

UKG Workforce Management Timekeeping – Ready

Clocking 'In' and 'Out' FAQ

Introduction:

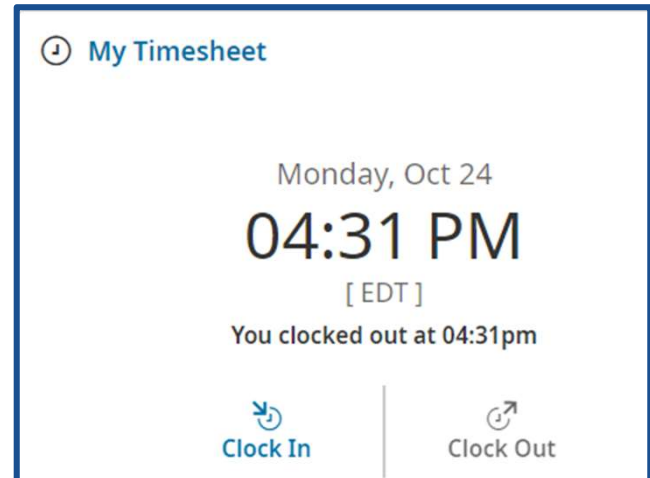
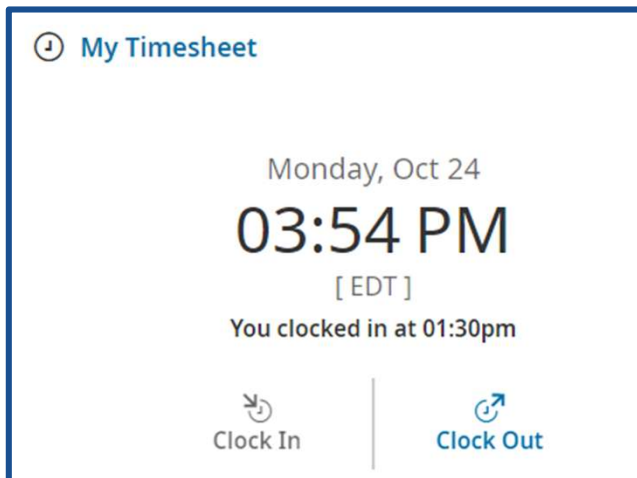
UKG Workforce Management – Ready includes two buttons to punch your time.

- **Clock In**
- **Clock Out**

The old system offered only one button. Your only option was to clock or “punch” time. It did not have the flexibility to allow you to pick the logical command.

UKG Ready will automatically highlight in blue the button it assumes to be the next logic punch. *However*, both buttons (including the one in gray) are available as an option to select. In other words, one button will always be gray, but it is not “grayed out.”

Regardless of the color, **select the punch that makes logical sense based upon the action you are taking.**



How many times a day should I clock in and out? - You should have at least 4 punches each day.

- Clock **IN** to start your day.
- Clock **OUT** when you begin your lunch break.
- Clock **IN** when you return from lunch.
- Clock **OUT** to end your day.

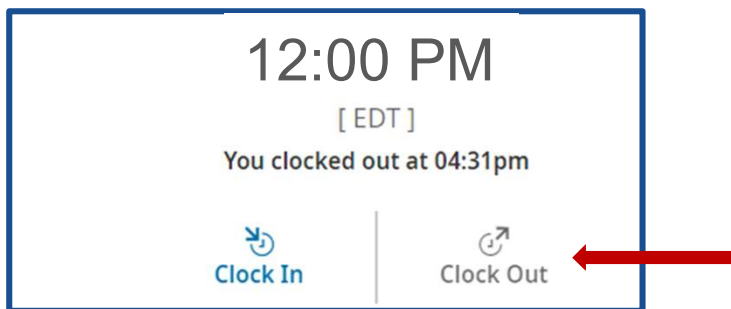
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Example 1-

I'm getting ready to go to lunch and I notice that I never clocked in to start my day. I forgot to punch in that morning. What do I do?

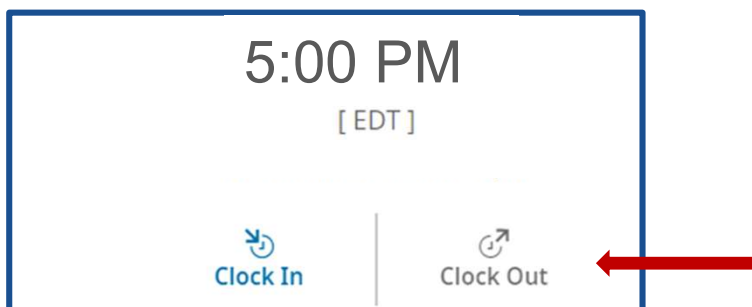
- Click to **Clock OUT** as that is the logical punch when leaving and starting your lunch break.
- Even if the **Clock OUT** is gray and clock in is blue, you still want to pick the punch button that indicates the action you are taking. In this example, you would select the gray clock out.
- Afterwards, you'd want to submit a Change Request to add the missing punch in from the morning.



Example 2-

I'm leaving at the end of the day, and I notice that I never clocked back in from my lunch. What do I do?

- Click to **Clock OUT** as that is the logical punch when leaving/ending your day.
- Even if the **Clock OUT** is gray and clock in is blue, you still want to pick the punch button that indicates the action you are taking. In this example, you would select the gray clock out.
- Afterwards, you'd want to submit a Change Request to add the missing punch when you came back from lunch.



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Example 3-

I'm coming back from lunch. I realize that I forgot to punch out to start my lunch. What now?
Do I punch in or out?

- Click to **Clock IN** as that is the logical punch when coming back from lunch.
- Even if the **Clock IN** is gray and clock out is blue, you still want to pick the punch button that indicates the action you are taking. In this example, you would select the gray clock in because you are returning.
- Afterwards, you should submit a Change Request to add the missing punch out when you started your lunch. .

