

Record Time via Offline Punch (Mobile)

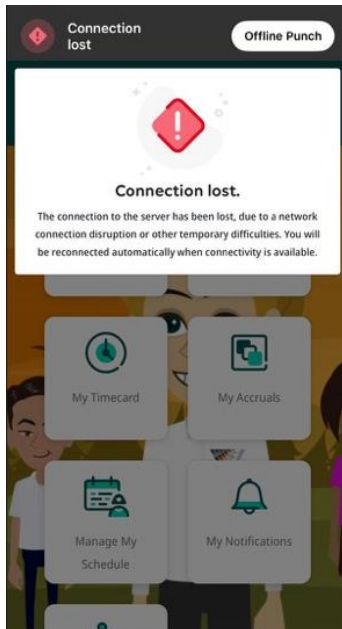
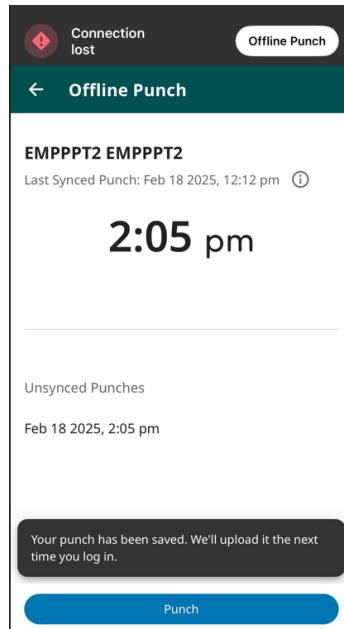
This job aid explains how you can record your time from your mobile device, even when there is no connectivity available.

To Punch Offline

You are about to start work when you realize that your mobile device is offline.

1. Log into UKG Dimensions.
2. Your device will notify you when you are working offline. Tap the **Offline Punch** button to proceed.
3. Tap **Punch** to open the Punch tile. Tap the **Punch** button to record your time.

You will see a success confirmation message indicating that your punch was recorded offline. Your timecard will not display the punch until connectivity has been restored.



Reconnect to UKG Dimensions

Once connectivity is restored, a message will appear on the screen indicating that your offline punches have been uploaded to the system.

1. Select OK.

