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## Introduction

UKG can be accessed from your desktop or your phone for clocking in and out. There are two ways to clock in via your desktop:

- [Clock in from your login page](#)
- [Clock in from your timesheet](#)

You must install the UKG Ready app from your app store prior to punching time using your phone.



## Procedure Steps

### Clock In from your Login Page


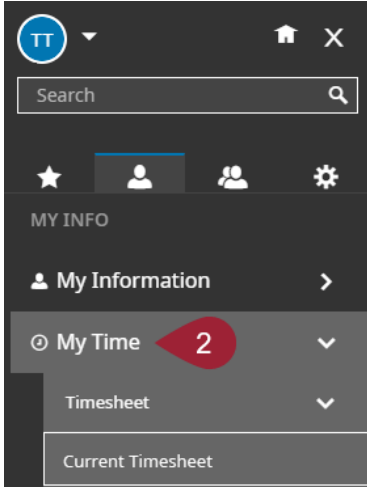
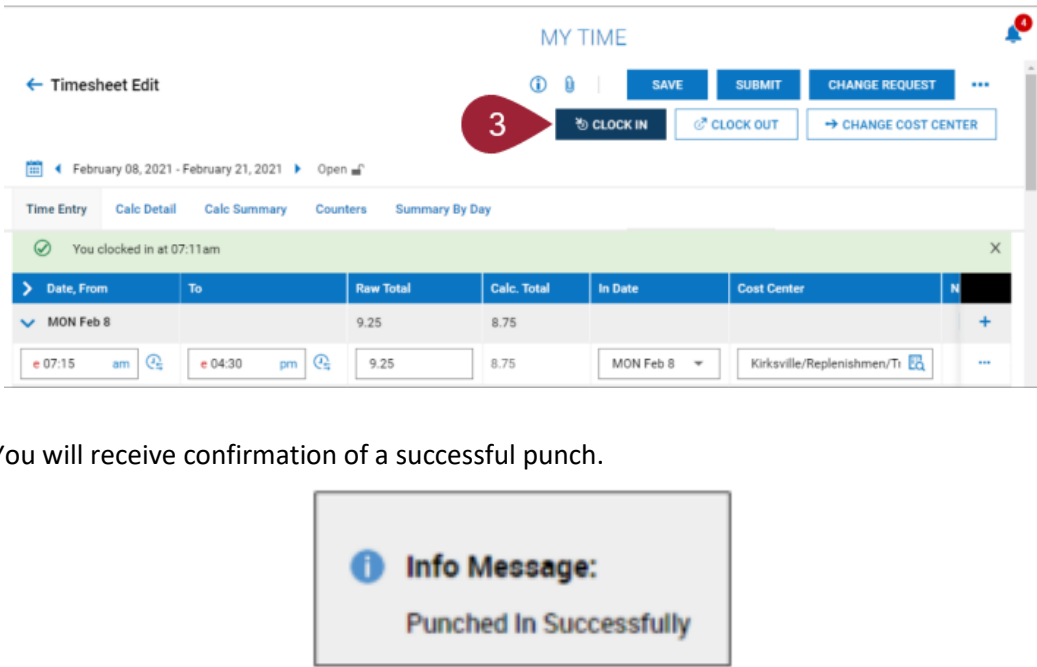
Step	Action
1	Navigate to <a href="#">UKG</a> .
2	Enter your <b>Username</b> and <b>Password</b> .
3	Click <b>Punch In</b> or <b>Punch Out</b> , according to your needs.

The screenshot shows the UKG login page. At the top is a 'Log In' header. Below it are two input fields: the first contains the username 'alan.edwards' and is highlighted with a red callout '2'; the second is a password field with masked characters. A blue 'LOGIN' button is below the password field. Below the login button is an 'OR' separator, followed by two buttons: 'PUNCH IN' (with a clock icon) and 'PUNCH OUT' (with a clock icon), both highlighted with a red callout '3'. Below these is a 'CHANGE COST CENTERS' button with a right-pointing arrow. At the bottom left of the login form is a link that says 'Forgot your password?'. Below the login form is an 'Info Message' box with a blue information icon, containing the text 'Info Message: Punched In Successfully'.

You will receive confirmation of a successful punch.

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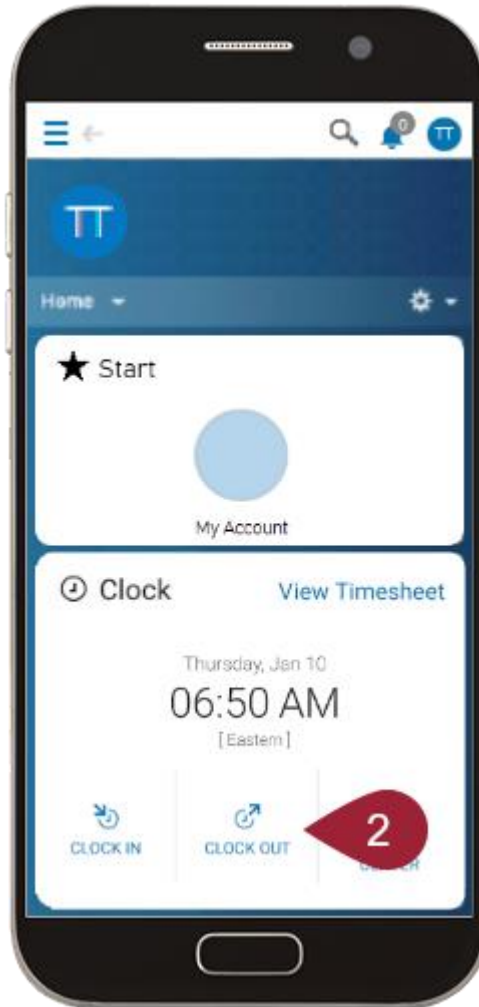
### Clock In from your Timesheet

Step	Action
1	Log into <a href="#">UKG</a> .
2	Click  to expand the menu and navigate to: <b>My Info &gt; My Time &gt; Timesheet &gt; Current Timesheet.</b> 
3	Click <b>Punch In</b> or <b>Punch Out</b> , according to your needs. 

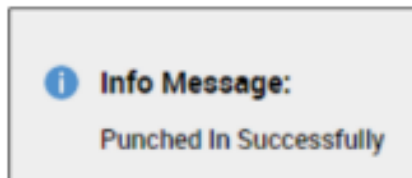
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### Clock In from your Smart Phone

Step	Action
1	Tap the <b>UKG Ready</b> icon on your phone and log in. NOTE: You must install UKG Ready from your respective app store prior to punching time on your phone.
2	Tap <b>Punch In</b> or <b>Punch Out</b> in the Clock tile, according to your needs.



You will receive confirmation of a successful punch.



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## Resources

Title	Type	Location
<ul style="list-style-type: none"> <li>• Accessing UKG for the First Time</li> <li>• Navigating UKG</li> <li>• Changing Your Job Assignment in UKG</li> </ul>	QRT	<a href="#">BGSF Technology Updates &gt; Training Content &gt; UKG &gt; Employees &amp; Contractors</a>
Submitting a Timesheet Change Request	Job Aid	<a href="#">BGSF Technology Updates &gt; Training Content &gt; UKG &gt; Employees &amp; Contractors</a>

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