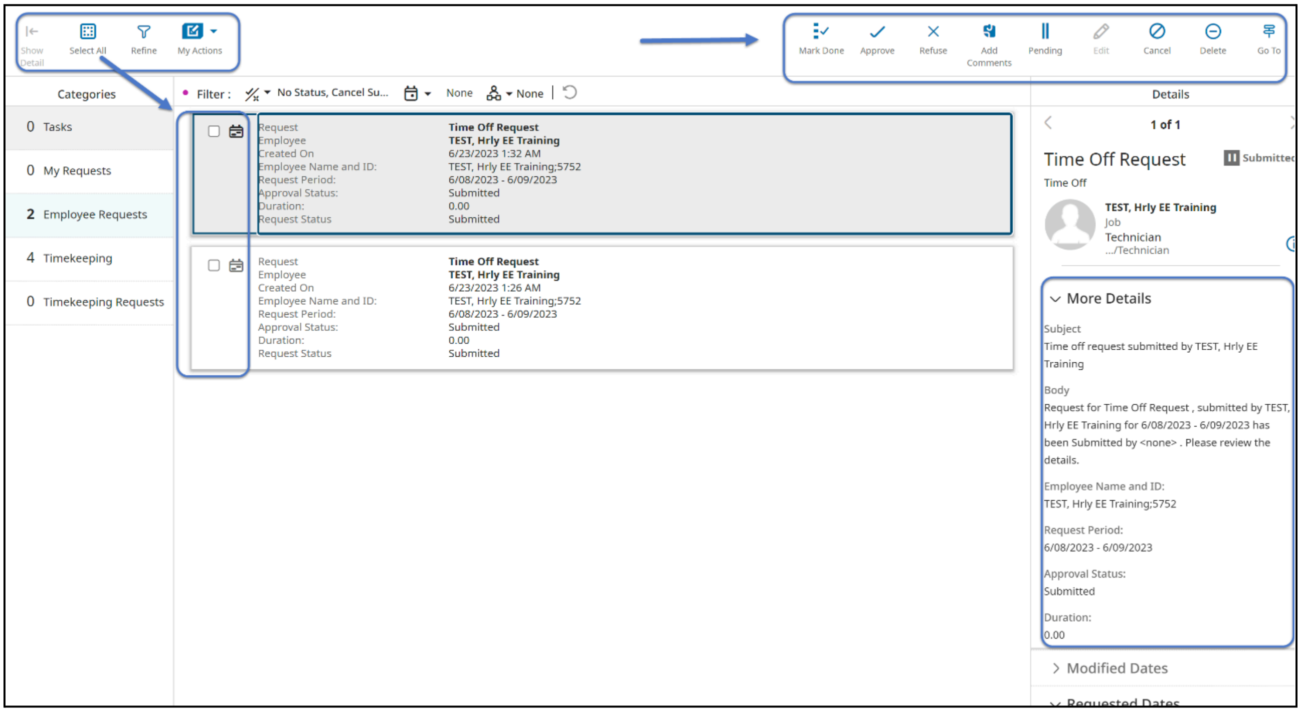


While in the Control Center, you will review the various requests and complete the tasks assigned.

1. **Categories -** indicates the type of request. Each category will display how many notifications you will need to review and complete.
2. **Requests -** will be listed in the center. These requests will be listed by the employee. If an employee has multiple requests, they will display separately.
3. **Details -** will give you access to various details about the request to help you review.

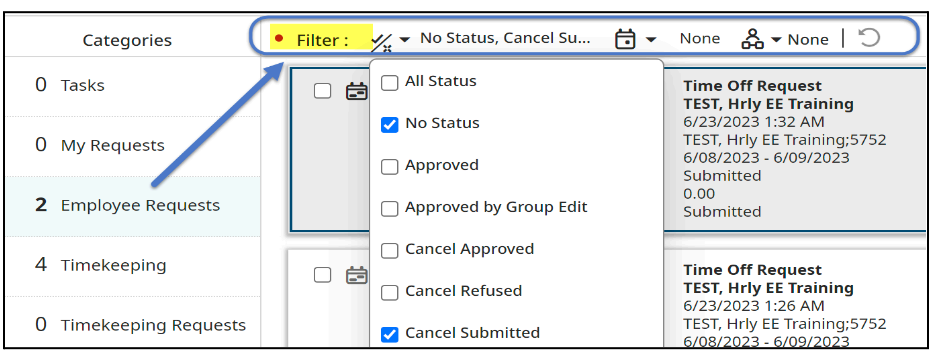


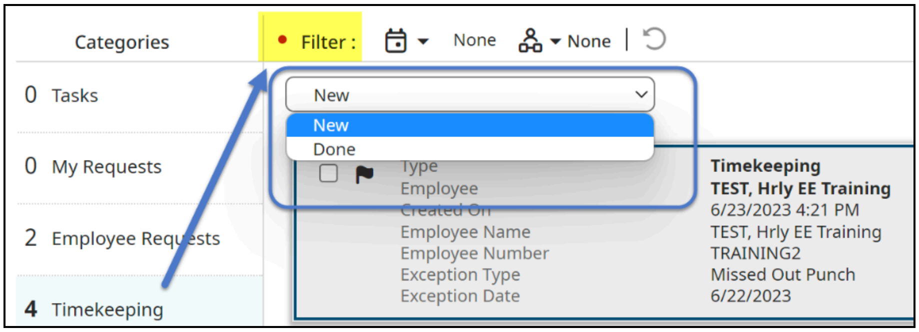
Select all will allow you to select multiple requests and approve, comment, or refuse all at once.



Your employees will also receive a notification when you complete an action regarding their requests.

There is a filter section within your notification center. Each category has a specific filter toolbar based on the type of actions you complete. If you do not see a request, you may need to adjust the filter to include different statuses.





Manager Delegation

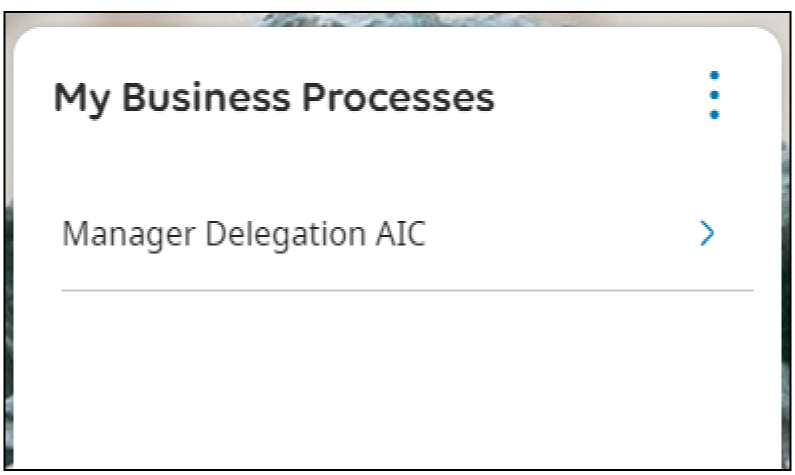
Completing a Manager Delegation

There are no "alternative supervisors" in UKG. Instead, when a manager expects to be unavailable, the manager (delegator) can delegate authority to another manager (the delegate) to receive notifications and complete tasks during their absence. For example, the delegate can approve timecards and time-off requests while the regular manager is on vacation.

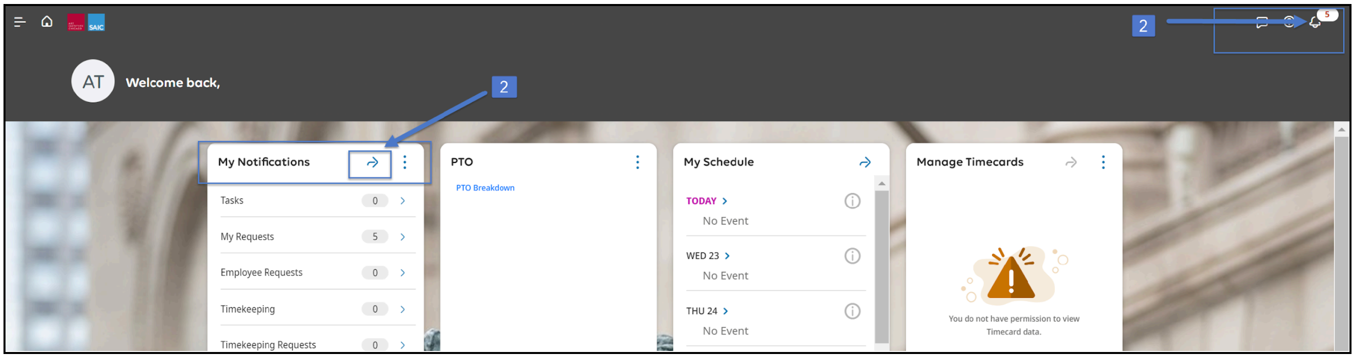
To delegate authority to another manager in Workforce Management, the delegator must:

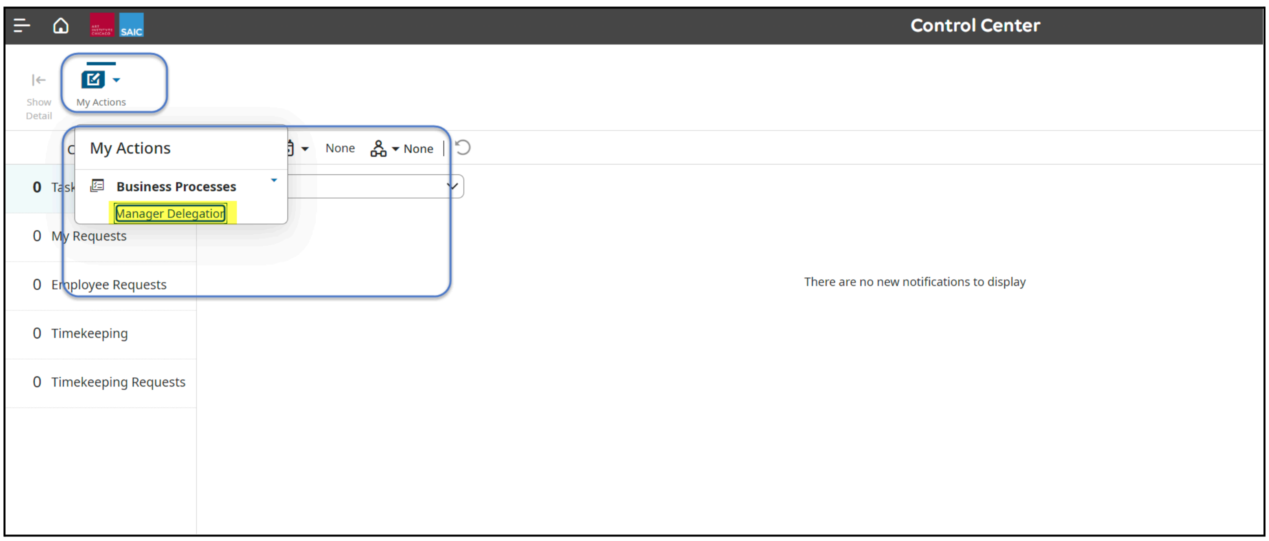
1. Access the My Business Processes tile on the homepage and select My Actions > Select Business Processes > Manager Delegation. Alternatively, click the My Notifications tile to access the control center, then My Actions > Business Processes > Manager Delegation.

Via the My Business Process tile:



Via the My Notifications tile:

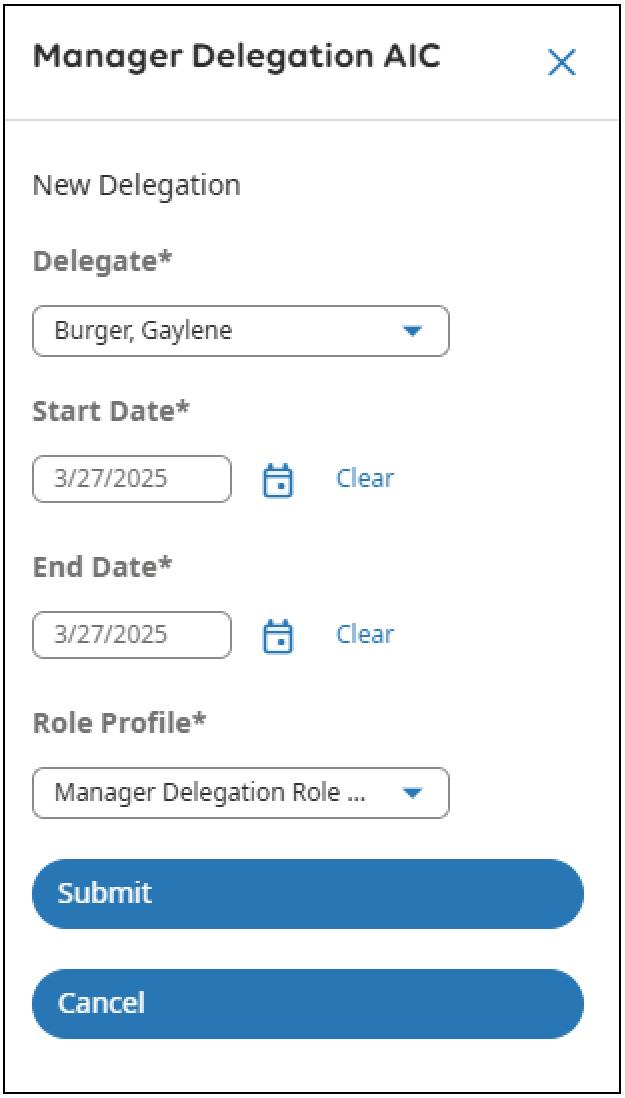


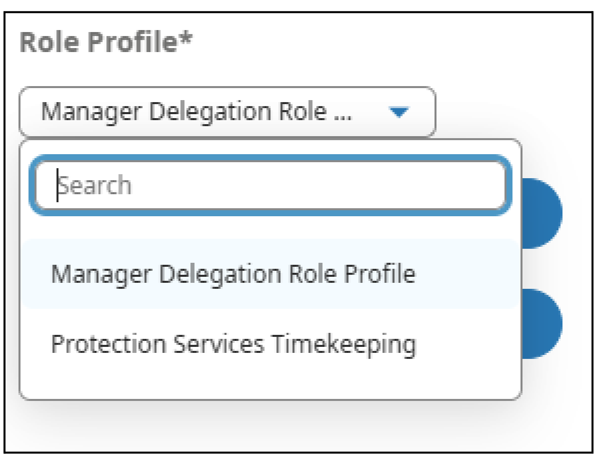


2. In the Delegation panel, select the other manager who will take authority during your absence.
3. Select the Start Date and End Date from the calendars. You may select an end date far in the future if you want the delegation to last a long time.
4. Select "Manager Delegation Role Profile" in the Role Profile field.
5. Click Submit. The delegate will receive a notification asking them to accept the delegation.

Note: Only another manager can receive a delegation. If the manager you would like to delegate to is not available in the drop-down list, reach out to ask_hr@artic.edu.

Note: Managers can access any indirect reports in their hierarchy (anyone reporting up to them via another manager on the org chart) without the need for delegation. For example, to view the timecard of an indirect report, they would change the hyperfind at the top right of the timecard to "Direct and Indirect Reports".


Manager Delegation AIC
New Delegation
Delegate*
Burger, Gaylene
Start Date*
3/27/2025
Clear
End Date*
3/27/2025
Clear
Role Profile*
Manager Delegation Role ...
Submit
Cancel

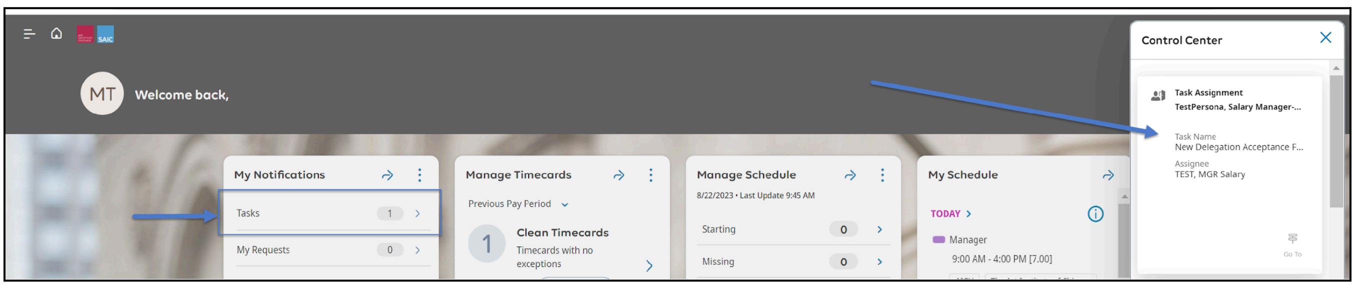

Role Profile*
Manager Delegation Role ...
Search
Manager Delegation Role Profile
Protection Services Timekeeping

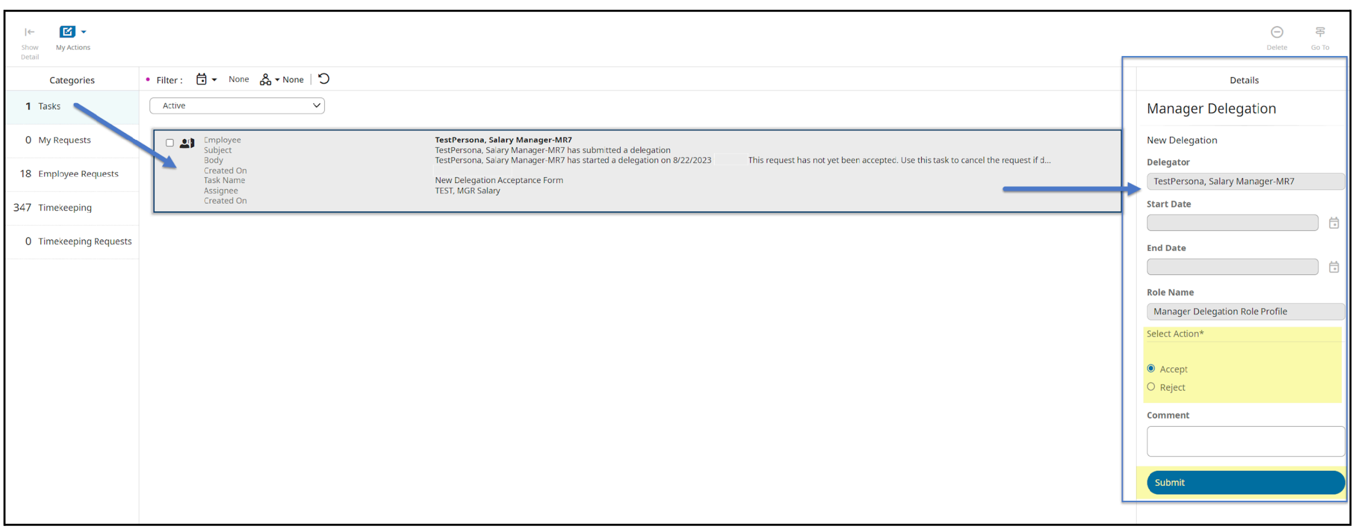
Accept a Manager Delegation

When the delegate logs in to the system, they do the following:

1. From the My Notifications tile on the desktop, select Tasks to open the Tasks workspace.
2. Select the Delegate task. The applicable information is listed in the Details column.
3. Select Accept or Reject and optionally enter a comment.
4. Click Submit.

Note: the delegate must accept the delegation in order for it to be active.



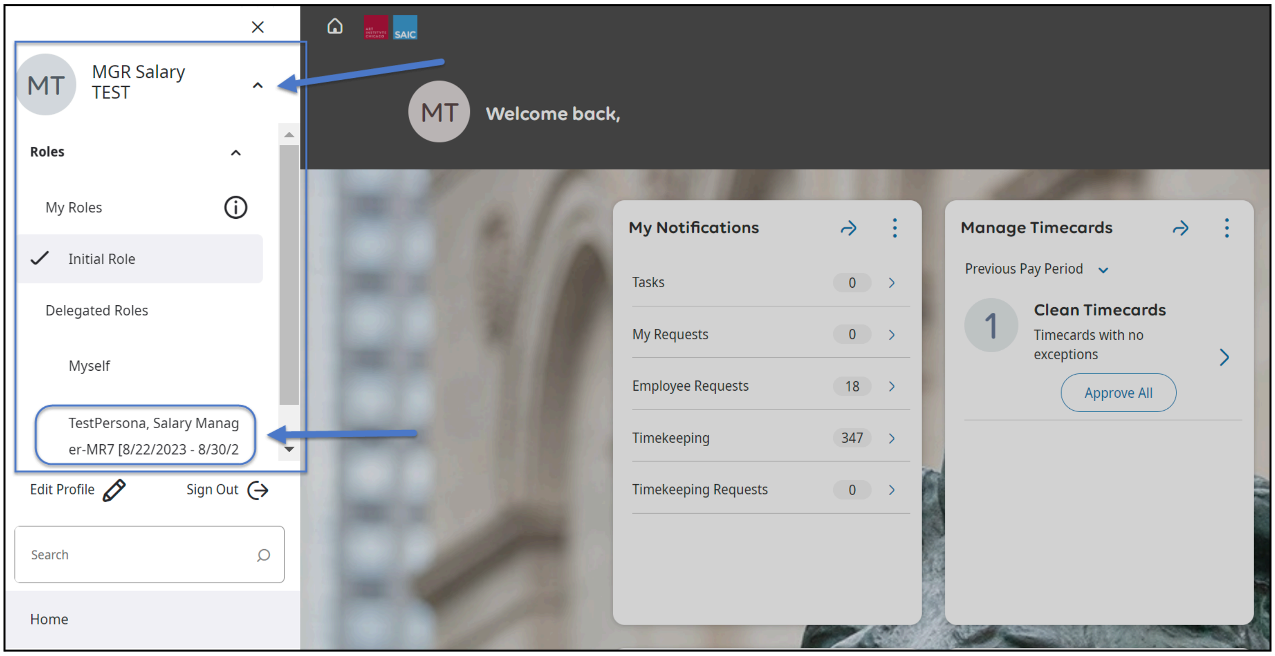


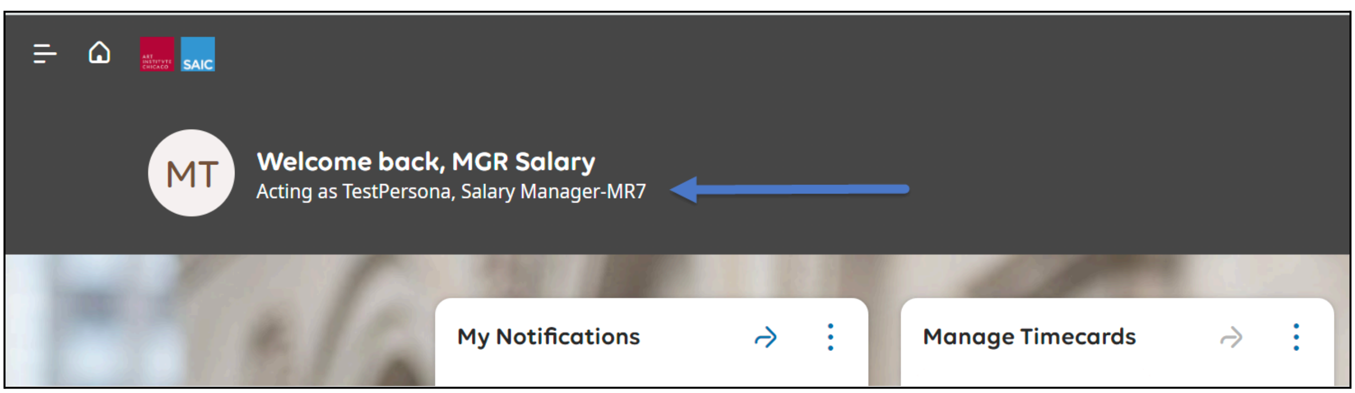
Accessing the Delegator's Information

After the delegate accepts a delegation, they have to select the corresponding profile in WFM in order to access the delegator's information, such as their team's timecards.

1. If you just accepted the delegation, log out and log back in again.
2. At the top of the Main Menu, expand the Employee Settings Menu.

3. Expand “Switch Roles”. There are two options: My Roles and Delegated Roles. To switch roles with the delegator, double-click the delegator's name and delegation dates.
4. The desktop refreshes and the My Profiles tile lists the delegator's information, for example, under the delegate's name, it displays "Acting As Delegator Name.”
5. When the delegate wants to return to their own role, repeat steps 2-3.





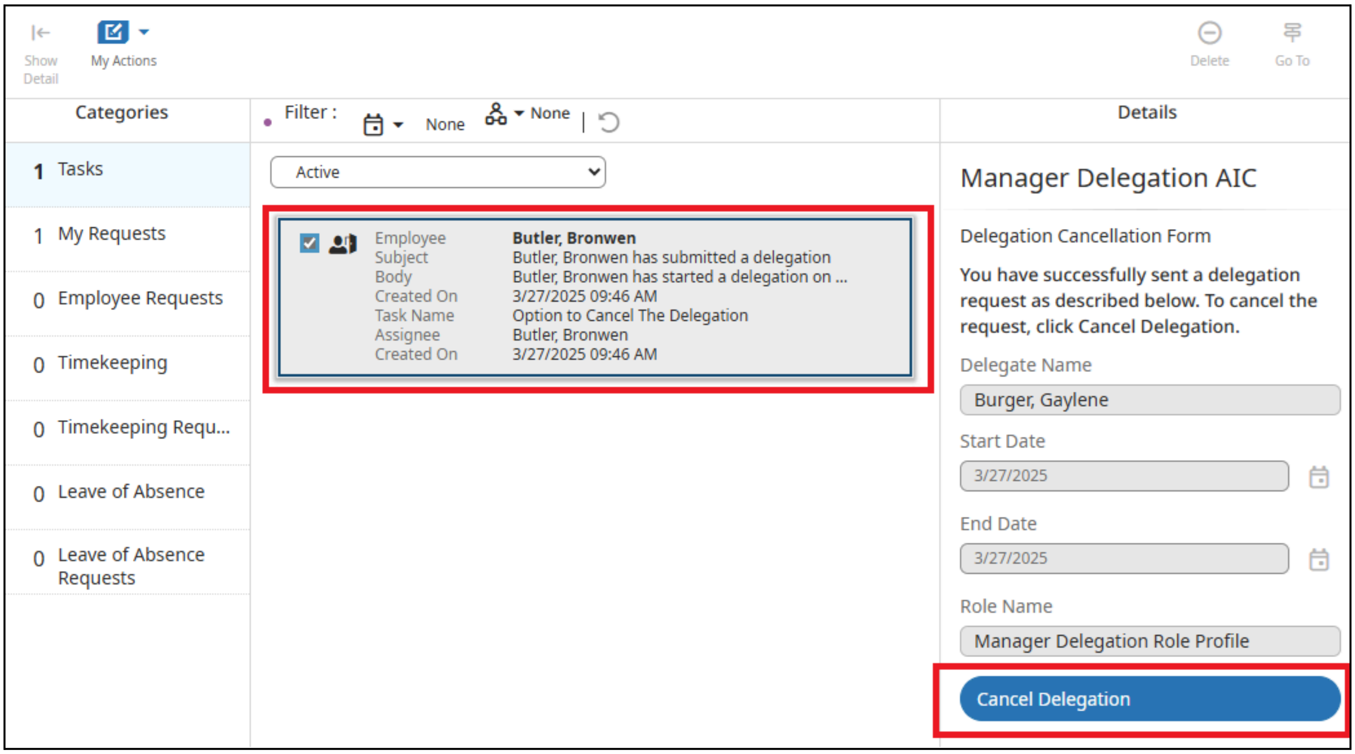
Note: When acting as the delegate, you can review and approve timecards for the delegator’s team. You can also approve time-off requests submitted by the delegator’s team members by opening the Control Center, finding and selecting the outstanding time-off request under “Employee Requests”, and selecting “Approve”.

Canceling a Delegation

You can cancel a delegation that you submitted in Workforce Management.

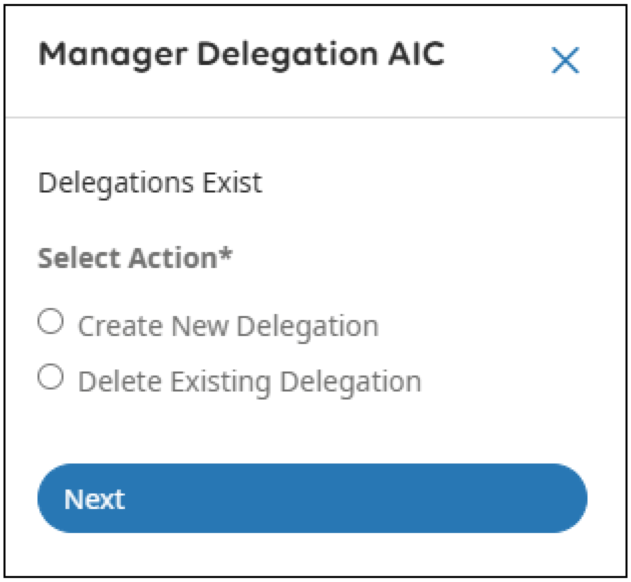
If a delegation has not yet been accepted by the delegate:

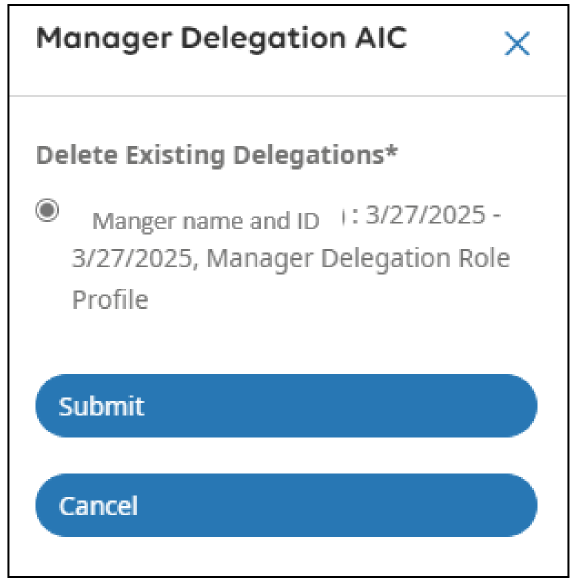
- Open the Control Center and find the task showing the delegation you submitted. Select this task, and details will be displayed on the right
- Select Cancel Delegation.

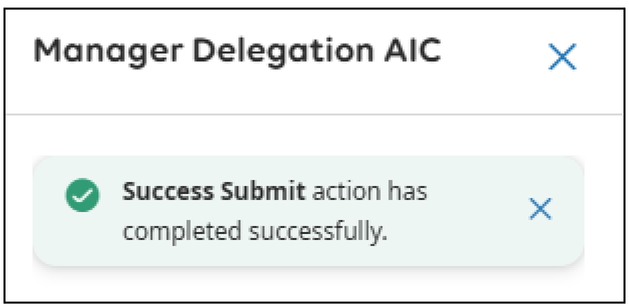


If a delegation has been accepted by the delegate:

- Access the My Business Processes tile on the homepage and select My Actions > Select Business Processes > Manager Delegation.
- You'll see a panel with options to Create New Delegation or Delete Existing Delegation. Select Delete Existing Delegation.
- Select the delegation you want to delete and click Submit.







Reporting

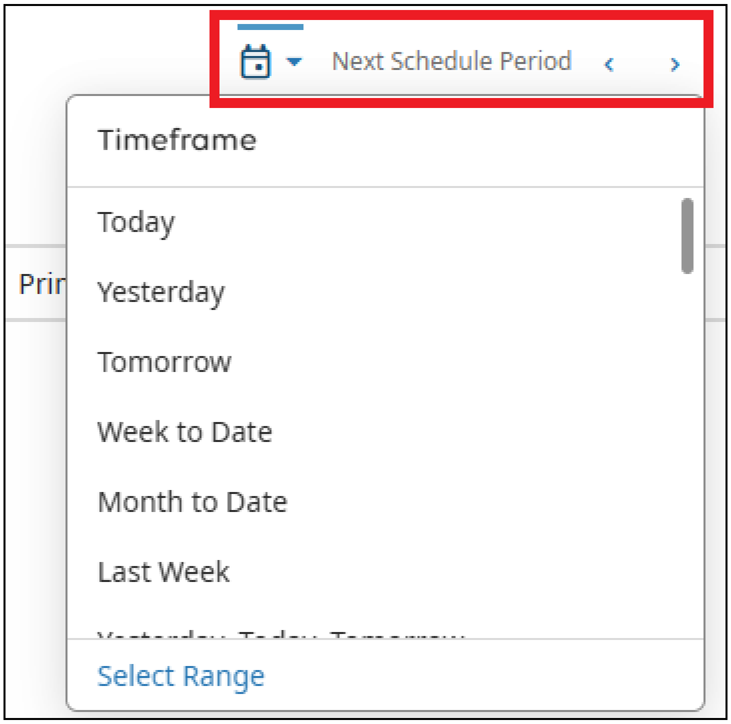
As a supervisor, you can run several reports or dataviews that provide you with important information that helps review your team members' time entry, exceptions, accruals, and other topics.

Dataviews in Workforce Management

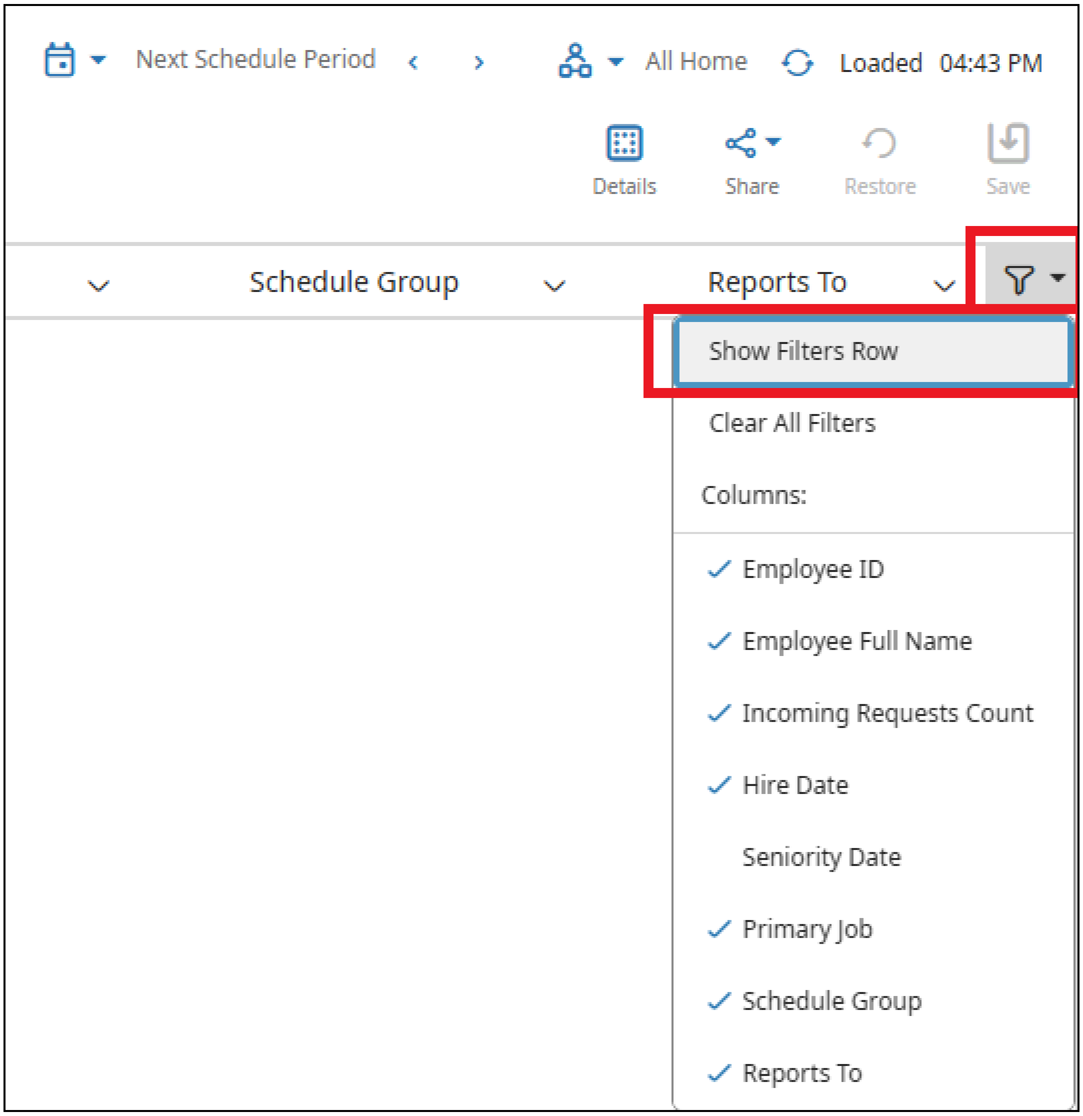
Navigation: **Main Menu > Dataviews & Reports > Dataview Library**

Choose from available dataviews to show you specific information for yourself and your team. For example, the "Approve Time Off Requests" dataview shows any time off requests submitted by your team members that you have not yet responded to.

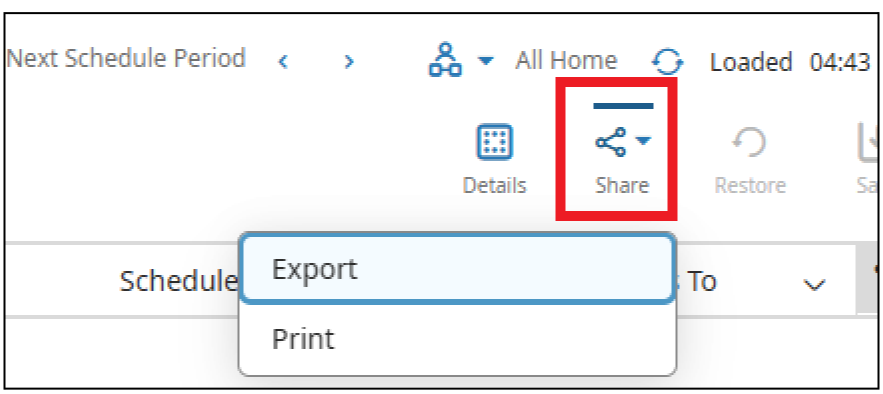
- Once you're in a dataview, you can change the time frame by selecting the calendar icon near the top right.



- You can also filter the results by selecting the filter icon towards the top right of the report.



- You may also choose to export the dataview to Excel. Click Share on the top right and then Export.

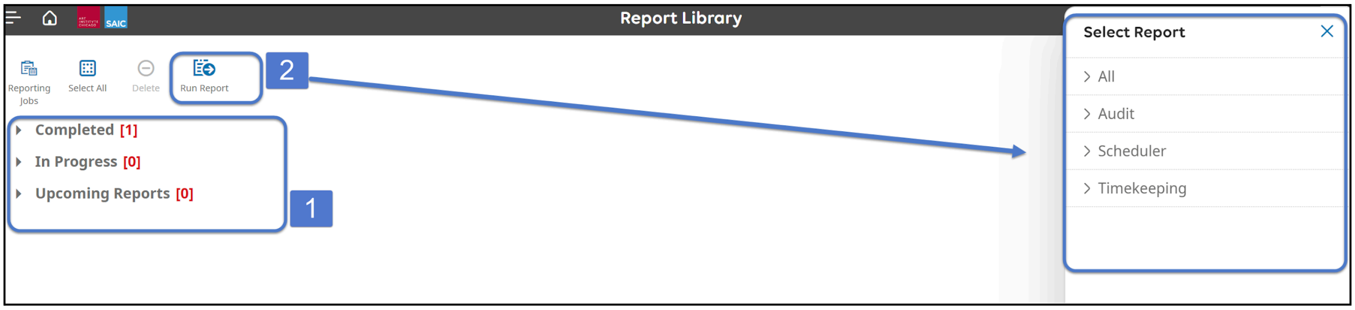


Accessing the Report Library

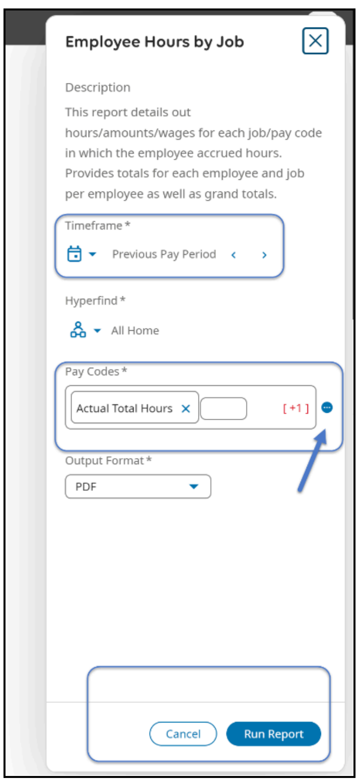
Navigation: **Main Menu > Dataviews & Reports > Report Library**

The report library has additional reporting options.

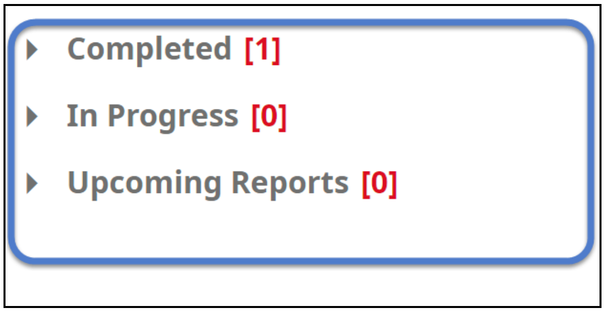
1. To create a new report, Navigate to the Run Report icon. This will open a quick-access toolbar that contains all reports available to you.



2. Clicking on a report will display its description.
3. When you select a report, you will be navigated to the parameter selections.
4. Reports may have different qualifiers. Select any hyperlinks to configure a report based on your needs.



5. Select Run Report.
6. Completed, In Progress, and Upcoming Reports are all reporting categories for reports that have been configured to run. You will find your report in the completed drop-down.


Completed [1]
In Progress [0]
Upcoming Reports [0]

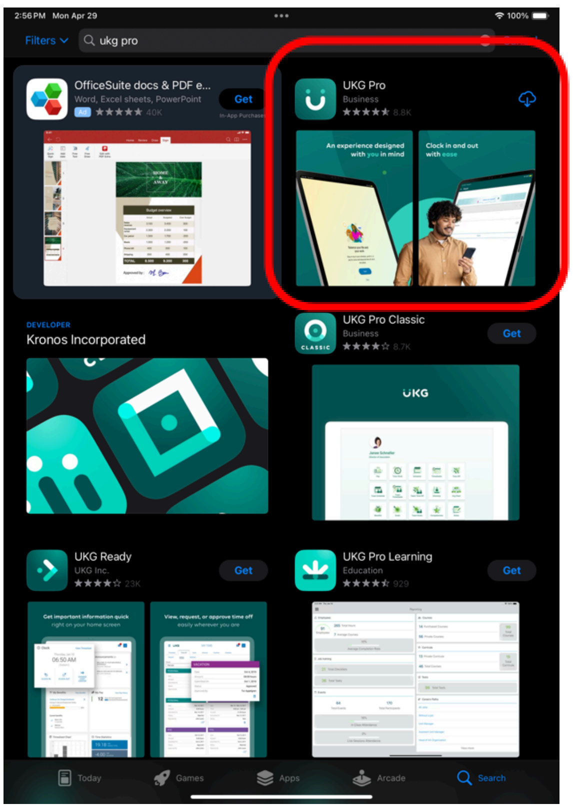
Using the UKG Mobile App

UKG has an optional mobile app that can be used to clock in and out, manage time off, and view pay information, among other things.

Please refer to the UKG Pro App Employee User Guide for more detailed information about using the mobile app. Below is an excerpt to help you get started:

Downloading the App

In the App Store/Google Play Store/etc., search for “UKG Pro.” It is identifiable by its UKG smiley app icon:



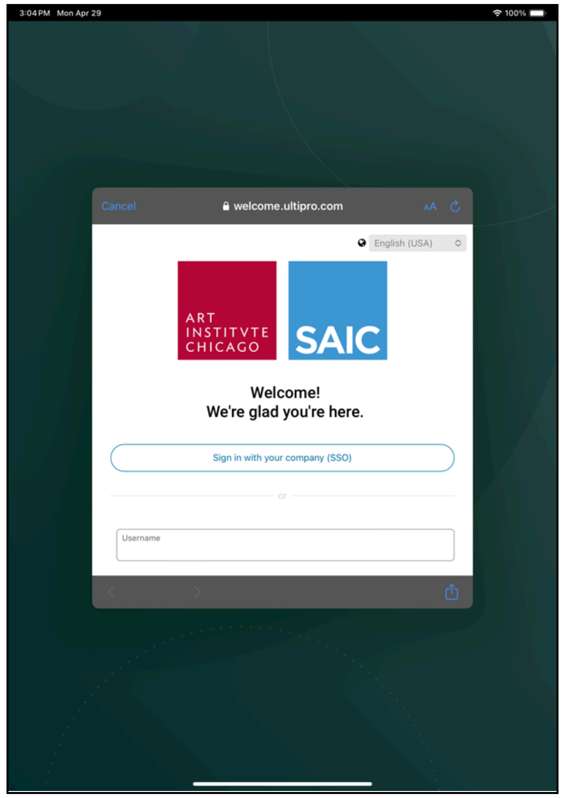
Download and install the circled application **(UKG Pro, with the “smiley” UKG icon)**.

Note: Do not install UKG Pro Classic. It is outdated and not compatible with our full features and configurations.

Logging In (Access Code: artic)

1. Open the app and click past the introductory windows. You will land on a welcome page that prompts you for your **Access Code or URL**.
2. The access code for the AIC UKG app is ***artic***
    a. Enter **artic** in the field and tap Continue.

3. You will then be prompted to “Use “ultipro.com” to Sign In”. Tap Continue. From the landing page that generates (welcome.ultipro.com), tap “Sign in with your company (SSO)”.



4. This will take you to sso.artic.edu, where you can enter your normal artic SSO login credentials.
5. You are now logged in to the UKG Pro app and will be dropped off on the grey, green, and white **homepage**. You will see a list of function shortcuts.