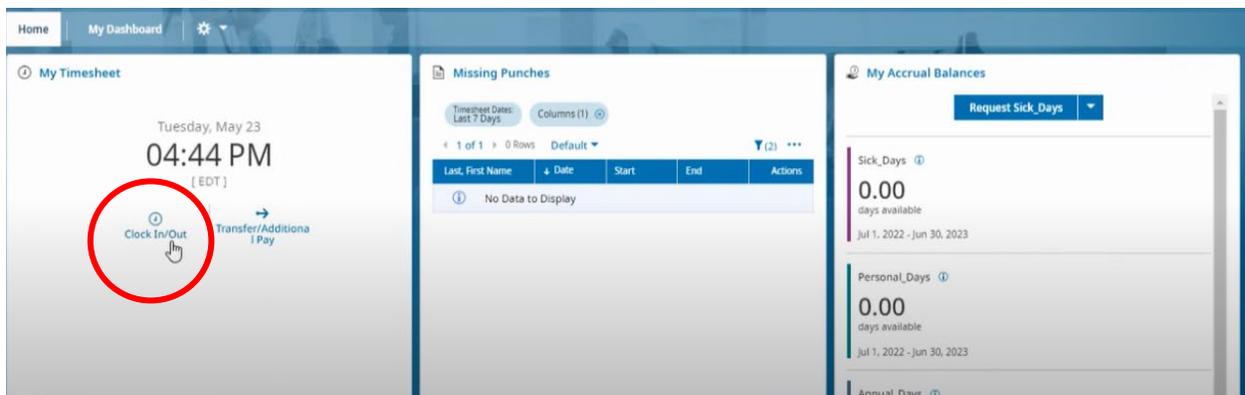


Clock In and Out -Desktop Users

Clocking In/Out from Your Homepage

1. Securely log into **UKG** via **your desktop**.
2. **Locate the Clock Widget:** The widget is typically found on the homepage and displays the current time and options to clock in, clock out, or transfer.
3. **Clock In:** If you have a single job, simply click the "**Clock In**" button.



4. **Confirmation:** After clicking the punch button, a confirmation message will pop up, showing the time of your punch.
5. **Verify:** You can confirm your punches by clicking the "View My Timesheet" link within the clock widget.
6. **Clock Out:** Select **Clock Out** from the same **Timesheet** widget