

To install the UKG Workforce Central app on your iPhone, iPad, or Android device:

Step 1:

Access the App Store (iPhone, iPad) or Google Play Store (Android) on your smart device.

Step 2:

Search for “**UKG Workforce Central**”

Step 3:

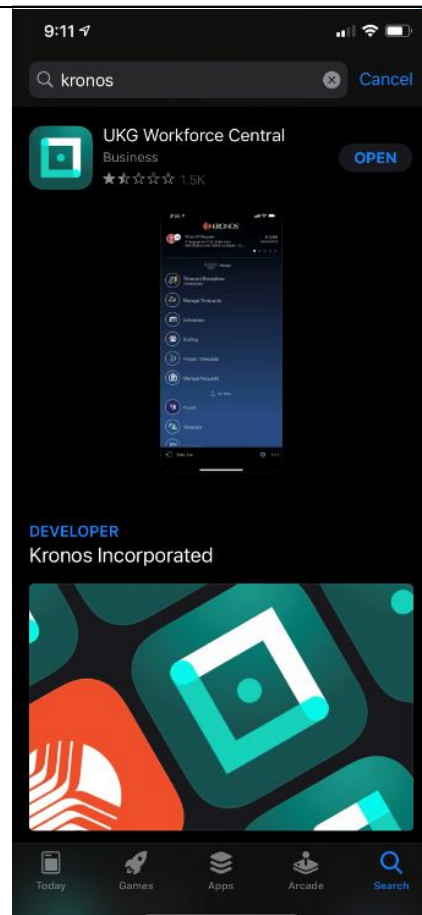
Find the “**UKG Workforce central**” app published by **Kronos Incorporated**.



Do not select “Kronos Efficient Mobile” – this is for European users.



On an iPad, you may find a Kronos Tablet app. Do not download or use this app. It will not work.



Step 4:

Use the appropriate commands for your device to install **UKG Workforce Central** on your device.



You be prompted to allow certain permissions to download the app.

Step 5:

After the download and installation is complete, launch the app on your device.

If you have trouble launching the UKG Workforce Central app on your device, try to reinstall and relaunch before calling or emailing support services using the information at the end of this job aid. You may also consider checking the available memory on your device to ensure there is enough room to install and run the app.

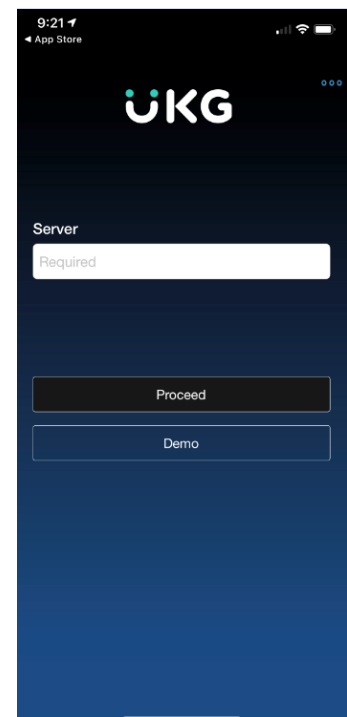
Step 6:

The UKG Workforce Central app requires server information, which you must enter during setup. You only have to enter the server information once, unless you remove and reinstall the app from your device.

Step 6a: Copy the server text below and paste it into the box marked “Server” in the app. Text should start with https://.

You can also type the server address, but type carefully. The server address must be exact, or the app will not connect with UKG

Step 6b: After you enter the server information, press the “Proceed” button to launch



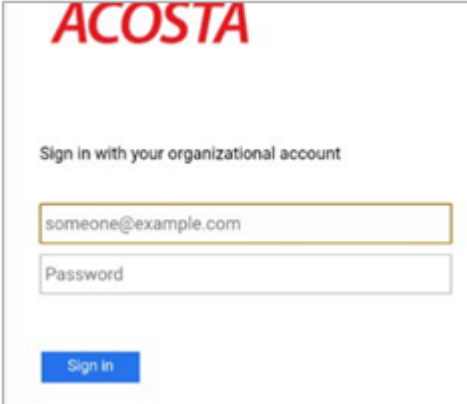
Server Text:

<https://sts.acosta.com/adfs/ls/idpinitiatedsignon.aspx?loginToRP=KronosMobile>

Step 7:

Enter your Acosta or Mosaic credentials at the Acosta app page and click "Sign In."
Your username must be entered in email address format: username@mosaic.com even if you don't have a Mosaic email address.

If you don't have a username and/or password, please refer to the email sent to you on shortly after you were hired. You can reset your password at: <https://reset.acosta.com>



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com