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](http://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.

**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.

Knowledge Base Student Resources