



Use the Time Clock

In addition to the UKG Pro WFM desktop application, you can use the clock to punch in and out for your shift.

- [Clock In for Your Shift](#)
- [Clock Out for Your Break](#)
- [Clock In After Your Break](#)
- [Clock Out After Your Shift](#)
- [Complete a Business Structure Transfer](#)

Clock In for Your Shift

Note: You must select a button on the time clock before you tap your badge on the badge reader and clock in..

1. Tap **Clock In**.
2. Tap your badge on the right-side badge reader.

Note: You are informed that your punch was successfully accepted. The home screen displays and the next employee can now use the clock.

Clock Out for Your Break

Note: You must select a button on the time clock before you tap your badge on the badge reader and clock out for your break.

1. Tap **Start Break**.
2. Tap your badge on the right-side badge reader.

Clock In After Your Break

Note: You must select a button on the time clock before you tap your badge on the badge reader and clock back in from your break.

1. Tap **End Break**.
2. Tap your badge on the right-side badge reader.

Note: If you return early from your break, you will receive a message asking if you intend to return from your break early. If you select **Yes**, you are clocked back in. If you select **I'll Wait**, no punch is processed and **you will have to punch back in at the end of your full break**.



Clock Out After Your Shift

Note: You must select a button on the time clock before you tap your badge on the badge reader and clock out after your shift.

1. Tap **Clock Out**.
2. Tap your badge on the right-side badge reader.

Note: You are asked if you were provided with an uninterrupted break of at least 30 minutes during your shift.

3. Tap the appropriate response.

Note: If you select **Yes**, the punch is processed. If you select **No**, you will be asked to document why you were unable to take an uninterrupted break today.

- Select the appropriate response.

Note: You are informed that your punch was successfully accepted. The home screen displays and the next employee can now use the clock.

Complete a Business Structure Transfer

1. Scroll down vertically to the second page of the clock.

Note: To check where you are in the time clock, view the highlighted square on the left side of the clock.

2. Tap **Business Structure Transfer**.
3. Select the appropriate location.

To search for a location:

- Tap  in the bottom right corner of the screen.
 - Type the location name.
 - Tap **Enter**.
4. Select the appropriate unit.
5. Select the appropriate role.
6. Tap **Select**.

Note: A message displays that your business structure transfer was accepted.