

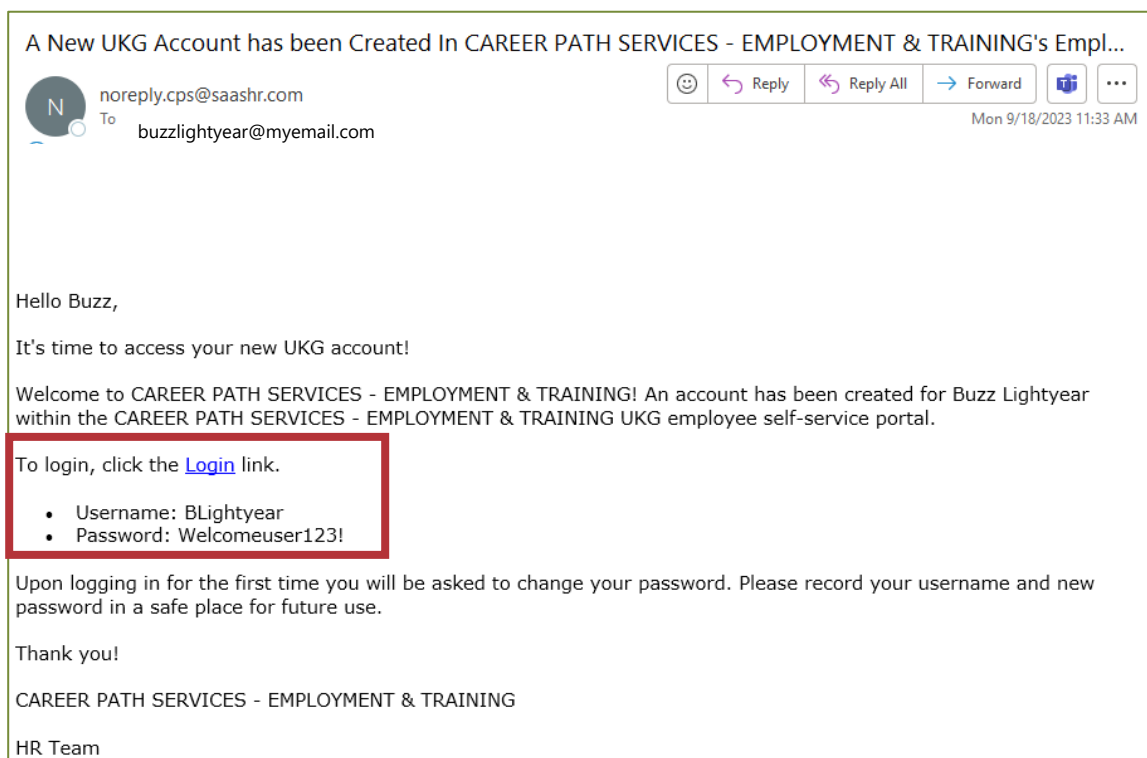
Clients: Viewing Paystubs and W2 Information Online through UKG System

Updated 1/4/2024

Participants and client employees of Career Path Services view their paystub and W2 information online through as system called UKG. These documents can be viewed at any time with a web browser. This guide will show you how to view your information.

Obtain UKG Credentials and Login Link

When hired, an administrative staff member will create your UKG profile, and you will receive a welcome email from UKG when your account has been created. This email will contain your username and password to login, as well as the login link to the system. The email will come from: **noreply.cps@saashr.com**.



A New UKG Account has been Created In CAREER PATH SERVICES - EMPLOYMENT & TRAINING's Empl...

noreply.cps@saashr.com
To buzzlightyear@myemail.com

Reply Reply All Forward

Mon 9/18/2023 11:33 AM

Hello Buzz,

It's time to access your new UKG account!

Welcome to CAREER PATH SERVICES - EMPLOYMENT & TRAINING! An account has been created for Buzz Lightyear within the CAREER PATH SERVICES - EMPLOYMENT & TRAINING UKG employee self-service portal.

To login, click the [Login](#) link.

- Username: BLightyear
- Password: Welcomeuser123!

Upon logging in for the first time you will be asked to change your password. Please record your username and new password in a safe place for future use.

Thank you!

CAREER PATH SERVICES - EMPLOYMENT & TRAINING

HR Team

UKG System Login Link (use this link to access the UKG system):

<https://secure6.saashr.com/ta/6188118.login?NoRedirect=1>

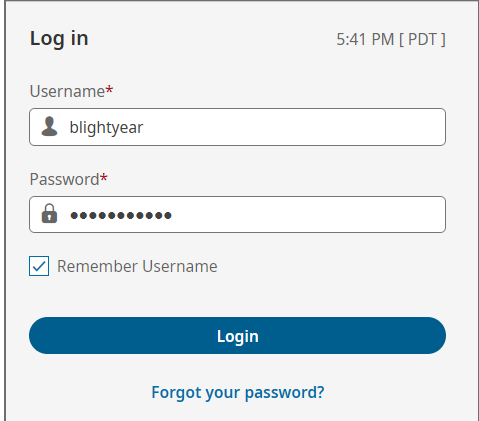
First Time Login:

Log into UKG Account

Click on the **Login** link to access the system. Use the **username** and **password** in your welcome email.

Make note of your **Username!**

Bookmark the Login page so you can readily access the UKG system again.



Log in 5:41 PM [PDT]

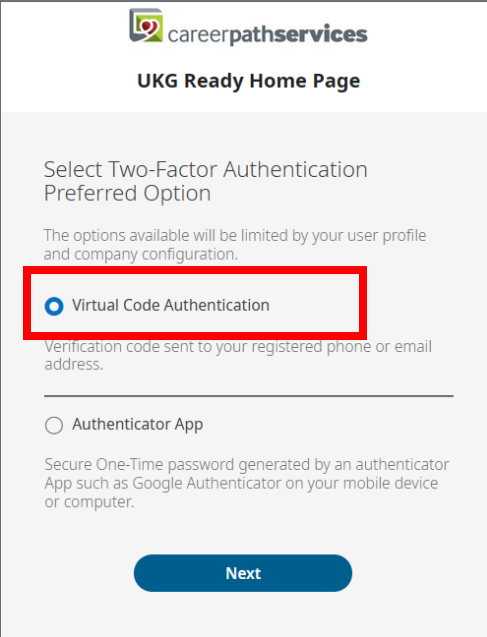
Username*


Password*

Remember Username

[Login](#)

[Forgot your password?](#)



 **UKG Ready Home Page**

Select Two-Factor Authentication Preferred Option

The options available will be limited by your user profile and company configuration.

Virtual Code Authentication
Verification code sent to your registered phone or email address.

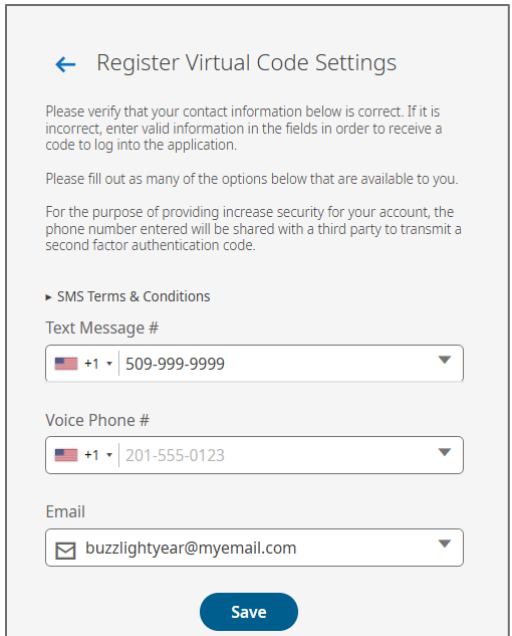
Authenticator App
Secure One-Time password generated by an authenticator App such as Google Authenticator on your mobile device or computer.

[Next](#)

UKG uses Multi-Factor Authentication to protect your data. Select the **Virtual Code Authentication**, then **Next**.

If you choose **Authenticator App** instead, ensure you have Google Authenticator or Microsoft Authenticator downloaded. Both are available from the Google Play Store or Apple Store.

Verify your email address. You can also enter your cell phone number (must be able to receive texts). This information is used to verify your identity when you try to login to the system.



← Register Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter valid information in the fields in order to receive a code to log into the application.

Please fill out as many of the options below that are available to you.

For the purpose of providing increase security for your account, the phone number entered will be shared with a third party to transmit a second factor authentication code.

► SMS Terms & Conditions

Text Message #

Voice Phone #

Email

[Save](#)

Enter how you'd like to receive verification information (Text, Voice, Email or Authentication app). Click the blue **Send Message** button.

Check your phone, email, or authenticator app for the code, then enter it in the Enter Code field.

You can check the box below it so that the system only asks for verification every 30 days.

Click **Continue**

Create a new password. Follow the password rules that follow.

Click **Change Password**

Make a note of your new password.

You will be brought to your Home page that shows your **Pay History**. Your most recent statements will display first.

Click on the blue **Pay Statement** link to view the full statement.

My Pay > Pay History

← Pay History

Recent Historical

Aug 10, 2023	Jul 25, 2023	Jul 10, 2023
Net Payment \$ 575.72	Net Payment \$ 579.32	Net Payment \$ 150.16
Type: Regular	Type: Regular	Type: Regular
Pay Period Start: Jul 16, 2023	Pay Period Start: Jul 01, 2023	Pay Period Start: Jun 16, 2023
Pay Period End: Jul 31, 2023	Pay Period End: Jul 15, 2023	Pay Period End: Jun 30, 2023
Gross: \$ 629.60	Gross: \$ 633.54	Gross: \$ 165.27
Check: \$ 0.00	Check: \$ 0.00	Check: \$ 0.00
Direct Deposits: \$ 575.72	Direct Deposits: \$ 579.32	Direct Deposits: \$ 150.16
Pay Statement	Pay Statement	Pay Statement

View of Pay Statement:

Semi monthly- client Regular 08/10/2023
Pay Statement Preview

This pay statement has been finalized.

103% Reset

#1111 – Buzz Lightyear Voucher #(6171) Pay Date: 08/10/2023
 Client/HS/PAID/SKCCJ/8253/4/5000 Pay Period: 07/16/2023-07/31/2023

Earnings				
	Rate	Hours	Current	YTD
Reg	15.74	40.00	629.60	1,428.41
Gross Pay			629.60	1,428.41

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	629.60	1,428.41		
FICA	629.60	1,428.41	39.03	88.56
MEDI	629.60	1,428.41	9.13	20.71
SDI-WA	629.60	1,428.41	5.72	12.98
FLI	629.60	1,428.41		
Washingto	629.60	1,428.41		0.96
Total			53.88	123.21

Net Pay			
	Current	YTD	
Net Pay	575.72	1,305.20	
Checking	575.72	1,305.20	

Company Paid Benefits			
	Current	YTD	
FLI ER 100%	5.04	11.43	
LTC ER 100%	3.65	7.32	
FICA	39.03	88.56	
MEDI	9.13	20.71	
SDI-WA	10.58	24.01	
FLI			
Total	67.43	152.03	

Use the Scroll bar to see more information

You can print this screen for your records.

Semi monthly- client Regular 08/10/2023
Pay Statement Preview

This pay statement has been finalized.

CAREER PATH SERVICES - EMPLOYMENT & T
 816 W Francis Ave #1028
 Spokane, WA 99205

Pay Date: 08/10/2023
 Voucher #: (6171)

Deposited To The Account(s) Of	Deposit #	Account Type	Account #	Transit ABA	Deposit
Bianca Domingue	1	Checking		325272021	575.72

Buzz Lightyear
123 Main St
Spokane, WA 99201

Non-Negotiable - This Is Not A Check

CAREER PATH SERVICES - EMPLOYMENT & T
 816 W Francis Ave #1028
 Spokane, WA 99205

Client/HS/PAID/SKCCJ/8253/4/5000 56681
 08/10/2023 (6171)

Buzz Lightyear
123 Main St
Spokane, WA 99201

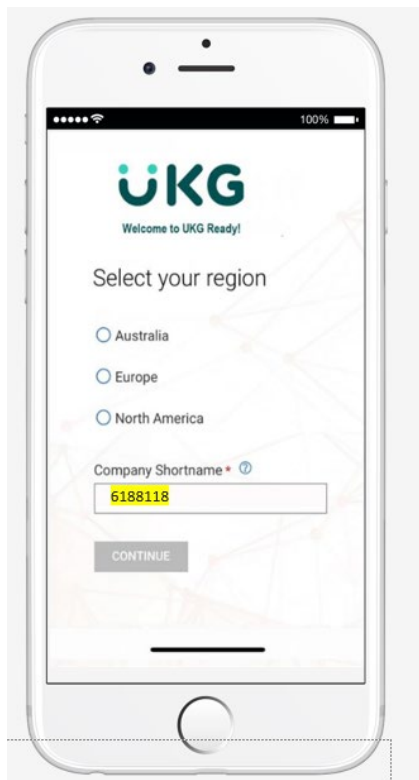
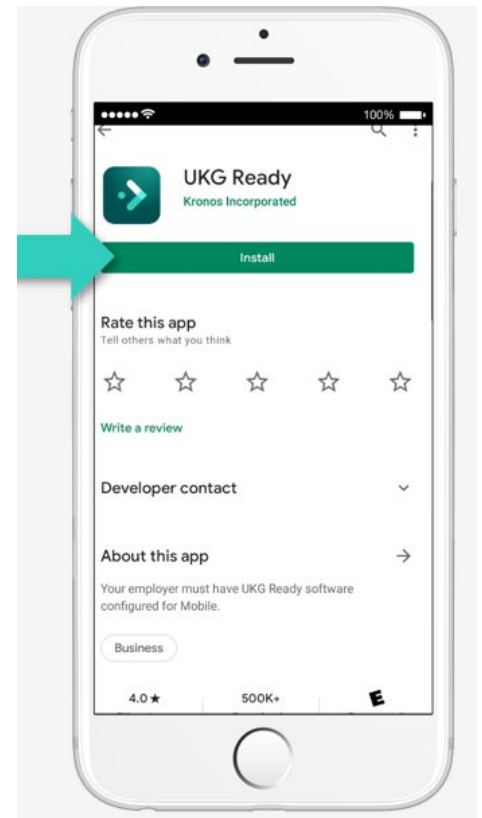
Personal & Confidential

Close

View on Smart Phone

Go to your device's app store and search for UKG Ready.

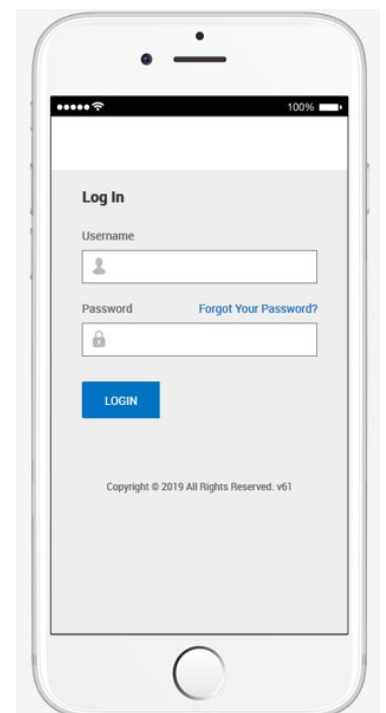
There are several UKG apps, so make sure to download the correct one.

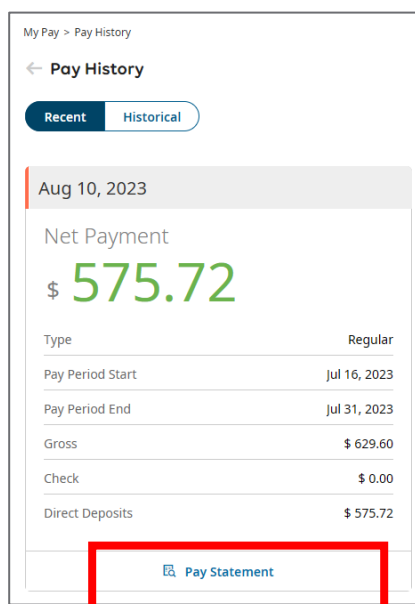


Select the region: **North America**

Enter our company shortname: **6188118**

Enter your username and password
Tap login





Your opening page after login is your Pay History page. Click the blue **Pay Statement** link at the bottom to view the full pay statement.

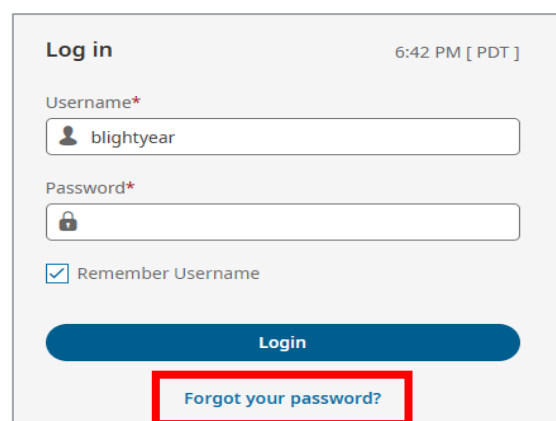
Troubleshooting

Forgot your password?

Access UKG by going to the UKG System Login Link:

<https://secure6.saashr.com/ta/6188118.login?NoRedirect=1>

Enter your username and select **Forgot your password?**



Log in 6:42 PM [PDT]

Username*

Password*

Remember Username

[Forgot your password?](#)

Additional issues: Please contact your Employment Specialist who will connect with HR to assist with your issue.

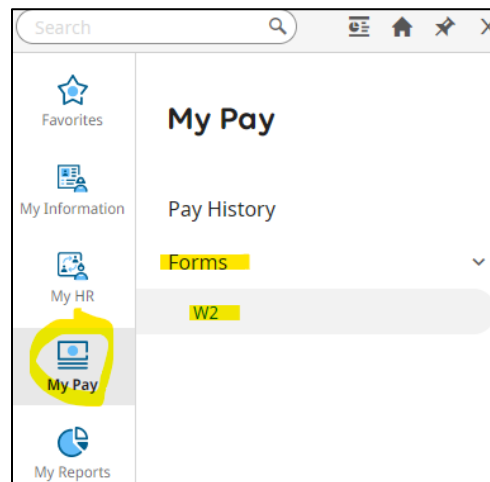
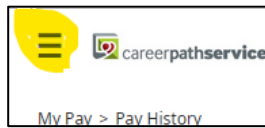
Paid Sick Leave Review

Paid Sick Leave balances are stored in TimeClockPlus (TCP), the same system you use to record your hours.

Viewing W2s

W2s can be viewed in UKG beginning in 2024. W2s won't be visible until the company has completed processing the forms.

You can access by going to your **Main Menu** (3 horizontal lines). Then select **My Pay>Forms>W2**.



Your W2 list will display. Select **Preview W2** for the applicable year. Then select **Download PDF** and follow your browser's prompt to save the file.