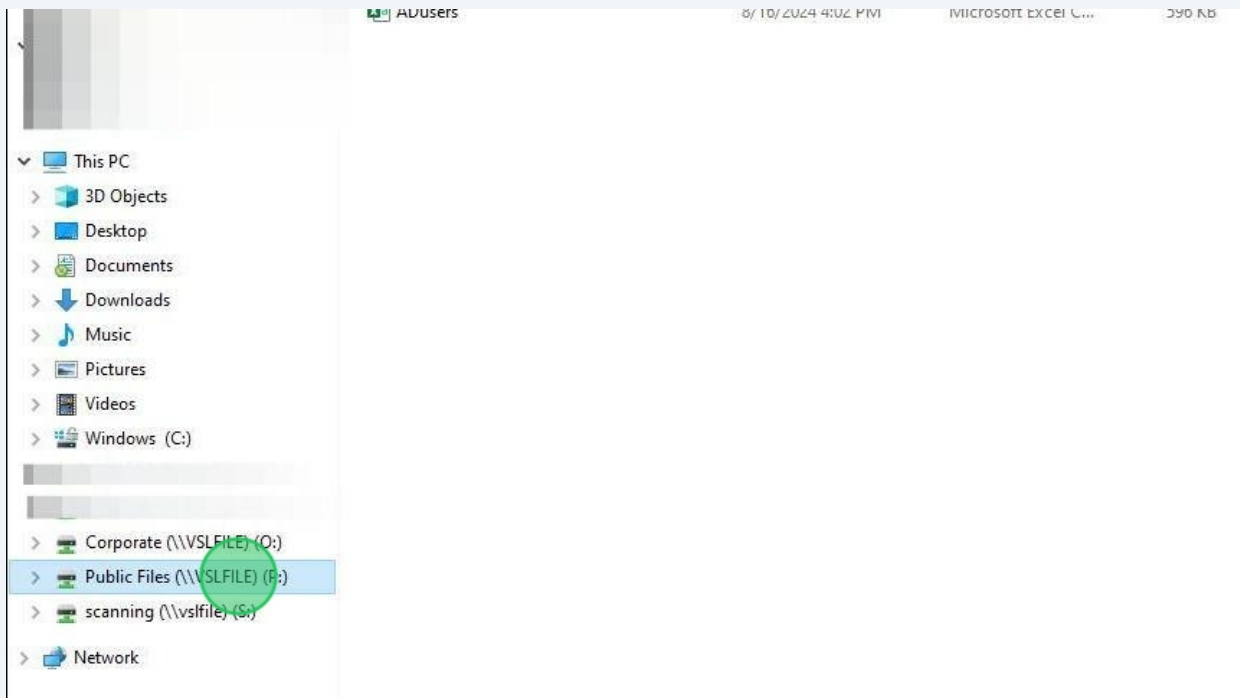# How to use a Desktop to clock in and out of UKG WFM

1 Go to "Public Files (\\VSLFILE) (P:)"

2　Double-click "Shortcuts (Drag to your desktop)"

Name	Date modified	Type	Size
Backgrounds	10/19/2022 11:31 AM	File folder	
Camera Config	9/10/2024 2:44 PM	File folder	
Company Directory	6/16/2023 2:35 PM	File folder	
Computer Help Desk (How to Guides)	10/7/2024 11:05 AM	File folder	
Favorites	10/25/2024 8:46 AM	File folder	
Maintenance IT Information	4/24/2024 8:03 AM	File folder	
Org Charts	9/4/2024 10:15 AM	File folder	
Policies and Procedures	8/14/2024 8:58 AM	File folder	
Shortcuts (Drag to your desktop)	10/16/2024 2:18 PM	File folder	
Software	3/27/2024 2:06 PM	File folder	
ADusers	8/16/2024 4:02 PM	Microsoft Excel C...	596 KB

3　Locate "UKG User Login" and drag on to the desktop

Toshiba Phone Web Access (VEC)	5/10/2021 8:20 AM	Internet Shortcut	1 KB
UKG Kiosk	10/16/2024 2:18 PM	Internet Shortcut	1 KB
UKG User Login	7/22/2024 10:01 AM	Internet Shortcut	1 KB
Valley Senior	https://g035104p01x.ukg.net/Login.aspx	11:06 AM	Internet Shortcut	1 KB
VEC Nutrition Care Manual	11/2/2017 12:51 PM	Internet Shortcut	1 KB

4 Once on the Desktop, double-click "UKG User Login"

5 Add your 5-Digit Employee ID number, password, and press "Sign in"
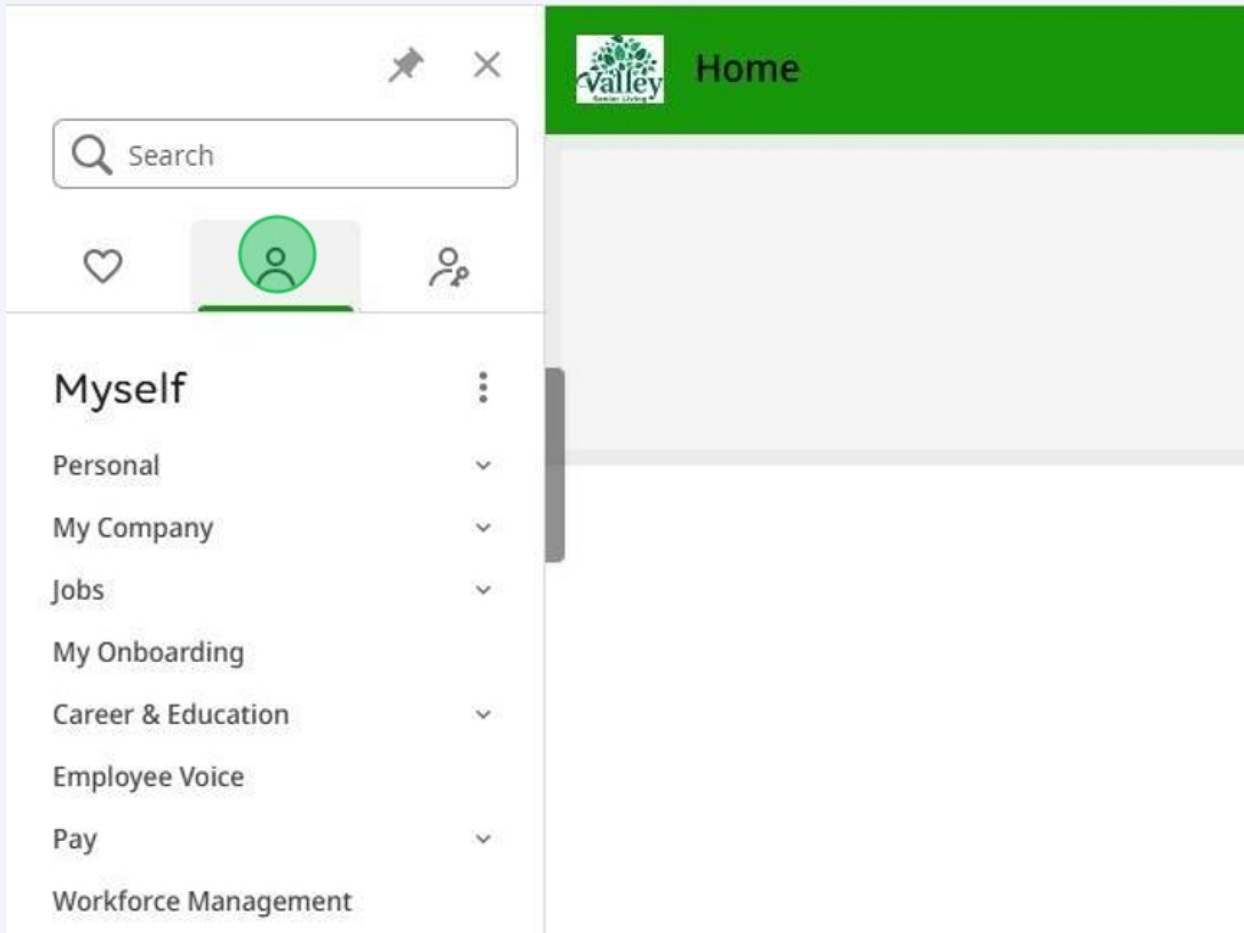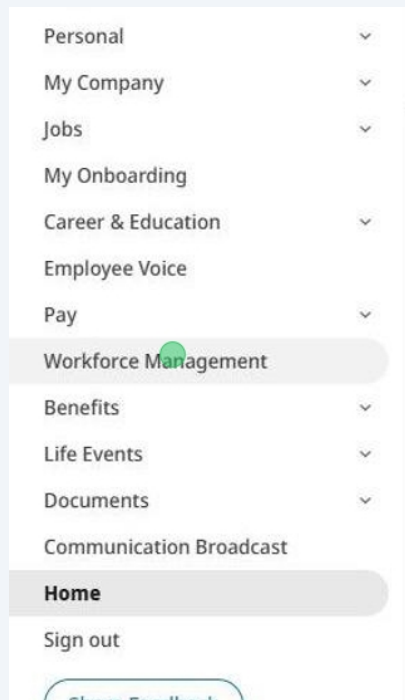
Welcome, come on in!

Username

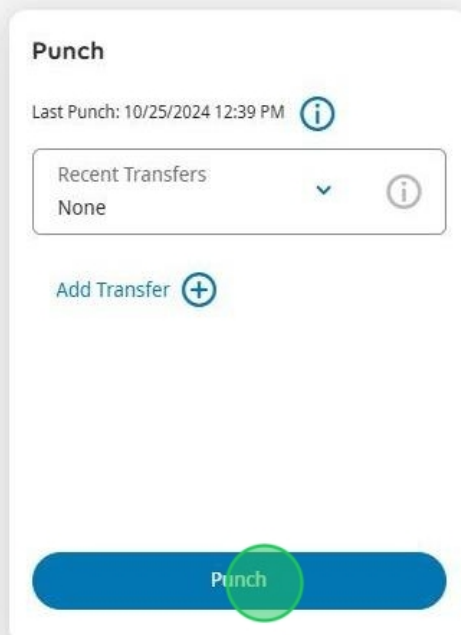Password

Sign in

Forgot your password?
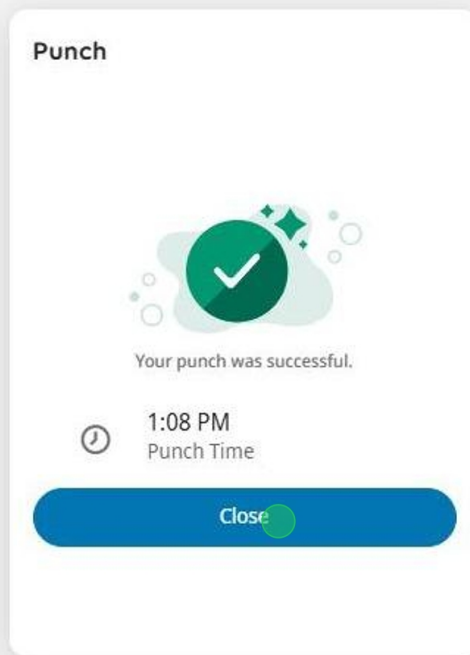
6   Click on the "Myself" icon to access the toolbar

7 Click on "Workforce Management"

Personal ⌄
My Company ⌄
Jobs ⌄
My Onboarding
Career & Education ⌄
Employee Voice
Pay ⌄
Workforce Management
Benefits ⌄
Life Events ⌄
Documents ⌄
Communication Broadcast
Home
Sign out

8 Locate the "Punch" tile and press "Punch" when looking to clock in and out

Punch

Last Punch: 10/25/2024 12:39 PM ⓘ

Recent Transfers
None ⌄ ⓘ

Add Transfer ⊕

Punch

9   Click "Close" after the punch has been successful
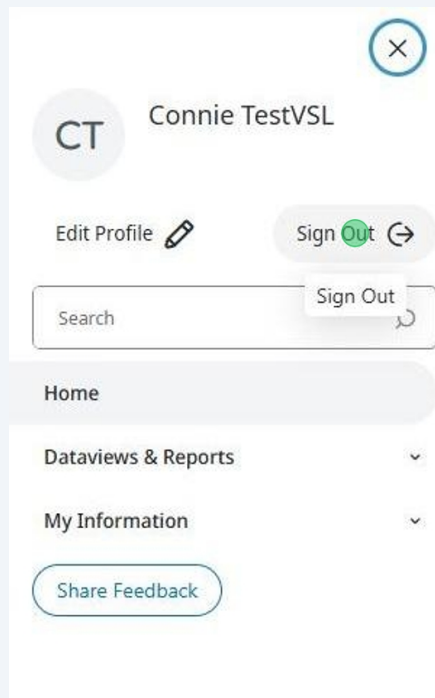

10   Click the icon below to access the toolbar
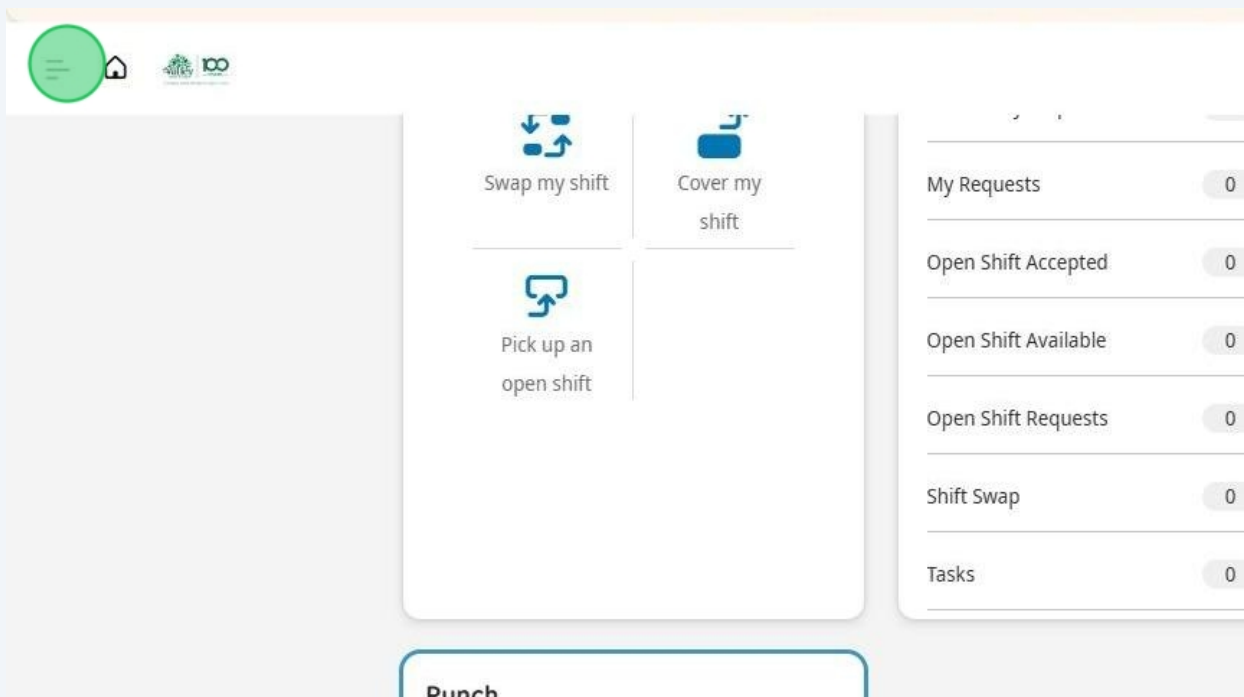
11 Press the "Sign Out" button to sign-out of Workforce Management solution and WFM browser

12 Press the Icon below to then sign-out of UKG Pro