

UKG WORK INSTRUCTIONS	Page 1 of 1
Title: How to Punch In using a Timeclock	Version: 07/17/2024

No	ACTION	PICTURE
1	Insert the badge in the badge reader slot so that the bar code or magnetic stripe faces the badge reader (slide top to bottom)	View Schedules View Timecard Request Time-Off PM Thu Sep 12 2019 Fix Missed Punches
2	Confirm a successful punch. If the punch is successful, the indicator light flashes green. If the punch is rejected, the indicator light flashes red.	Accepted Chu, Paul 05/20/2022, 08:34AM Transaction Successful