Kimberly-Clark

My Time

Document Purpose

This document is intended for use by K-C Hourly Production Employees. It explains how to clock in/out, how to change time codes, how to view work history, schedule, transaction options, and how to request time off in the UltiPro Time and Attendance System (UTA). Additional QRGs are available for other user functions.

To Clock In, follow these steps:

1. **Swipe** your employee **badge**.

2. After the clock recognises your badge, the clock will take you to the **Home Screen** where you can select the appropriate clocking action.
   - Confirm that your name is correct.
   - To Clock Into your **normal job,** select **Clock In.**
   - If you need to Clock into a **different Time Code** such as CALL TIME, MEETING or TRAINING, select **Clock In/Time Transfer**.
   - If you experience any **issues Clocking In/Out**, please reference the **Trouble Shooting** section of this QRG.
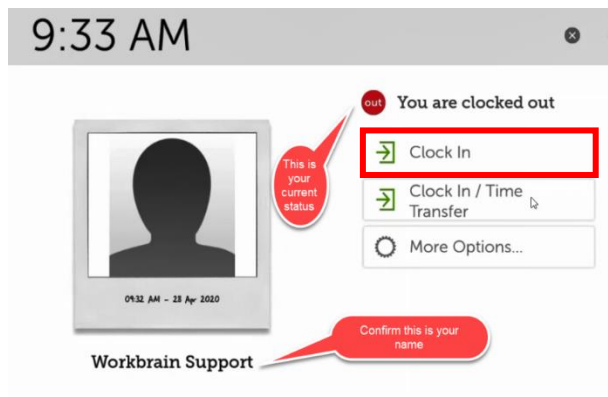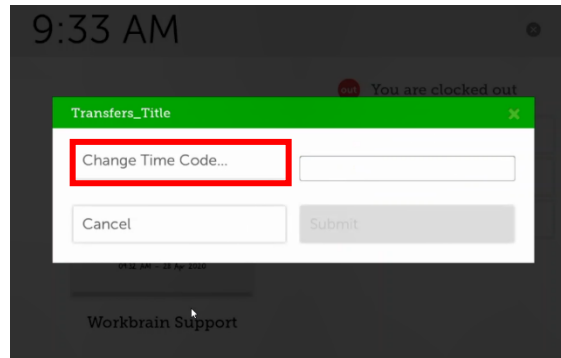

Clock In Normal Job
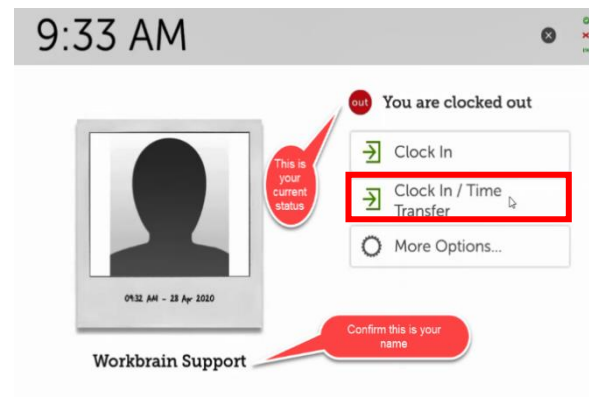
Clock In A Different Time Code

**If Clocking In to a Different Time Code, continue with these steps:**

1. Select **Clock In/Time Transfer**.
2. The **Transfer Title** screen displays, select **Change Time Code**.

3. The **Search For a Time Code** screen displays. Scroll down the list of Time Codes and select the Time Code you want to Clock In to.
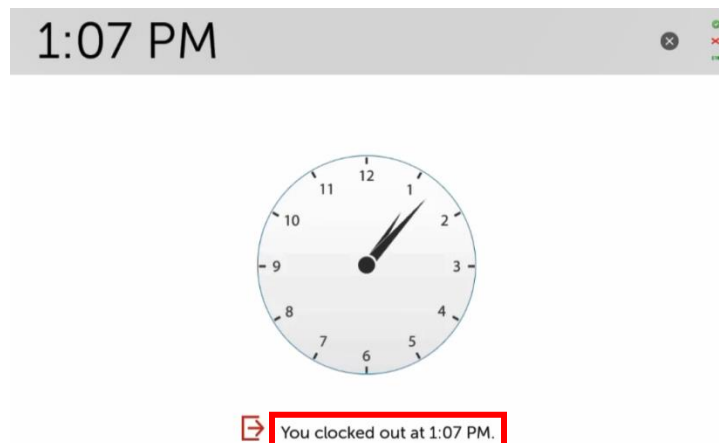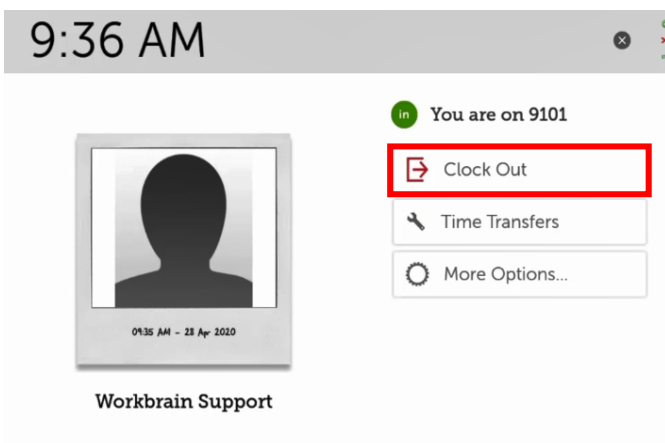4. The **Transfer Title** screen displays again, elect **Submit**.
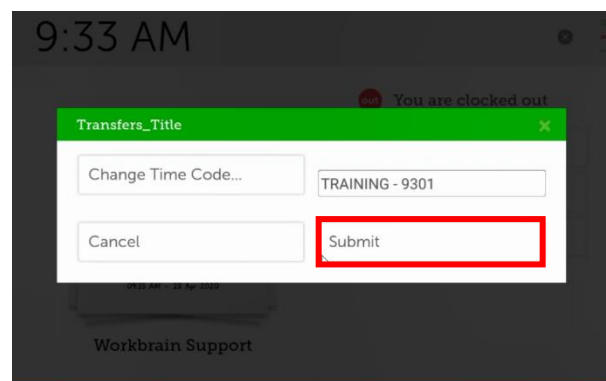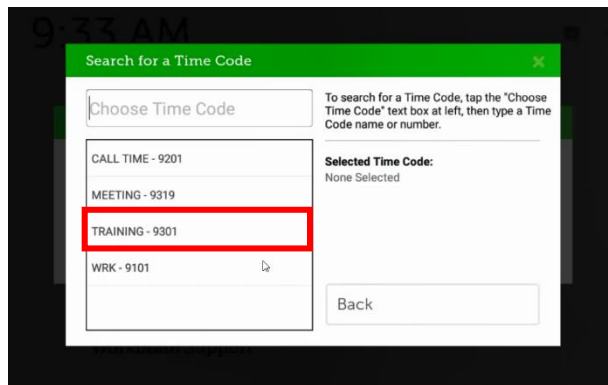
The clock will confirm that the punch was accepted by playing an audible chime and displaying the **Punch Confirmation Screen**.
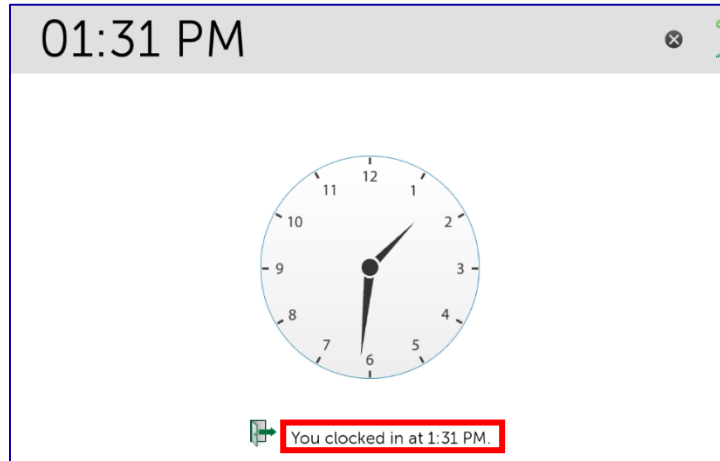

To Clock Out, follow these steps:

3. **Swipe** your **badge**, then select the **Clock Out** button.
    - After selecting Clock Out, the clock will confirm that the punch was accepted by playing an audible chime and displaying the **Punch Confirmation Screen**.
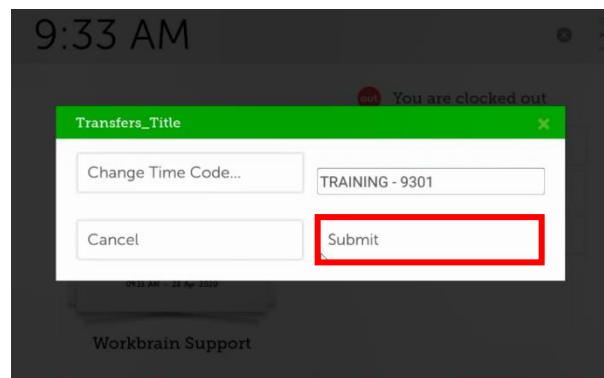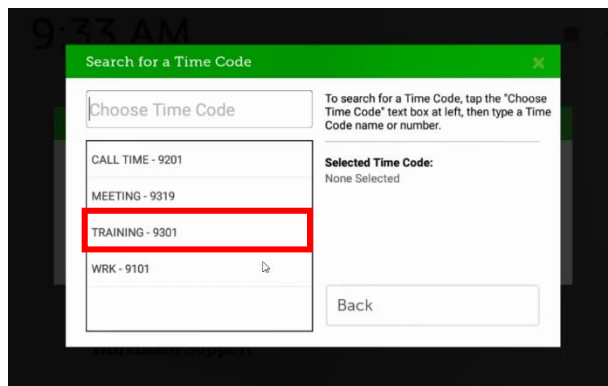
To Change Time Codes During a Shift, follow these steps:

1. Swipe your employee **badge**.
2. Select **Time Transfer**.
3. The **Transfer Title** screen displays, select **Change Time Code**.
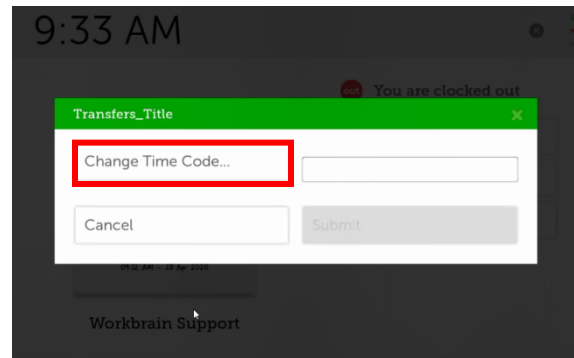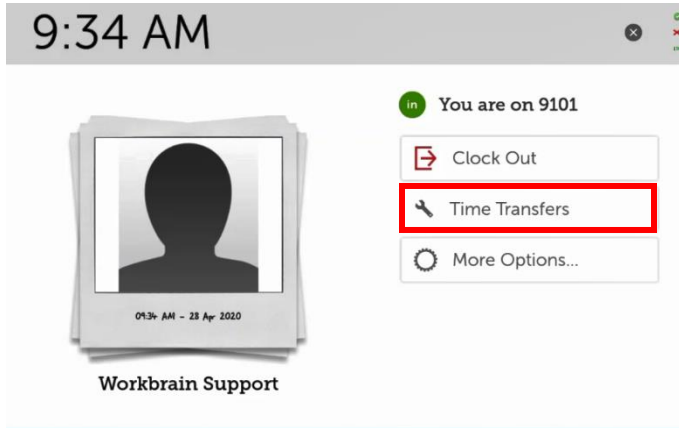
4. The **Search For a Time Code** screen displays. Scroll down the list of Time Codes and select the Time Code you are changing into.
5. The **Transfer Title** screen displays again, select **Submit**.

To View Transaction Options, Work History and Schedule follow these steps:

1. From the **Home Screen**, select **More Options**.
2. To view Transaction Options, select **Transaction Options**.
   - Transaction Options display all punch types available at the clock.
3. To view Work History, select **Work History**.
   - Work History displays the past two weeks.
4. To view your Schedule, select **Schedule**.
   - View Schedule displays two weeks of your schedule.
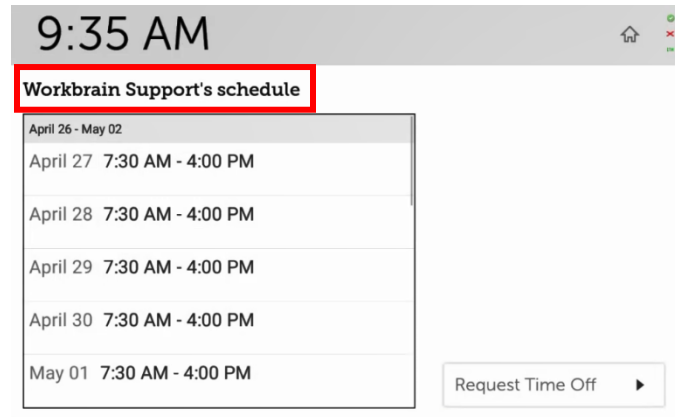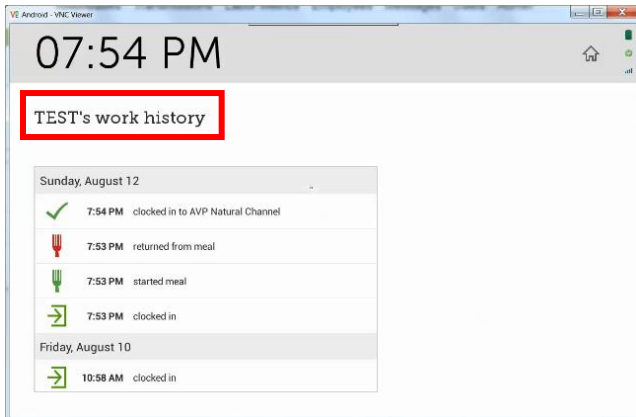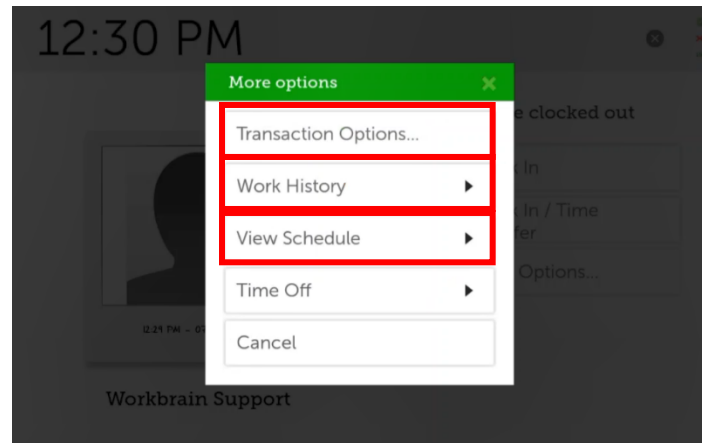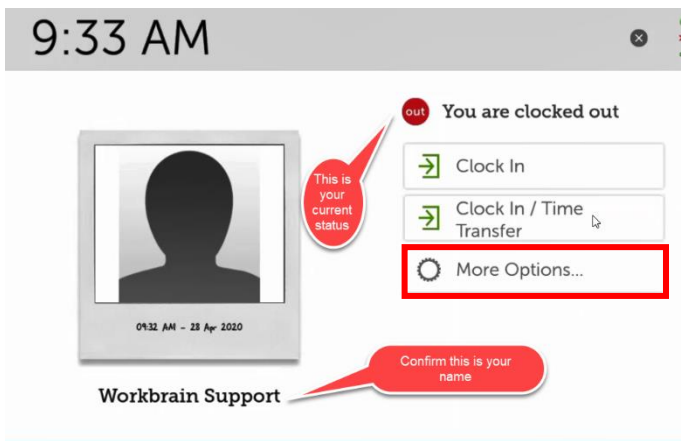
Note: The primary method to request time off is through the Ultimate Time and Attendance System (UTA). For more information, refer to the How to Request Time Off QRG.

To Request Time Off, follow these steps:

1. From the **Home Screen**, select **More Options**.
2. The **More Options** screen displays, select **Time Off**.
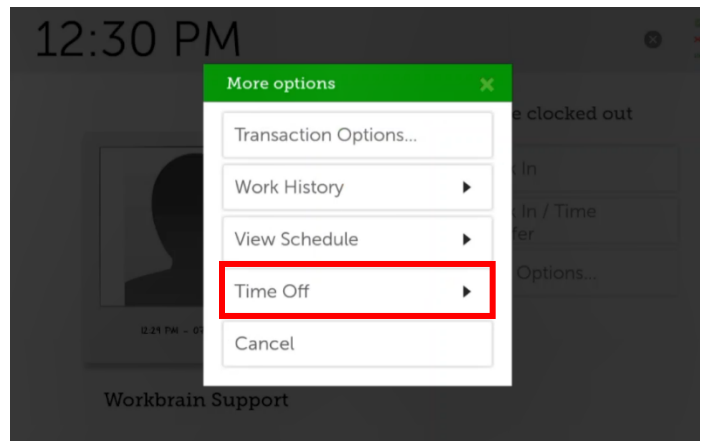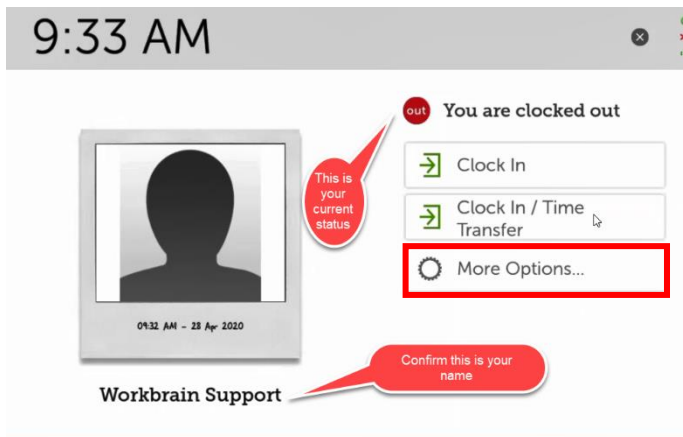

3. The **Time Off** screen displays, select **Request Time Off**.
4. Use the **calendar lookups** to select the **Start** and **End** dates.
5. If the request is for a **partial day**, select the partial day checkbox.
6. If desired, you can add a comment in the **comment** field.
7. Select **Submit.**
8. The **Confirm Time Off Request** screen displays, **select Confirm.**

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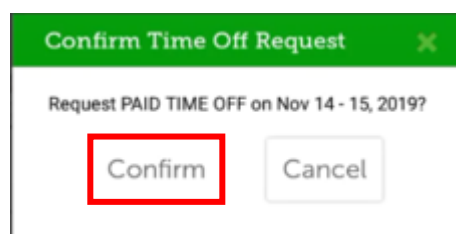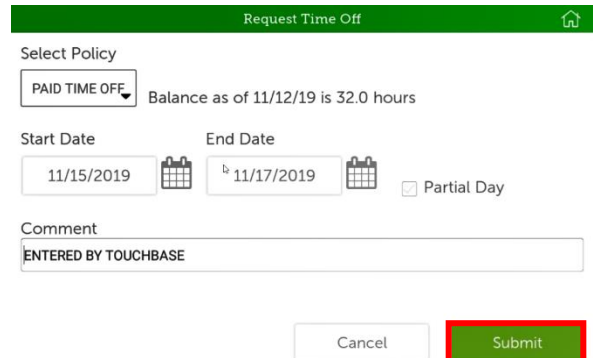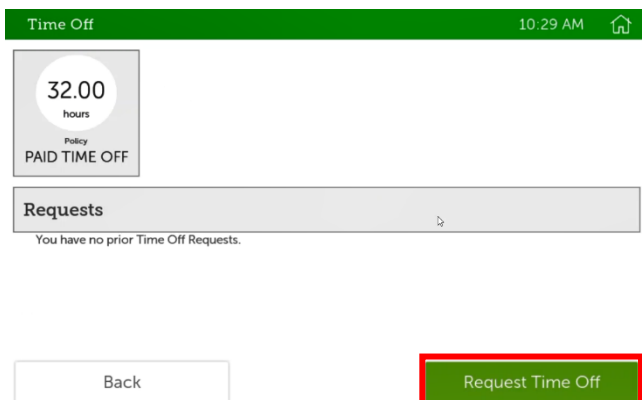
Trouble Shooting Invalid Entry:

1. If your badge is **not recognised** by the system, the clock will display the prompt below.
   - If you see this message, try to swipe your badge again.
   - If the clock does not recognise your badge, please key in your K-C ID number (e.g. k12345) using the clock keypad.
   - If your K-C ID or badge is not recognised by the system, please follow up with your Team Leader/Time Approver.
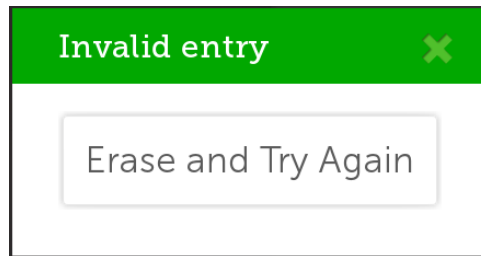
To Key In Your K-C ID Number, follow these steps:

1. **Tap** on the **screen** to display the **keypad** to manually **enter** your **K-C ID** number (e.g. k12345).

Screen Saver   Keypad

2. Next, you will need to select the **keyboard** button beside the number **zero (0),** then enter your K-C ID number (e.g. k12345) and press **GO**.