

Clock In/Out via Face Scan

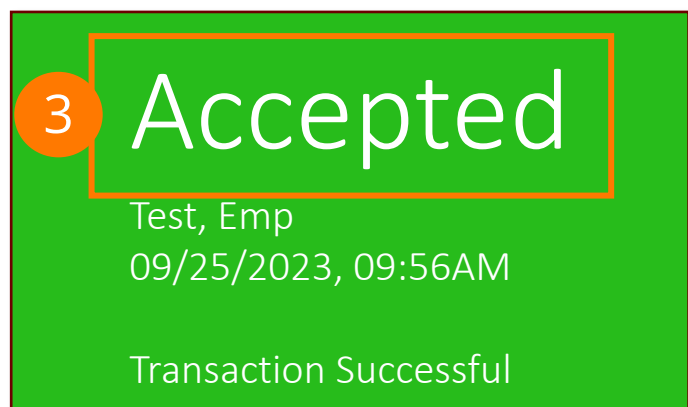
1. Approach the timeclock and:
 - A. Tap **In Punch** to clock in.
 - B. Tap **Out Punch** to clock out.



2. Perform a **facial scan**.



3. A tone will sound and an **Accepted** screen is displayed.



Clock In/Out via Fingerprint

1. Approach the timeclock and and:

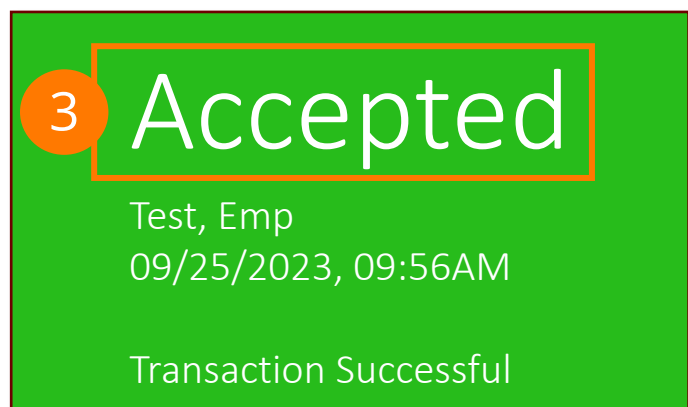
- A. Tap **In Punch** to clock in.
- B. Tap **Out Punch** to clock out.



2. Place **finger** on fingerprint reader, located on the top of the clock.

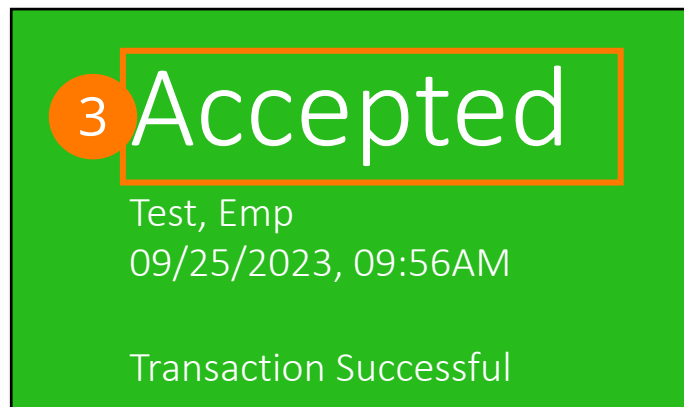
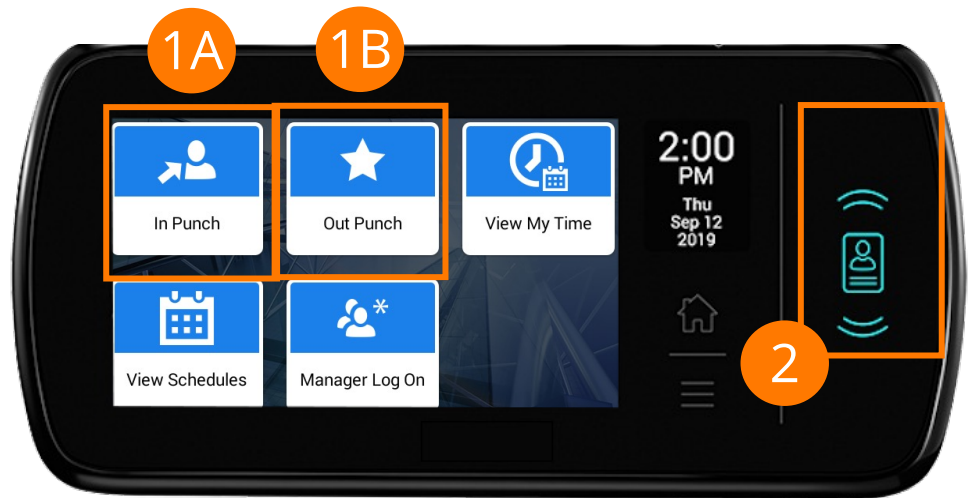


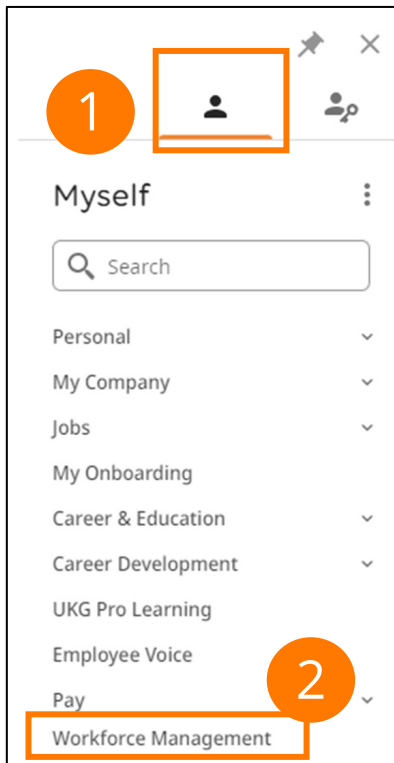
3. A tone will sound and an **Accepted** screen is displayed.



Clock In/Out via Badge ID


1. Approach the timeclock and:
 - A. Tap **In Punch** to clock in.
 - B. Tap **Out Punch** to clock out.
2. Hold your badge close to the **badge reader** on the timeclock.
3. A tone will sound and an **Accepted** screen is displayed.





Clock in via Web

Upon logging into Ulti, the dashboard will appear.

1. From the left-hand navigation panel, select the **Myself**  icon.
2. Select **Workforce Management**. A new tab opens, and the Ulti Time and Attendance homepage is displayed.
3. From the Time and Attendance homepage, locate the **Punch** tile.
4. On the Punch tile:
 - A. Select **In Punch** to clock in.
 - B. Select **Out Punch** to clock out.
5. A **success message** is displayed, confirming the submission of the punch.

