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. Sign in to [my.wisconsin.edu](https://my.wisconsin.edu).
2. Click the **Time and Absence** tile.
3. Review the **Last Action**.
   **NOTE:** If a punch was missed you need to contact your supervisor.
4. Select the **Punch Type** of In/Out/Meal.
5. Click **Submit**.
6. **Last Action** will be updated.
7. Click the **Actions List** (3 vertical dots) in the upper right corner and select **Sign Out**.