Choose the assignment that best fits the job currently being punched in for. These codes are based on job location/supervisor/or task depending on department. It is important the correct one is chosen. If unsure which to choose, please email CAL.tracyhelp.msu.edu.

Visit tracycl.com/ultrapunch/

Use Google Chrome or Firefox
Clear cache and cookies
Bookmark this page
Incognito mode works best

Enter MSU NetID into the Present ID Field
- A cursor may not appear, the field is still useable
- Old data may need to be deleted, backspace to do so, do not mouse

If an "ID NOT FOUND" error occurs:
- Try entering MSU NetID in all CAPS
- Email CAL.tracyhelp.msu.edu ASAP

At the beginning of every shift choose:
IN

At the end of every shift choose:
OUT

If employed with multiple assignments on campus:
- Choose the assignment that best fits the job currently being punched in for
- These codes are based on job location/supervisor/or task depending on department. It is important the correct one is chosen
- If unsure which to choose, please email CAL.tracyhelp.msu.edu

If employed with only one assignment on campus, this step will be skipped

Once a position has been chosen, Tracy Time will automatically log out back to the Present ID Screen
Remember to punch back out at the end of the shift!

Email CAL.tracyhelp.msu.edu with any issues or questions