What's new with UKG?

UKG

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Correct a Missed Punch

When an Employee misses a punch and clocks in the next day, they get a notification on the clock of the missed punch.

Navigation: Main Menu

1. The time clock notification tells you to log into UKG and correct the missing punch.

2. Log into UKG using the kiosk or your mobile phone.

3. On the **My Timecard Tile**, view your timecard and correct any missed punches. They will show up in red.

4. A notification will be sent to your manager. Please note that you won't see that the punch is corrected until your manager approves it.