

# How to use a Kiosk on a Neighborhood to punch in and out

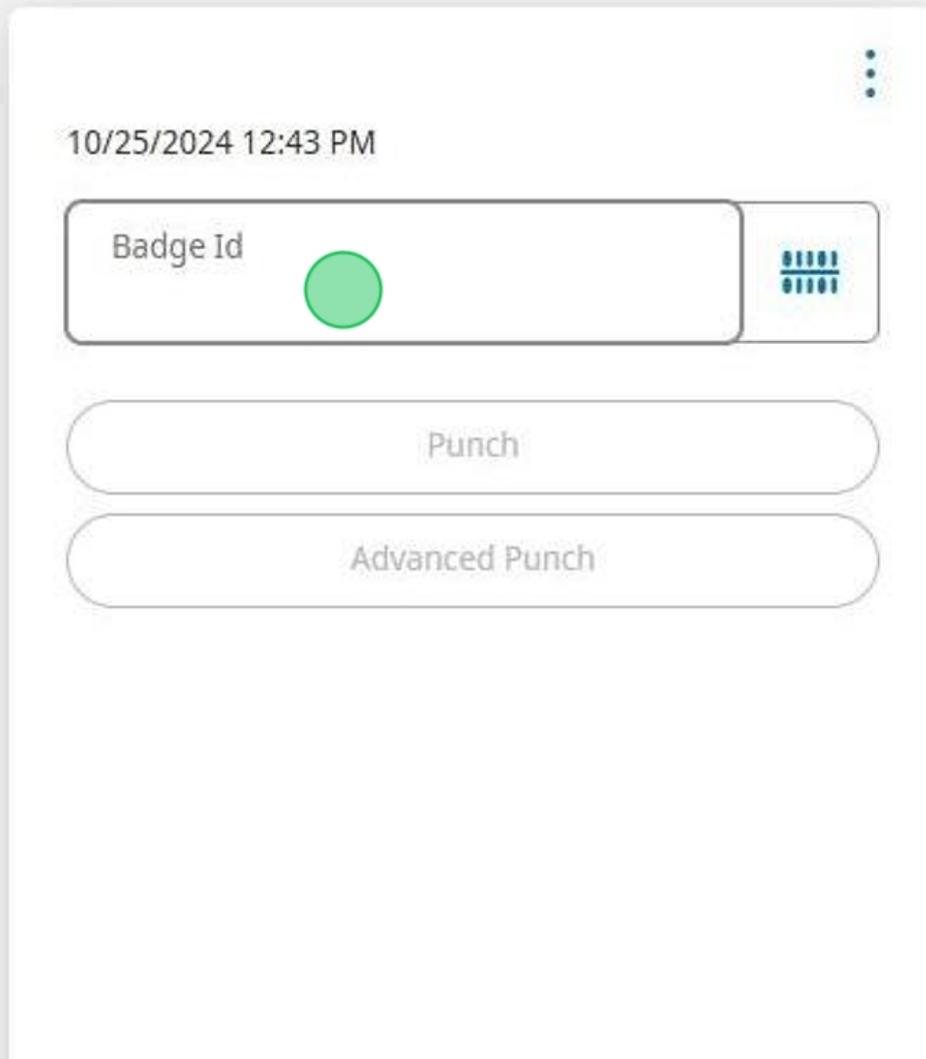


- 1 Locate the "UKG Punch" shortcut located on the desktop screen of the Neighborhood Kiosk and double click to access.



2 Once the following screen has populated, add your 5-digit Employee ID number.

(If you have a 3 or 4 digit Employee ID number, please add the necessary zeros to the front of the Employee ID. Example: Employee ID = 4321, for UKG = 04321.)



The screenshot shows a mobile application interface with a white background and a light blue border. At the top right, there is a vertical ellipsis menu icon. Below it, the date and time "10/25/2024 12:43 PM" are displayed. The main content area features three rounded rectangular buttons stacked vertically. The top button is labeled "Badge Id" and contains a green circular icon and a blue barcode icon. The middle button is labeled "Punch" and the bottom button is labeled "Advanced Punch".

3

Click "Punch" to acknowledge that you are either punching in, or out.

