## UltiPro Job Aid – Desktop Time Clock Entry

Log In and clock (record) time entries within UltiPro. From the Time Clock Entry page, you are able to clock in, clock out, clock meal breaks (lunch), and clock transfers.

Log In to UltiPro

Note: IF this is your first time logging into UltiPro, please follow steps in UltiPro Login Job Aid first.
O:\Information Systems Libraries\UltiPro\NCHC_UltiProLogIn.pdf

1. **Double-click** UltiPro desktop icon .

2. When **UltiPro Log In** displays:

   a. In **User Name**, type your North Central Health Care **(NCHC) e-mail address** (e.g. name@norcen.org).

   b. In **Password**, type your password.

3. Click **Log In**. UltiPro Dashboard displays.

Log In

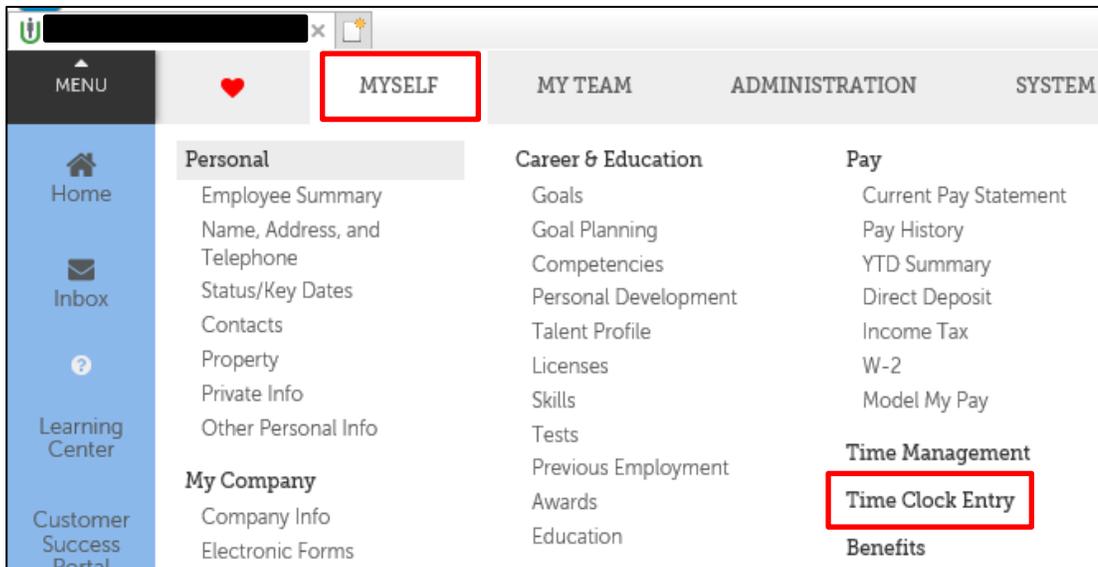name@norcen.org

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Forgot your password?

Log In
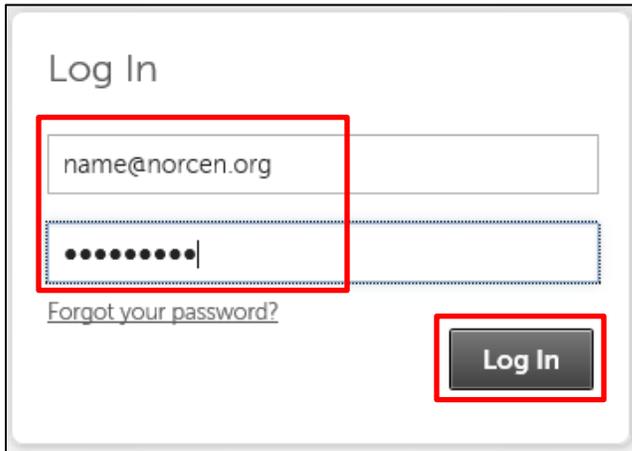
Access Time Clock Entry

1. UltiPro Dashboard displays, click **MENU.**

   *Note: UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users**.*
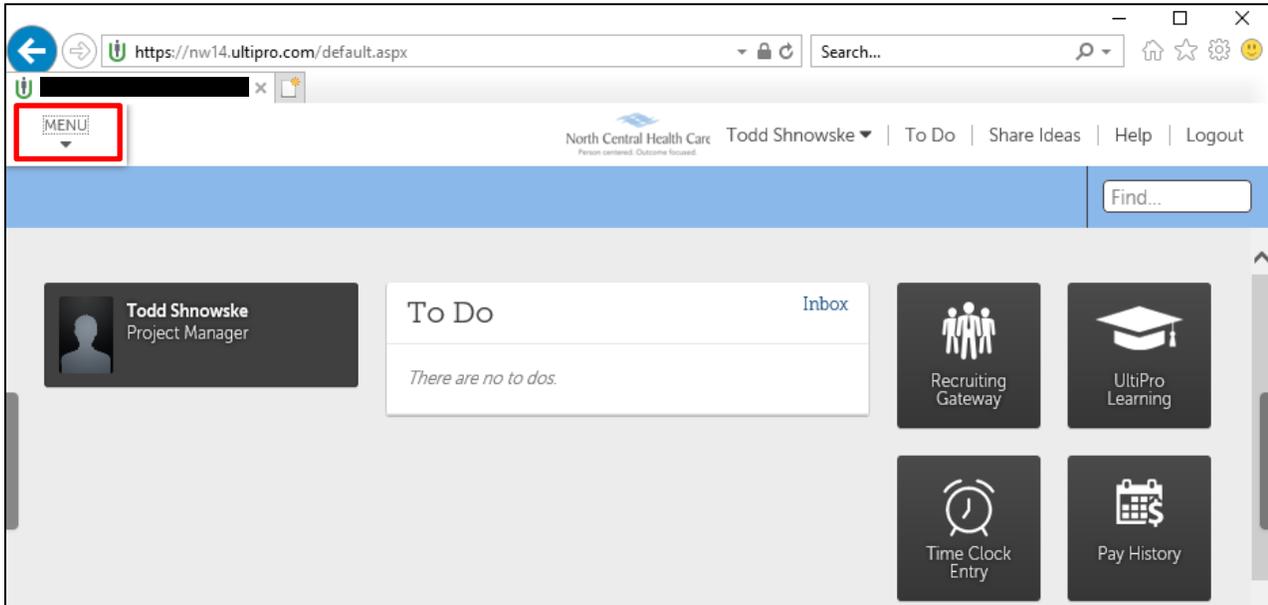
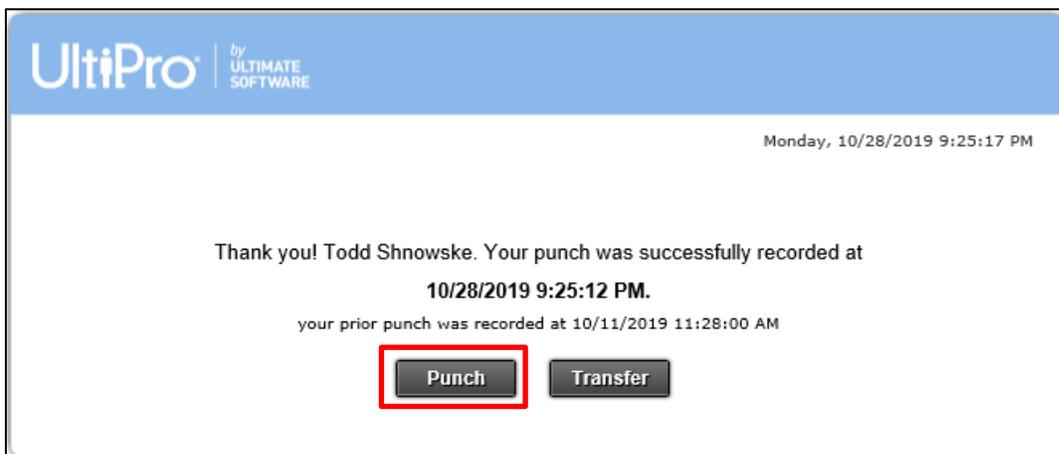2. Click **MYSELF** tab.

3. Click **Time Clock Entry**.

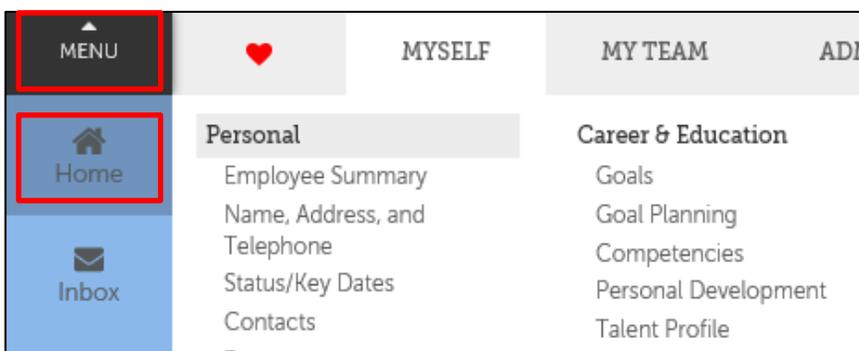Time Clock Entry screen displays. Use Time Clock Entry screen to *record in/out punches* and *transfers*.
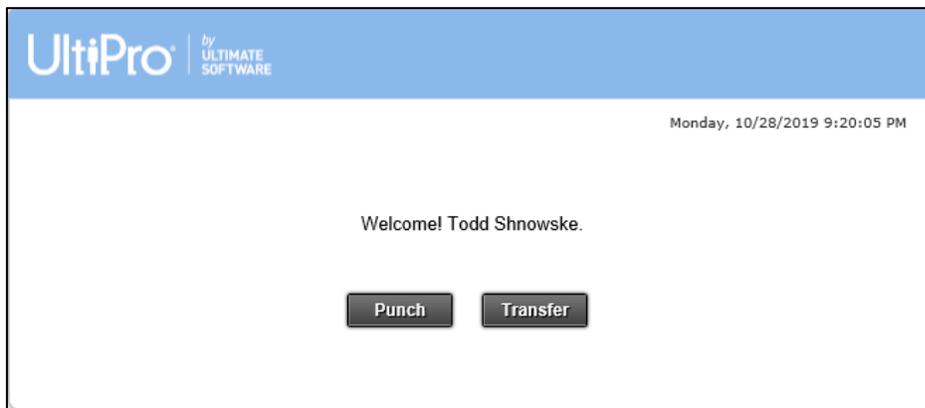
Clock an In/Out Punch

1. Click **Punch**.

   A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.
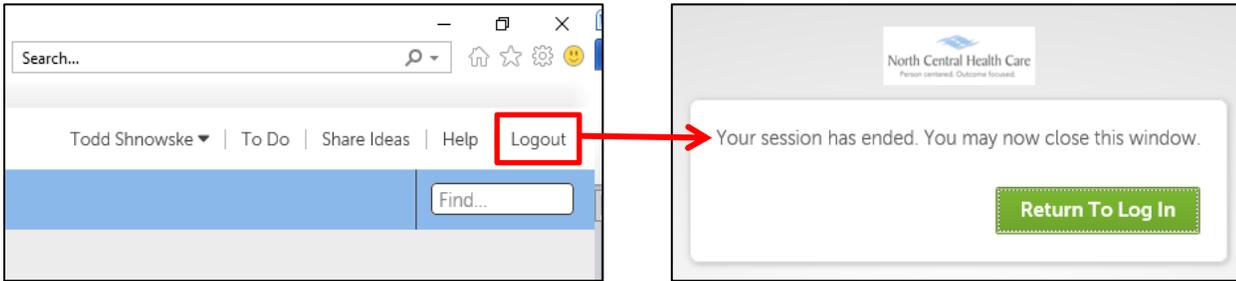

2. To *continue working* within UltiPro, click **Menu** and click **Home**.

OR

To *exit* UltiPro, click **Logout** and click **X** in upper right corner of window to close web browser.

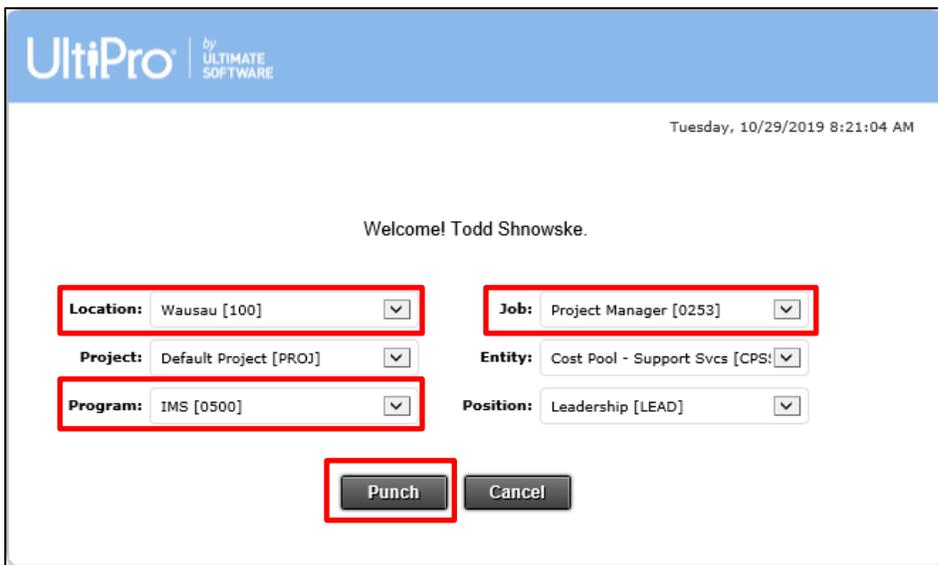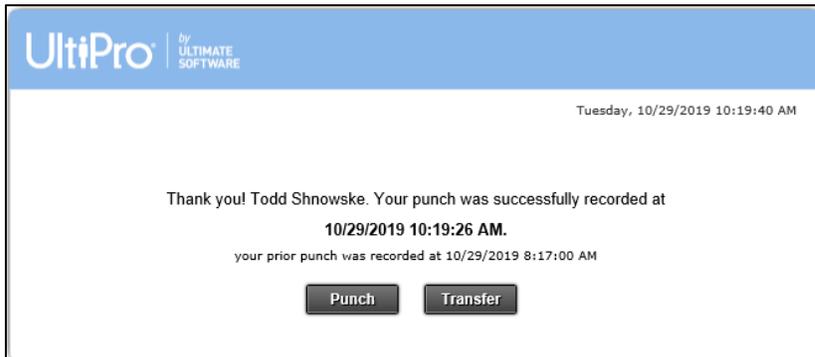

Clock a Transfer

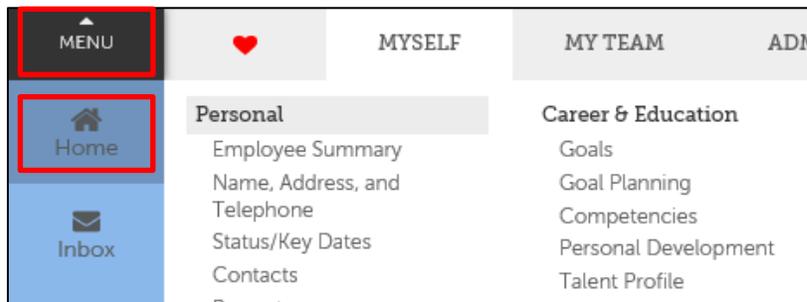1. Within Time Clock Entry screen, click **Transfer**.

2. Transfer options display. **Select appropriate transfer options** from drop-down lists (e.g. Location, Program, and Job).

3. Click **Punch**.

A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.
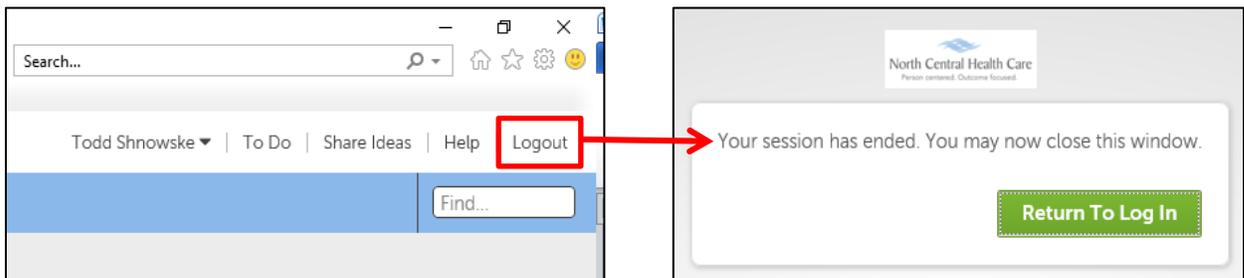

4. To *continue working* within UltiPro, click **Menu** and click **Home**.

OR

To *exit* UltiPro, click **Logout** and click **X** in upper right corner of window to close web browser.

Get Help

- **View Help Documentation**
    - » Available from **Help** link when signed into UltiPro
- **View Quick Tours and Tips**
    - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- **Send e-mail to NCHC - Human Resources**
    - » HResources@norcen.org
- **Speak with Human Resources Staff**
    - » 715-848-4419 or ext. 4419