

Ordering Instructions

Statewide Contract

TIMECLOCK22 - Timekeeping Clock Hardware and Maintenance Services

Ordering Requirements – Agency should request a quote from Christina.Beacham@ukg.com prior to creating a Delivery Order. Please provide the following information with your request for quote:

Clock Type:	Kronos InTouch DX Bar Code Badge Reader
Maintenance Service Level:	Depot Exchange
Biometric Scanner:	Yes
Backup Battery:	Optional

Please also include the contact name, address, and phone number, where the clocks are to be delivered.

After receiving the quote, print, sign, and attach the quote to your Agency Delivery Order (ADO) in wvOASIS.

Special Instructions – Please email the wvOASIS Helpdesk at Clocks@wvoasis.gov to inform them of your clock order. wvOASIS must be included in the installation of your clocks for them to work properly.

Agency and/or Vendor Contact Information:

Christina Beacham, Public Sector, Federal Team
Christina.Beacham@ukg.com
724-272-8468

Send orders to: Christina.Beacham@ukg.com including the information below:

Subject: TIMECLOCK22 - Agency Name - Total PO \$ Amount - Contact Name

Ex. Subject: TIMECLOCK22 – WV DOT - \$4,689 – John Q. Public

Type of Delivery Order – ADO/CDO or WV-39 for agencies without access to wvOASIS

How to submit the completed order to the Vendor – Agencies must send finalized Delivery Order to Kronos/UKG for order processing. Remember to include the signed quote from Kronos/UKG attached to your Delivery Order when sending to Kronos/UKG for processing.