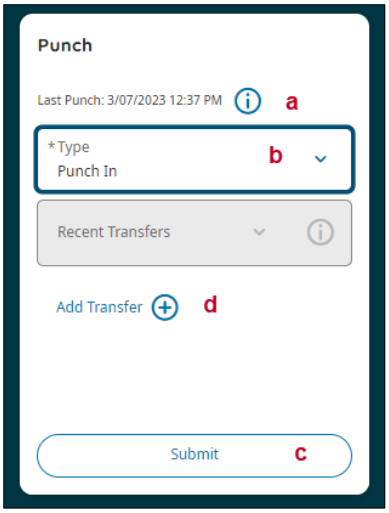
UKG – Associate Time Punch Quick Reference Guide

This job aid explains how PODS hourly associates record time in the UKG platform including shift punch in/out, meal punches, and transfer jobs or locations.

Using the Punch Tile

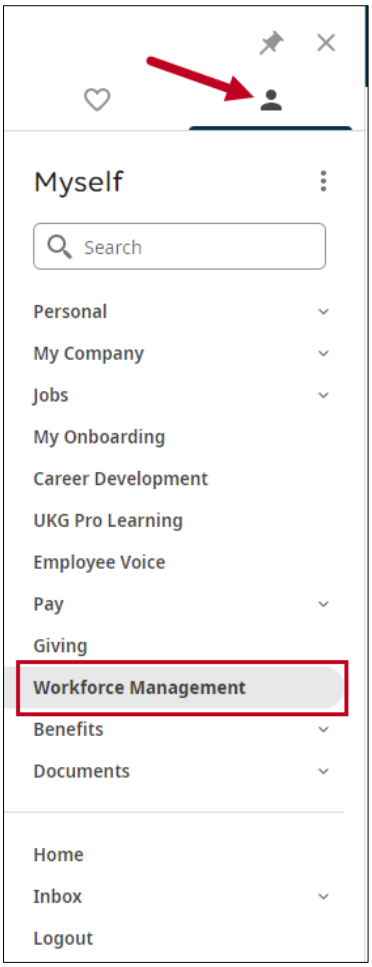


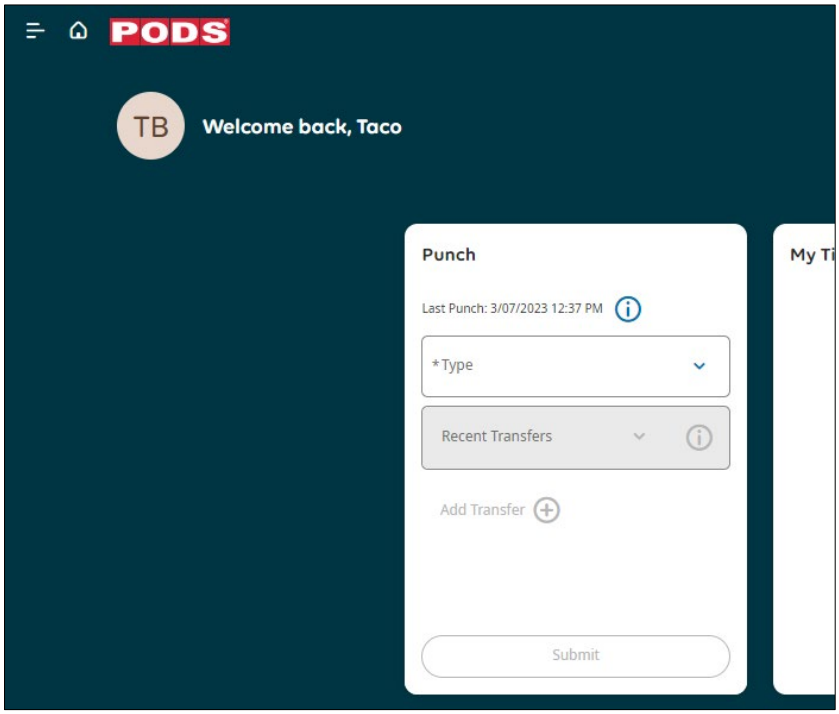
Navigation – The punch tile is located in the **Workforce Management** tab of the UKG platform and can be used for

a. View the last punch time recorded
b. Select the type of punch – In, Out, Meals/Breaks
c. Record all punches
d. Transfer time to another job, labor category or work rule

Access Punch Tile

1. From the left menu under **Myself** icon, **click** the **Workforce Management** tab to open the **Workforce Management** window in a separate tab



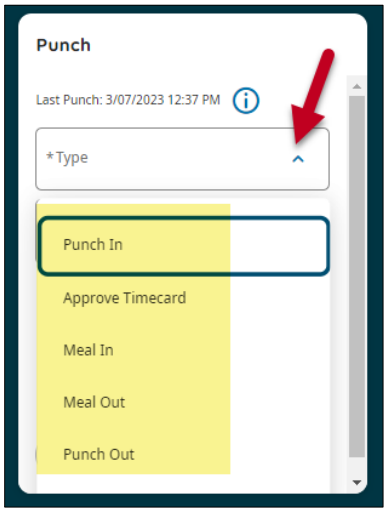


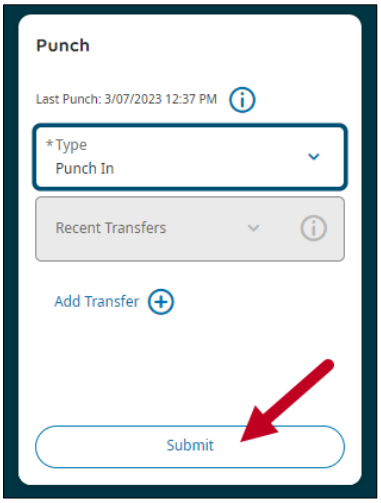
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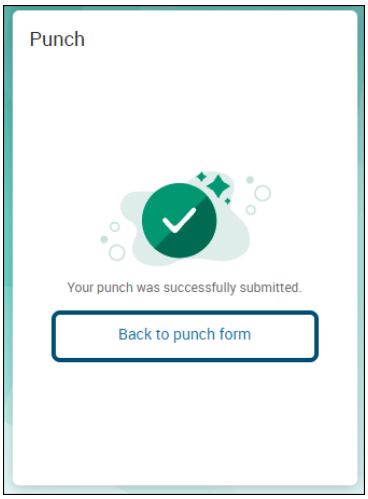
Record time ** The steps for punches in the Mobile App are identical to these here*

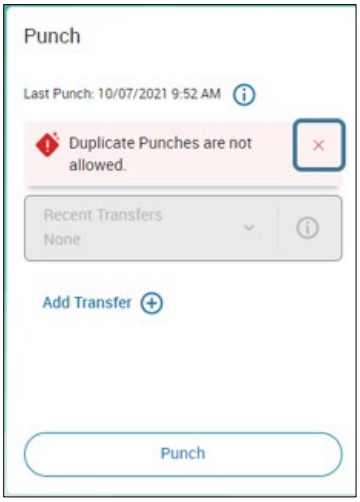
1. In the **Type** dropdown, **select** the **punch type** from the list
   a. **Punch In** = Begin time recording (start of day)
   b. **Meal In** = Return from meal/break
   c. **Meal Out** = Leave for meal/break
   d. **Punch Out** = End time recording (end of day)
2. **Click** the Submit button to record the punch
   - A green Success message appears in the punch tile if the punch is properly recorded
   - If a problem with the punch, a failure message displays with the reason for the failure
3. Use the **Back to punch form** to return to the punch tile view

Important *The Submit button will not be available until a punch type is selected from the available list.*





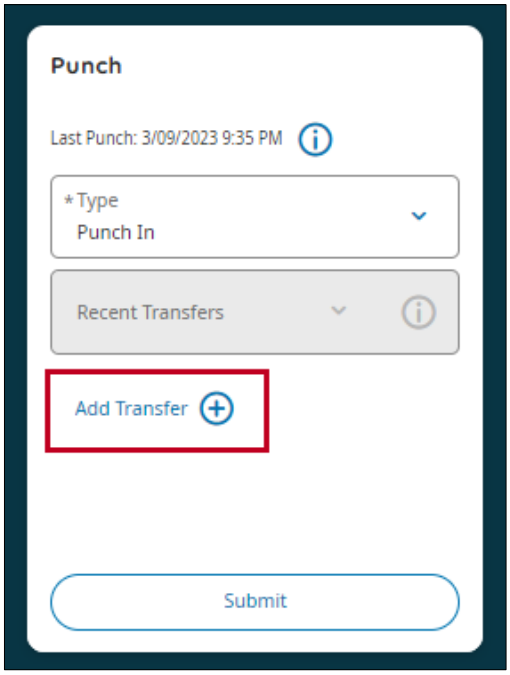


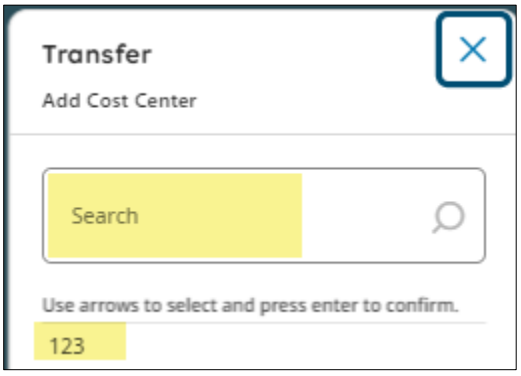


UKG – Associate Time Punch Quick Reference Guide

Record Transfer Time – A transfer is performed when you need to change your job, change your work rule (or pay calculation) or change your labor category for that shift. You can perform many transfers during your workday.

1. On the **Punch tile**, select **Punch In or Meal In** (transfers can only be added on in punches)
2. **Click Add Transfer** to open the Transfer panel
3. From the Transfer Panel, **click** the applicable **category** for the transfer (business structure, cost center, work rule, or labor category)
4. **Use** the **search bar** or **scroll** to find the **appropriate coding** – in the example cost center is shown





5. Select **Apply**. Then select the **Punch** button.

