# UKG DX Clock: Non-Biometric

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

**A. Single Assignment/Position:** Place your **ID badge** near **Badge Reader** on the right side of the clock or tap the **Punch** soft key. Enter badge ID as requested, then tap **Enter.**

**B. Multiple Assignments/Positions:** Tap the **Assignment Select Clock In** soft key. Enter your ID or Badge number. 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 will 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.