How Do I Report My Time Using the Web Clock?

(Hourly Employees)

Navigation

1. Log into OneUSG HCM.

2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.

3. On the **Employee Self Service** page, click the **Time and Absence** tile.

4. On the **Time** page, click the **Web Clock** link.

Select a Job (For Employees with Multiple Positions)

5. On the **Web Clock** page, click the Look Up icon associated with the Job field and select the desired job from the listing.

6. Click the **Look Up** icon associated with the **Employment Record** field and select the desired record from the listing.

"Punch In" at the Beginning of the Shift

7. On the **Web Clock** page, click the **Drop Down** icon associated with the **Punch Type** field and select **In** from the listing.

8. Click the **Expand** icon to display the **Time Reporting Elements** section.

9. Skip the **Task Profile ID** field; no entry is required.

10. Populate the **Comments** field, if desired.

11. Click the **Enter Punch** button.

12. Review the "date/time" stamp inserted by the system as your arrival time, displayed in the **Your Last Recorded Punch** section of the page."

"Punch Out" Before Lunch

13. Before leaving for your lunch break, return to the **Web Clock** page and click on the **Drop Down** icon associated with the **Punch Type** field.

14. Select **Meal** from the listing.

15. Click the **Expand** icon to display the **Time Reporting Elements** section.

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16. Skip the **Task Profile ID** field; no entry is required.

17. Populate the **Comments** field, if desired.

18. Click the **Enter Punch** button.

19. Review the "date/time" stamp inserted by the system as your lunch begin time, displayed in the **Your Last Recorded Punch** section of the page.

"Punch In" After Lunch

20. At the end of your lunch break, return to the **Web Clock** page and click the **Drop Down** icon associated with the **Punch Type** field.

21. Select **In** from the listing.

22. Click the **Expand** icon to display the **Time Reporting Elements** section.

23. Skip the **Task Profile** ID field; no entry is required.

24. Populate the **Comments** field, if desired.

25. Click the **Enter Punch** button.

26. Review the "date/time" stamp inserted by the system as your lunch end time, displayed in the **Your Last Recorded Punch** section of the page.

"Punch Out" at the End of the Shift

27. At the end of your work day, return to the **Web Clock** page and click the **Drop Down** icon associated with the **Punch Type** field.

28. Select **Out** from the listing.

29. Click the **Expand** icon to display the **Time Reporting Elements** section.

30. Skip the **Task Profile ID** field; no entry is required.

31. Populate the **Comments** field, if desired.

32. Click the entry **Punch** button.

33. Review the "date/time" stamp inserted by the system as your departure time, displayed in the **Your Last Recorded Punch** section of the page.

Complete the Task/Sign Out of Application

34. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

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35. Click the **Sign Out** option in the listing.

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