

Ultra Punch

How to Punch In and Out for Hourly Employees of CAL

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Present ID



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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

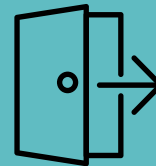
At the beginning
of every shift
choose:

IN



At the end of
every shift
choose:

OUT



Choose Function

IN

OUT

QUERY

EXIT

Pick a position:

WC Bessey/Libra

WC Satellite Lo

BACK

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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!

IN punch accepted at
10/12/2020 11:44:33 AM.
Thank you.



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