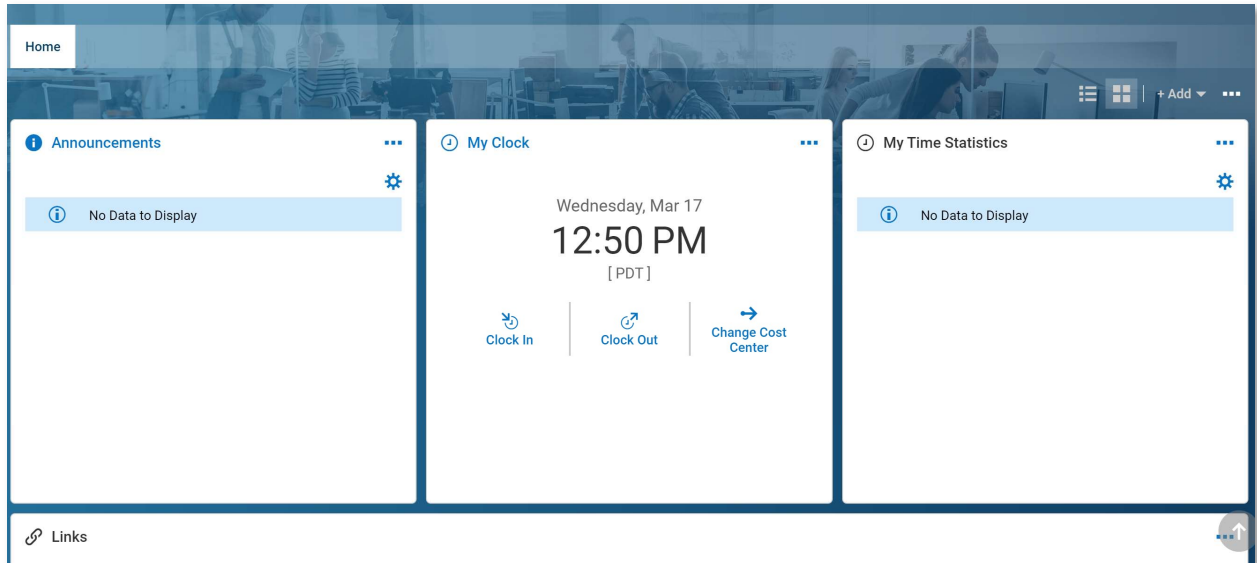


Job Aid – Clocking In and Out

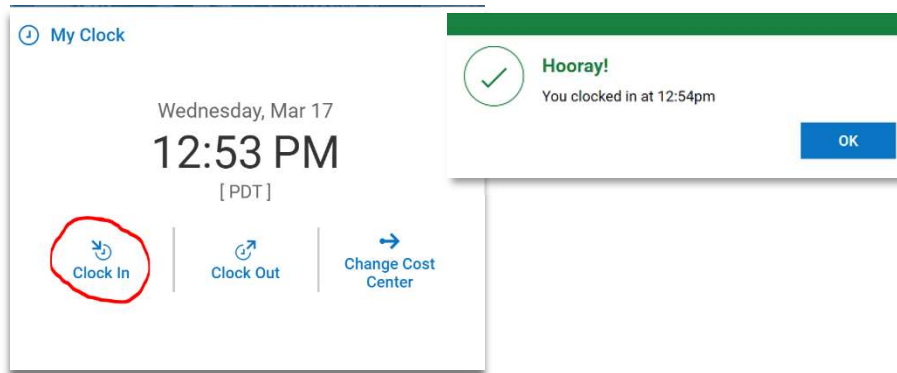
To clock in via your desktop or laptop:

Access the log-in page via this link: [UEIWorkforce URL](#)

Once logged in, your clock will appear on your dashboard.

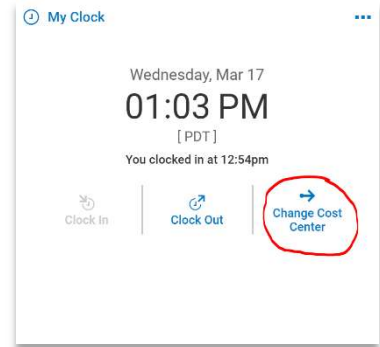


Select **Clock In** to clock into your default UEI job/cost center. You will then receive a confirmation message.



Important Reminder: Be sure to clock out and back in again for your meal break period and clock out at the end of your shift.

To clock in to a different UEI job/cost center, select the **Change Cost Center** option instead of *Clock In*. This action will automatically clock you out of your default cost center and clock you into your secondary cost center.



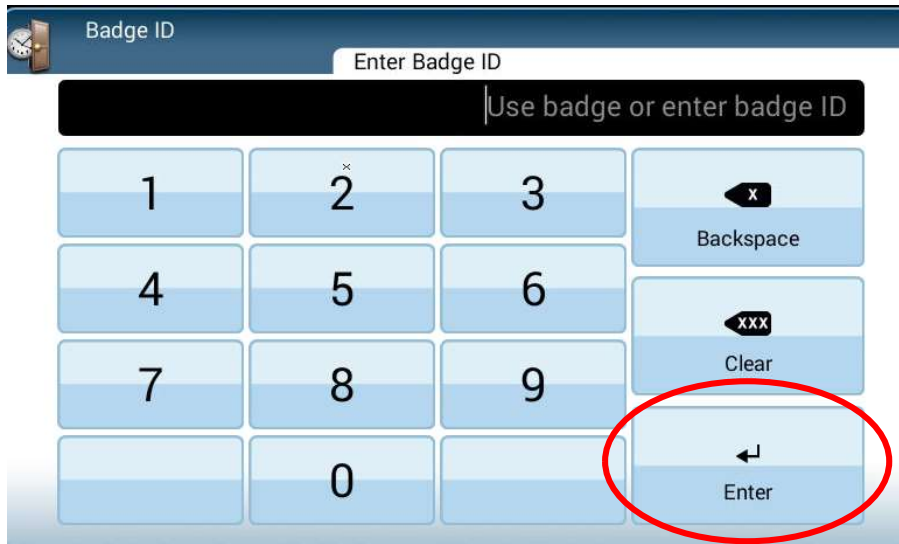
Note: The majority of UEI employees only work in one job/cost center and will not need to use the *Change Cost Center* function.

To clock in via a mounted timeclock:

Select the keyboard icon on the bottom left of the screen.



Enter your badge number. Your badge number is your UEI employee ID number **without** the leading zeros. For example, if your UEI employee ID is 00012345, your badge number would be 12345. Then select **Enter**.



Use these same steps to clock in and out for meal breaks and at the end of your shift.

To clock in to a different UEI job/cost center, select the **Change Cost Center** option instead of *Clock In*. This action will automatically clock you out of your default cost center and clock you into your secondary cost center. If you start your day working at your secondary cost center, select **Change Cost Center** instead of *Clock In* and follow the prompts.



Questions? Reach out to your supervisor as a first step. Still need support? Contact UEIPayroll@csus.edu or call (916) 278-7427.