Clocking In and Out of Timecard:

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

1. Upon logging into UKG Ready, on the left-hand side of the home dashboard, there is a Clock widget.

2. Once starting your workday/shift, click on 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 Pace), follow the below instructions:

3. 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.

4. If the position you are recording time for does not appear in the dropdown, click on the Browse option:

   ![Change Cost Center](image)

   Search for your position and then select it. Then click Close:

   ![Cost Centers](image)

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

5. 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.