
GUIDES

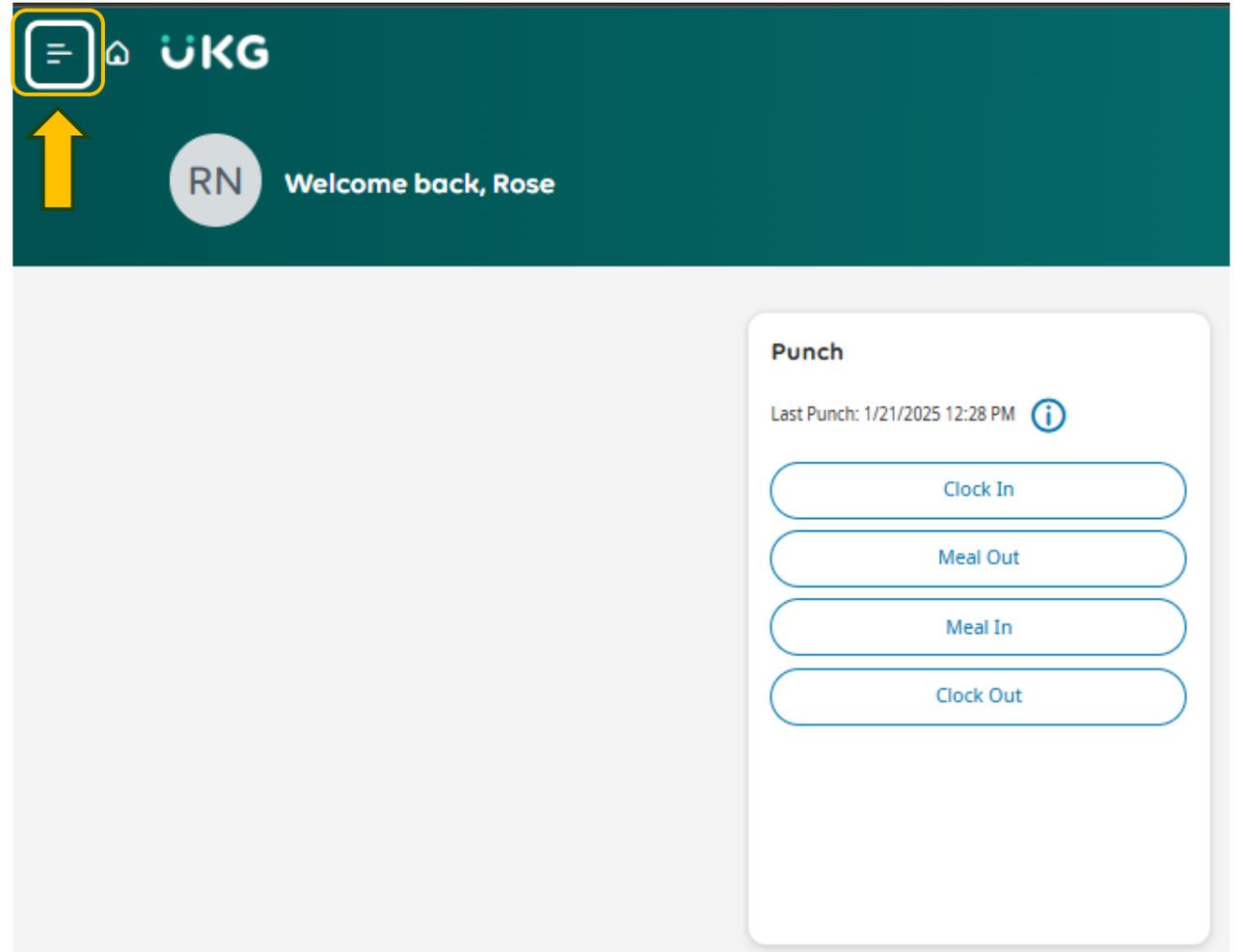
- Exploring the Main Menu
- Tiles
- Clocking In/Out
- Entering a Missed Punch

EXPLORE THE MAIN MENU

Navigation: UKG Pro WFM > Home Page

1. From the **Home Page**, select the **Main Menu**  icon

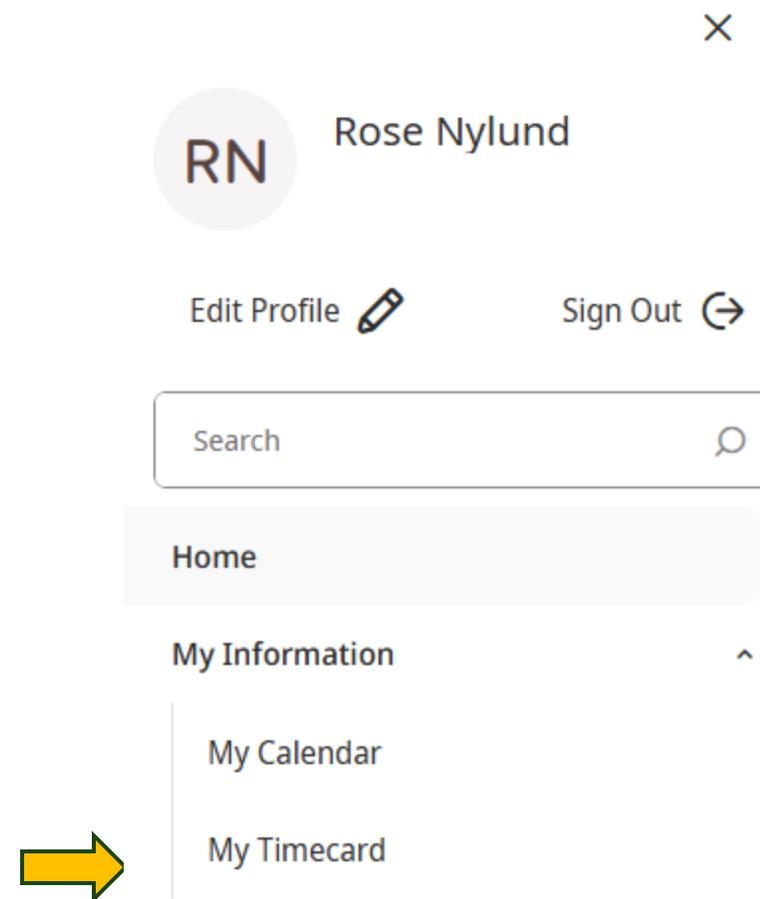
The main menu opens. From here you can edit your profile or navigate to specific areas in the solution



EXPLORE THE MAIN MENU

2. From the **Main Menu**  review the areas of the solution and select an option

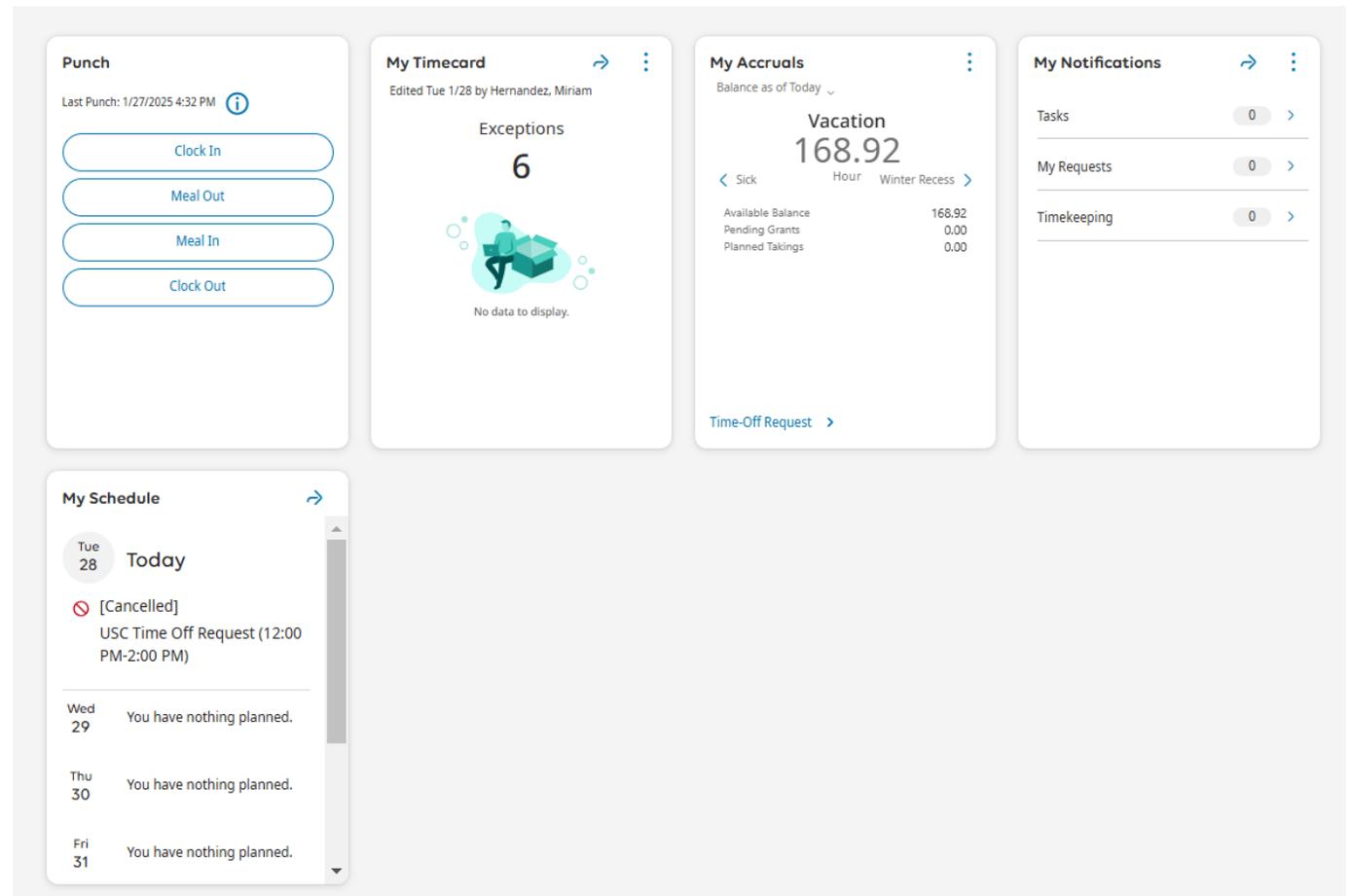
- Select **My Information** and then **My Timecard**



TILES

The home page is composed of tiles, which are containers that display a summary of content

You can perform functions such as punching in and out or navigate around the solution



CLOCKING IN/OUT

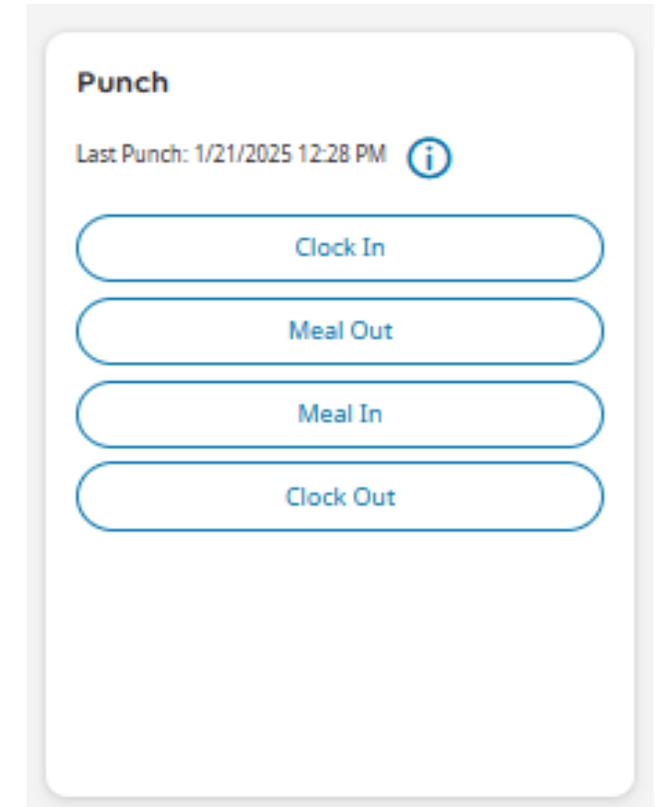
The Punch Tile has four buttons:

Clock In, Meal Out, Meal In, and Clock Out

Here's how to use them:

- When you're ready to start your workday, press **Clock In**
- If you're taking a meal break, select **Meal Out**
- Once you return from your meal, press **Meal In**
- Finally, at the end of your workday, press **Clock Out**

After the punch is recorded, a **success** message displays on the Punch tile

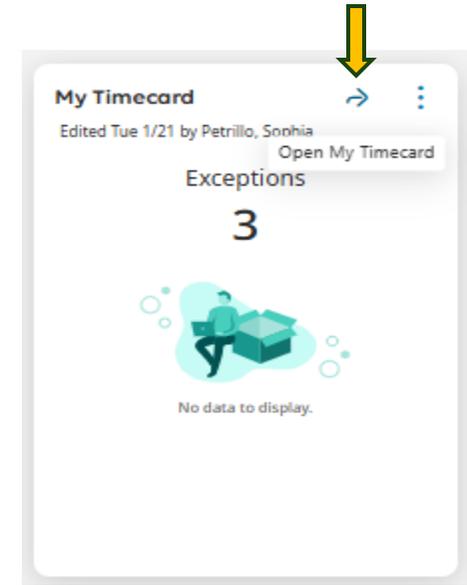


ENTER A MISSED PUNCH

If you forget to punch in or out as your schedule expects during the current week, you will get a notification

You can correct this on your timecard

- First, navigate to your Timecard
- On the **My Timecard** tile, select the **Open My Timecard** arrow



Exceptions are generated on your timecard when something doesn't match the schedule, such as a missed punch

- Select the cell that shows an exception indicated by a solid red cell
- Enter the **missing time**
- Select **Save**

A notification has been sent to the manager to approve the punch

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Thu 1/16			8:54 AM	12:15 PM					StdP	3.61	4.15	8.00	8.00
+	Fri 1/17			8:24 AM	12:28 PM		12:27 PM	4:34 PM			4.00	4.00	16.00	16.00
+	Sat 1/18			8:07 AM	3:00 PM						4.00	4.00	16.00	16.00
+	Sun 1/19			7:00 AM	7:45 PM						4.00	4.00	16.00	16.00
+	Mon 1/20			8:00 AM	12:00 PM		12:07 PM	4:30 PM			4.00	4.00	16.00	16.00
+	Tue 1/21			12:30 PM						UKG	7.00	7.00	16.00	16.00
+	Wed 1/22												16.00	16.00
+	Thu 1/23												16.00	16.00
+	Fri 1/24												16.00	16.00
+	Sat 1/25												16.00	16.00
+	Sun 1/26												16.00	16.00
+	Mon 1/27												16.00	16.00
+	Tue 1/28												16.00	16.00
+	Wed 1/29												16.00	16.00