Updates made to this document:

|  |  |  |
| --- | --- | --- |
| **Date Created or Updated** | **Created or updated** | **User Created or Updated** |
| 03/13/2023 | Created | Lori Hammerschmidt |

**I received notification that I have a document to acknowledge, what do I do?**

* Log into UKG Pro (use Apps)

Graphical user interface, application

Description automatically generated

* Notification will display

**Graphical user interface, application

Description automatically generated**

* Click “Ok” -> the system will route you to the Document Acknowledgement page

**Graphical user interface, text, application

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* Select the document to acknowledge (Status: Unacknowledged)
  + Download the document/review (Note: Downloading is a required step)
  + Select “Accept”
  + Click “save”

Graphical user interface, text, application, email

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* + Confirm your acceptance

Graphical user interface

Description automatically generated

* The completed acknowledgement will be displayed with other acknowledgements that have been completed or awaiting acknowledgement.

Graphical user interface, application

Description automatically generated

You can locate all document acknowledgments under Myself -> Documents -> Document Acknowledgement

Graphical user interface, text, application, email

Description automatically generated

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