How Do I Report My Time for Multiple Jobs Using the Web Clock?

(Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click the Web Clock link.
4. Select the job you are punching in for.
   a. Select the look up icon (magnifying glass) for the Select Job field.
   b. Select the Empl Record for the job for which you are recording a punch. If you are unsure of the Employee Record for a particular job, check with your supervisor.
5. Record your punch at the following times:
   a. To punch in at the beginning of your shift, click the Punch Type drop down and select In.
   b. To punch out for a meal break, click the Punch Type drop down and select Meal.
   c. To punch in when returning from a meal break, click the Punch Type drop down and select In.
   d. To punch out at the end of your shift, click the Punch Type drop down and select Out.
6. Optional: If you wish to enter comments with your punch, click the Expand icon for Time Reporting Elements and enter your comments. Leave the Time Reporting Code field blank. This optional step can be done for any punch.
7. Click the Enter Punch button.
8. Click OK for the confirmation message.