

How to Punch/Clock in through the Desktop

Step 1: Log into People System through Okta

password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



Step 2: Once you have logged on click on the People System Icon

Step 3: Click on the Myself icon and then the First Workforce Management in the list

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Myse	lf		0 0 0
Q Se	arch		
Persona	I		~
My Com	pany		~
Jobs			~
Career 8	Education		~
Career D	evelopmen	t	~
Pay			~
Workfor	ce Managei	ment	
Docume	nts		~
Workfor	ce Managei	ment	
Home			
Inbox			~
Logout			





Step 4: This will open UKG Dimensions in another Tab.

If you receive this message appears on the Punch tile – ensure your location access is enabled.



In the top left-hand corner of your screen asking you to know you location. Click Allow.



*Note if this screen does not pop up. Click the icon next to the star at the end of

the URL bar and ensure continue allowing this site to access you location is selected.





Ste	o 5	: Click	Punch	on the	Punch	Tile o	on the	home	screen.
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Punch
Last Punch: 3/06/2023 12:00 AM ()
Punch

Step 6: You will then receive this message once you have successfully punched in. You can then click "Back to punch form" to go back to the original punch tile.

Your punch was successfully submitted.	Your punch was successfully submitted.	Pun	ch
Your punch was successfully submitted.	Your punch was successfully submitted. Back to punch form		
			Your punch was successfully submitted. Back to punch form

Congratulations you have punched in from your Desktop!