

## HOW TO CLOCK IN/OUT ON UKG PRO aka New Kronos (Rev.1 - 7/18/22)

**STEP 1:** Open a web browser of your choice (Chrome/Edge/Firefox) and navigate to the UKG login page: <https://ew15.ultipro.com/login.aspx>. Once the page loads, you'll need to enter your username, which is your full Saratoga Bridges email address, and your password. After entering in your username/password click the **Sign in** button to log in.

*\*\*\*If this is your first-time logging on your default password is your birthdate in the following format: two-digit month, two-digit day, four-digit year, with no slashes or hyphens i.e., 04281989 (see picture below) \*\*\**



# Welcome, come on in!

User name

ecormie@saratogabridges.org

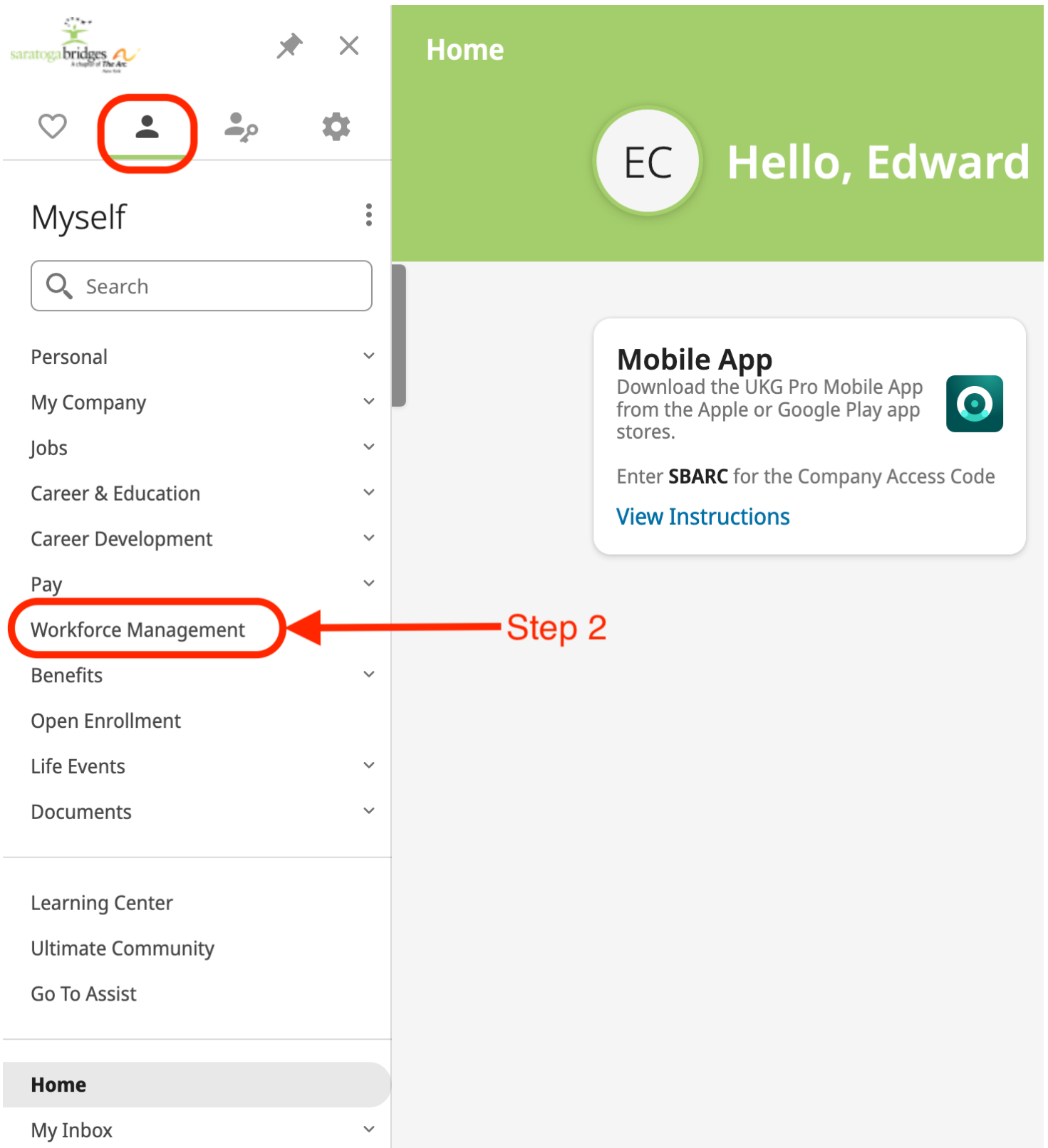
Password

\* 04281989

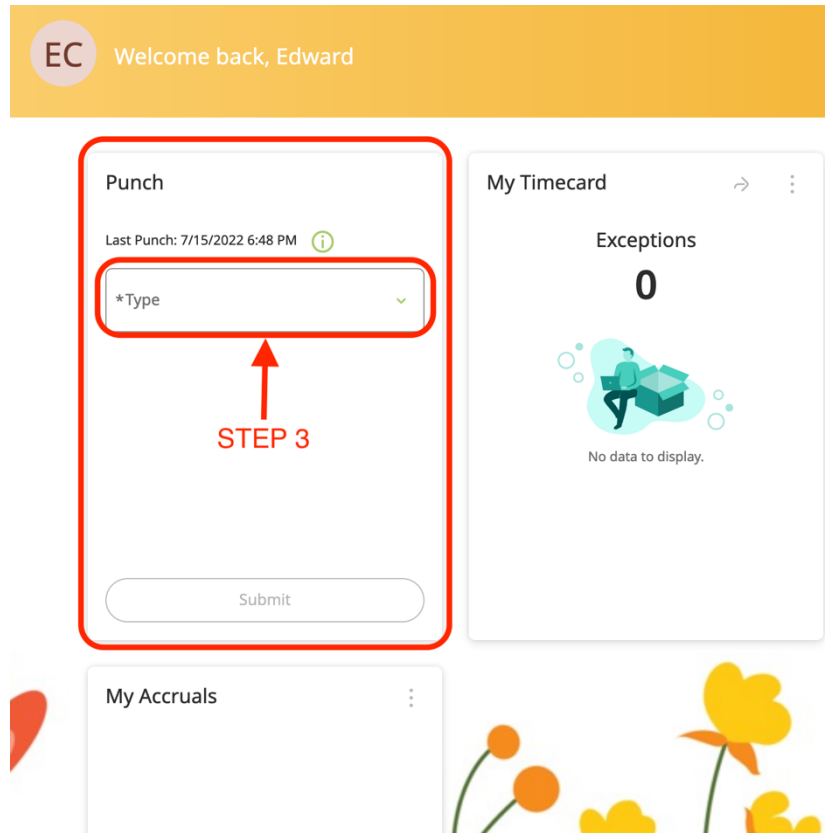
Sign in

[Forgot your password?](#)

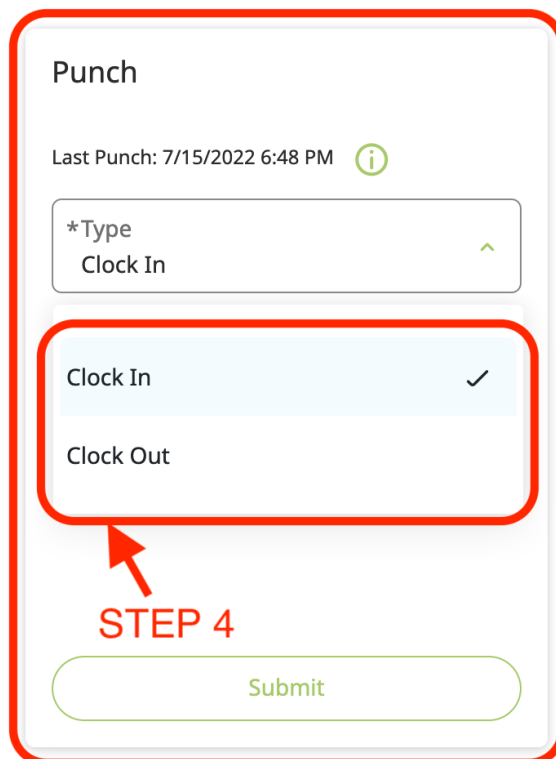
**STEP 2:** After logging in, look to the left-hand side of the screen for **Workforce Management** and click it (see Step 2 picture below).



**STEP 3:** Once the new page opens and loads, you'll see a **Punch** tile for punching in/out. Click on **\*Type** (see STEP 3 picture below)



**STEP 4:** Select **Clock In** if you're clocking in, or **Clock Out** if you're clocking out. (see STEP 4 picture below).



**STEP 5:** Click the **Submit** button (see STEP 5 below) to finish your Clock In/Out.

The image shows a screenshot of the 'Punch' screen in UKG Pro. The screen is titled 'Punch' and displays 'Last Punch: 7/15/2022 6:48 PM' with an information icon. Below this is a dropdown menu for '\*Type' with 'Clock In' selected. At the bottom of the screen is a 'Submit' button. A red arrow labeled 'Step 5' points to the 'Submit' button, which is also enclosed in a red rounded rectangular box.