

Clock In and Out -Mobile App

Launch the UKG mobile app and securely log in with your credentials. View the **Clock Widget** to get started.

1. Tap the **Clock In** button to record your arrival.
2. Tap the **Clock Out** button to record your departure.
3. **Change Location/Job (if needed):** If you are working a different position than your default, click "Change Location/Job" to select the appropriate option.
4. **View Timesheet:** Click "View my Timesheet" to review all your time entries.

