Punching on the Web

Note: If you have a missed punch or need to enter a missed shift (in and out punches) please use the **Fixing Missed Punches** job aid.

To Web Punch:

- Click on any UKG icon or link
- If you're at an Intermountain facility, or working over secure access, you'll be automatically signed in
 - $\circ\,$ If you're not on secure access, you'll be asked to sign in using <code>PingID</code>
- Find the My Timestamp widget in the My Information workspace

Note: If you have direct reports, you will need to click the add new tab icon and select My Information.



- Select the type of punch you are submitting
- If you need to transfer your time, see instructions below

- If you're submitting an out punch, a new window with question(s) about your meal break will open; click your answer and enter additional information if requested
- Press Submit

	One Intermount
Password-less Sign In	UKG jbarnes1
D Ping ID	PASSWORD OR
KGuuzz	Sign In Forgot Password? Start Over
age bity Department TCE My Information: CL X +	
Anny * CARL 1931 (1) AM (GAT 33 (2) detect Tree CARL 1931 (1) AM (GAT 33 (2)	Original Diameter
O Clect in	B 3 94422 B 3 54452 B 3 54452
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© Khalin	Bit Bit TruckYd Bagder Rey 8.0 Edit Mit Wei El: 3 Frie 2.7 Rogder Pey 8.0 5.01 Mit Wei Bit 36 Frie 2.7 Rogder Pey 8.0 5.01 Mit Wei
O forest facilities from	III See 3.28 My Thitmes IE IS My 15:29 Hogder Pay 10 3.01 Ho yearses
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Transfer	Owner MORE/CONTROL May and the MORE MORE<
Clock In	
O Meal in	
V Oclock Out	
Prompt for In Pun Prompt Punch O	ut
Meal Punch	
Did you receive an unintern Yes	rupted 30 minute meal break during your shift?
No	
*First punch: 1135 1/ *Duration 20 (n	ce/2018 III
	Submit



- Verify that your punch was created
 - \circ If you have missing punches, there will be an alert in the verification message

2/9/2018, 2:44:05 PM (GMT -07:00) Mountain Time

Wilson, Dalys T Punch Time: 2/09/2018 14:43 Punch Created

ALERT! You have a missing punch or a submitted punch that has not been approved.



To Float a Punch on the Web

Note: Use this option **only** if you are authorized to web punch and you're working in a **department or job code that isn't part of your regular schedule.**

- Click Transfer then click Clock In
- The Transfer Selection window opens
- Using the drop-down menus, select the BU
 Department or Work Rule you need; only fill in fields that are different from your scheduled job
- If you don't know what to put in a field, leave it blank
- Once you have entered your transfer information, click the **Punch** button
- Verify your punch was created; transfer information will be included at the bottom of the verification notice

2/9/2018, 3:20:55 PM (GMT -07:00) Mountain Time

Wilson, Dalys T Punch Time: 2/09/2018 15:19 Punch Created

ALERT! You have a missing punch or a submitted punch that has not been approved. Transfer to: ;/1100040509//3848///;CB,Hrly40,NA,ND,NG



	🕑 Transfer
Transfer Selection	Clock in
Business Unit	O Meal Out
BU Department	O Meal In
1100040509	
Job Code	Clock Out
3488	O Prompt for In
Projects Grants	Prompt Punch
Work Rule	Out
CB,Hrly40,30m,ND	
CB,Hrly40,30m,ND,NG	
CB,Hrly40,NA,AD	
CB.Hrly40.NA.ND.NG	-