

Clock In/Out

EMPLOYEE ULTI TIME AND ATTENDANCE TRAINING AID

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.

Accepted

Test, Emp 09/25/2023, 09:56AM

Transaction Successful



Clock In/Out

EMPLOYEE ULTI TIME AND ATTENDANCE TRAINING AID

Clock In/Out via Fingerprint

- 1. Approach the timeclock 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.

Accepted

Test, Emp 09/25/2023, 09:56AM

Transaction Successful



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.







*	×
	. •
Myself	:
Q Search	
Personal	~
My Company	Ý
Jobs	~
My Onboarding	
Career & Education	~
Career Development	Ý
UKG Pro Learning	
Employee Voice	
Pay	7 ~
Workforce Management	

Clock in via Web

Upon logging into Ulti, the dashboard will appear.

- 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.



