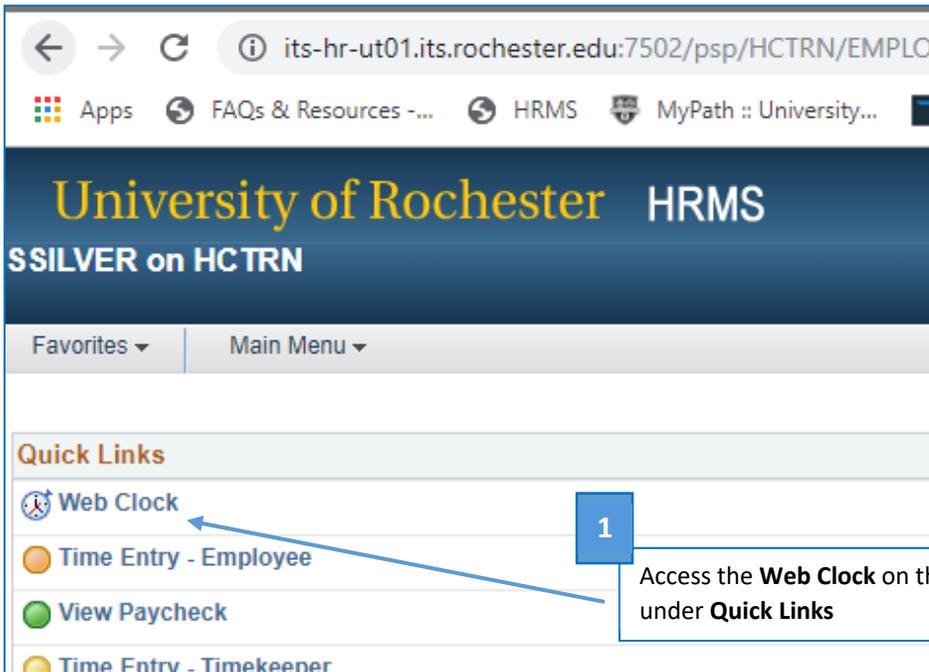
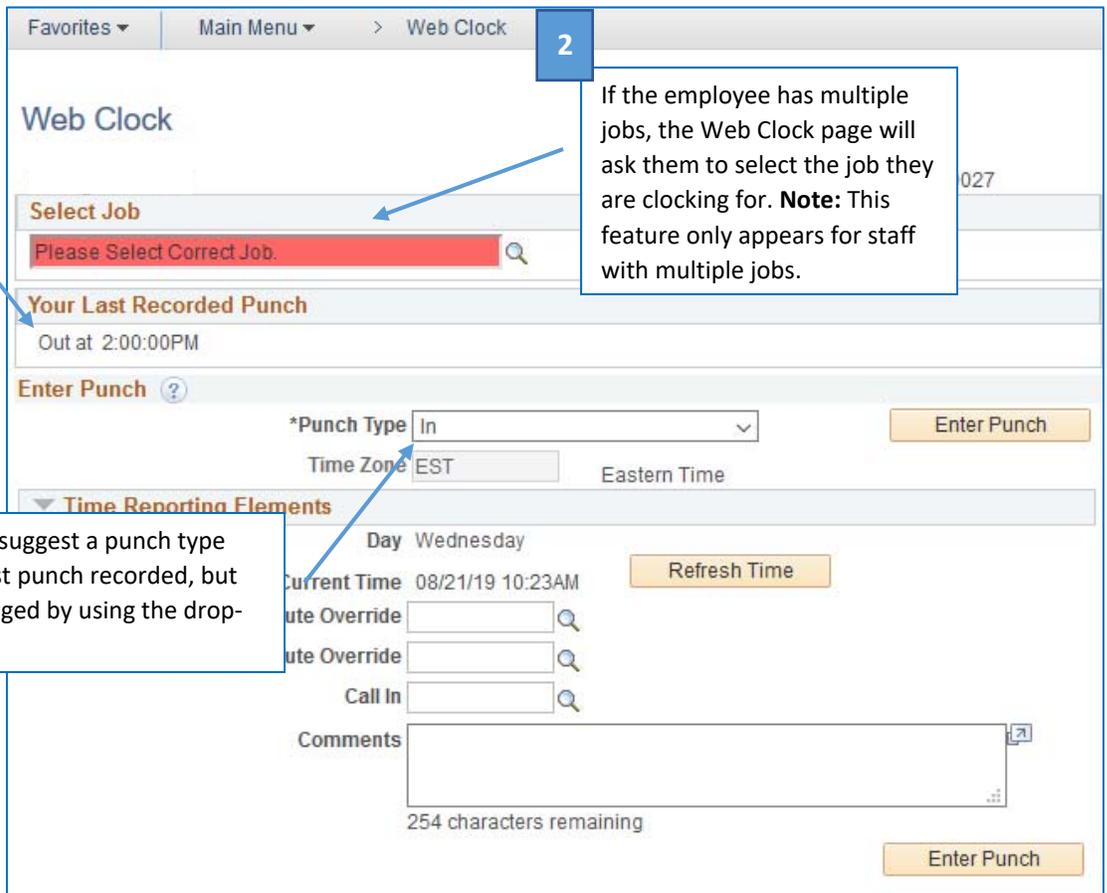


# WEB CLOCK GUIDE

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.

# Web Clock

5

The first time that time is recorded, the entry type (In or Out) will need to be selected using the drop-down menu.

Employee ID 201077  
Employment Record 0

Enter Punch ?

\*Punch Type

Time Zone

▼ Time Reporting Elements

Day

Current Time 05/02/16 9:21AM Refresh Time

1st Meal Minute Override

2nd Meal Minute Override

Call In

Comments

254 characters remaining

Enter Punch

Enter Punch

6

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

# Message

Your In punch was successfully recorded at 9:37:00AM. (13504,220)

OK

7

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