

UKG Job Aid – Clock (Punch) In/Transfer and Transfer

If Ultimate Software screen saver displays on time clock, **touch screen** to activate time clock and display North Central Health Care logo.

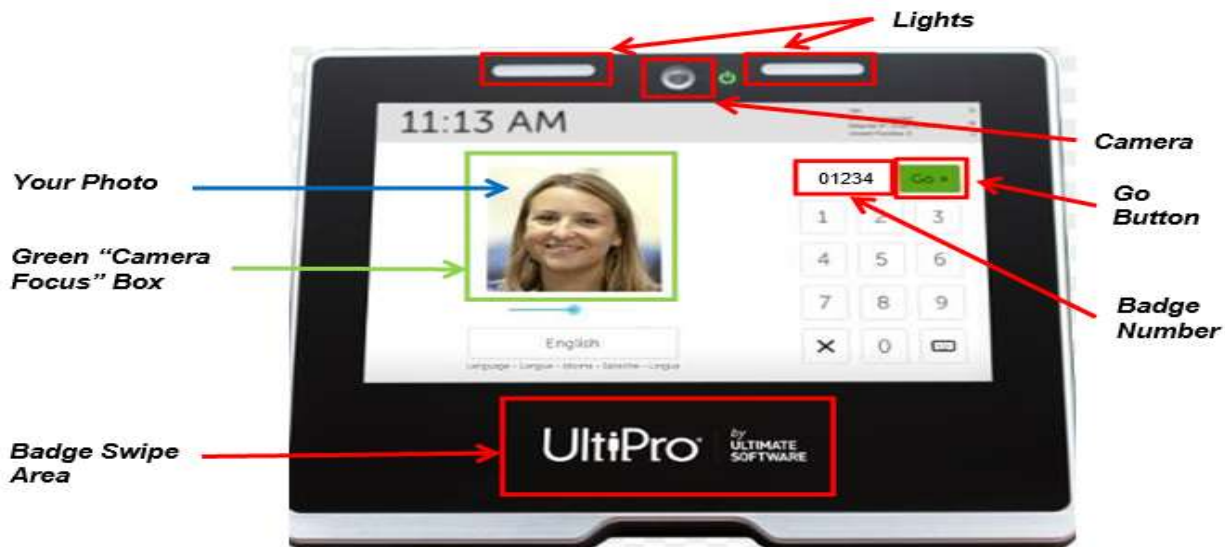
Clock (Punch) In and Transfer

To clock (punch) in, swipe your name badge across **UltiPro Logo** at bottom of time clock:

- Look at camera so your face displays in the **green box**.
- Two bright lights turn on, camera focuses, and your picture is taken automatically.

If photo is **accepted**, clock displays status (e.g., You are Clocked Out), select **Clock In/Transfer**.

- Select **Change Job** (Position)
 - Select **Job** from list.
- Select **Change Program** (Department)
 - Select **Program** from List
- Select **Submit**
- Clock displays and confirms Clock In/Transfer time.
- Clock In/Transfer is complete!



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If photo is **rejected**, an error “No Face Detected” displays and you must **retry** taking photo.

- + To **retry photo**, stand in front of the camera (make sure your face is in green box)
- + Select **Please try again**.
- + Select **Go** next to your scanned badge number.
- + Select **Clock In/Transfer**
- + Select **Change Job** (Position)
 - Select **Job** from list.
- + Select **Change Program** (Department)
 - Select **Program** from list.
- + Select **Submit**
- + Clock displays and confirms your Clock In/Transfer time.
- + Clock In/Transfer is complete!

Clock (Punch) a Transfer

To clock (punch) a transfer, swipe your name badge across **UltiPro Logo** at bottom of time clock:

- + Look at camera so your face displays in the **green box**.
- + Two bright lights turn on, camera focuses, and your picture is taken automatically.

If photo is **accepted**, select **Transfer**.

- + Select **Change Job** (Position)
 - Select **Job** from list.
- + Select **Change Program** (Department)
 - Select **Program** from List
- + Select **Submit**
- + Clock displays and confirms **Transfer** time.
- + **Transfer** is complete!

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If photo is **rejected**, an error displays and you must **retry** taking photo.

- + To **retry photo**, stand in front of the camera (make sure your face is in green box)
- + Select **Please try again.**
- + Select **Go** next to your scanned badge number.
- + Select **Transfer**
- + Select **Change Job** (Position)
 - Select **Job** from list.
- + Select **Change Program** (Department)
 - Select **Program** from List
- + Select **Submit**
- + Clock displays and confirms **Transfer** time.
- + Clock **Transfer** is complete!

Clock (Punch) Out for Meal Break (Lunch)

To clock (punch) out for Meal Break, swipe your name badge across **UltiPro Logo** at bottom of time clock:

- + Look at camera so your face displays in the **green box.**
- + Two bright lights turn on, camera focuses, and your picture is taken automatically.

If photo is **accepted**, clock displays status (e.g., You are Clocked In), select **Clock Out.**

- + **Daily Summary** of your clocked hours displays. Quickly review your recorded Clock In and Clock Out times for accuracy.
 - **If** recorded hours are correct, select **I Approve**
 - **If** you do not click **I Approve** within 15 seconds, daily clocked hours are automatically approved.
 - Clock displays and confirms **Clock Out time.**
 - **If** recorded hours are incorrect, select **Something is Wrong**
 - An e-mail is sent to your supervisor to notify them something is wrong with your recorded clocking.
 - Select **Continue**
 - Clock displays and confirms **Clock Out** time.
 - Please follow-up with your supervisor regarding what is wrong.

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If photo is **rejected**, an error displays and you must **retry** taking photo.

- ✚ To **retry photo**, stand in front of the camera (make sure your face is in green box)
- ✚ Select **Please try again**.
- ✚ Select **Go** next to your scanned badge number.
- ✚ Select **Clock Out**
- ✚ Clock displays and confirms your **Clock Out** time.
- ✚ Clock Out is complete!

Clock (Punch) In from Meal Break (Lunch)

To **clock (punch) in from Meal Break**, swipe your name badge across **UltiPro Logo** at bottom of time clock:

- ✚ Look at camera so your face displays in the **green box**.
- ✚ Two bright lights turn on, camera focuses, and your picture is taken automatically taken.

If photo is **accepted**, clock displays status (e.g., You are Clocked Out), select **Clock In**.

- ✚ Clock displays and confirms **Clock In** time.
- ✚ The 30-minute lunch rule applies.

If photo is **rejected**, an error displays and you must **retry** taking photo.

- ✚ To **retry photo**, stand in front of the camera (make sure your face is in green box)
- ✚ Select **Please try again**.
- ✚ Select **Go** next to your scanned badge number.
- ✚ Select **Clock In**
- ✚ Clock displays and confirms your **Clock In** time.
- ✚ Clock In is complete!

UKG Job Aid – Clock (Punch) In/Transfer and Transfer

Clock (Punch) Out

To clock (punch) out, swipe your name badge across **UltiPro Logo** at bottom of time clock:

- ✚ Look at camera so your face displays in the **green box**.
- ✚ Two bright lights turn on, camera focuses, and your picture is taken automatically.

If photo is **accepted**, clock displays status (e.g., You are Clocked In), select **Clock Out**.

- ✚ **Daily Summary** of your clocked hours displays. Quickly review your recorded Clock In, Meal Break, and Clock Out times for accuracy.
 - If recorded hours are correct, select **I Approve**
 - If you do not click **I Approve** within 15 seconds, daily clocked hours are automatically approved.
 - Clock displays and confirms **Clock Out time**.
 - If recorded hours are incorrect, select **Something is Wrong**
 - An e-mail is sent to your supervisor to notify them something is wrong with your recorded clocking.
 - Select **Continue**
 - Clock displays and confirms **Clock Out time**.
 - Please follow-up with your supervisor regarding what is wrong.

If photo is **rejected**, an error displays and you must **retry** taking photo.

- ✚ To **retry photo**, stand in front of the camera (make sure your face is in green box)
- ✚ Select **Please try again**.
- ✚ Select **Go** next to your scanned badge number.
- ✚ Select **Clock Out**
- ✚ Clock displays and confirms your **Clock Out** time.
- ✚ Clock Out is complete!