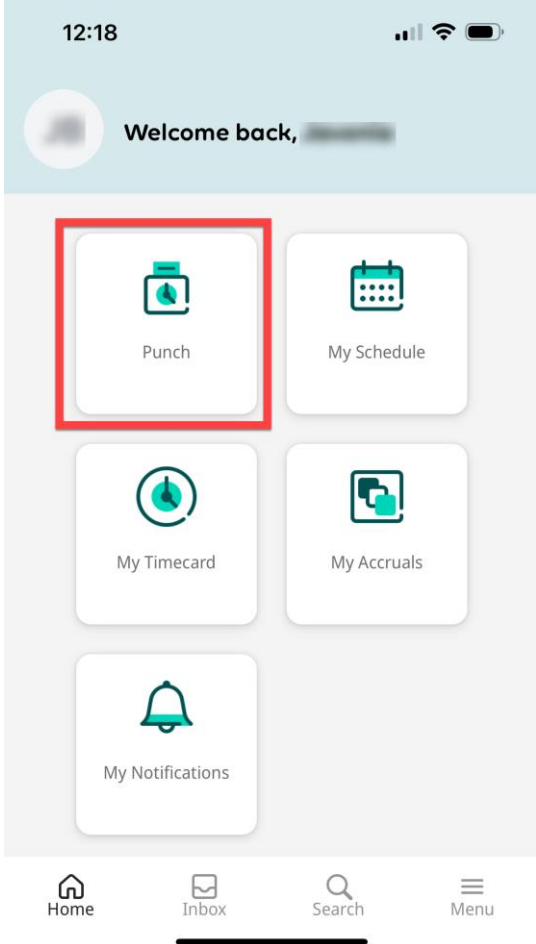
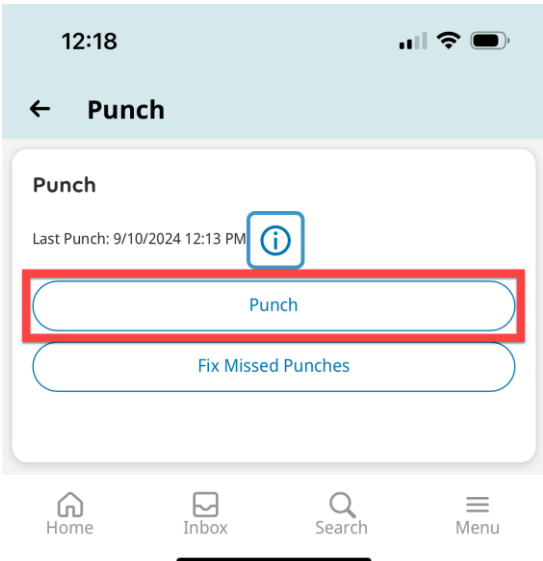


# UKG WORK INSTRUCTIONS

## Title: How to Punch using UKG Mobile App

No	ACTION	PICTURE
1	After logging into the UKG Pro Mobile App, click the <b>Punch</b> tile on the home page.	 A screenshot of the UKG Pro Mobile App home page. At the top, the time is 12:18 and there's a 'Welcome back,' message. Below this are five tiles: 'Punch' (highlighted with a red box), 'My Schedule', 'My Timecard', 'My Accruals', and 'My Notifications'. At the bottom is a navigation bar with icons for Home, Inbox, Search, and Menu.
1.A	Click <b>Punch</b> to punch in or out.	 A screenshot of the 'Punch' screen in the UKG Pro Mobile App. The title is 'Punch' with a back arrow. Below the title, it says 'Last Punch: 9/10/2024 12:13 PM' with an information icon. There are two buttons: 'Punch' (highlighted with a red box) and 'Fix Missed Punches'. At the bottom is the same navigation bar as in the previous screenshot.

1.B

You will receive confirmation that your punch was successfully recorded.

You can select the back arrow or click the home button to get back to the home screen.

