

UltiPro Time Clock Job Aid – Clock (Punch) In and Out

If Ultimate Software screen saver displays on time clock, **touch screen** to activate time clock and display North Central Health Care logo.

Clock (Punch) In

1. To **clock (punch) in**, swipe your name badge across **UltiPro Logo** at bottom of time clock:
 - Look at camera so your face displays in the **green box**
 - Two bright lights turn on, camera focuses, and your picture is taken automatically

2. If photo is **accepted**, clock displays status (e.g. You are Clocked Out), select **Clock In**.
 - Clock displays and confirms **Clock In** time
 - Clock In is complete!

If photo is **rejected**, an error “No Face Detected” displays and you must **retry** taking photo

- To **retry photo**, stand in front of the camera (make sure your face is in green box)
- Select **Please try again**
- Select **Go** next to your scanned badge number
- Select **Clock In**
- Clock displays and confirms your **Clock In time**
- Clock In is complete!



Clock (Punch) Out for Meal Break (Lunch)

1. **To clock (punch) out for Meal Break**, swipe your name badge across **UltiPro Logo** at bottom of time clock:
 - Look at camera so your face displays in the **green box**
 - Two bright lights turn on, camera focuses, and your picture is taken automatically
2. **If photo is accepted**, clock displays status (e.g. You are Clocked In), select **Clock Out**.
 - **Daily Summary** of your clocked hours displays. Quickly review your recorded Clock In and Clock Out times for accuracy.
 - **If recorded hours are correct**, select **I Approve**
 - **If you do not click I Approve** within 15 seconds, daily clocked hours are automatically approved
 - Clock displays and confirms **Clock Out time**
 - **If recorded hours are incorrect**, select **Something is Wrong**
 - An e-mail is sent to your supervisor to notify them something is wrong with your recorded clocking.
 - Select **Continue**
 - Clock displays and confirms **Clock Out time**
 - Please follow-up with your supervisor regarding what is wrong

If photo is rejected, an error displays and you must **retry** taking photo

- To **retry photo**, stand in front of the camera (make sure your face is in green box)
- Select **Please try again**
- Select **Go** next to your scanned badge number
- Select **Clock Out**
- Clock displays and confirms your **Clock Out time**
- Clock Out is complete!

Clock (Punch) In from Meal Break (Lunch)

1. **To clock (punch) in from Meal Break**, swipe your name badge across **UltiPro Logo** at bottom of time clock:
 - Look at camera so your face displays in the **green box**
 - Two bright lights turn on, camera focuses, and your picture is taken automatically
2. **If photo is accepted**, clock displays status (e.g. You are Clocked Out), select **Clock In**.
 - Clock displays and confirms **Clock In time**
 - The 30-minute lunch rule applies

If photo is rejected, an error displays and you must **retry** taking photo

- To **retry photo**, stand in front of the camera (make sure your face is in green box)
- Select **Please try again**
- Select **Go** next to your scanned badge number

- Select **Clock In**
- Clock displays and confirms your **Clock In** time
- Clock In is complete!

Clock (Punch) Out

1. **To clock (punch) out**, swipe your name badge across **UltiPro Logo** at bottom of time clock:
 - Look at camera so your face displays in the **green box**
 - Two bright lights turn on, camera focuses, and your picture is taken automatically
2. **If photo is accepted**, clock displays status (e.g. You are Clocked In), select **Clock Out**.
 - **Daily Summary** of your clocked hours displays. Quickly review your recorded Clock In, Meal Break, and Clock Out times for accuracy.
 - **If recorded hours are correct**, select **I Approve**
 - **If you do not click I Approve** within 15 seconds, daily clocked hours are automatically approved
 - Clock displays and confirms **Clock Out time**
 - **If recorded hours are incorrect**, select **Something is Wrong**
 - An e-mail is sent to your supervisor to notify them something is wrong with your recorded clocking.
 - Select **Continue**
 - Clock displays and confirms **Clock Out time**
 - Please follow-up with your supervisor regarding what is wrong

If photo is rejected, an error displays and you must **retry** taking photo

- **To retry photo**, stand in front of the camera (make sure your face is in green box)
- Select **Please try again**
- Select **Go** next to your scanned badge number
- Select **Clock Out**
- Clock displays and confirms your **Clock Out** time
- Clock Out is complete!

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@nrcen.org
- **Speak with Human Resources Staff**
 - » 715-848-4419 or ext. 4419