# UKG Transition Instructions

For team members who clock in and out: please complete the steps below on Friday, Sept. 22, after lunch but before your shift ends.

1. Delete the **UKG Pro** and **UKG Ready** apps from your phone by holding down on the app until the X appears. Then Click the X and confirm you want to delete it. Do this for each app.

2. Go to your app store and reinstall the UKG Ready App. CLICK HERE or scan the QR code below.

3. Allow UKG Ready to use your location – Click "Allow While Using App" (this is so you can clock in correctly).

4. Select North America as your region.

5. In the Company Short Name field, enter EarlyLearningIN.

6. Click Continue.

7. For your username, enter your ELI/DEL email address.

8. For your password, enter EarlyLearning123!

9. Verify with Authenticator app OR via text (Follow instructions on app).

10. Allow notifications.

11. Use Face ID (optional).

12. You are now ready to clock in Monday, Sept. 25. Do not clock out on Friday, Sept. 22. Do not reinstall UKG Pro.

SCAN ME TO MAKE THE SWITCH
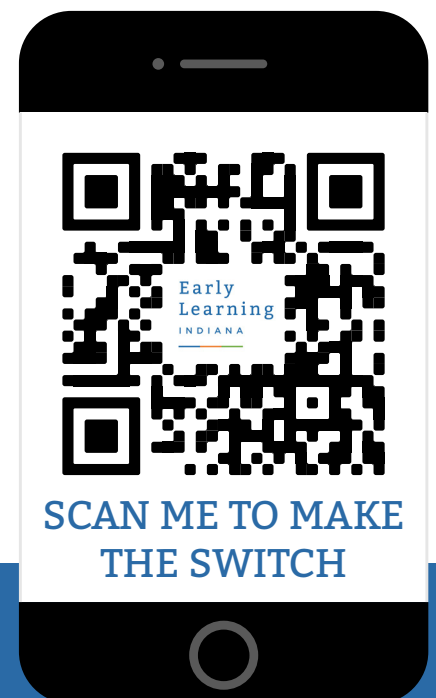
UKG Transition FAQs

What is the change to the UKG platform?

We are changing from the UKG platform to the Axiom Human Resource / Time Keeping platform.

Why is ELI making this change?

Axiom gives us a more customizable user experience while maintaining the user interface you're used to.

What/who does the change impact?

The change impacts those who use the UKG Ready app. ELI will no longer use the UKG Pro app. All functions will be done in UKG Ready, with the new company short name.

As a school leader or operations manager, what do I do Friday?

Please work with your team members to ensure they delete and reinstall the UKG Ready app on Friday before leaving for the day (but after they have clocked back in from lunch break). We want them to have the app reinstalled using the directions above before they can clock in Monday morning.

A member from the TE team will also be at your center to assist with any questions team members have while deleting and re-installing the UKG Ready app.

SL/OMs will need to enter clock-out time for each of the hourly team members at their center for Friday.

As a school leader or operations manager, by when do I need to approve timecards in the old UKG platform?

SL/OMs will need to approve timecards by NOON on Monday, Sept. 25 as usual.

After all timecards are approved, SL/OMs can log out of the old UKG Ready, delete both UKG apps and reinstall per instructions above.

I access UKG on my computer or am a salaried team member. Is the web address changing?

Yes, starting Monday, Oct. 2nd, please access Axiom on web browsers by using the following link: https://secure2.entertimeonline.com/ta/EarlyLearningIN.home

Username: ELI/DEL email address

Password is: 8-digit birthday, no spaces. Ex:05031990