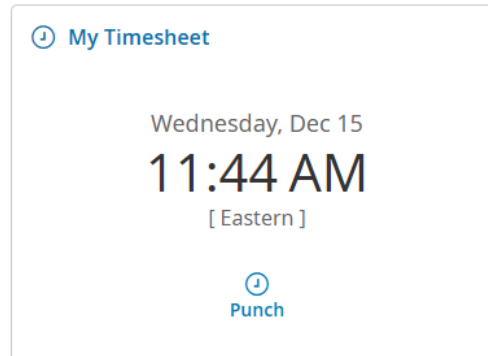


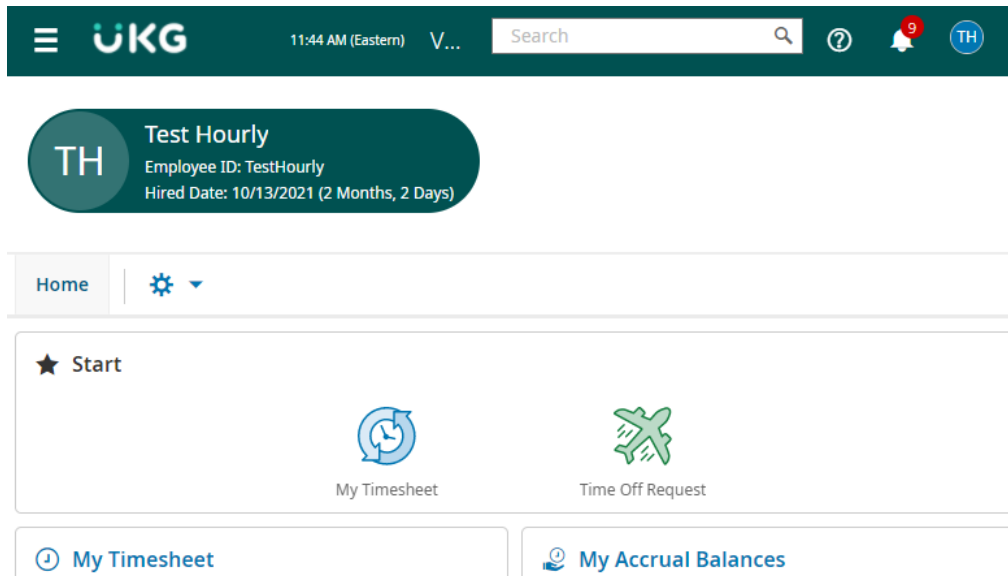
## CLOCK IN / OUT - DESKTOP

From the dashboard, there are two options to punch in and out:

**Option 1: Select “Punch” on the “My Timesheet” widget**



**Option 2: Navigate to “My Timesheet” from the dashboard:**



Once on the current timesheet, select the “Punch” icon in the top right of the screen:

UKG 11:48 AM (Eastern) M... Search

My Time > Timesheet > Current Timesheet

← Timesheet Edit SAVE CHANGE REQUEST PUNCH

December 12, 2021 - December 25, 2021 Open

Time Entry Extra Pay Calc Summary Counters Summary By Day

0.00 hrs  
Total Hours

Date	From	To
SUN Dec 12	+	
MON Dec 13	+	
TUE Dec 14	+	
WED Dec 15	+	
THU Dec 16	+	

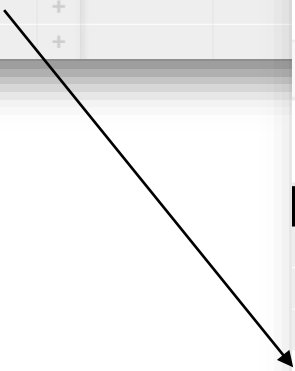
← Timesheet Edit SAVE CHANGE REQUEST PUNCH

December 12, 2021 - December 25, 2021 Open

Time Entry Extra Pay Calc Summary Counters Summary By Day

0.00 hrs  
Total Hours

Date	From	To	Raw Total	Calc. Total	In Date
SUN Dec 12	+		0.00 hrs	0.00 hrs	
MON Dec 13	+		0.00 hrs	0.00 hrs	
TUE Dec 14	+		0.00 hrs	0.00 hrs	
WED Dec 15	11:49 am	To am	0.00	0.00	WED Dec 15
	+		0.00 hrs	0.00 hrs	



## CLOCK IN / OUT – MOBILE

Login to the **UKG Ready app**

Select “Punch”

The screen will display a success message. Note: if the punch icon is not available, please ensure the timesheet is not submitted.

