

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

Permanent 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:

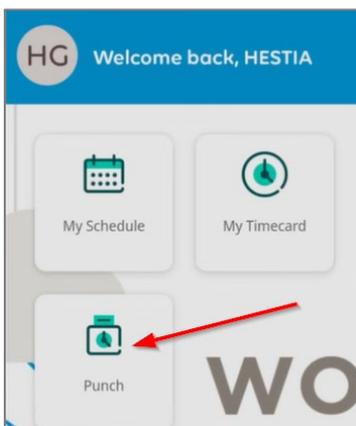
Step 1: Switch on your “Location”.



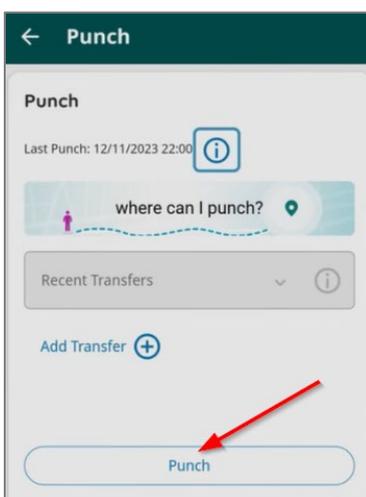
Step 2: To log in to the UKG Pro mobile application, simply click on “Sign In” and then select “SSO Login” without entering a username or password.

Note: If you are prompted for a username and password after clicking 'SSO Login', please enter your **ER24 or Mediclinic email address** (not your personal email address) as the username and your **network password** that you use to log into your Mediclinic/ER24 account.

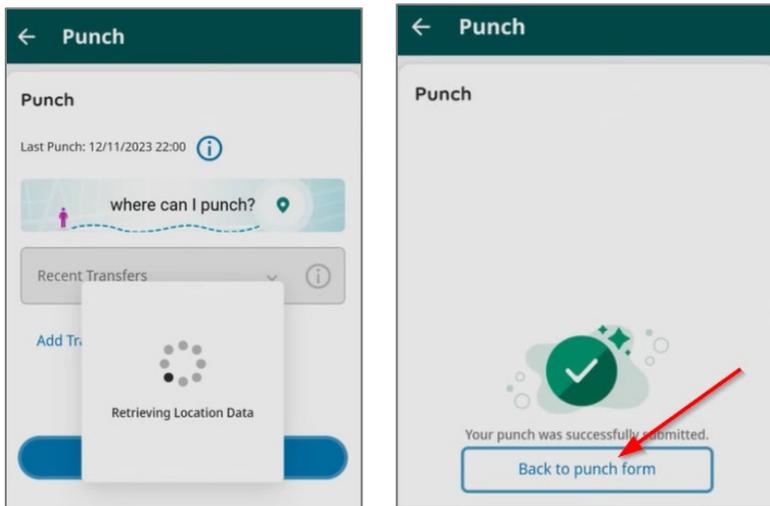
Step 3: Click on “Punch” tile on the Home page.



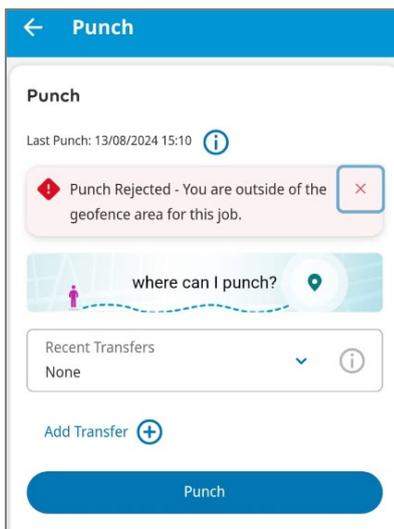
Step 4: Click on the “Punch” button.



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.

