

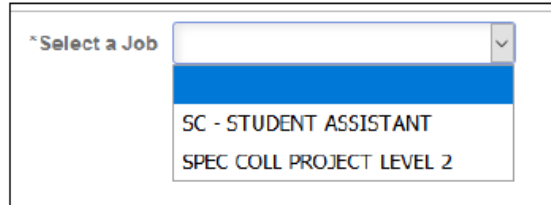
# Web Clock – Punching In/Out - Instructions

Log into My UW System (located on bottom, right side of our website: [www.uwsuper.edu](http://www.uwsuper.edu))

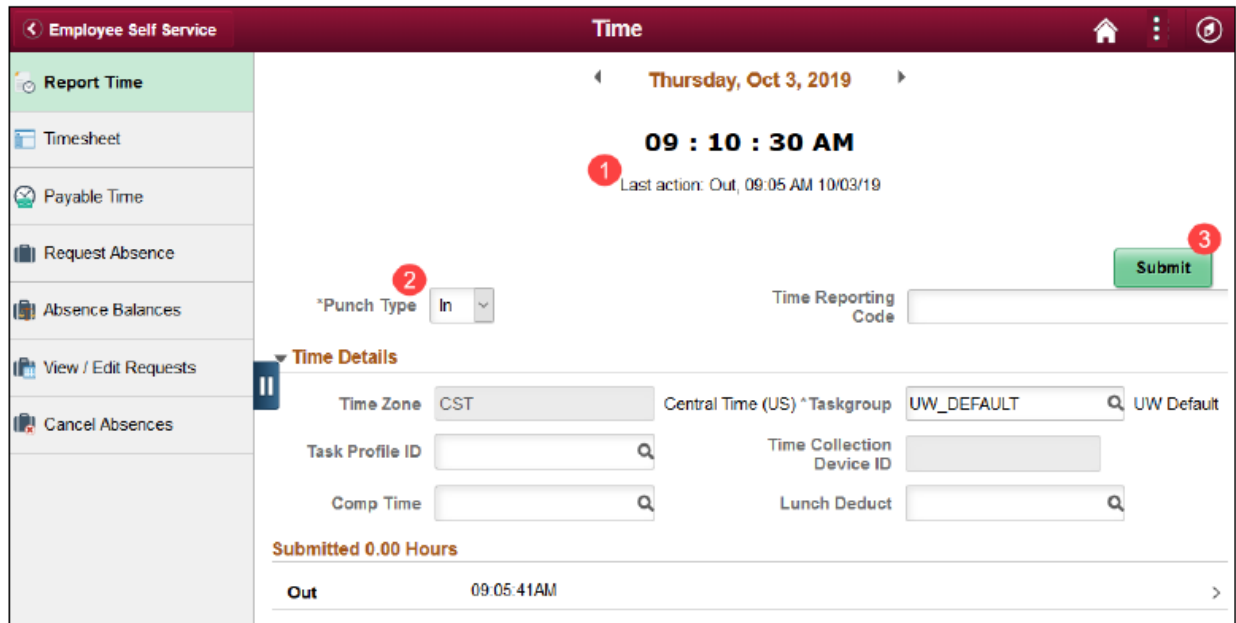
When you have successfully logged into the system (HRS), please follow the instructions listed below:

## 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**.

A screenshot of the 'Employee Self Service' web application. The page title is 'Time' and the date is 'Thursday, Oct 3, 2019'. The current time is '09:10:30 AM'. A red circle with the number '1' is next to the text 'Last action: Out, 09:05 AM 10/03/19'. On the left sidebar, there are several menu items: 'Report Time', 'Timesheet', 'Payable Time', 'Request Absence', 'Absence Balances', 'View / Edit Requests', and 'Cancel Absences'. The main area has a 'Punch Type' dropdown set to 'In' with a red circle '2' next to it. To the right is a 'Time Reporting Code' field and a green 'Submit' button with a red circle '3' next to it. Below these are 'Time Details' fields: 'Time Zone' (CST), 'Central Time (US) ^Taskgroup' (UW\_DEFAULT), 'Task Profile ID', 'Time Collection Device ID', 'Comp Time', and 'Lunch Deduct'. At the bottom, it says 'Submitted 0.00 Hours' and shows a table with one row: 'Out' at '09:05:41AM'.

If you are experiencing issues with punching in or out, please send a screen shot of the issue to: [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu).