



UKG Pro for Microsoft Teams

Approve, view, and submit requests. Complete HR actions effortlessly, seamlessly and on-demand within Teams

At UKG, we put people at the center of everything we do- and that includes designing solutions to help teams complete their work as effortlessly and intelligently reducing the time customers spend in multiple applications.

As the leaders in workforce management and human capital management platforms, UKG understands the need for strong integration and innovation between software applications. UKG supports the extension our WFM and HCM capabilities in new ways, meeting unique customer needs.

The UKG Pro for Teams integration meets people where they work and helps facilitate conversations that are already happening.

This UKG Pro and Microsoft Teams partnership, customers stay connected while delivering information they need to work efficiently, within seconds.

With simple keywords command capabilities, employees can instantly review and complete HR related tasks with ease- increasing convenience and engagement.

Within UKG Pro for Teams, your employees can check current and previous pay details and conveniently request time off while viewing current PTO balances on demand.

In addition to those actions, employees and managers can easily search for colleagues, view employee details, access their To-Do inbox to approve or deny requests, as well as provide feedback to direct reports on performance reviews directly from the application.

Visit the [Microsoft UKG Marketplace](#) for more information about this partnership.

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Key benefits

Complete Tasks on Demand

Check current and previous pay details with a breakdown of total earnings, deductions and take-home pay. Request time off and view current PTO balances.

Stay Connected to the Team

Easily search for colleagues and view employee details such as title, email, work location. View inbox containing To-Do lists with action items needed and upcoming tasks due with options to deny or approve pending requests.

Provide Proactive Feedback

Managers and leaders can provide feedback to direct reports on performance reviews.



UKG Pro

Powerful Global HCM

Amplify people and possibilities with a truly connected global workforce experience, delivered through intelligent and transformative HR technology. From payroll to talent and service delivery to engagement surveys, and everything in between, UKG Pro is the powerful HCM suite you need to drive people-focused results



Conveniently retrieve UKG Pro information faster, more efficiently from where you are already working



Microsoft Teams interface showing a chat window for 'UKG Pro for Teams (UKG DEV)'. The chat content displays a pay stub for January 29th 2021 for Mr. User Name at USA Mobile Company 1. The pay stub includes a net pay of 1305.77 and a total earnings of 1800.00. The interface also shows a 'Sign in' button and a list of actions to perform after signing in.

Category	Item	Amount
Total Earnings	Salary1-USA	\$1800
	Total Earnings	\$1800.00
Deductions	Deferred1 US	\$88.75
	Medical1 US	\$15
	Vision1 US	\$10
	Taxes	\$380.48
Federal Income Tax		\$156.62
Employee Medicare		
Social Security Employee Tax		
GA State Income Tax		

Check Current and Previous Pay Details

Microsoft Teams interface showing a chat window for 'UKG Pro for Teams (UKG DEV)'. The chat content displays a sign-in prompt and a list of actions to perform after signing in, including 'View Paycheck', 'Search Employees', 'View To-Do List', 'View/Add PTO', 'Add Personal Note', and 'Add Employee Feedback'.

Stay Connected to the Team

Microsoft Teams interface showing a chat window for 'UKG Pro for Teams (UKG DEV)'. The chat content displays an 'Add Employee Feedback' dialog box with a dropdown menu for 'Who can see this?' set to 'Anyone who can see my record', a dropdown menu for 'Visible from review?' set to 'Yes', and a list of feedback options including 'General Notes', 'Advanced Entrepreneurship & Intrapreneurship', 'Teamwork', 'Help Company meet yearly sales quota', and 'Enhance Listening Skills'.

Provide Proactive Feedback

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