[Date]

[Full Name],

Welcome to UKG!

UKG is the new exciting Human Resources platform for Troon and its family of brands. Beginning on [Date 12/18/2021 or 12/25/2021] you will use UKG to review your timecard, manage your schedule, complete learning, manage your contact information, retrieve your payroll payment advice, and much more.

Your first critical steps in the system are as follows:

1. Use Google Chrome to navigate to Troon’s UKG website: <https://n35.ultipro.com/Login.aspx> (or use the QR code below).
2. Enter your user name (below).
3. Enter your password. Your default password is your date of birth in the following format MMDDYYY. Example February 4th 1992 is 02041992
4. Answer security questions

**User Name:** [insert user name]

Please log in to the application prior to clocking in the first time. If you have already logged in for open enrollment you can skip these steps, you are all ready to go!

[Club specific language on clocking in]

If you have questions on anything UKG you have 3 primary resources:

1. Reach out to your supervisor or Facility Leader
2. Go to <https://UKG2022.com>
3. Once you have logged in UKG you can navigate to HR Help to access the growing library of resources and important information to help you navigate the system.

Thank you!



[Full Name], [Organization], [Department], [Primary Job], [User Name]