Clock In and Out From Your Desktop

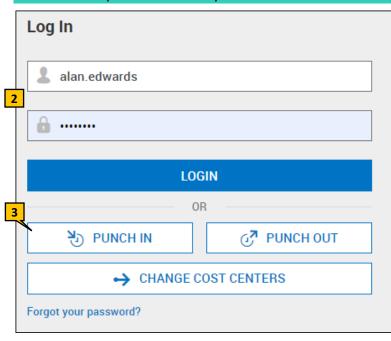
There are typically two ways to click in or out from the application. This job aid provides guidance on both.

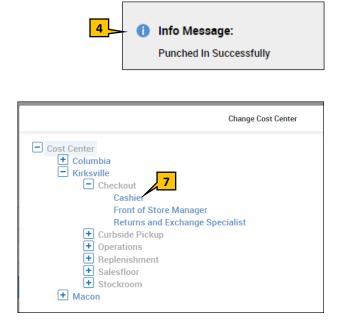
Clock in from your login page

- 1. Open your company's login page from your web browser.
- 2. Enter your username and password.
- 3. Select Punch In or Punch Out.
- 4. Verify your punch was accepted using the confirmation message.

Note:

The labels on your buttons may be different from what is presented in this job aid.





Change cost centers from login page

Your company may require you to indicate when you are changing your work location, department, or job.

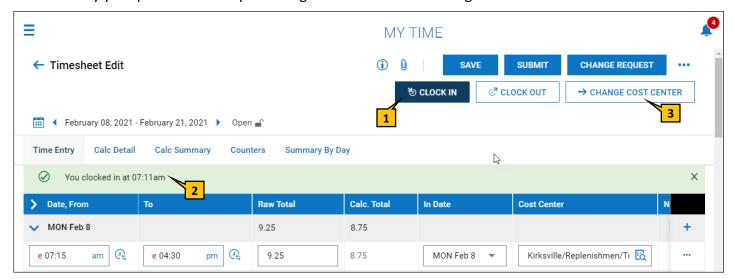
- 5. From the company login page, enter your username and password.
- 6. Select **Change Cost Center**. The company cost center tree displays.
- 7. Use the + and icons to locate and select your desired cost center.

02162021

Clock in from your timesheet

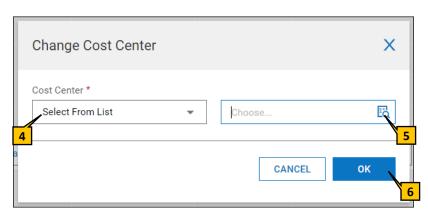
Navigation: My Info > My Time > Timesheet > Current Timesheet

- 1. Select Clock In or Clock Out.
- 2. Verify your punch was accepted using the confirmation message.



Change cost centers from your timesheet

- 3. From the timesheet, select Change Cost Center.
- 4. In the Change Cost Center window, select **Select From List**.
- 5. Select **Browse** and choose the desired cost center.
- 6. Select **OK**.
- 7. Verify your punch was accepted using the confirmation message.



© 2020 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.

02162021 2