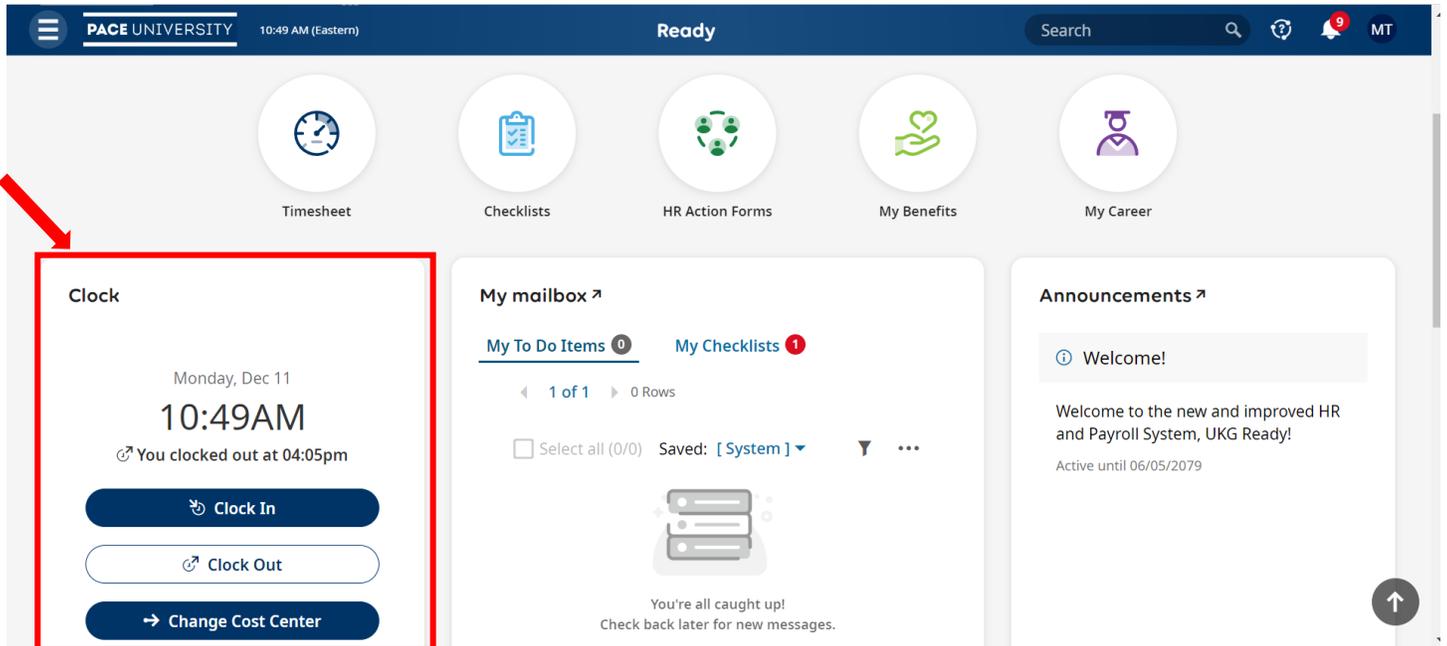


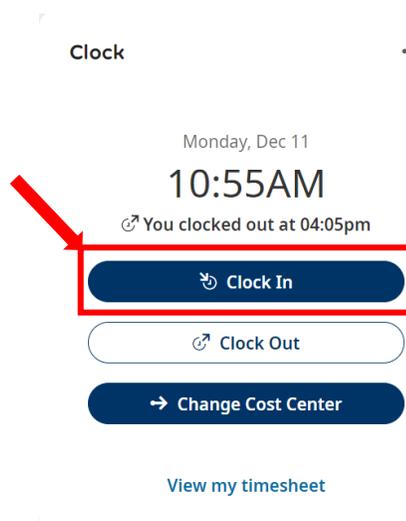
## Clocking In and Out of Timecard:

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:

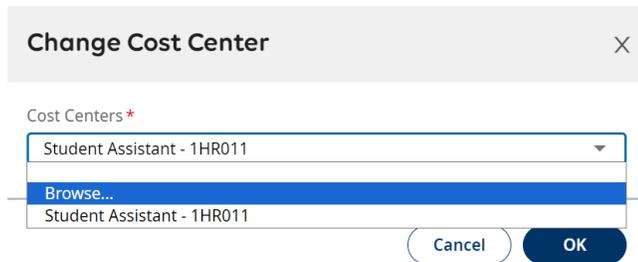


**IMPORTANT:** If you are recording time for a position that is not your primary position (meaning this is a secondary position you were hired into after your initial position at Pace), follow the below instructions:

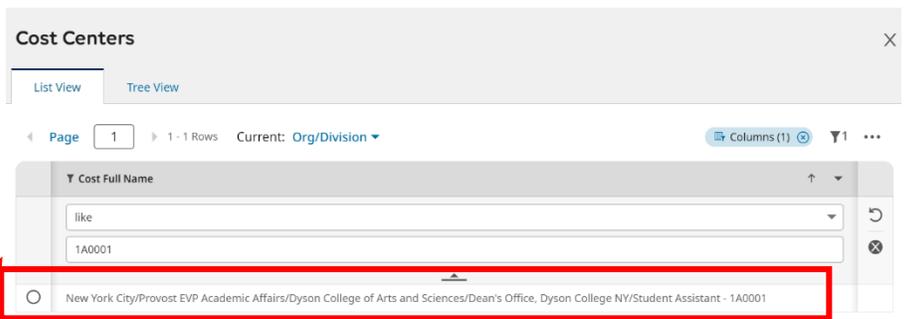
3. Click on the **Change Cost Center** button in the clock widget. This will ensure the time is recorded under the correct department/position and the hours are charged to the correct budget.



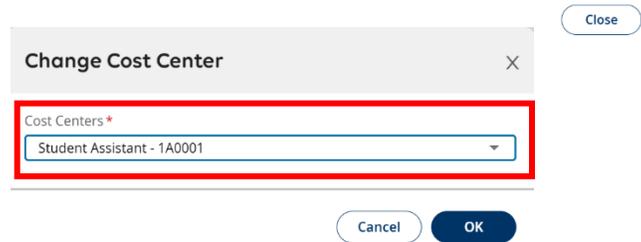
4. If the position you are recording time for does not appear in the dropdown, click on the **Browse** option:



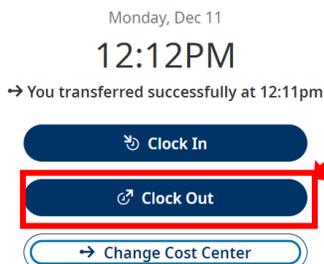
Search for your position and then select it. Then click **Close**:



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



Clock ...



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.