

If your shift starts **AFTER*** 12:00 am Sunday, November 20 ...



USE THE NEW UKG DIMENSIONS
CLOCK WITH YOUR BADGE TO
RECORD YOUR **IN AND OUT** TIME.
JUST TAP AND GO!

1.

Soft Keys to
Record In and Out
Punches

3.

Indicator
Light

2.

Badge
Reader
Area



1. Tap the “Punch” tile to clock in or the “Out Punch” tile to clock out.
2. Tap your badge to the Badge Reader.
3. The indicator light will flash green and you will hear a tone. You're all set!

Note: if a red indicator light flashes, look at the error message that displays. Close the error message and try again.

*If your shift **STARTS BEFORE 12:00 am** on Sunday, November 20, use the old clock to clock in **AND** out. You must clock out using the same clock you used to clock in.