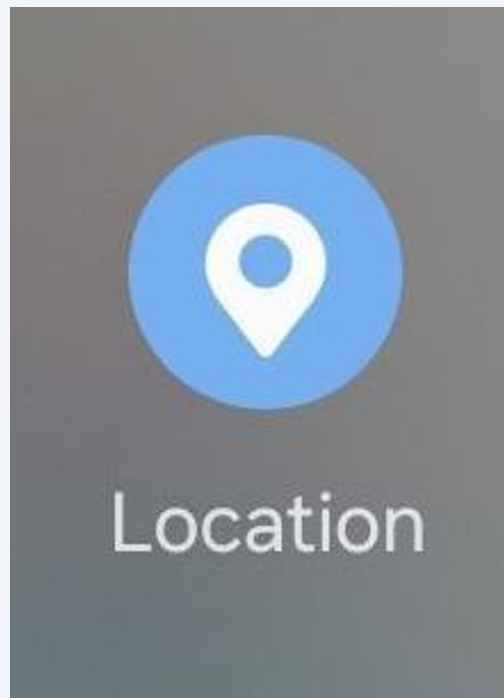# How to clock in and out using the UKG Pro App
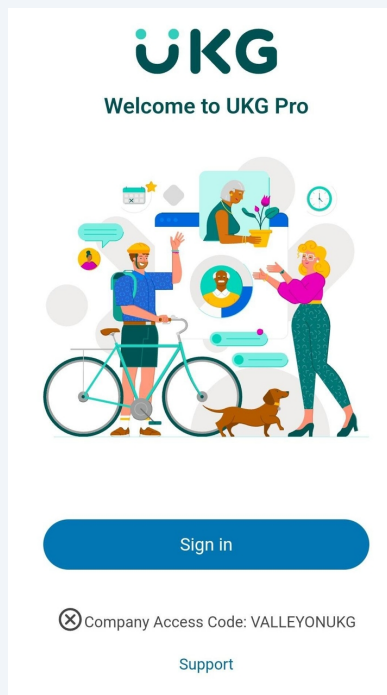
1 Navigate to your UKG Pro App

2 Make sure your "Location" feature on your cell phone device is on.

3 Begin signing in on the UKG Pro App

4 Add your 5-digit Employee ID and password, then click on "Sign in"

5 Locate your "Punch" shortcut in the app - if your "Punch shortcut isn't showing, you will need to add via the pencil icon found in the upper right of the screen.
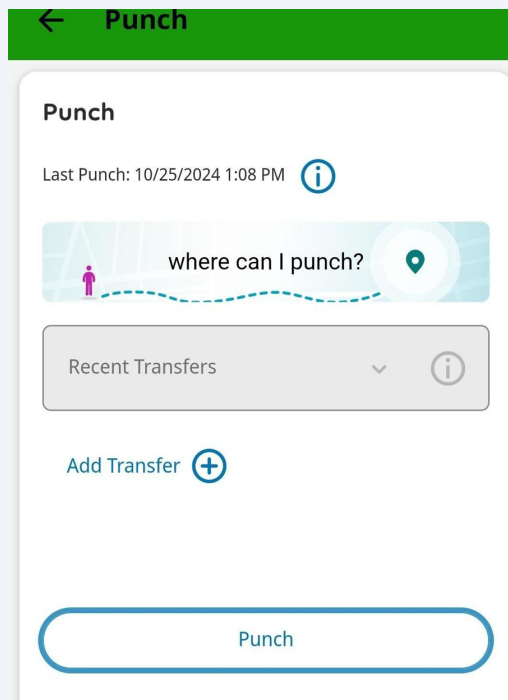
6 Acknowledge you are arriving, or leaving, using the "Punch" feature

← **Punch**

Punch

Last Punch: 10/25/2024 1:08 PM (i)

where can I punch? (location)

Recent Transfers ⌄ (i)

Add Transfer ⊕

Punch

7 You will then receive a confirmation message letting you know the "Punch" has been received! Press "Close" to exit and use other features in the UKG Pro App.

← **Punch**

Punch

✓

Your punch was successful.

🕐 3:10 PM
Punch Time

Close