

## Overview of UKG and your responsibilities as Agency Personnel

UKG is the primary time and attendance system for Sodexo entities in Australia.

### The benefits of using UKG as Agency Personnel

As Agency Personnel, you will benefit from using UKG in the following ways:

- [Visibility of engagements, \(dates, locations, planned shift start and end times](#) [shift times are subject to change to meet client requirements])
- [Clock in and out](#) daily in real time, as opposed to having to fill out manual and or on-line weekly timesheets
- Can view approved hours in the [timecard](#).

### Your responsibilities as Agency Personnel

As Agency Personnel, you are responsible for performing the following actions in UKG:

- [Downloading the UKG Pro mobile app](#)

**And using the mobile app to:**

- [Clock in / out](#) at the start and end of your shift
- Notify your Sodexo contact at earliest opportunity where you [forget to clock](#)