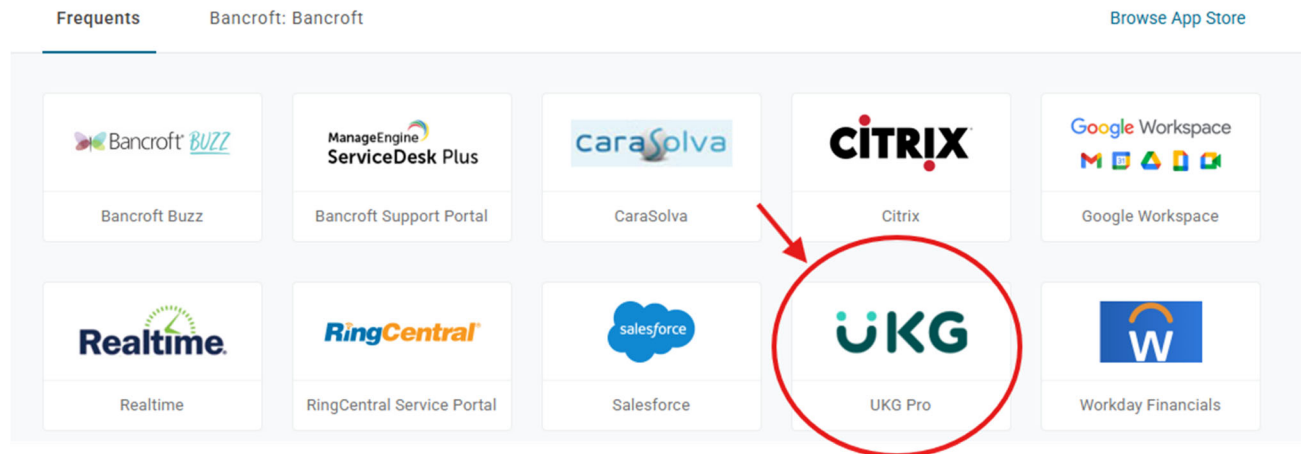




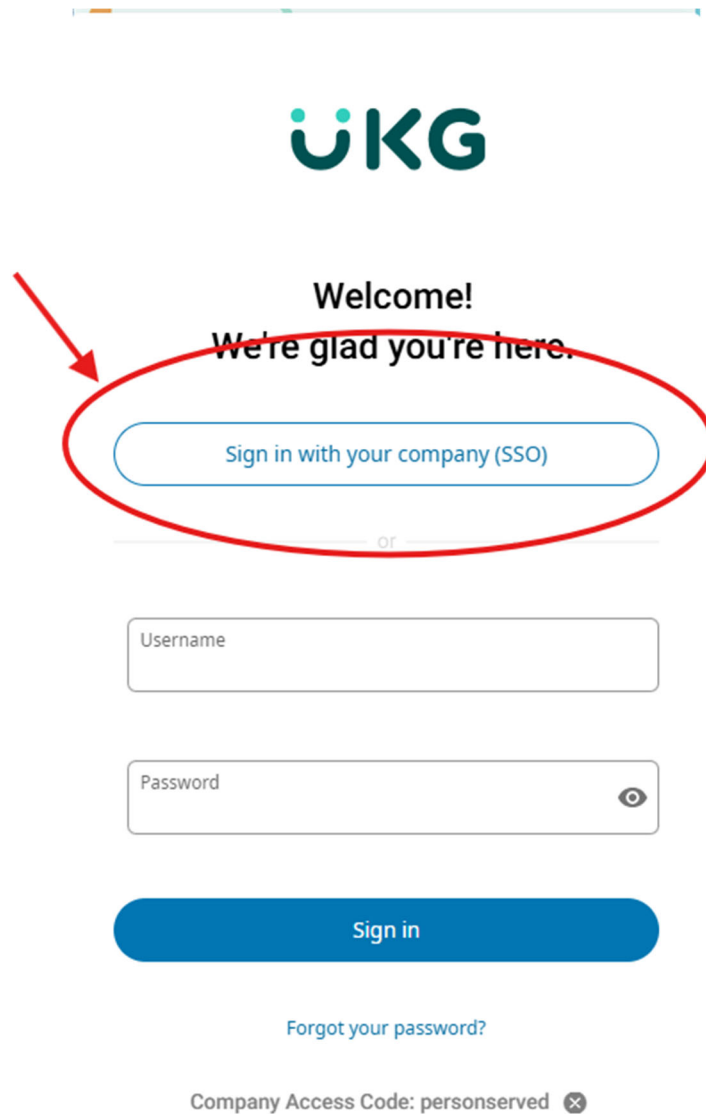
FULL TIME NEW HIRE ENROLLMENT INSTRUCTIONS

STEP 1: Access UKG Pro via OneLogin



FULL TIME NEW HIRE ENROLLMENT INSTRUCTIONS

STEP 2: Sign into UKG Pro



The image shows the UKG Pro login interface. At the top, the UKG logo is displayed. Below it, the text "Welcome! We're glad you're here." is shown. A red arrow points to a button labeled "Sign in with your company (SSO)", which is circled in red. Below this button, there is a horizontal line with the word "or" in the center. Underneath the line are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye) on the right side. Below the input fields is a blue "Sign in" button. At the bottom, there is a link for "Forgot your password?". At the very bottom, the text "Company Access Code: personserved" is displayed with a close icon (an 'x' in a circle) to its right.

UKG

Welcome!
We're glad you're here.

Sign in with your company (SSO)

or

Username

Password

Sign in

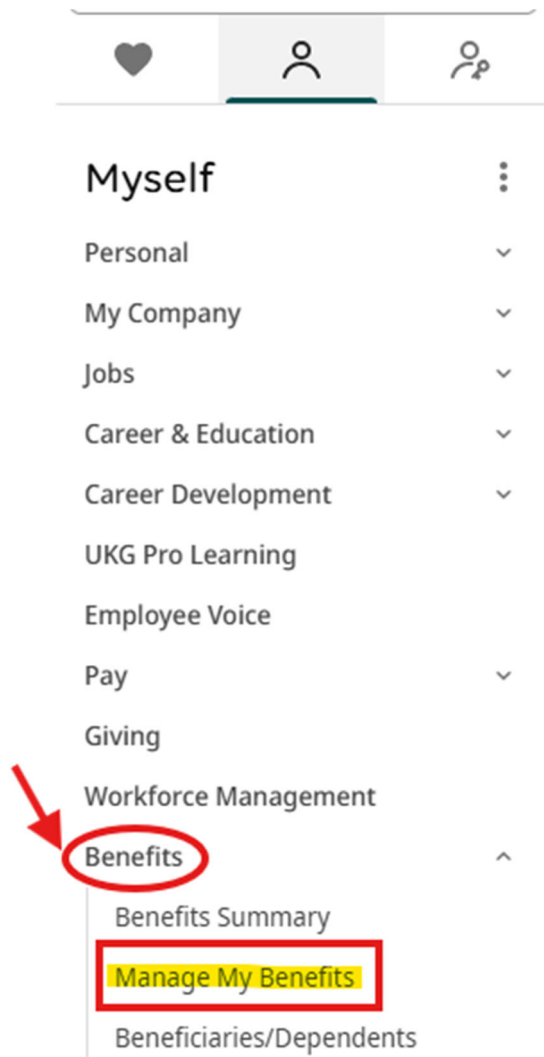
[Forgot your password?](#)

Company Access Code: personserved 

FULL TIME NEW HIRE ENROLLMENT INSTRUCTIONS

STEP 3: Click on Benefits

Select Manage My Benefits





FULL TIME NEW HIRE ENROLLMENT INSTRUCTIONS

STEP 4: Click on "Get Started" and make your benefit elections.

