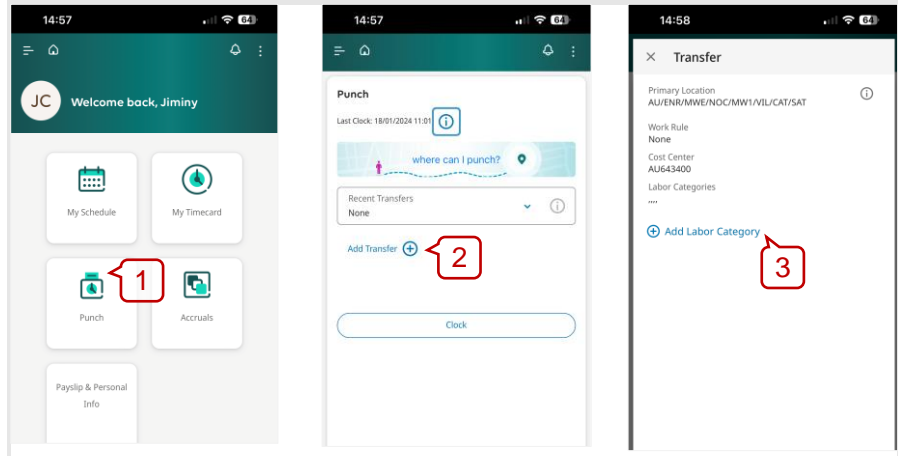


Adding a work order for callback or on-call

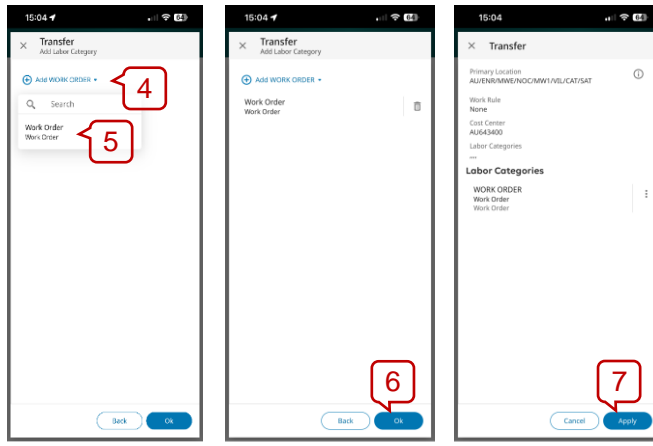
This QRG will show you how to associate your time with a Work Order.

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**.



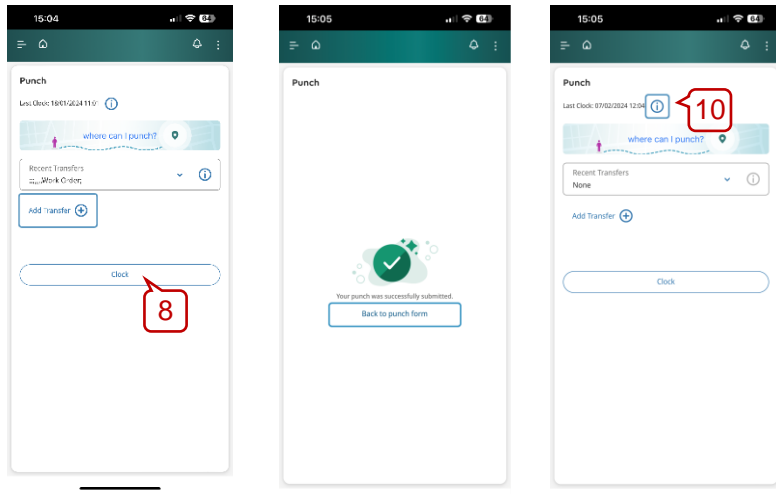
4. Tap the **Add WORK ORDER** drop down box.
5. Tap **Work Order**.
6. Tap **OK**.
7. Click **Apply**



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.

