UKG DX Clock: Biometric

1. To record your work hours / **Punch**

A. Single Assignment/Position: Place your **finger** on the **Finger Scanner**, or place your **ID badge** near the **Badge Reader**, or tap **Punch** soft key. Enter badge ID as requested, then tap **Enter.**

B. Multiple Assignments/Positions: Tap the **Assignment Select Clock In** soft key. Place your **finger** on the **Finger Scanner**. Next, select an assignment/ position.

2. If the **punch is successful** on the badge reader, the **indicator light flashes green**, you see a message on the screen and hear a tone.

If the **punch is rejected**, the **indicator light flashes red,** and you hear a tone. Look for an error message on the terminal display.

Yellow flash means the terminal is not available at this time**.** You will only see the date and time. When the terminal is available, you will see the soft keys.



Common Error Messages

Error 06-2: Unknown home employee

What to do
See your Supervisor.

Error 04-1: Rejected

What to do
You have already successfully punched, or if you are attempting to enter another punch, not enough time has gone by since entering the previous punch.

Wait a moment or two, then try again.

If you get the same message, see your Supervisor.