WEB CLOCK GUIDE

Step-by-step instructions for employees to record their time using Web Clock

1. Access the **Web Clock** on the **HRMS Home** page under **Quick Links**

2. If the employee has multiple jobs, the Web Clock page will ask them to select the job they are clocking for. **Note:** This feature only appears for staff with multiple jobs.

3. If applicable, the employee’s last punch will display.

4. The system will suggest a punch type based on the last punch recorded, but this can be changed by using the drop-down to select.
The first time that time is recorded, the entry type (In or Out) will need to be selected using the drop-down menu.

Click Enter Punch to confirm your punch. You may use either button.

A popup message will confirm that your punch has been recorded. Click Ok to finish.