

# **Employee Self Service**

**Clock In and Out With Web Clock**

# Student Time Clock

**Step 1:** Go to <https://my.wisconsin.edu>

**Step 2:** Select University of **Wisconsin-Whitewater** and click **Select**.

University of Wisconsin - Platteville  
 University of Wisconsin - River Falls  
 University of Wisconsin - Stevens Point  
 University of Wisconsin - Stout  
 University of Wisconsin - Superior  
 University of Wisconsin - System Administration  
 University of Wisconsin - Whitewater

Remember Me (requires cookies)

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**Step 3:** Type your UW-Whitewater Net-ID and Password and click *Login*.

The resource you requested requires you to authenticate using your UWW Net-ID and password.

UWW Net-ID Login

Username:

Password:

To ensure proper logout, you must completely close your web browser.

**Step 4:** Locate the **Time and Absence** module and click the **Web Clock**

Time and Absence

Help Accessibility Technical Help Contacts

Timesheets Balance Absence Statements

Date	Status	Total	Type
9/16/2010	needs approval	8.0	over
9/15/2010	needs approval	8.0	std
9/14/2010	approved	8.0	std
9/13/2010	approved	8.0	std
9/12/2010	approved	8.0	std
9/11/2010	approved	8.0	std

1 2 3 4(last) < previous next > 1-10 of 200 items

- View Details
- View Time Entry Exceptions
- Missed Punch Form
- Enter Absence
- Timesheet
- **Web Clock**
- Unclassified Furlough Time Report - Non-Instructional Staff
- Unclassified Furlough Time Report - Instructional Staff

**Step 5:** Select the appropriate punch type from the **Punch Type** drop down menu.

- In: Select "In" to clock in.
- Out: Select "Out" to clock out.



Meal= "Out" punch when planning to return the same day

Then click the "Enter Punch" button.

**Note:** If you have more than one job, you will be taken to a page requiring you to choose which job you want to enter time for. You should look at both the **Job Description** and **Department Description** columns to determine which job to pick. When you have found the job you want, click on the **Job Description**.

[Click to View Additional Information](#)  Show Schedule Information

ASHLEY E		Customize   Find		First	1-2 of 2	Last
Job Description	Working Title	Empl Rcd Nbr	Department	Department Description		
<a href="#">CUSTODIAN</a>	CUSTODIAN	0	A427900	ATH/FACILITIES MAINT/STADIUM		
<a href="#">LABORER</a>	LABORER	1	A427900	ATH/FACILITIES MAINT/STADIUM		

Go To: [Self Service](#)  
[Time Reporting](#)

