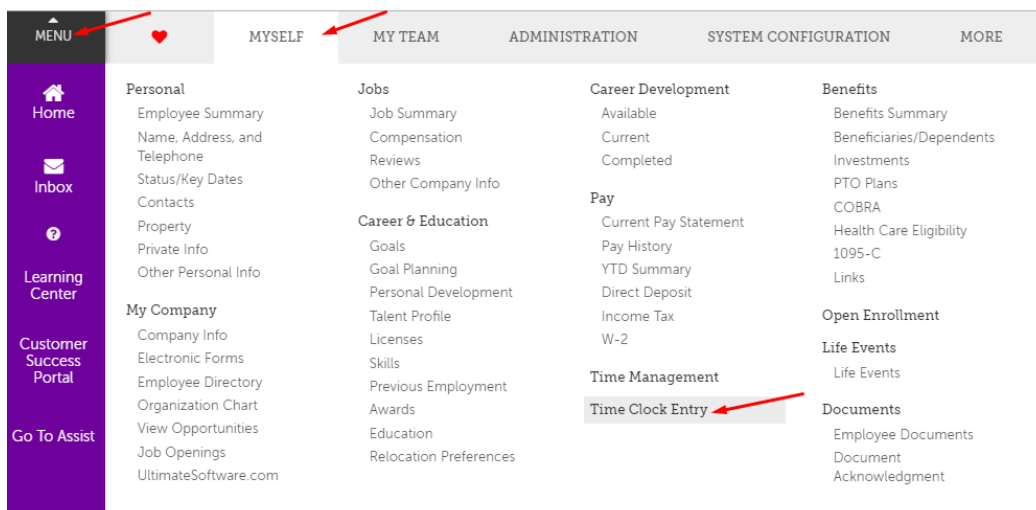


Clocking In/Out in UltiPro

If you are an hourly non-exempt employee, you are required to clock in and out via UltiPro. These punch times will then be exported bi-weekly for payroll.

1. Log into UltiPro and select Menu -> Myself -> Time Clock Entry.



2. Once on the Time Clock Entry page, simply choose Punch. This is the same step you will use when clocking in and out.

