

Punch In and Out of UKG Pro Workforce Management to Capture your Time

You will be required to punch in at the beginning of each shift and punch out at the end of each shift to capture your time.

How do I punch in and out of each shift?

1 Tap and hold your Hospital ID badge on one of the time clocks available onsite



2 Access your “**Punch**” tile by signing into the UKG Pro Workforce Management icon on your Hospital workstation or via Citrix for remote workers.

3 Access your “**Punch**” tile by signing into the UKG Pro Workforce Management mobile application

Apple Store



Google Play



Visit the UKG Pro Workforce Management Intranet page for regular updates and resources:

<https://informed.tbrhsc.net/departments/staffing/ukg-dimensions-new-staff-scheduling-system>



Thunder Bay Regional
Health Sciences
Centre

