

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.

PACE UNIVERSITY 10:49 AM (Eastern)	Ready		Search	Q 😲 🔮 MT
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Timesheet	Checklists HR Action Forms	My Benefits	My Career	
Clock	My mailbox 7		Announcements	π
Monday Dec 11	My To Do Items O My Checklists 1		 Welcome! 	
10:49AM ♂You clocked out at 04:05pm		Welcome to the new and improved HR and Payroll System, UKG Ready! Active until 06/05/2079		
ষ্ঠ Clock In ে Clock Out				
→ Change Cost Center	You're all caught up! Check back later for new messages.			

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 X	
	Cost Centers * Student Assistant - 1HR011 Browse Student Assistant - 1HR011 Cancel OK	
Search for your position and then se Then click Close :	elect it.	×
	Page 1 1 - 1 Rows Current: Org/Division T Cost Full Name like 1x0001 New York: City/Provost EVP Academic Affairs/Dyson College of Arts and Sciences/Dean's Office, Dyson College NY/Student Assista	Image: Columns (1) (3) Y1 Image: The second se
The position will appear in the Cost complete the action.	Centers field. Click OK to Cost Centers* Student Assistant - 1A0001	Close
Clock Monday, Dec 11 12:12PM → You transferred successfully at 12:11pm No Clock In Clock Out	5. Upon completing your workday/shift, simply log back into UKG Re on the Clock Out button from your home dashboard to record your tin	ady and click
← Change Cost Center View my timesheet		