

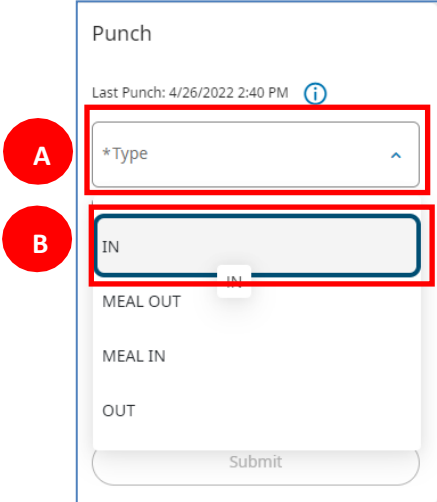
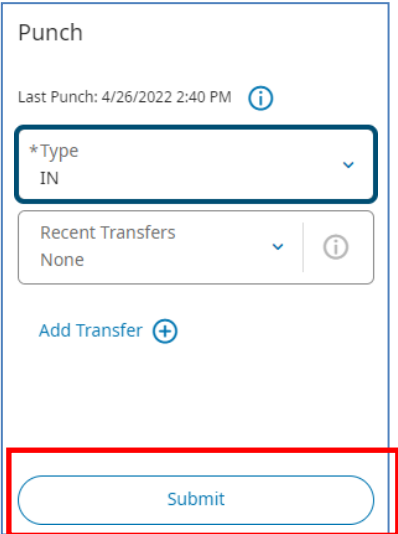
Overview:

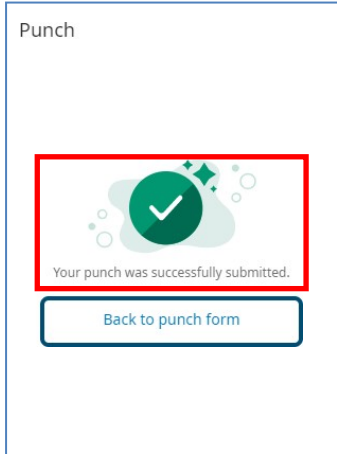
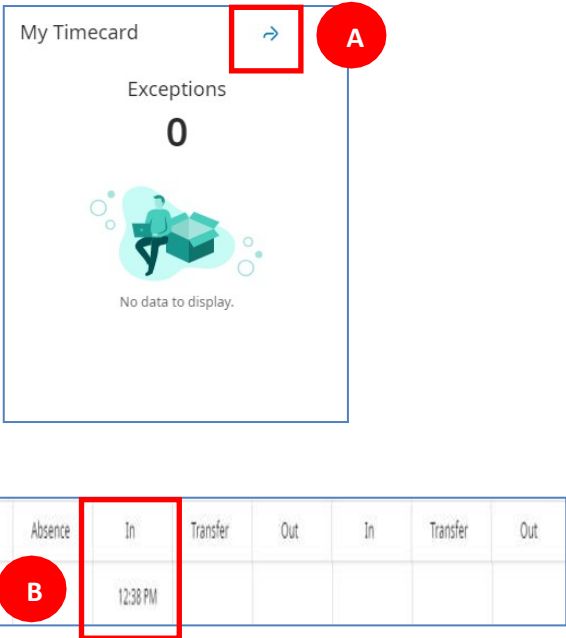
This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractor on how to Clock In, Meal Out, Meal In, and Clock Out using the UKG Kronos Dimensions timeclock system.

Perform the following steps to clock in:

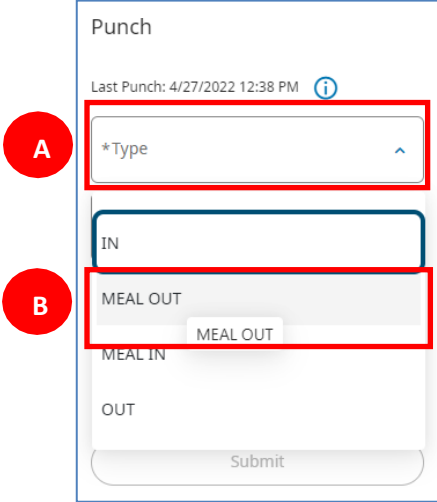
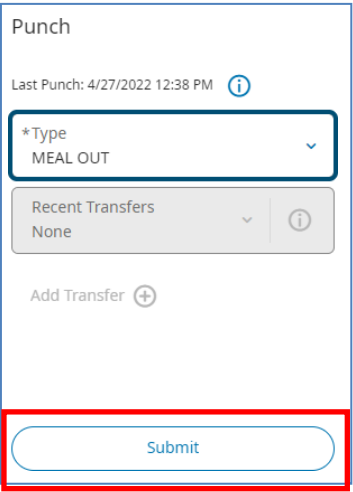
1. Log into the UKG Kronos Dimensions work space.

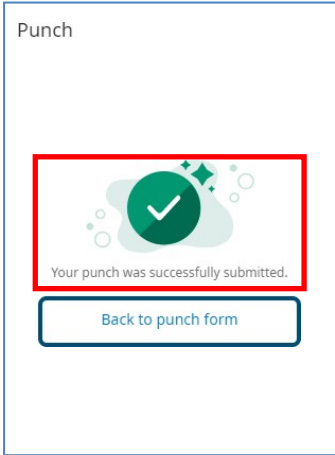
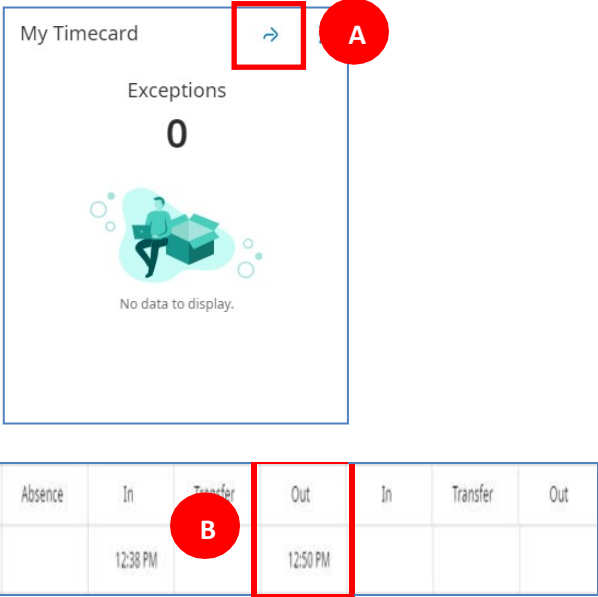
CLOCK IN

Step	Description
<p>1. From the Punch tile, A. Press the 'Type' dropdown B. Select 'IN'</p>	
<p>2. Press the Submit button</p>	

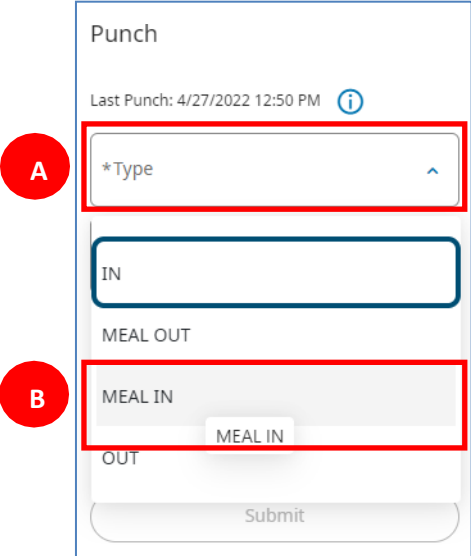
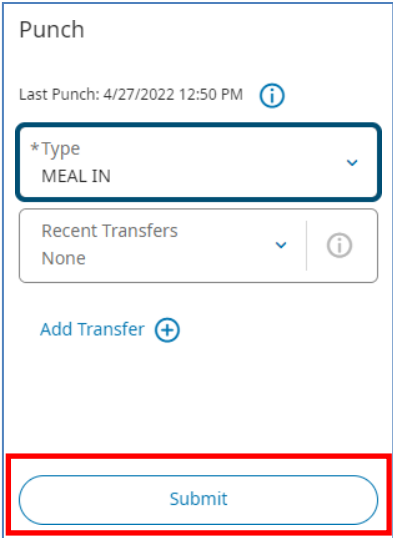
<p>After you Clock In, you will receive a message that your punch was successfully submitted.</p>																			
<p>To confirm your punch was successful</p> <p>From the 'My Timecard' tile:</p> <ul style="list-style-type: none"> A. Press the → button B. View the time entry 	 <table border="1" data-bbox="586 1367 1365 1493"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Absence</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Wed 4/27</td> <td></td> <td></td> <td>12:38 PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Wed 4/27			12:38 PM					
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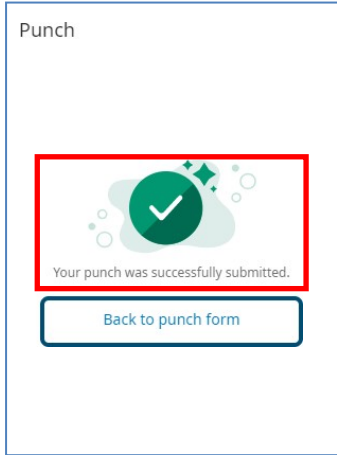
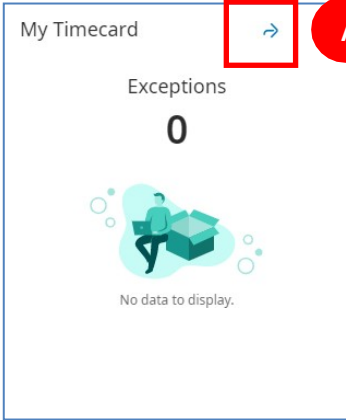
MEAL OUT

Step	Description
<p>1. From the Punch tile,</p> <p>A. Press the 'Type' dropdown</p> <p>B. Select 'MEAL OUT'</p>	 <p>The screenshot shows a mobile application interface for logging a punch. At the top, it says "Punch" and "Last Punch: 4/27/2022 12:38 PM" with an information icon. Below this is a dropdown menu labeled "*Type" with an upward arrow. A red circle labeled "A" is next to this dropdown. The dropdown is open, showing options: "IN", "MEAL OUT", "MEAL IN", and "OUT". The "MEAL OUT" option is highlighted in grey, and a red circle labeled "B" is next to it. At the bottom of the screen is a "Submit" button.</p>
<p>2. Press the Submit button</p>	 <p>This screenshot shows the same mobile application interface as the previous one, but now the "MEAL OUT" option is selected in the dropdown menu. The dropdown is closed, and the selected option "MEAL OUT" is visible below the "*Type" label. Below the dropdown is a "Recent Transfers" section showing "None" with a dropdown arrow and an information icon. Below that is an "Add Transfer" button with a plus icon. At the bottom of the screen, the "Submit" button is highlighted with a red box.</p>

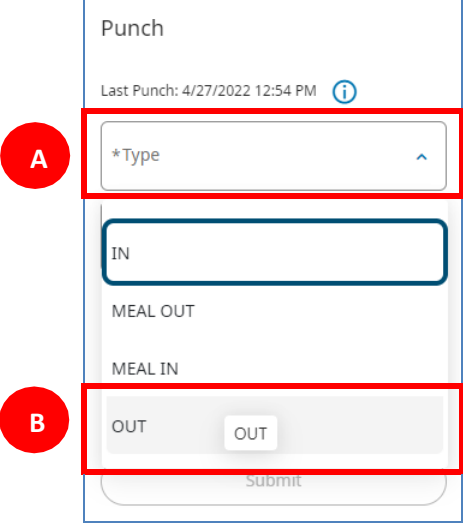
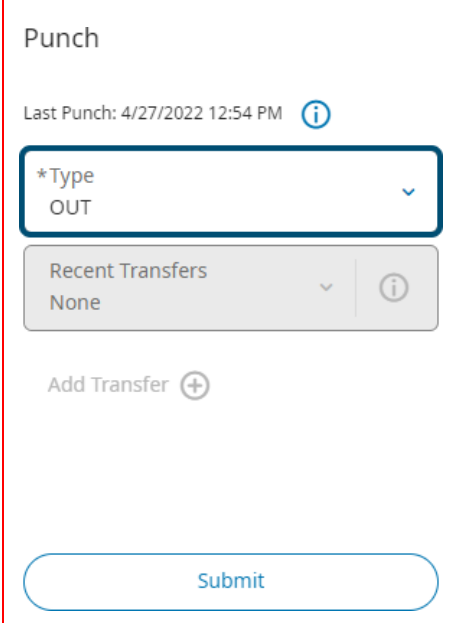
<p>After your MEAL OUT Punch, you will receive a message that your punch was successfully submitted.</p>																			
<p>To confirm your punch was successful</p> <p>From the 'My Timecard' tile:</p> <ul style="list-style-type: none"> A. Press the → button B. View the time entry 	 <table border="1" data-bbox="553 1257 1396 1392"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Absence</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Wed 4/27</td> <td></td> <td></td> <td>12:38 PM</td> <td></td> <td>12:50 PM</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Wed 4/27			12:38 PM		12:50 PM			
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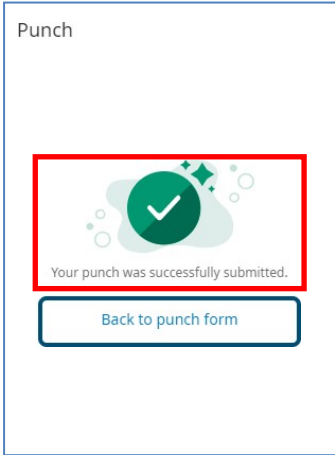
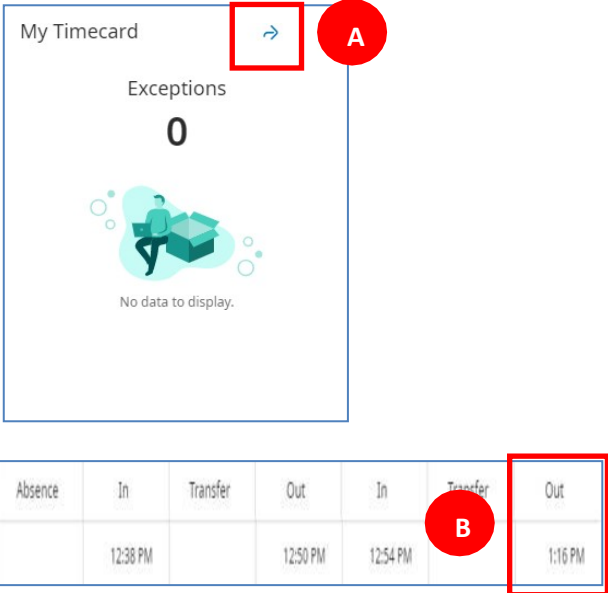
MEAL IN

Step	Description
<p>1. From the Punch tile,</p> <p>A. Press the 'Type' dropdown</p> <p>B. Select 'MEAL IN'</p>	 <p>The screenshot shows a 'Punch' form with the following elements: 'Last Punch: 4/27/2022 12:50 PM' with an info icon; a dropdown menu labeled '*Type' with an upward arrow, highlighted by a red circle 'A'; a list of options including 'IN', 'MEAL OUT', 'MEAL IN', and 'OUT', with 'MEAL IN' highlighted by a red circle 'B' and a red box; and a 'Submit' button at the bottom.</p>
<p>2. Press the Submit button</p>	 <p>The screenshot shows the 'Punch' form after the dropdown is closed. The '*Type' dropdown now displays 'MEAL IN' with a downward arrow. Below it is a 'Recent Transfers' section showing 'None' with an info icon and an 'Add Transfer' button with a plus icon. The 'Submit' button at the bottom is highlighted with a red box.</p>

<p>After your MEAL IN Punch, you will receive a message that your punch was successfully submitted.</p>																			
<p>To confirm your punch was successful</p> <p>From the 'My Timecard' tile:</p> <ul style="list-style-type: none"> A. Press the → button B. View the time entry 	 <table border="1" data-bbox="537 1257 1414 1402"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Absence</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Wed 4/27</td> <td></td> <td></td> <td>12:38 PM</td> <td></td> <td>12:54 PM</td> <td>12:54 PM</td> <td></td> <td></td> </tr> </tbody> </table>	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Wed 4/27			12:38 PM		12:54 PM	12:54 PM		
Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out											
Wed 4/27			12:38 PM		12:54 PM	12:54 PM													

CLOCK OUT

Step	Description
<p>1. From the Punch tile,</p> <p>A. Press the 'Type' dropdown</p> <p>B. Select 'OUT'</p>	 <p>The screenshot shows a mobile interface for a 'Punch' tile. At the top, it says 'Punch' and 'Last Punch: 4/27/2022 12:54 PM' with an information icon. Below this is a dropdown menu labeled '*Type' with an upward arrow. The dropdown is open, showing options: 'IN', 'MEAL OUT', 'MEAL IN', and 'OUT'. The 'OUT' option is highlighted with a red box and a red circle labeled 'B'. A red circle labeled 'A' points to the '*Type' dropdown menu. At the bottom of the tile is a 'Submit' button.</p>
<p>2. Press the Submit button</p>	 <p>The screenshot shows the same 'Punch' tile after the 'OUT' option has been selected. The '*Type' dropdown now shows 'OUT' with a downward arrow. Below the dropdown is a 'Recent Transfers' section showing 'None' with a dropdown arrow and an information icon. Below that is an 'Add Transfer' button with a plus sign. At the bottom of the tile is a large blue 'Submit' button.</p>

<p>After your CLOCK OUT Punch, you will receive a message that your punch was successfully submitted.</p>																			
<p>To confirm your punch was successful</p> <p>From the 'My Timecard' tile:</p> <ul style="list-style-type: none"> A. Press the → button B. View the time entry 	 <table border="1" data-bbox="550 1255 1406 1388"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Absence</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Wed 4/27</td> <td></td> <td></td> <td>12:38 PM</td> <td></td> <td>12:50 PM</td> <td>12:54 PM</td> <td></td> <td>1:16 PM</td> </tr> </tbody> </table>	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Wed 4/27			12:38 PM		12:50 PM	12:54 PM		1:16 PM
Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out											
Wed 4/27			12:38 PM		12:50 PM	12:54 PM		1:16 PM											

After successfully clocking out, you will be prompted to complete the attestation process. You can find the attestation QRG on the Human Performance Contact Center.