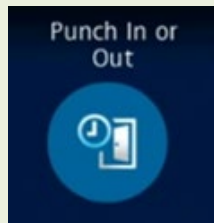# ER24 MHR Temporary Employees
# UKG On-Site Device - Clocking Guide

## Clocking in and out for a Shift?

1. Select **PUNCH IN OR OUT**
2. Enter ID or Passport number
3. Select Enter
4. Place finger (if asked)
5. Wait for **green light**

 **Important:** It is important for the reader to ask for your fingerprint after entering your ID or passport number; otherwise, the ID or passport number entered may be incorrect.

## Clocking in and out for a Call-Out Shift?

**NB:** Do not use the *'ER24 BR Call Out'* button for an MHR call-out shift. You will follow the same steps to clock in and out for a call-out shift as you do for a regular shift.

1. Select **PUNCH IN OR OUT**
2. Enter ID or Passport number
3. Select Enter
4. Place finger (if asked)
5. Wait for **green light**

**Important:** It is important for the reader to ask for your fingerprint after entering your ID or passport number; otherwise, the ID or passport number entered may be incorrect.
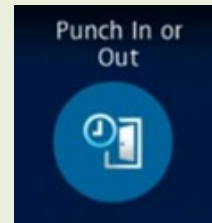
## IMPORTANT NOTES:

- 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.

- When you use a **passport number** to punch in or out, you should only enter the numeric portion of the number. Specifically, any letters and the zeros that follow the letters must be excluded. For example, if the passport number is BDY00048068, only the digits 48068 should be entered into the device, while BDY000 should be omitted.

- If you were **born in the millennium** and your identity number starts with two zeros, only the digits that come after the zeros should be entered into the device. For example, if the identity number is 001108 6223 086, you should only input the digits 1108622086.