

Clocking In and Out in UKG

How to Clock in and Out on a Desktop:

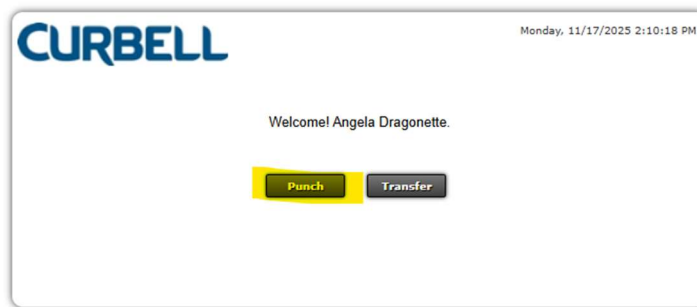
If you do not share a workspace, click on the Ultimate Kronos Logo on your desktop and connect directly through Single Sign On or go to the following Web Address ew45.ultipro.com/Login.aspx

If you share a workspace, use the following Web Address <https://ew45.ultipro.com/Login.aspx?ReturnUrl=%2f> to clock in and out each day.

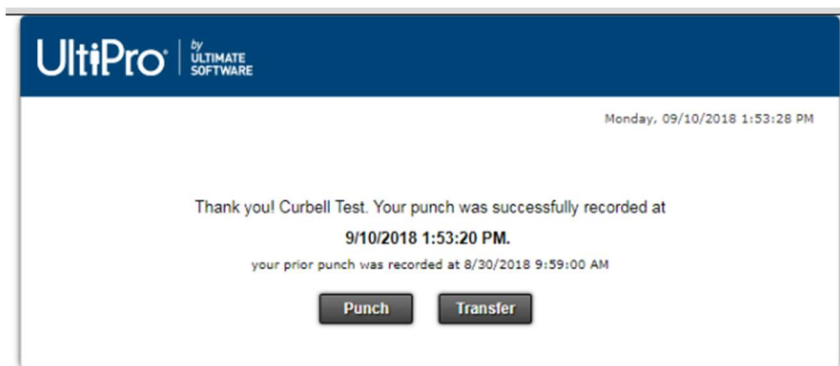
After successfully logging into UKG, you can now clock in or out of the system.

Navigation: Myself > Time > Time Clock Entry

Click on the Punch Tab



If your punch was successful, you will see the following message displayed:





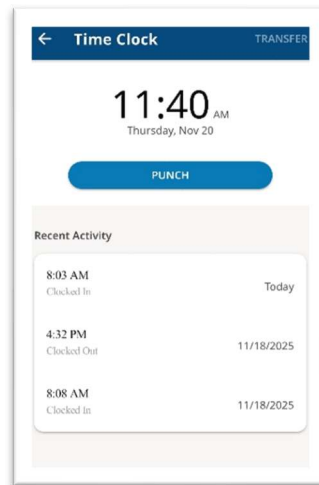
How to Clock In and Out via the Mobile App:

*If needed, download the mobile app from the Apple or Google Play app stores. Enter **CURBELL** for the company access code.

Once the app is downloaded, enter the username and password you use to log in to this site.

Navigation: Menu > Time > Time Clock

Click on the Punch Tab:



If your punch was successful, you will see a successful confirmation message.

You can also add the Time Clock to the home screen by clicking on the pencil next to Shortcuts > Available Shortcuts > Time Clock.

