

ER24 Permanent Employees UKG On-site Device - Clocking Guide

Clocking in for a Shift?

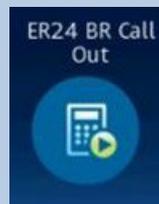
1. Select **PUNCH IN OR OUT**
2. Place finger
3. Wait for **green light**



Clocking in for a Call Out shift?

1. Select **ER24 BR CALL OUT**
2. Place finger
3. Wait for **green light**

Important: When you clock out, it is important that you select the **"Punch In or Out"** button. Don't click on "ER24 BR Call Out" button to clock out.



Clocking out for a Shift or Call Out Shift?

1. Select **PUNCH IN OR OUT**
2. Place finger
3. Wait for **green light**



IMPORTANT NOTE:

- You need to be **enrolled to clock on a UKG on-site device**. Please consult your ER24 Branch Manager to verify where you can enrol for UKG clocking.