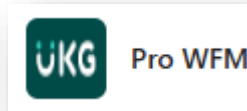




UKG Pro WFM – Employee Punch Time

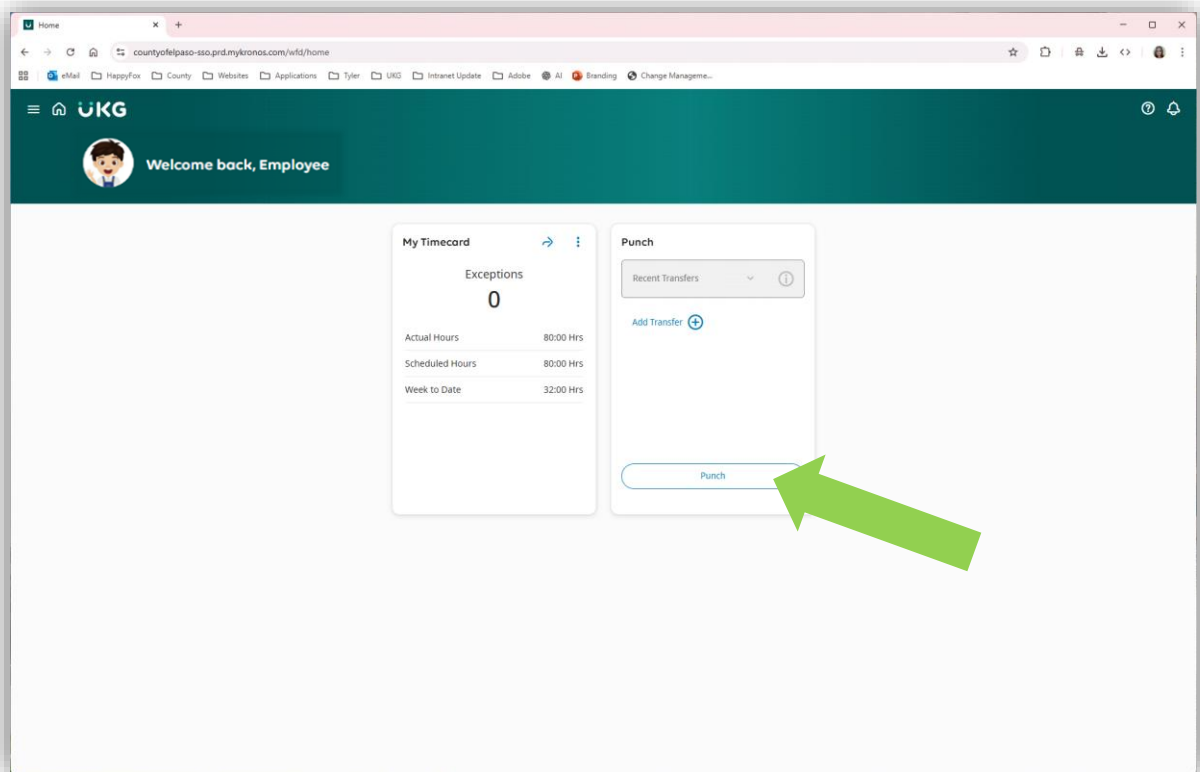
Logging in to Pro Workforce Management

- Navigate to www.office.com and sign in with your County credentials.
- From the '**Menu**' select '**Apps**' then select the Pro WFM icon.

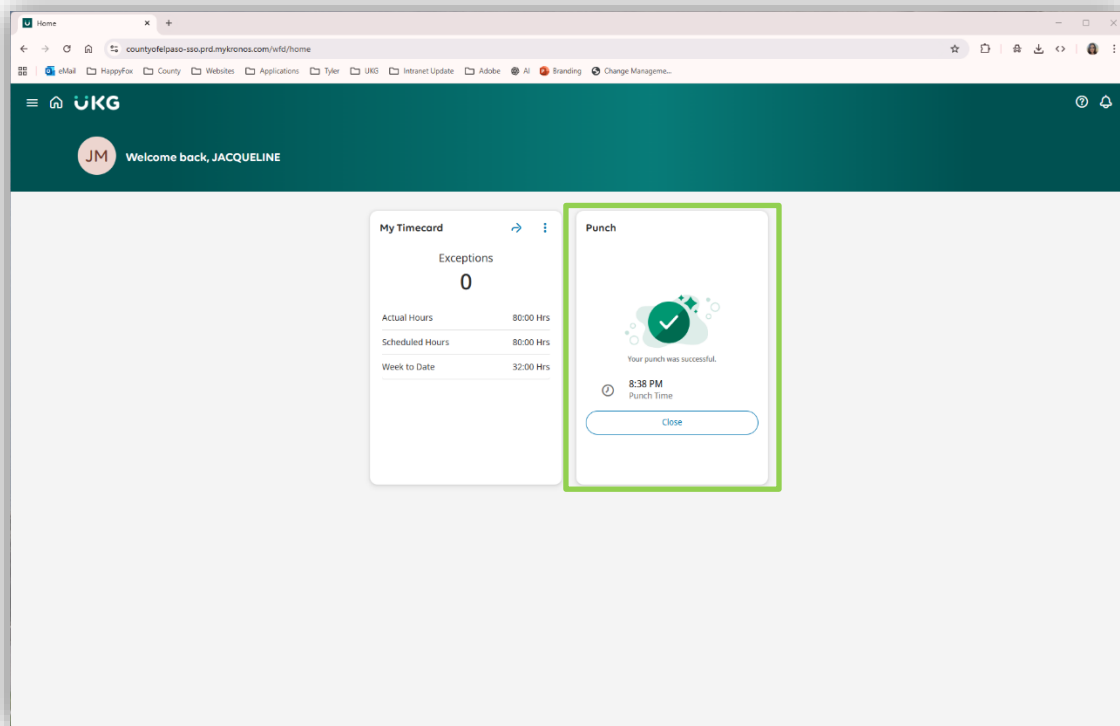


Pro WFM Homepage – Punch

This is your homepage. You can select '**Punch**' to punch in or out.

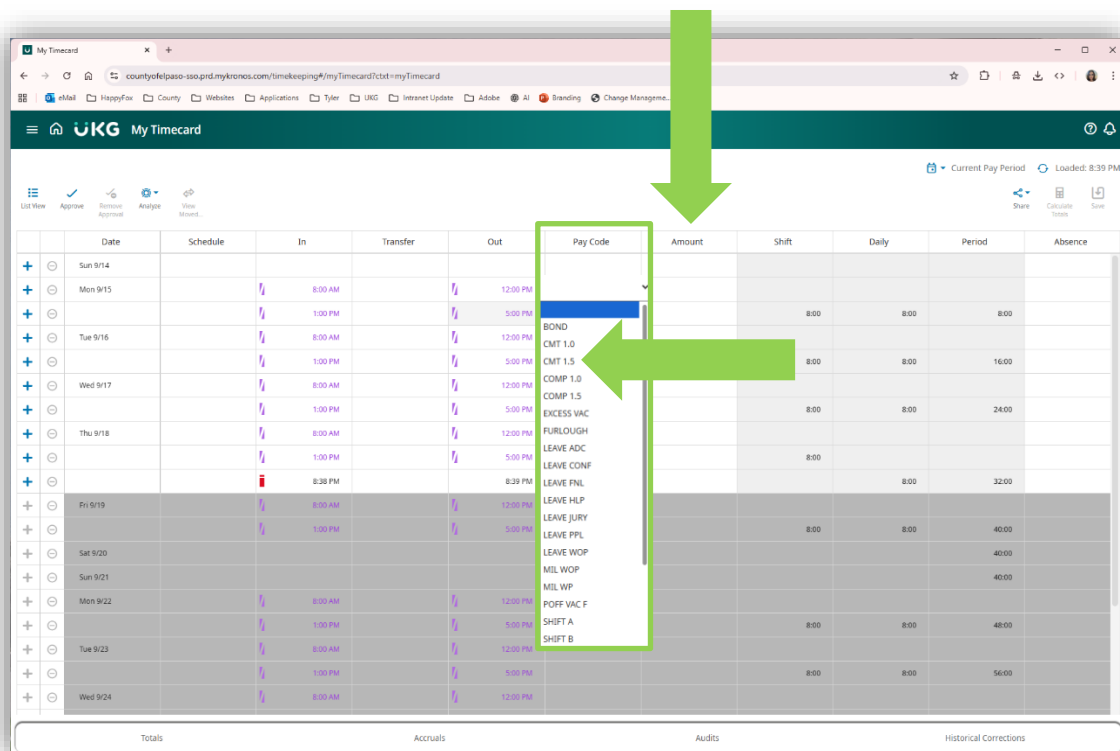


This is how a successful punch looks:



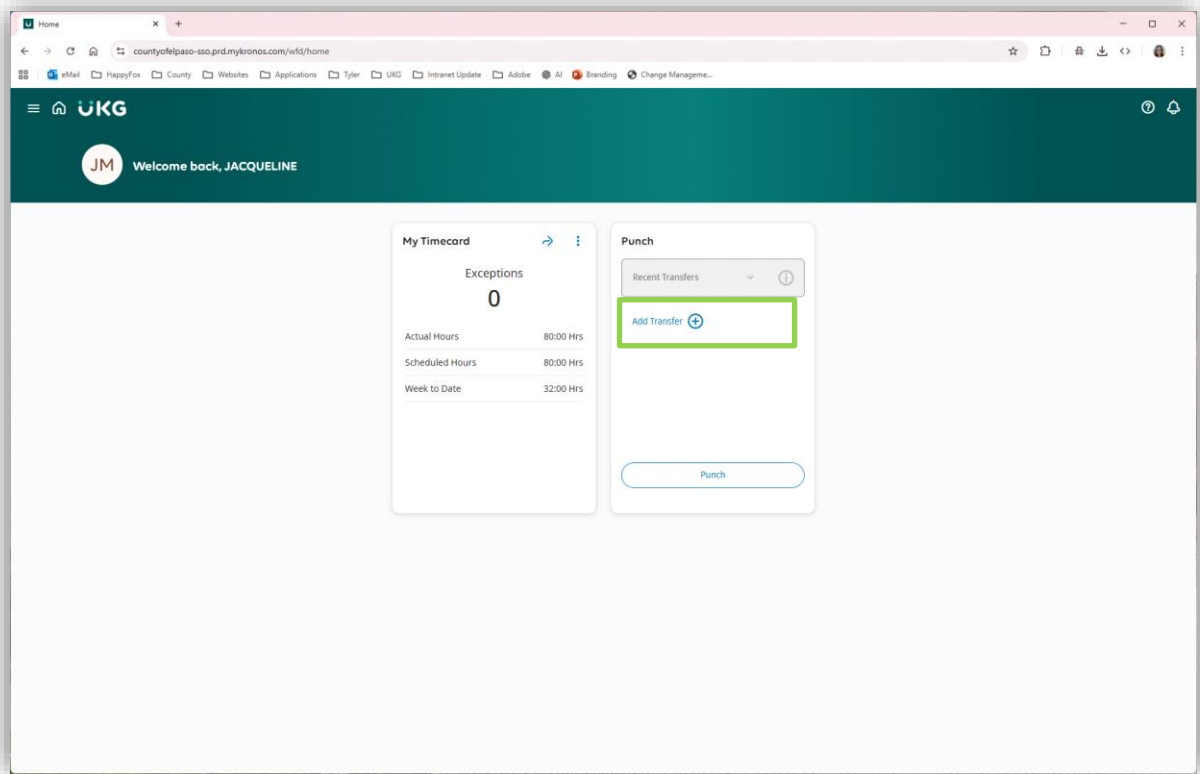
Adding Paycodes

If you need to add a paycode to your punch, you will click on the row you need to add your paycode and select the one you need from the dropdown. You will need to enter an **'Amount'** after you select a paycode.

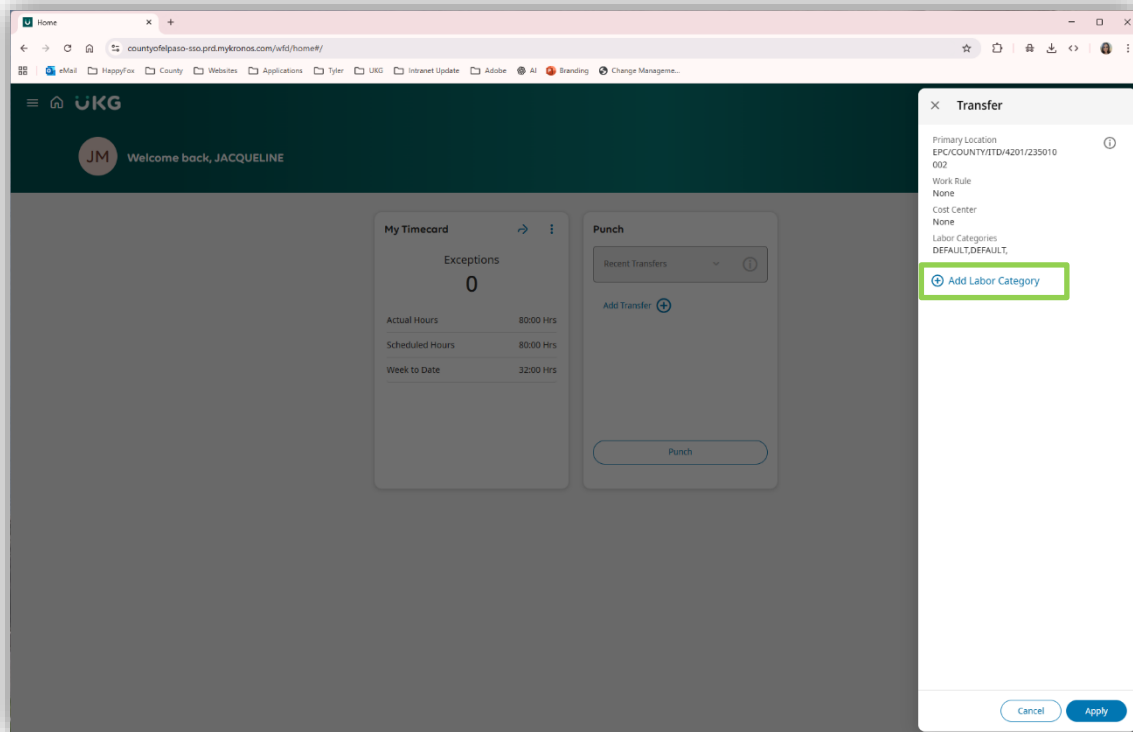


Adding Transfer Codes

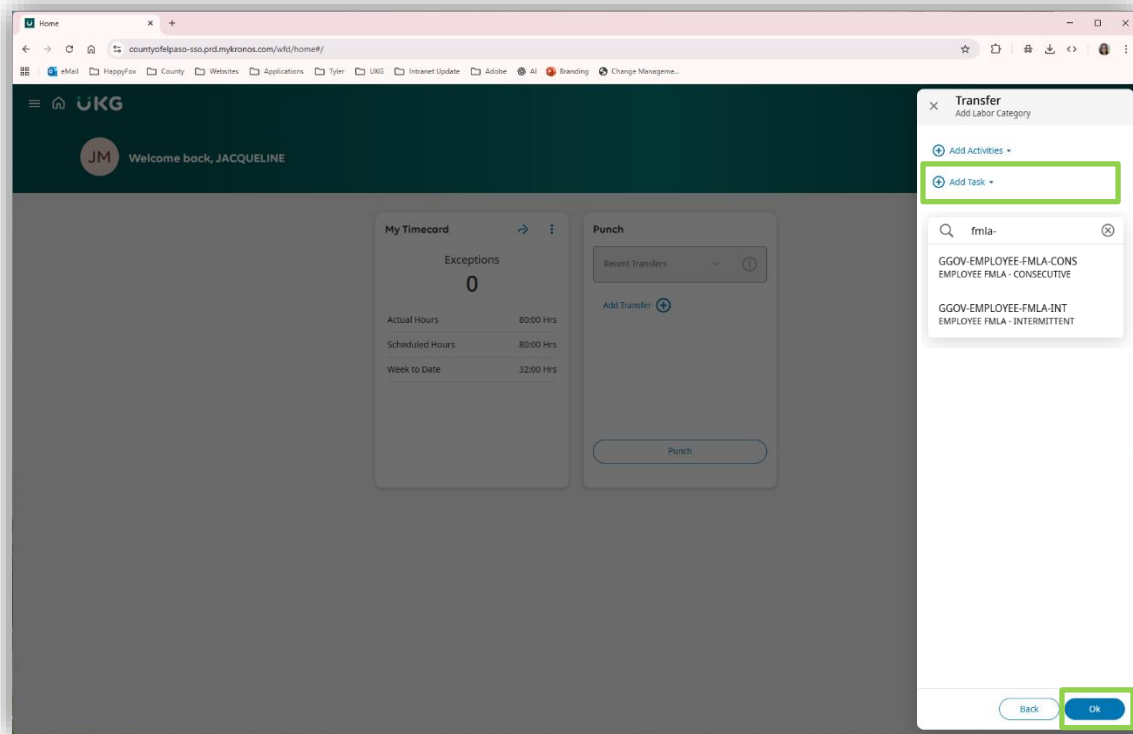
Select **'Add Transfer'**.



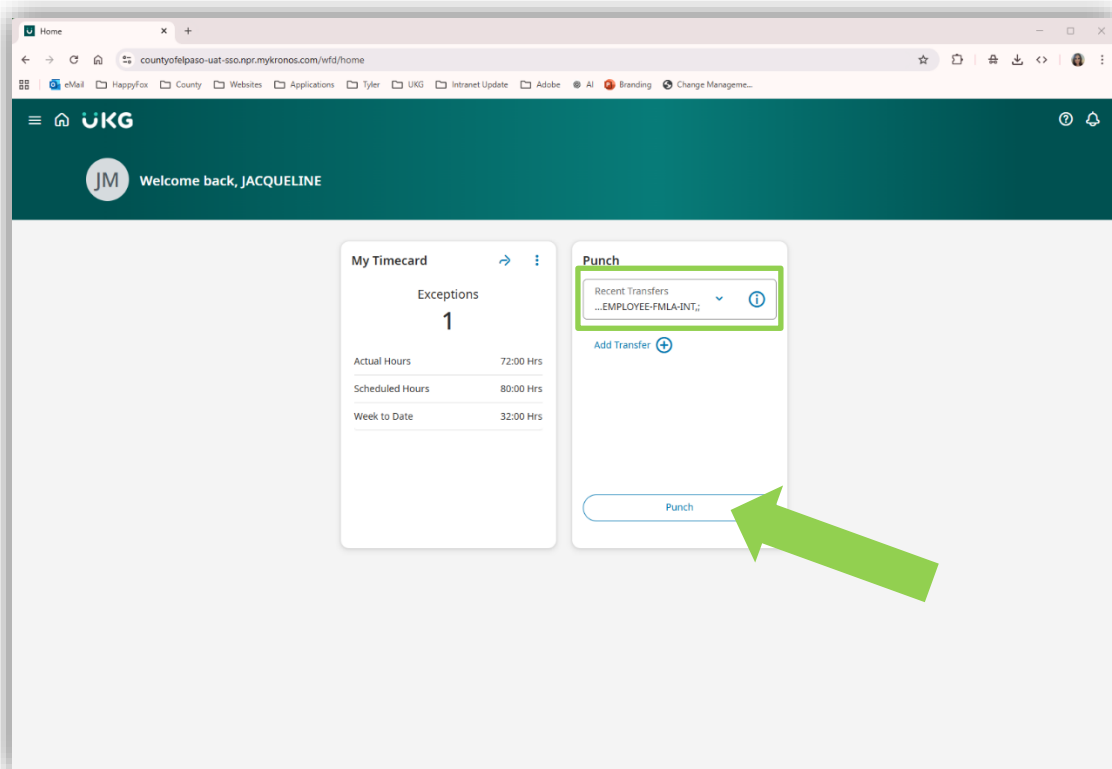
Select **'Add Labor Category'**.



Here you can add either an **Activity** or **Task**. Under **Task** type **fmla** and available options will populate. Make your selection and select **OK** on the bottom right.

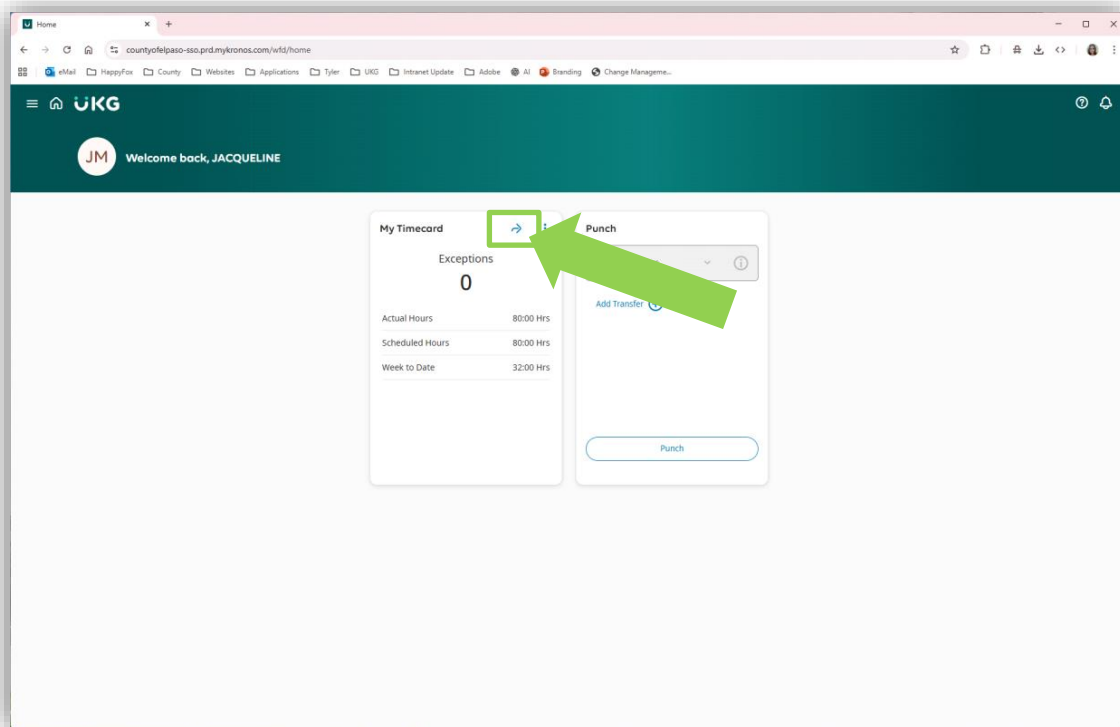


Next, you will select **Apply** twice on the bottom right corner. Your transfer code will be saved in the **Recent Transfers** going forward. Then select **Punch**.



Approving Your Timecard

To approve your timecard, select the arrow pointing right, in the 'My Timecard' tile.



Your timecard will open as so, and you can select 'Approve' towards the top left.

