



# Electronic Timekeeping Clock In Using a UKG Timeclock

Follow the directions below to log in and clock in / out using a timeclock.

## Step 1:

Tap "Punch In" or "Punch Out".



## Step 2:

Swipe Badge or Enter Badge Number.



## Success!

The timeclock screen will turn green indicating that your punch in/out was successful.



## Troubleshoot:

If you received a red rejected screen, make sure you selected "Punch In" or "Punch Out" on the first screen, then tap your badge again, as it did not accept your initial tap to clock in or out.

