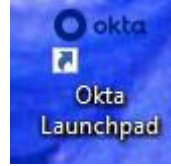
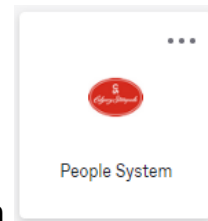




How to Punch/Clock in through the Desktop

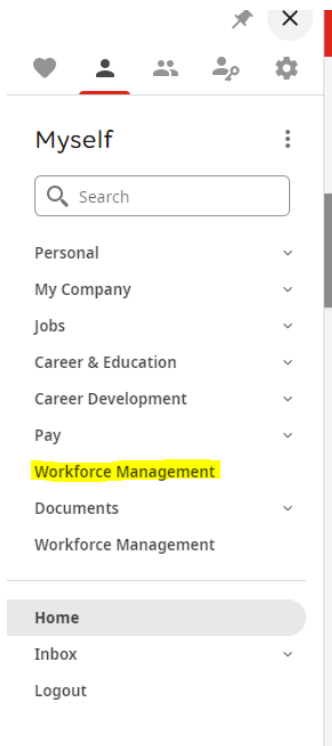


Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



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

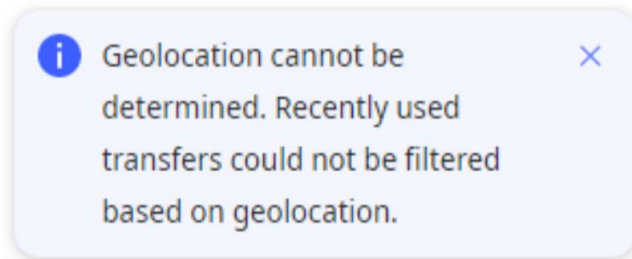
Step 3: Click on the **Myself** icon and then the **First Workforce Management** in the list



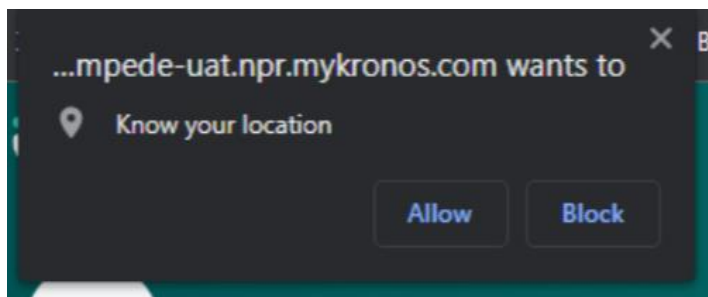



Step 4: This will open UKG Dimensions in another Tab.

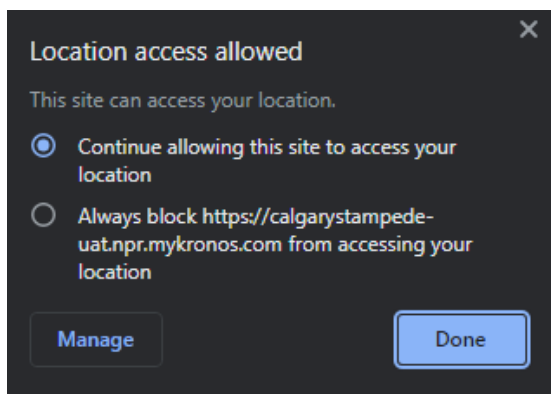
If you receive this message appears on the Punch tile – ensure your location access is enabled.



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

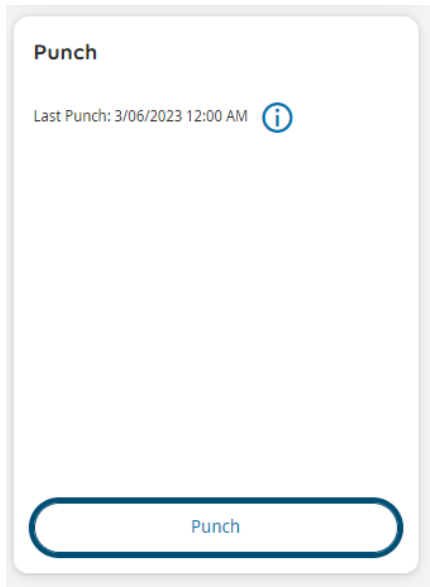


***Note if this screen does not pop up. Click the icon next to the star at the end of the URL bar  and ensure continue allowing this site to access you location is selected.**

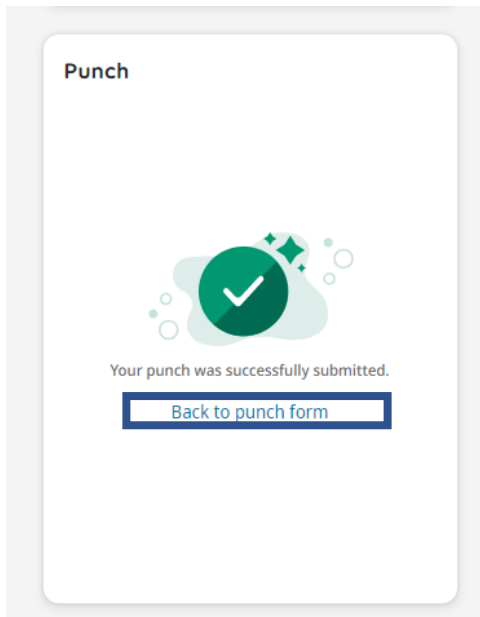




Step 5: Click Punch on the Punch Tile on the home screen.



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.



Congratulations you have punched in from your Desktop!