Students: Reporting Time Instructions- Web Clock

1. Please go to <u>http://my.wisconsin.edu</u> and select "W-Whitewater" as your local organization.



2. Log in with your Net ID/Password

UNIVERSITY OF WISCONSIN WHITEWATER		E-Mail WINS D: Students	2L Directory Events Cale	ndar Library Alumni
	Net-ID Login The resource you requested requires you to authenticate using your UW- Whitewater Net-ID and password. Username: What is my Net-ID? Password: Forgot your password? Login To ensure proper logout, you must completely close your web browser.			
LOCATION CONTACT University of Wisconsin-Whitewater Directory Assistance 800 West Main Street Whitewater, WI 53190-1790 Contact UW-W		<u>Map</u> Emp Univ	naterial © 2016 UW Board of <u>& Directions</u> <u>Contact UW-</u> loyment <u>Emergency Info</u> <u>ensity Bookstore</u> <u>Accessibil</u> <u>W Weather</u> <u>Lanquage Tran</u>	<u>w</u> ity

3. Click on the clock icon located in the "Time and Absence" box from your UW Portal screen.

HR, Payroll and Benefits News	Time and Absence	Payroll Information	Benefit Information
Annual Benefits Enrollment period: Oc		09/29/2016 Earnings Statement	
WRS News Online, September 2016		09/15/2016 Earnings Statement	
WRS Contribution Rates to Increase in	\frown	09/01/2016 Earnings Statement	
Keep Your Beneficiary Designations Up	9	Launch payroll to find: • Earnings statements • Tax statements (W-2, 1095-C, etc.) • W-4 and direct deposit forms	Ĵ
See all	Launch full app	See all payroll information	Launch full app
Manager Time and Approval	Benefit and Payroll Resources	Personal Information	UW System Career Opportunities
Approve Time Approve Absence	:		
See all approval options	Launch full app	Launch full app	Launch full app

4. Select the "Web Clock" button

O Time and Absence	Options
	res
3	Sobbatical' is now labeled as "Banked Leave." Balances are unaffected by this name change.
Timesheet	
Leave Balances Time Entry Leave Reports	
Leave balances are also available on your current Earnings Statement	
Entitlement	- Balance
Unclassified Leave Report Unclassified Summer Session/Service Leave Report	

5. Select the working title for the job that you need to report time for

6. Select "In" in the dropdown option for "Punch Type" to clock in. Then, click on the "Enter Punch" button to capture the time.

STUDENT HELP	Р			Employment Record 1		
Your Last Recorded Punch						
Out at 4:00:00PM						
Enter Punch 🕐						
*Punch Typ	e In	Ŧ		Enter Punch		
Time Zon	CST Q	Central Time (US)			
Time Reporting Elements						
Day	Friday					
Taskgrou	UW_DEFAULT 🔍	UW Default				
Task Profile II	Q					
Time Reporting Code			Ŧ			
Rule Element	Q					
Rule Element 2	Q					
Comments				<u>ر</u> ح		
	254 characters rema	ining				
			ſ	Enter Punch		
			L. L.			
Request Overtime						

- View Holiday Schedule
- 7. Repeat steps 1-5 to clock out at the end of your shift. Make sure to select "Out" in the dropdown option for "Punch Type" and click "Enter Punch" to capture the time.