



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](#)