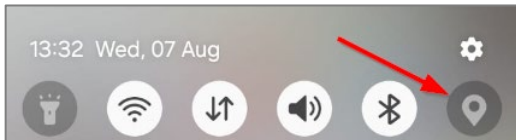


UKG PRO APP – HOW TO PUNCH FOR CALL-OUT SHIFTS

Temporary ER24 employees who are working an MHR shift and need to clock on a mobile

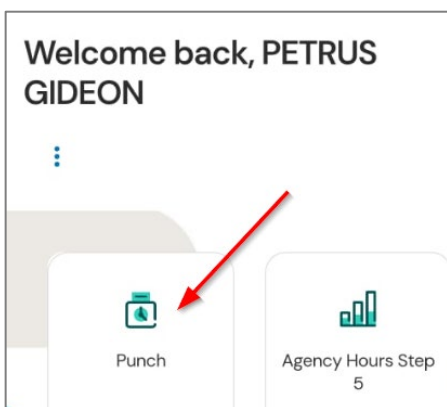
IMPORTANT: You will follow the same steps to clock in and out for a call-out shift as you do for a regular shift. Please find below the steps to clock in and out for both regular and call-out shifts:

Step 1: Switch on your “Location”.

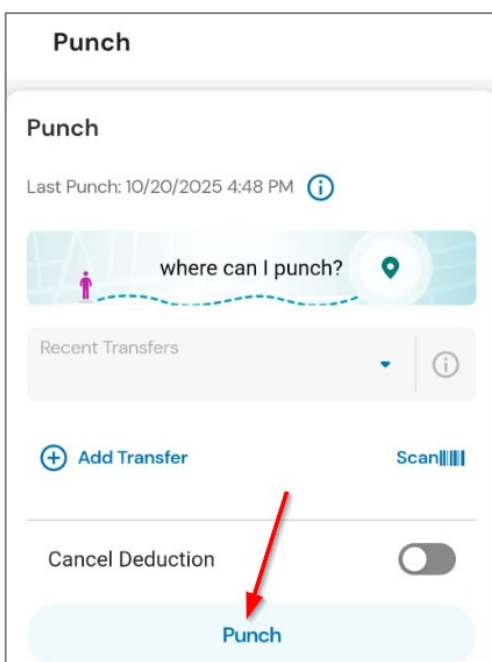


Step 2: Log in to the UKG Pro mobile application by entering your **ID or Passport Number** as the “Username” and the **Password** you created during the app installation.

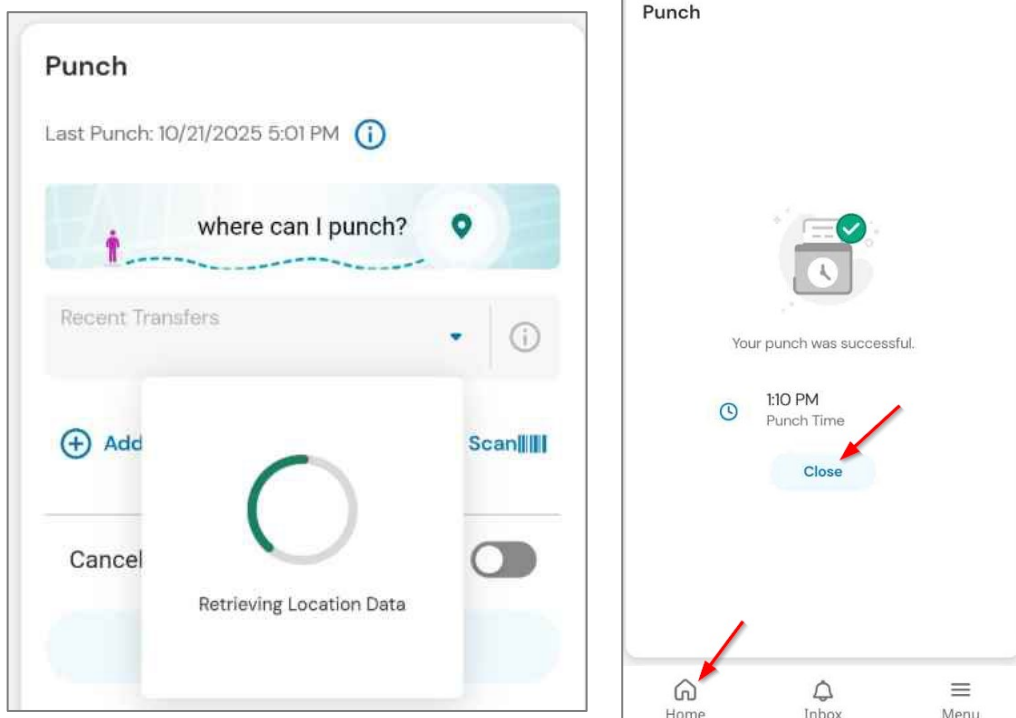
Step 3: Click on “Punch” tile on the Home page.



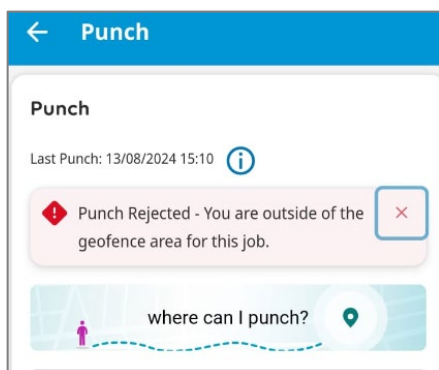
Step 4: Click on the “Punch” button.



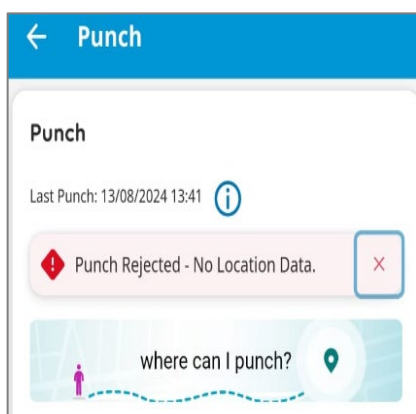
Step 5: It will display the message “Retrieving Location Data” and then indicate that “*Your Punch was successfully submitted*”. You can then click on “**Back to punch form**” or click on “**Home**” to go back to the home page.



Please note: If you don't clock within your Geo location, you will get the following message: '*Punch Rejected – You are outside of the geofence area for this job*'. **Please note that you must be within your geolocation to clock.**



If you see the message, “*Punch rejected – No Location Data,*” log out of UKG Pro and ensure that your mobile **location** is enabled (**See Step 1**) before logging in again.



Step 6: To punch out at the end of your shift, follow **steps 1 to 5**.