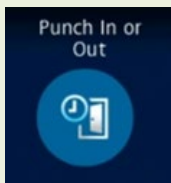


ER24 MHR Temporary Employees UKG On-Site Device - Clocking Guide

Clocking in 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**

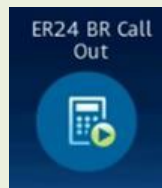
Important: It is important for the reader to ask for your fingerprint after entering your ID or passport number; otherwise, the ID or passport number entered may be incorrect.



Clocking in for a Call Out Shift?

1. Select **ER24 BR CALL OUT**
2. Enter ID or Passport number
3. Select Enter
4. Place finger (if asked)
5. Wait for **green light**

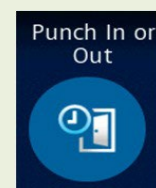
Important: When you clock out, it is important that you select the **"Punch In or Out"** button. Don't click on "ER24 BR Call Out" to clock out.



Clocking out for a Shift or Call Out 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.