

SmartPay Training – UKG Mobile App

Adding a work order for callback or on-call

This QRG will show you how to associate your time with a Work Order.

Note: This is specifically for 'on-call' shifts – please do not use for regular shifts.

- 1. When you begin work, tap the **Punch** tile on your home screen.
- 2. Tap Add Transfer.
- 3. Tap Add Labor Category.



- 4. Tap the **Add WORK ORDER** drop down box.
- 5. Tap Work Order.
- 6. Tap **OK**.
- 7. Click Apply



8. Tap **Clock** to punch in for your callback/on-call shift.

A message will display to show that you've successfully clocked in.

Your manager will be notified that you have a Work Order attached to your punch.

9. *Important:* You will need repeat steps 1 to 8 to clock out when you have finished the Work Order.







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Note: Only your manager can add the Work Order number to your punches and once your manager has identified that you have performed work on a Work Order they will then assign the relevant Work Order number. This is an example of what it will look like in your timecard below.

17:46		. II 🤝	57
CRICKET Jiminy			×
<	07/2		>
Timeframe Current Pay Period	Total to Date	0 0 0 0	
Overtime [Reviewed]			
Shift Total 1.43			
12:04			
Edited By Owen, Lisa			: 😁
Comments (1)	iewed]		
Punch Out 13:30 Edited By Owen, Lisa			:
테 Comments (1)			
Transfer ;;;,,,,,Work Order;	>		(j) →
	Add Punch		
	Add Paycode	2	

2 2

