



## HELP GUIDE

### Using the PeopleSoft Web Clock



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**Employees that use the PeopleSoft Web Clock** will punch in and out to indicate the start and stop of their shift, as well at the beginning and ending of mealtime.

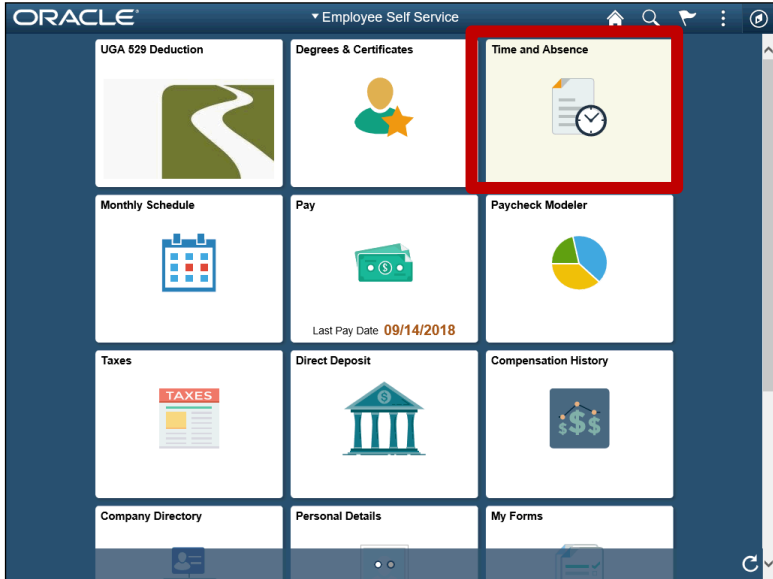

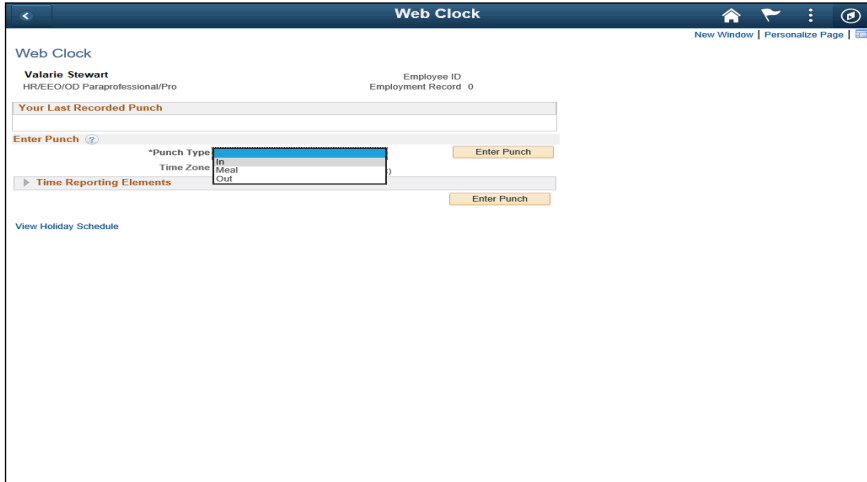
In the event of a missed punch, contact your supervisor or Time & Absence Approver.


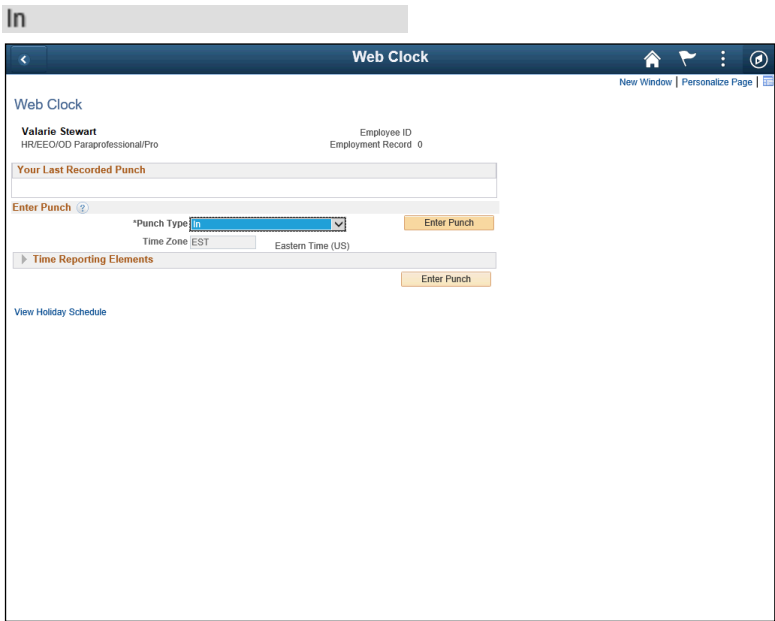
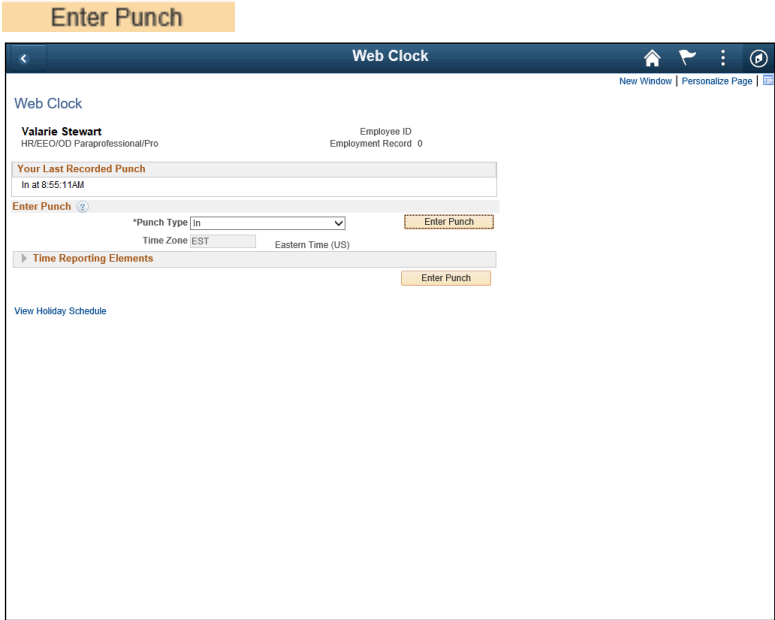
You will not be able to fix your missed punches in the system.

This Help Guide will show you the steps to use the PeopleSoft Web Clock to punch in and out during the work day, including for meals.

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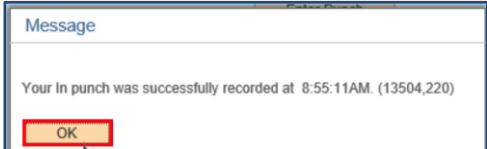


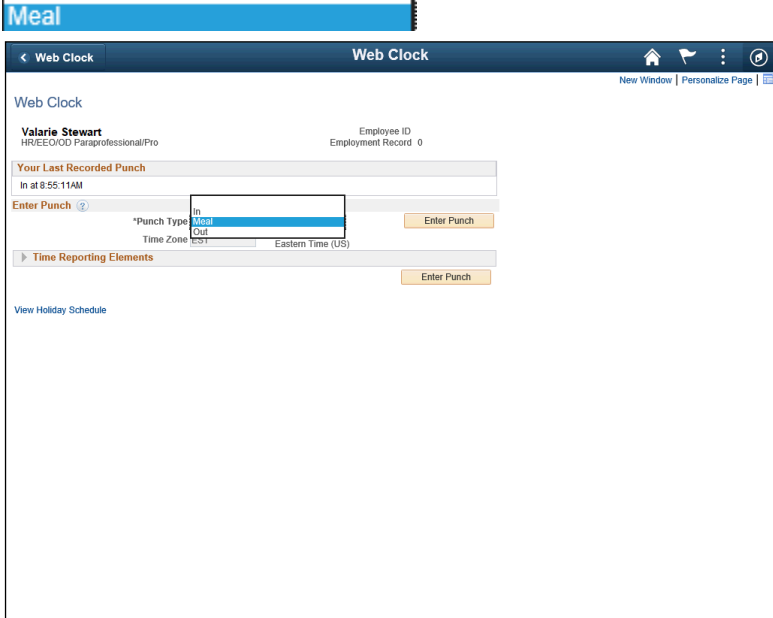

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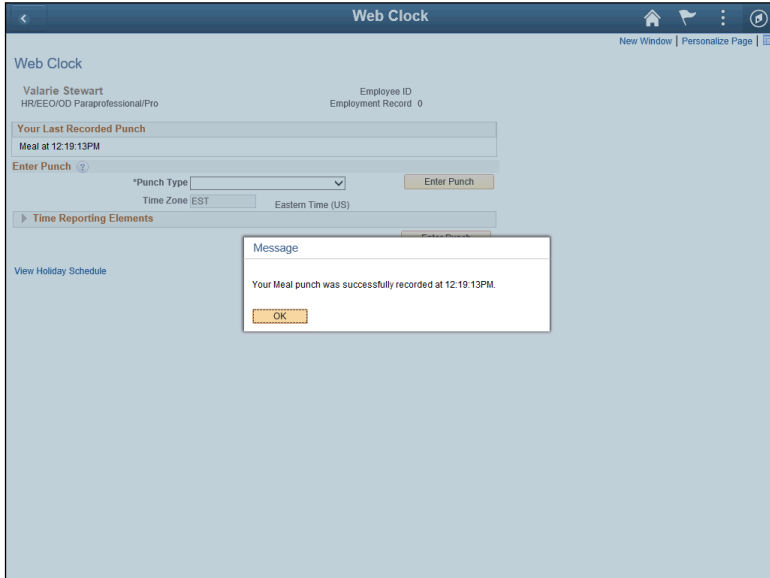
Step	Action
1.	<p>From Employee Self Service, click the <b>Time and Absence</b> tile.</p> 
2.	<p>Click the <b>Web Clock</b> link.</p> 
3.	<p>The Web Clock is displayed.</p>  <p><b>Note:</b> If your role requires you to clock in and out several times throughout the day, you can have multiple sign-ins and sign-outs.</p>

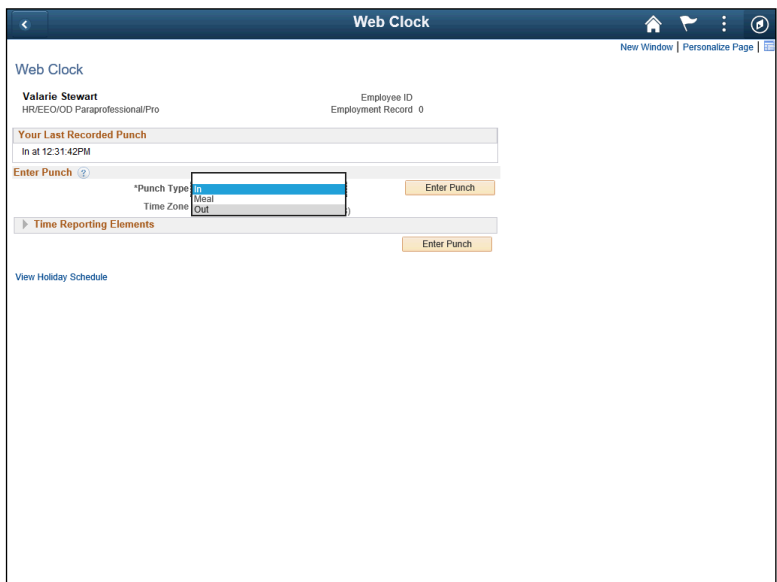
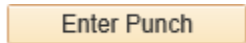
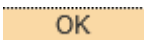
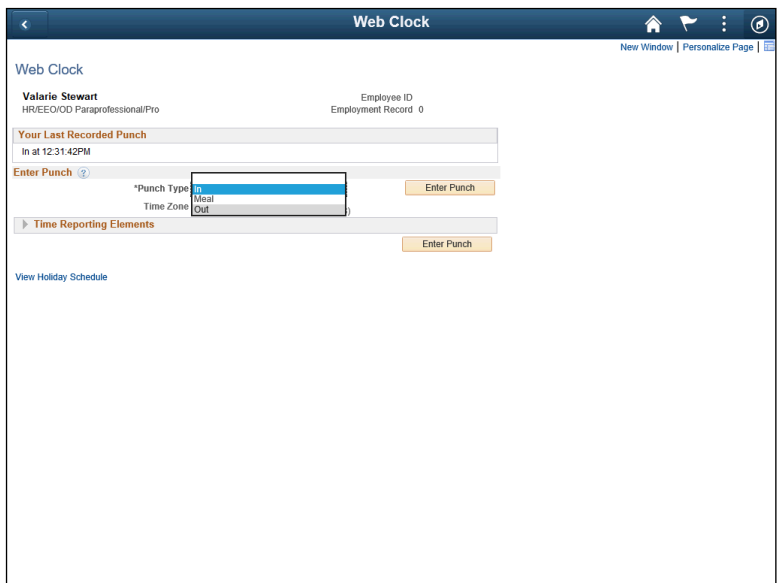
Step	Action
4.	Select the <b>Punch Type</b> by clicking on the drop-down list in the field.  
5.	To punch in at the beginning of a shift, click the <b>In</b> list item.  
6.	Click the <b>Enter Punch</b> button.  

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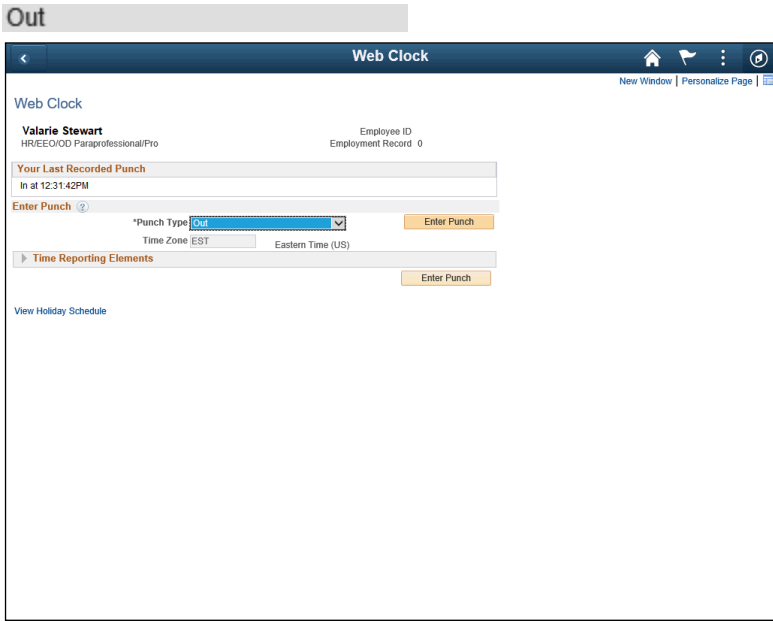


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Step	Action
7.	<p>You will receive a message confirming your punch was recorded.</p> 
8.	<p>Click the <b>OK</b> button.</p> 
9.	<p>To punch out for a meal, click the <b>Punch Type</b> drop-down list.</p> 
10.	<p>Click the <b>Meal</b> Punch Type.</p> 
11.	<p>Click the <b>Enter Punch</b> button.</p> 

Step	Action
12.	<p data-bbox="358 264 1122 296">You will receive a message confirming your punch was recorded.</p> <div data-bbox="358 331 1122 905"><p>The screenshot shows the 'Web Clock' interface for Valarie Stewart. It displays 'Your Last Recorded Punch' as 'Meal at 12:19:13PM'. Below this is an 'Enter Punch' section with a dropdown menu for 'Punch Type' and a button labeled 'Enter Punch'. A 'Message' dialog box is overlaid on the screen, containing the text: 'Your Meal punch was successfully recorded at 12:19:13PM.' and an 'OK' button.</p></div> <p data-bbox="358 947 602 978">Click the <b>OK</b> button.</p>

Step	Action
13.	<p>To punch in after a meal, select <b>In</b> as the Punch Type.</p>  <p>The screenshot shows the 'Web Clock' interface for Valarie Stewart. The 'Enter Punch' dropdown menu is open, and 'In' is selected. Other options include 'Meal' and 'Out'. There are 'Enter Punch' buttons next to the dropdown and below the 'Time Reporting Elements' section.</p>
14.	<p>Click the <b>Enter Punch</b> button.</p>  <p>The image shows a close-up of the 'Enter Punch' button, which is a yellow button with black text.</p>
15.	<p>You will receive a message confirming your punch was recorded.</p> <p>Click the <b>OK</b> button.</p>  <p>The image shows a close-up of the 'OK' button, which is a yellow button with black text.</p>
16.	<p>To punch out at the end of a shift, click the <b>Punch Type</b> list.</p>  <p>The screenshot shows the 'Web Clock' interface for Valarie Stewart. The 'Enter Punch' dropdown menu is open, and 'Out' is selected. Other options include 'Meal' and 'In'. There are 'Enter Punch' buttons next to the dropdown and below the 'Time Reporting Elements' section.</p>



Step	Action
17.	<p>Click the <b>Out</b> list item.</p>  <p>The screenshot shows the 'Web Clock' interface for Valarie Stewart. The 'Punch Type' dropdown menu is open, and 'Out' is selected. The 'Enter Punch' button is visible next to the dropdown.</p>
18.	<p>Click the <b>Enter Punch</b> button.</p> 
19.	<p>You will receive a message confirming your punch has been recorded.</p> <p>Click the <b>OK</b> button.</p> 
20.	<p>You have punched in and out using web clock. Repeat the punching in and out process during the day as needed.</p>