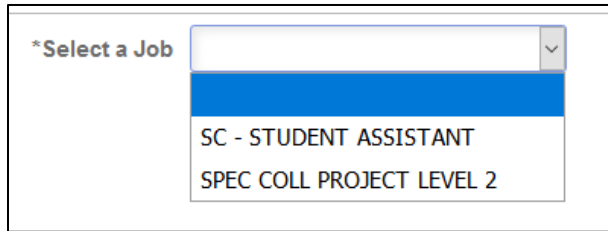# Web Clock/Report Time Entry

Clock In/Out/Meal

NOTE: If you have multiple jobs, you will need to select the correct job from the dropdown.

1. Review the *Last Action*.
   NOTE: If a punch was missed you need to contact your supervisor.

2. Select the **Punch Type** of In/Out/Meal.

3. Click **Submit.**.

4. *Last Action* will be updated.

5. Click the **Actions List** (3 vertical dots) in the upper right corner and select **Sign Out.**