

How to Clock In and Out Using the Web Clock

Step 1 Click on the MY UW-System Portal located at the bottom right corner of the screen at www.uwsuper.edu

Step 2 Select UW-Superior from the drop down menu

Step 3 Log in using your UW-Superior username and password

Step 4 Click on the Time and Absence module

Step 5 Click on the Web Clock link

Step 6 Students with multiple jobs will need to select their job title by clicking on the magnifying glass to look up their employment record. They will then need to click the number that corresponds with the job that they are punching in to.

The screenshot shows the 'Web Clock' interface. At the top, there is a 'Select Job' dropdown menu with 'STUDENT HELP - WS OFFICE ASSIS' selected. A magnifying glass icon is circled in red. Below this, there is a section for 'Your Last Recorded Punch' showing 'In at 11:26:17AM'. The 'Enter Punch' section includes a 'Punch Type' dropdown menu, a 'Time Zone' dropdown menu set to 'CST', and a 'Central Time (US)' label. Below this is the 'Time Reporting Elements' section with various fields like 'Taskgroup', 'Task Profile ID', 'Time Reporting Code', 'Rule Element 1', 'Rule Element 2', and 'Comments'. A 'Look Up Employment Record' dialog box is open on the right side. It has a search bar with 'Emp Record' selected. Below the search bar are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section shows a table with two rows: '1' and '2'. The first row is circled in red and corresponds to 'STUDENT HELP - WS OFFICE ASSIS'. The second row corresponds to 'STUDENT HELP - SA OFFICE ASSIS'. At the bottom of the dialog box is an 'Enter Punch' button.

Step 7 Select appropriate punch type from the drop down menu. Click “In” to punch in, and “Out” to punch out. Lastly, click enter punch.

The screenshot shows the 'Enter Punch' section of the Web Clock interface. The 'Punch Type' dropdown menu is highlighted in blue. Below it is the 'Time Zone' dropdown menu set to 'CST' and the 'Central Time (US)' label. To the right of these fields is an 'Enter Punch' button.

Knowledge Base Student Resources

Logging into My UW Portal: <https://kb.wisc.edu/hrs/page.php?id=16692>

Punching In/Out using Webclock: <https://kb.wisc.edu/hrs/page.php?id=16883>