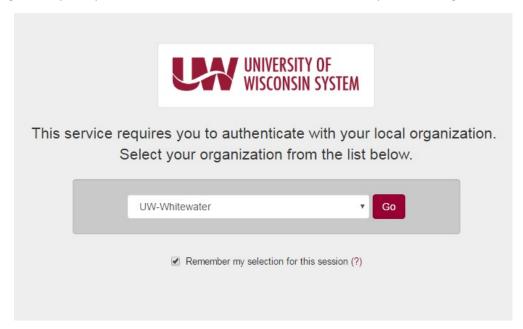
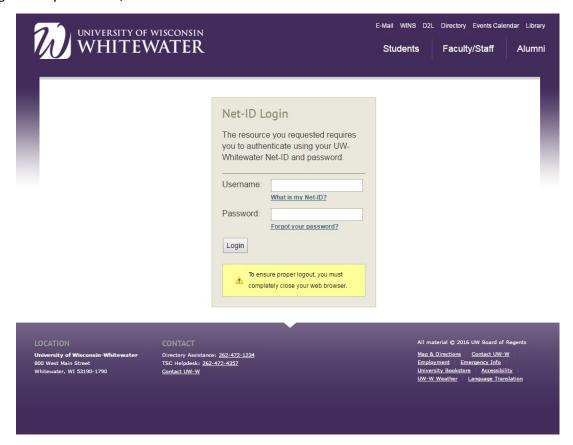
Students: Reporting Time Instructions- Web Clock

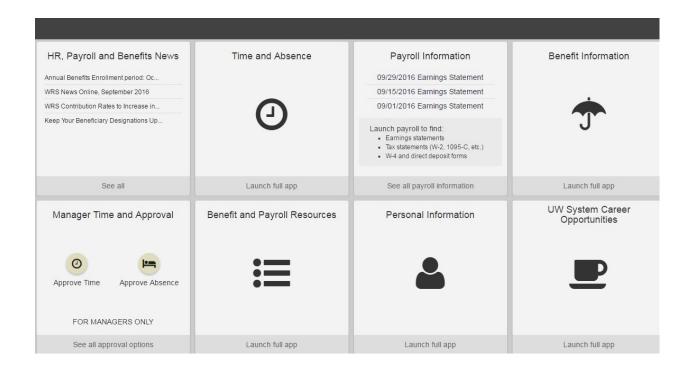
1. Please go to http://my.wisconsin.edu and select "W-Whitewater" as your local organization.



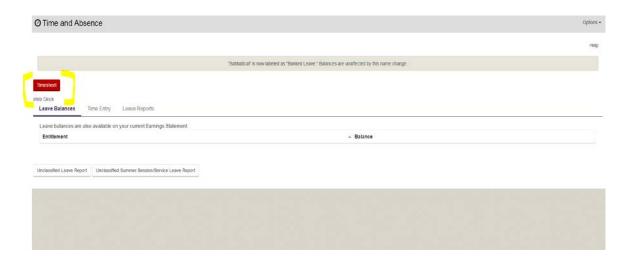
2. Log in with your Net ID/Password



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

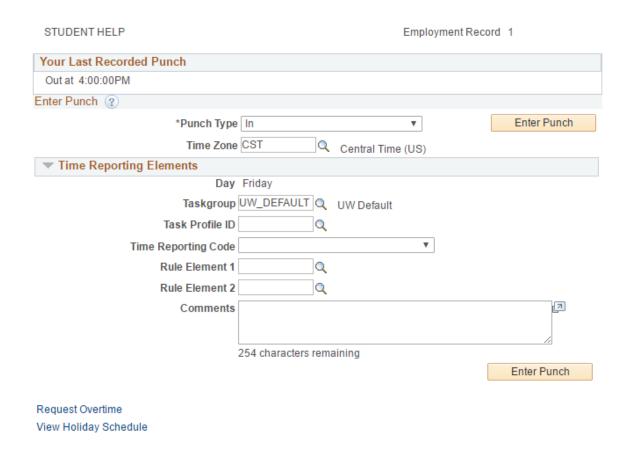


4. Select the "Web Clock" button



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.



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.