

# UKG PRO APP MANUAL

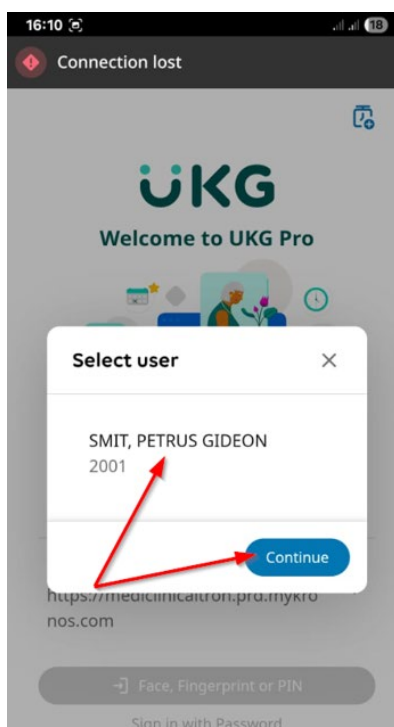
## HOW TO PUNCH IN AND OUT ON THE UKG PRO APP WHEN THE APPLICATION IS NOT AVAILABLE BECAUSE OF MAINTENANCE, OR IF YOU HAVE NO SIGNAL

**Step 1:** Click on the UKG icon on your mobile device.

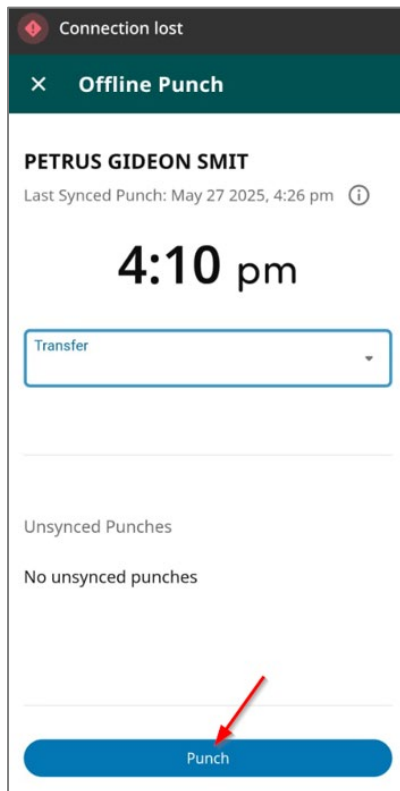
**Step 2:** Click on the **offline punch button** located in the top right corner of the app, as shown below:



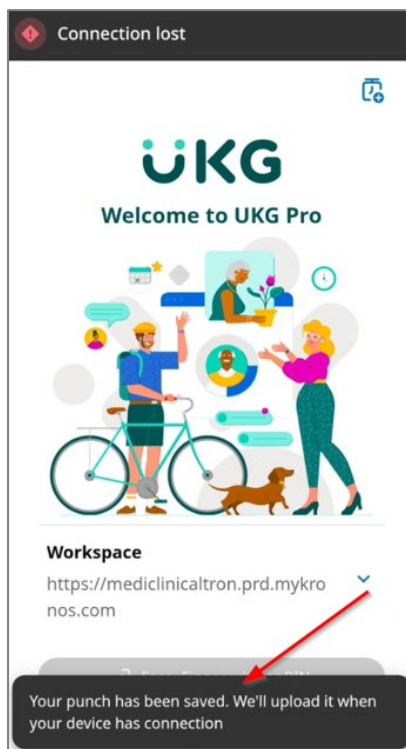
**Step 3:** Select the user from the list of logged-in users. Ideally, only one specific user should be selected. Click on Continue.



**Step 4:** If you want to clock in for your shift, click the **“Punch”** button. Do the same when you want to clock out at the end of your shift.



**Step 5:** You will now see a message at the bottom of your screen: “Your punch has been saved. We’ll upload it when your device has a connection”.



**Step 6:** To punch out at the end of your shift, you will always follow **steps 1 to 4**.

**Step 7:** The punch will be stored on your mobile phone. It is important that you log into the UKG application when the application becomes available again or when you have signal again, because only once you have logged into the UKG application, the punch will import into UKG. You will get the following message when you log in.

