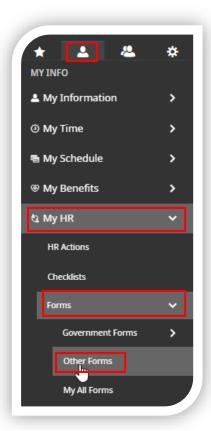
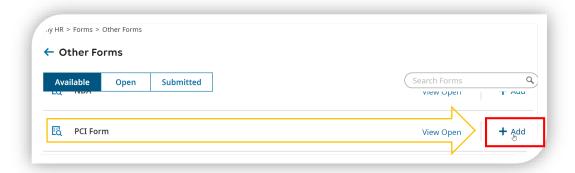
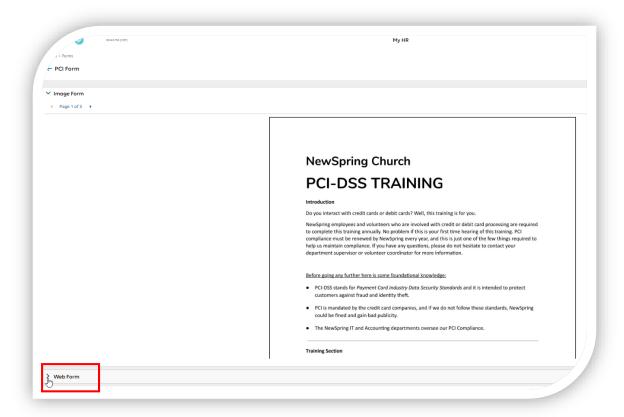
Employee Guide: Completing PCI in UKG

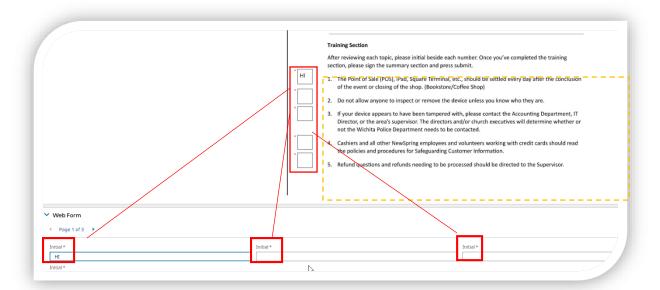
Begin by opening UKG and selecting the hamburger menu in the top right.





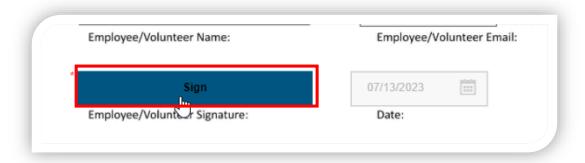


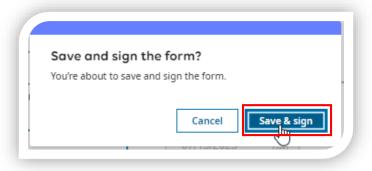


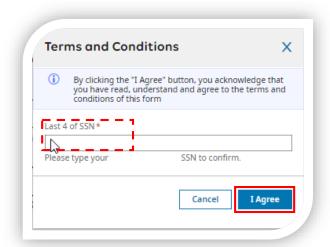


Continue completing and initialing the form for the next 2 pages.









Don't forget to Submit (top left) to send to HR.



Thank you!

Contact hr@newspring.org if you have questions.