# UltiPro Time Clock Job Aid – Clock (Punch) In/Transfer and Transfer

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 and Transfer

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/Transfer**
   - Select **Change Job** (Position)
     - Select **Job** from list
   - Select **Change Program** (Department)
     - Select **Program** from List
   - Select **Submit**
   - Clock displays and confirms Clock In/Transfer time
   - Clock In / Transfer is complete!
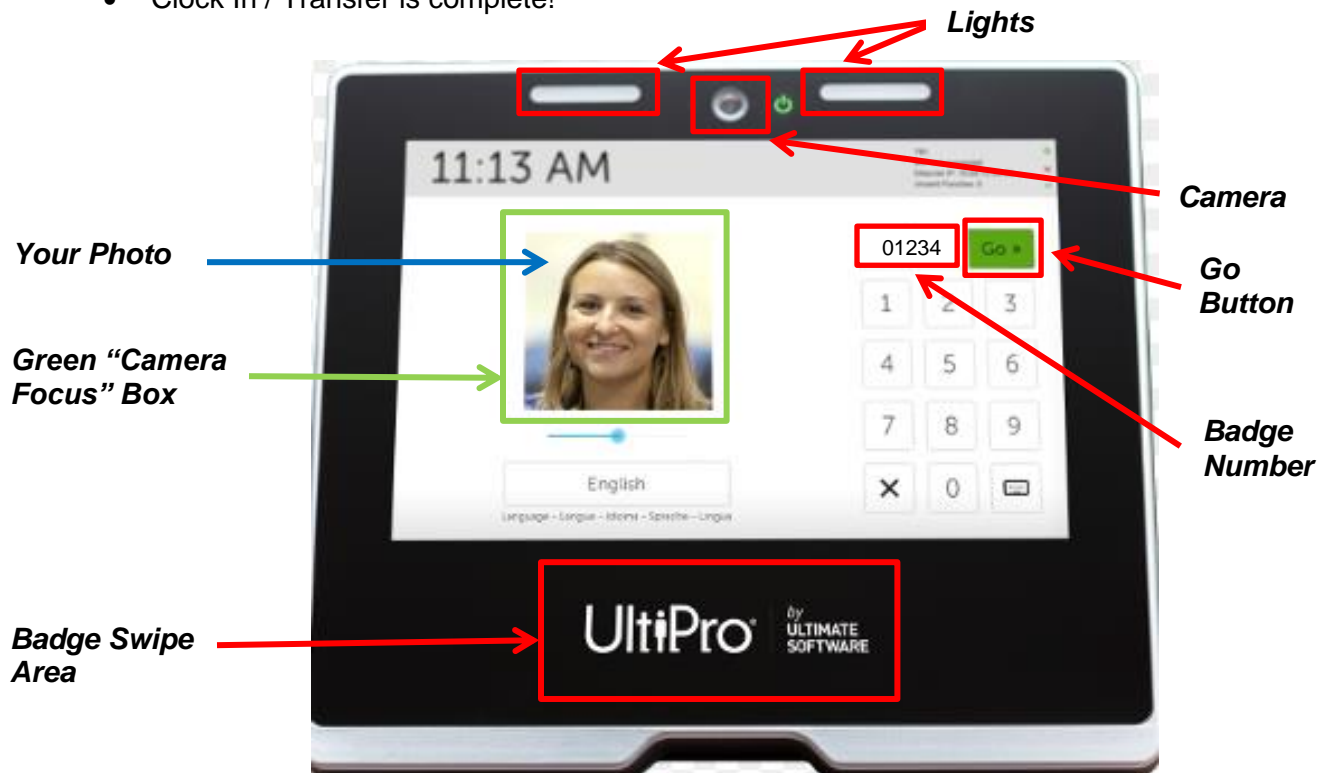
If photo is **rejected**, an error "No Face Detected" displays and you must **retry** taking photo
   - To **retry photo**, stand in front of the camera (make sure your face is in green box)
   - Select **Please try again**

- Select **Go** next to your scanned badge number
- Select **Clock In/Transfer**
- Select **Change Job** (Position)
  - Select *Job* from list
- Select **Change Program** (Department)
  - Select *Program* from List
- Select **Submit**
- Clock displays and confirms Clock In/Transfer time
- Clock In / Transfer is complete!

Clock (Punch) a Transfer

1. **To clock (punch) a transfer**, 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**, select **Transfer**.
   - Select **Change Job** (Position)
     - Select *Job* from list
   - Select **Change Program** (Department)
     - Select *Program* from List
   - Select **Submit**
   - Clock displays and confirms *Transfer* time
   - *Transfer* is complete!

   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 **Transfer**
   - Select **Change Job** (Position)
     - Select *Job* from list
   - Select **Change Program** (Department)
     - Select *Program* from List
   - Select **Submit**
   - Clock displays and confirms *Transfer* time
   - Clock *Transfer* 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 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 In**
    - 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@norcen.org
- **Speak with Human Resources Staff**
    - » 715-848-4419 or ext. 4419