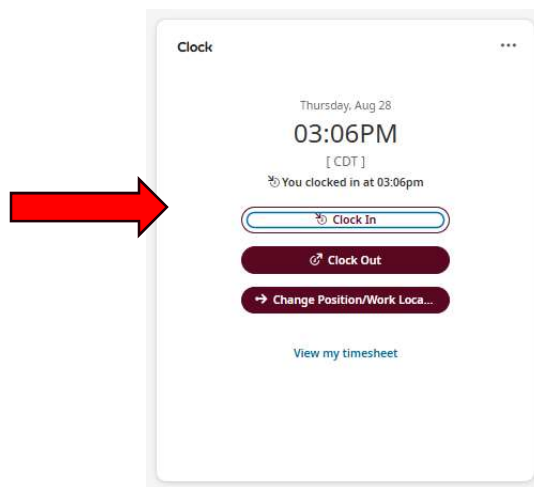


# UKG Ready - Clocking in and Out

This training document is intended to provide instruction on how to record time by clocking in and out of your timesheet.

Upon logging into UKG Ready, on your home dashboard, there is a Clock widget.

- Select the **Clock In** button to record your punched in time. Once the Clocked In time is recorded, the button will turn white:



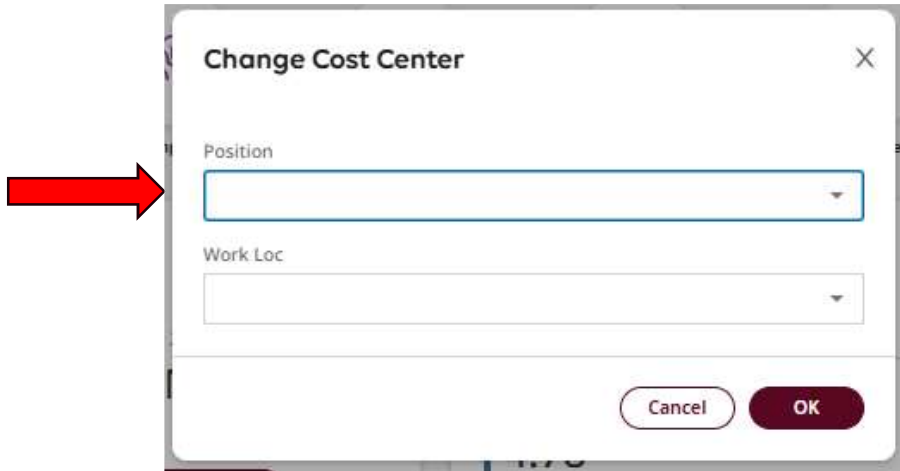
**IMPORTANT:** If you are recording time for a position that is not your primary position (meaning this is a secondary position you were hired into after your initial position at Loyola), follow the below instructions:

- Click on the **Change Cost Center** button in the clock widget. This will ensure the time is recorded under the correct department/position and the hours are charged to the correct budget.



# UKG Ready - Clocking in and Out

Search for your position and then select it. (If the position you are recording time for does not appear in the dropdown, click on the Browse option) Then click Close:



The position will appear in the Cost Centers field. Click OK to complete the action.

- Upon completing your workday/shift, simply log back into UKG Ready and click on the Clock Out button from your home dashboard to record your time out.

