

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.

*Select a Job		~
	SC - STUDENT ASSISTANT SPEC COLL PROJECT LEVEL 2	

- 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.

C Employee Self Service		Time			Â	:	۲
🕤 Report Time		۲ ۱	hursday, Oct 3, 2019	•			
Timesheet		0	9:10:30 AM				
Payable Time	Last action: Out, 09:05 AM 10/03/19						
Equest Absence	2					Submi	3 it
📳 Absence Balances	*Punch Type	In ~	Time Reporting Code				
💼 View / Edit Requests	Time Details						
R Cancel Absences	Time Zone	CST	Central Time (US) *Taskgroup	UW_DEFAULT	Q	UW De	efault
	Task Profile ID	٩	Time Collection Device ID				
	Comp Time	٩	Lunch Deduct		٩		
	Submitted 0.00 Hours						
	Out	09:05:41AM					>