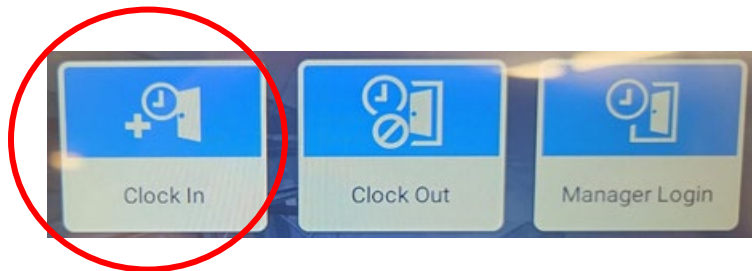


## Clock In and Out -Urgency Rooms

### Clocking In/Out from the UKG Timeclock

1. All employees will need to **contact their manager to initially enroll** in the UKG Timeclock system.
2. Once successfully enrolled, select the **Clock In** button on the timeclock.



3. The system will attempt to identify you via your face and if successful, you will receive a message that your punch was accepted.
4. To clock out, return to the timeclock and select **Clock Out**. The system will again identify you via your face and you will receive another message that your punch was successful.

