

Caltech Presents...

Timekeeping On the Go!

With your department's approval, employees will be granted mobile access to their timecards effective December 1st, 2025 using Timekeeping UKG Mobile.

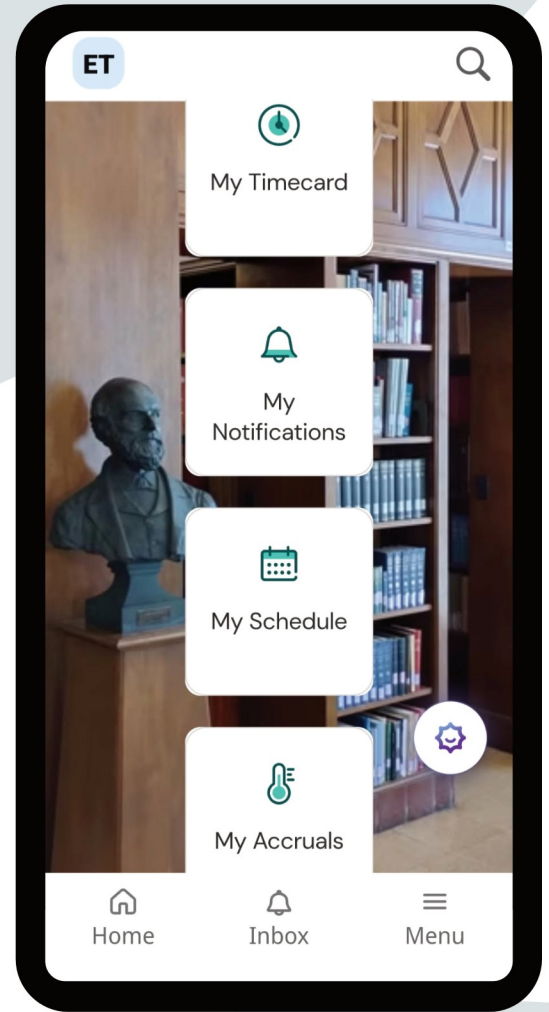
Download the New Mobile App!

1 Search for "UKG Pro" in your app store of choice. Available on both iOS and android.

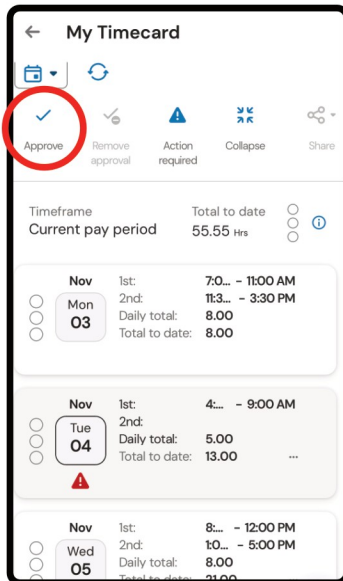


2 After opening the app, use the QR code to select your workspace. This allows you to sign in with your Caltech credentials via SSO.

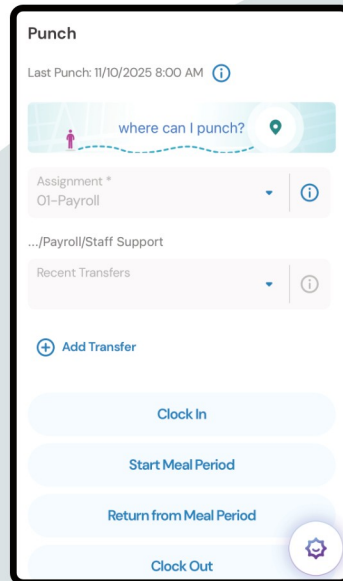
3 Finish your authentication with Duo Mobile and enter your location settings. Location data is required to enter punches in the app.



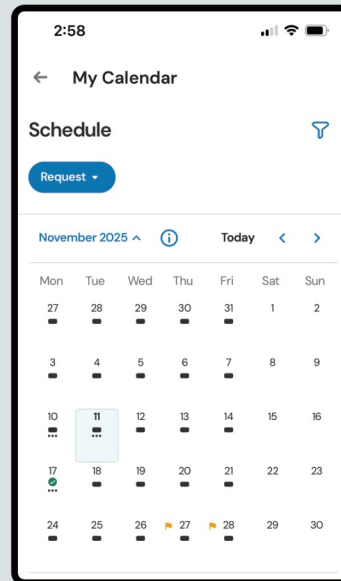
Tap Each Tile on the Homepage to Access Tasks and Important Information



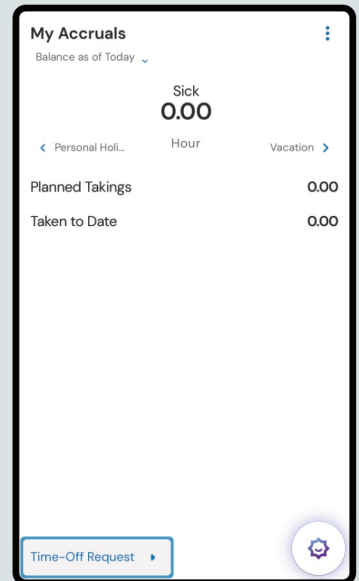
Tap each date to enter your punches. At the end of the pay period, click the checkmark icon to approve all of your hours.



Punches can also be entered with the punch tile. Select your assignment with the push of a button.



View approved time-off requests, holidays, and the breakdown of each of your shifts.



Find your accruals and submit time-off requests. Approved requests will be automatically entered on your timecard.

Contact Information:

Technical issues: help@caltech.edu | Paycheck inquiries: Payroll@caltech.edu | Edits for previous pay period: contact your supervisor/payroll activity monitor