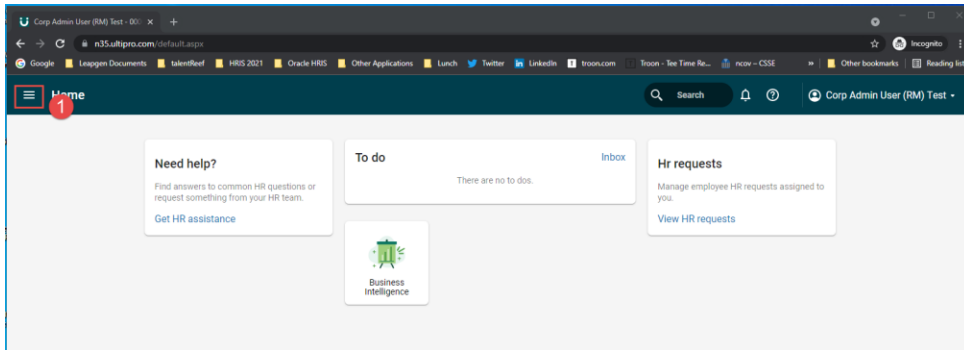
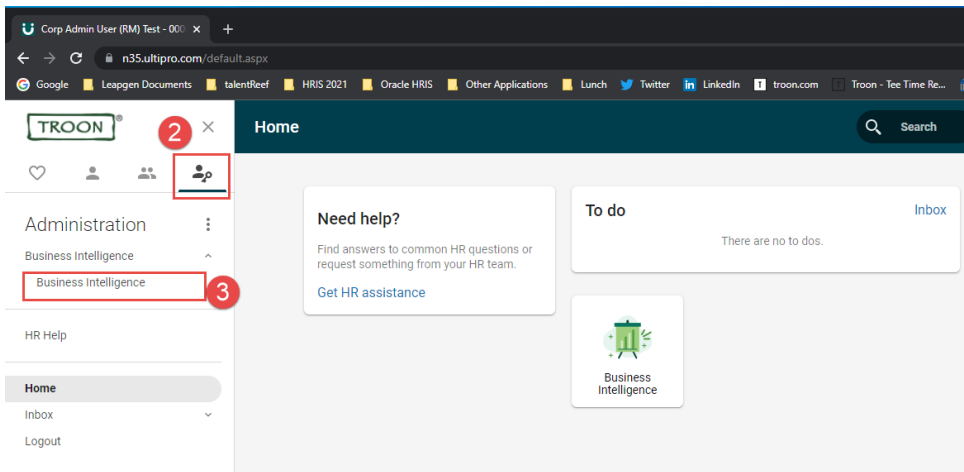


UKG – How to get to your Benefits Eligible List

1. Log in to UKG

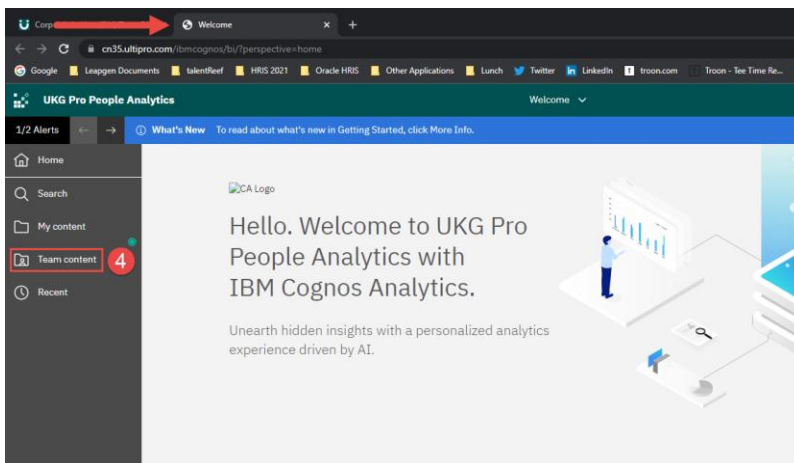


2. Open the “administration” window
3. Click on “Business Intelligence”



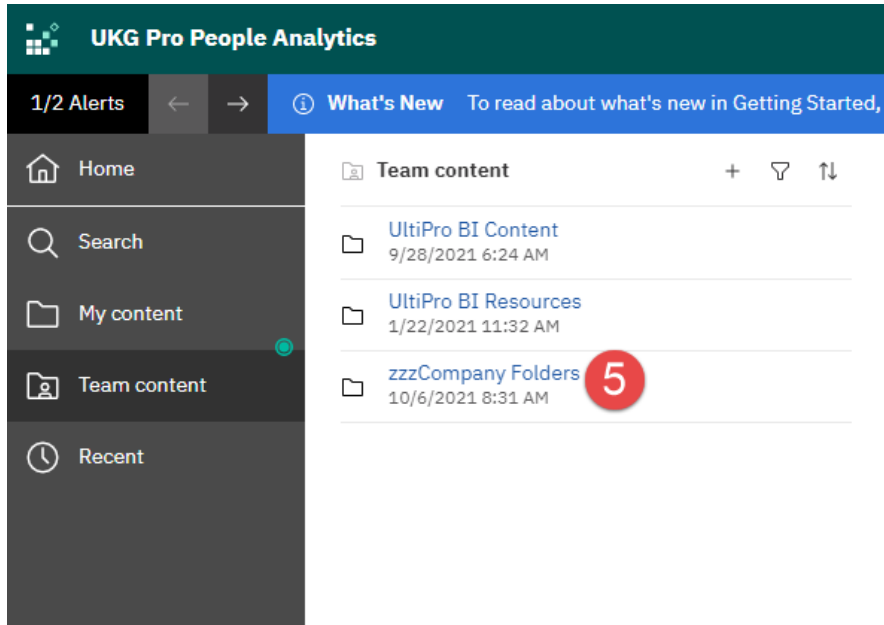
A new browser window will open for People Analytics

4. Open “Team Content” folder

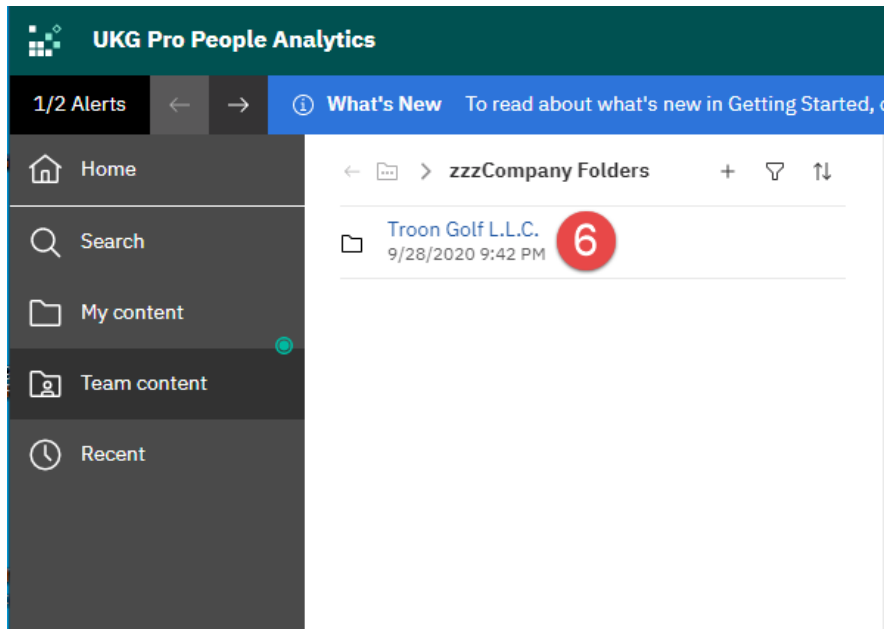


UKG – How to get to your Benefits Eligible List

5. Open zzzCompany Folders

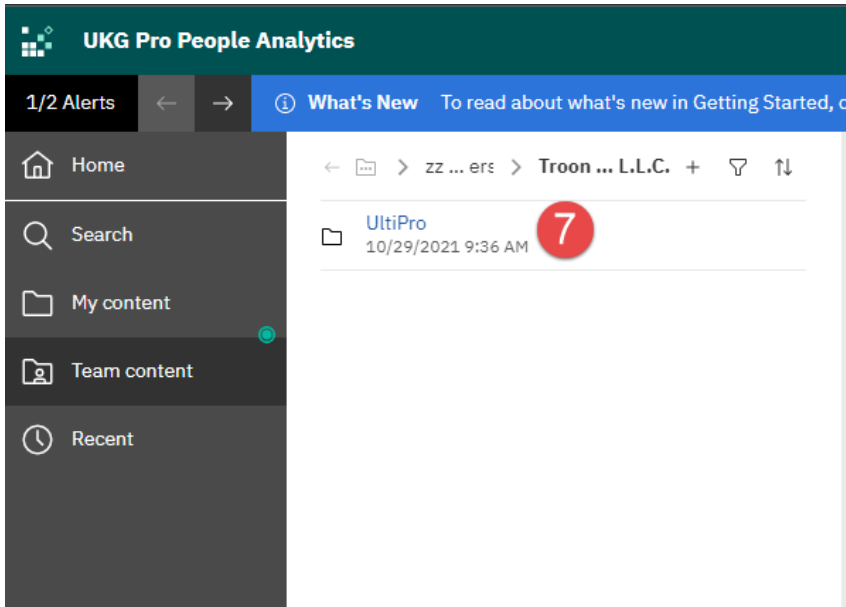


6. Open Troon Golf L.L.C.

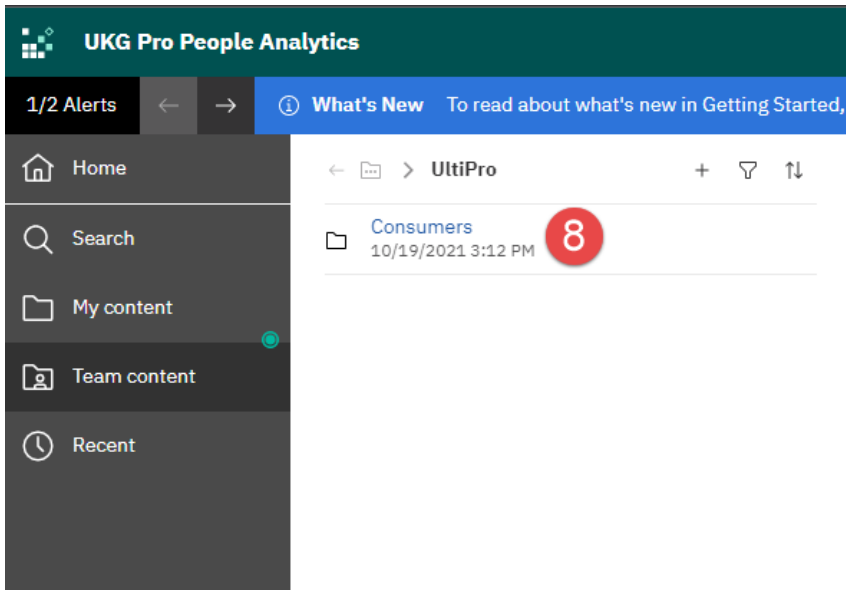


7. Open UltiPro folder

UKG – How to get to your Benefits Eligible List

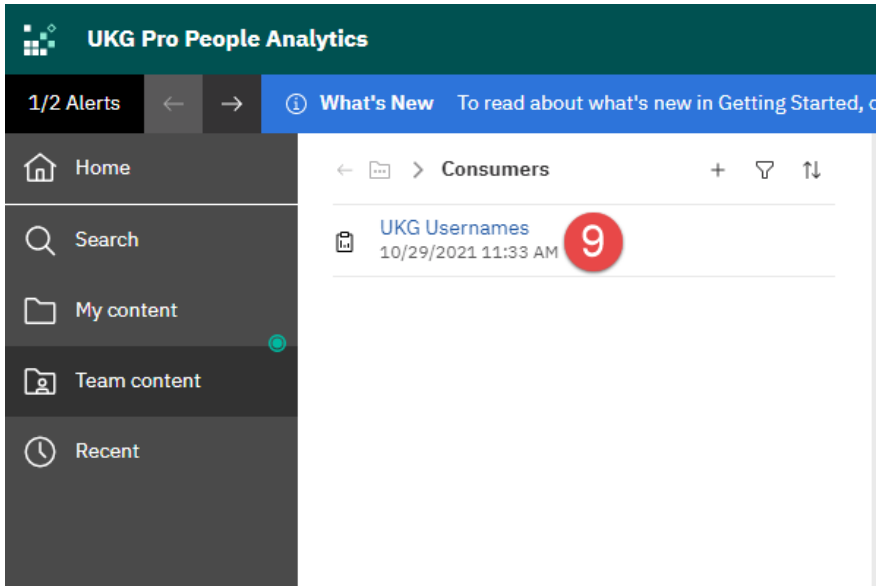


8. Open Consumers folder



9. Click on UKG Usernames

UKG – How to get to your Benefits Eligible List



The report will run in the application

Click the carrot next to the run button to rerun he report in Excel

