

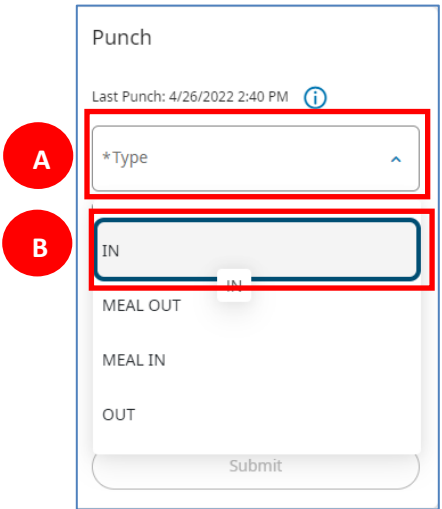
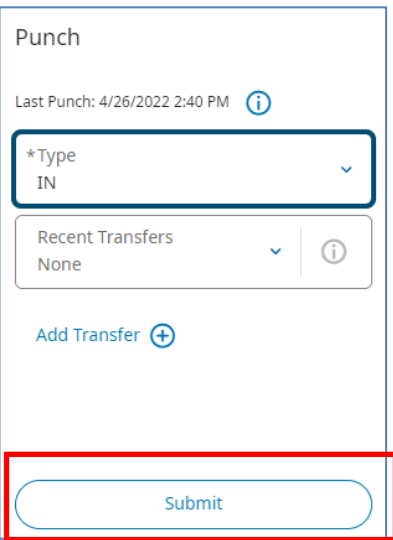
Overview:

This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractor on how to Clock In, Meal Out, Meal In, and Clock Out using the UKG Kronos Dimensions timeclock system.

Perform the following steps to clock in:

1. Log into the UKG Kronos Dimensions work space.

CLOCK IN

Step	Description
<p>1. From the Punch tile,</p> <p>A. Press the 'Type' dropdown</p> <p>B. Select 'IN'</p>	
<p>2. Press the Submit button</p>	

After you Clock In, you will receive a message that your punch was successfully submitted.


Punch

Your punch was successfully submitted.

[Back to punch form](#)

To confirm your punch was successful

From the 'My Timecard' tile:

A. Press the  button

B. View the time entry

My Timecard

A

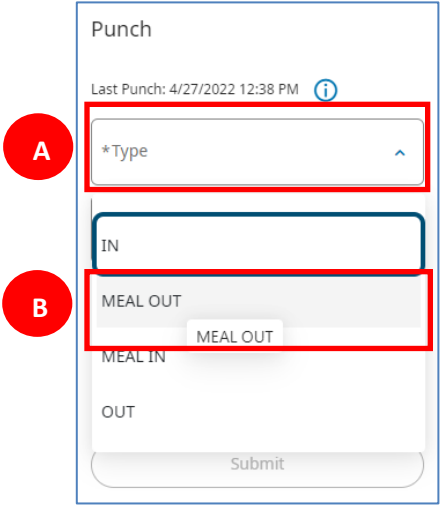
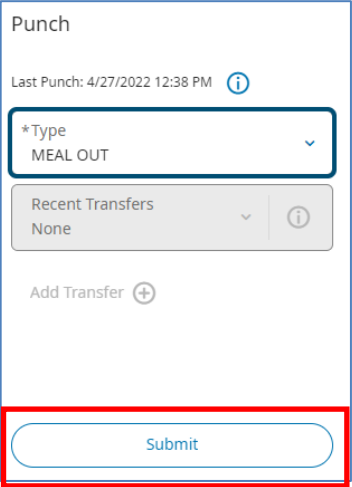
Exceptions

0

No data to display.


Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
Wed 4/27		B	12:38 PM					

MEAL OUT

Step	Description
1. From the Punch tile, A. Press the 'Type' dropdown B. Select 'MEAL OUT'	 <p>The screenshot shows the 'Punch' interface. At the top, it says 'Punch' and 'Last Punch: 4/27/2022 12:38 PM' with an information icon. Below this is a dropdown menu labeled '*Type' which is open, showing options: 'IN', 'MEAL OUT' (highlighted with a red circle B), 'MEAL IN', and 'OUT'. A red circle A highlights the dropdown menu itself. At the bottom of the interface is a 'Submit' button.</p>
2. Press the Submit button	 <p>The screenshot shows the 'Punch' interface after selecting 'MEAL OUT'. It displays 'Last Punch: 4/27/2022 12:38 PM' with an information icon. Below this is a dropdown menu labeled '*Type' showing 'MEAL OUT' with a downward arrow. Underneath is a 'Recent Transfers' section showing 'None' with a dropdown arrow and an information icon. Below that is an 'Add Transfer' button with a plus icon. At the bottom, the 'Submit' button is highlighted with a red rectangle.</p>

After your **MEAL OUT** Punch, you will receive a message that your punch was successfully submitted.

Punch




Your punch was successfully submitted.

Back to punch form


To confirm your punch was successful

From the 'My Timecard' tile:

A. Press the  button

B. View the time entry


My Timecard



A

Exceptions

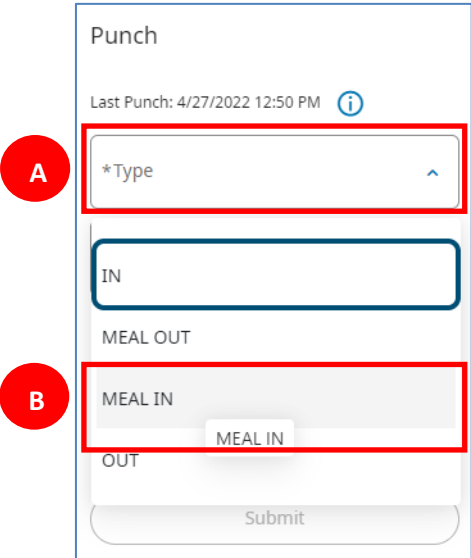
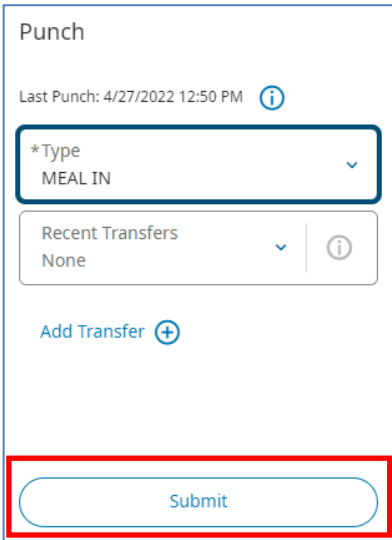
0



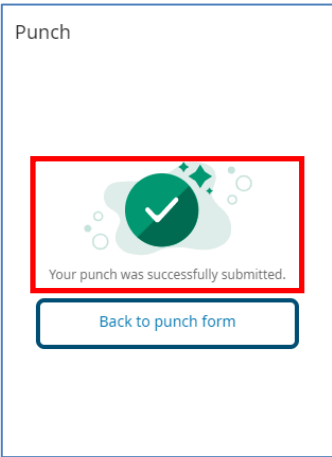
No data to display.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
Wed 4/27			12:38 PM	<div><p>B</p></div>	12:50 PM			

MEAL IN


Step	Description
<p>1. From the Punch tile,</p> <p>A. Press the 'Type' dropdown</p> <p>B. Select 'MEAL IN'</p>	 <p>The screenshot shows a mobile interface for a 'Punch' form. At the top, it says 'Punch' and 'Last Punch: 4/27/2022 12:50 PM' with an information icon. Below this is a dropdown menu labeled '*Type' which is open, showing options: 'IN', 'MEAL OUT', 'MEAL IN' (highlighted with a red box and labeled 'B'), and 'OUT'. A red circle labeled 'A' points to the dropdown menu. At the bottom is a 'Submit' button.</p>
<p>2. Press the Submit button</p>	 <p>The screenshot shows the same 'Punch' form, but the '*Type' dropdown is now closed and shows 'MEAL IN'. Below the dropdown is a section for 'Recent Transfers' showing 'None' with an information icon. There is an 'Add Transfer' button with a plus icon. At the bottom, the 'Submit' button is highlighted with a red box.</p>

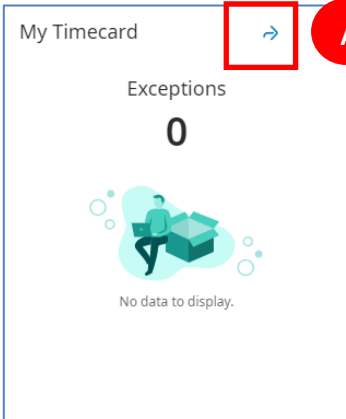
After your **MEAL IN** Punch, you will receive a message that your punch was successfully submitted.




To confirm your punch was successful

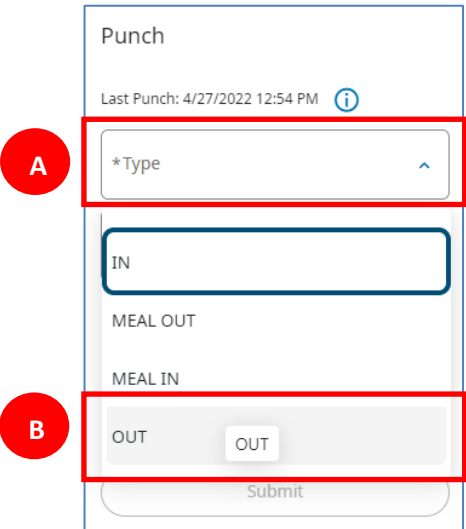
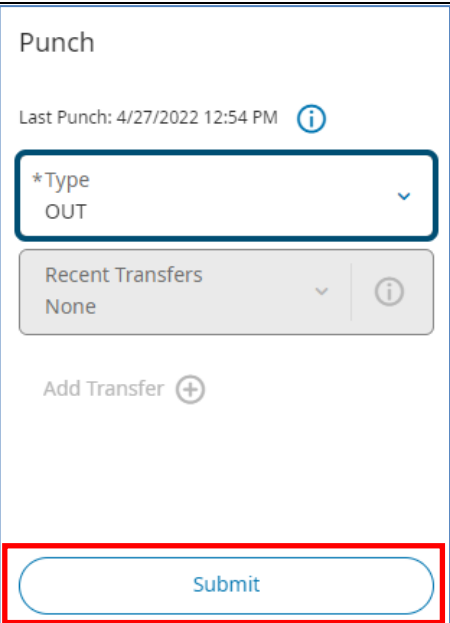
From the 'My Timecard' tile:

- A. Press the  button
- B. View the time entry



Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
Wed 4/27			12:38 PM		 12:54 PM	12:54 PM		

CLOCK OUT


Step	Description
1. From the Punch tile, A. Press the 'Type' dropdown B. Select 'OUT'	
2. Press the Submit button	

After your **CLOCK OUT** Punch, you will receive a message that your punch was successfully submitted.

A screenshot of a mobile application interface titled "Punch". It features a large green circular icon with a white checkmark, surrounded by small decorative bubbles. This icon is enclosed in a red rectangular border. Below the icon, the text "Your punch was successfully submitted." is displayed. At the bottom of the screen, there is a blue button with the text "Back to punch form".

To confirm your punch was successful

From the 'My Timecard' tile:

- A. Press the  button
- B. View the time entry

A screenshot of a mobile application interface titled "My Timecard". It shows a section for "Exceptions" with a large "0" indicating no exceptions. Below this is an illustration of a person sitting at a desk with a laptop. The text "No data to display." is shown at the bottom. A red circle with the letter "A" is placed over a blue arrow icon in the top right corner of the tile, which is also highlighted by a red rectangular border.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
Wed 4/27			12:38 PM		12:50 PM	12:54 PM		1:16 PM

After successfully clocking out, you will be prompted to complete the attestation process. You can find the attestation QRG on the Human Performance Contact Center.