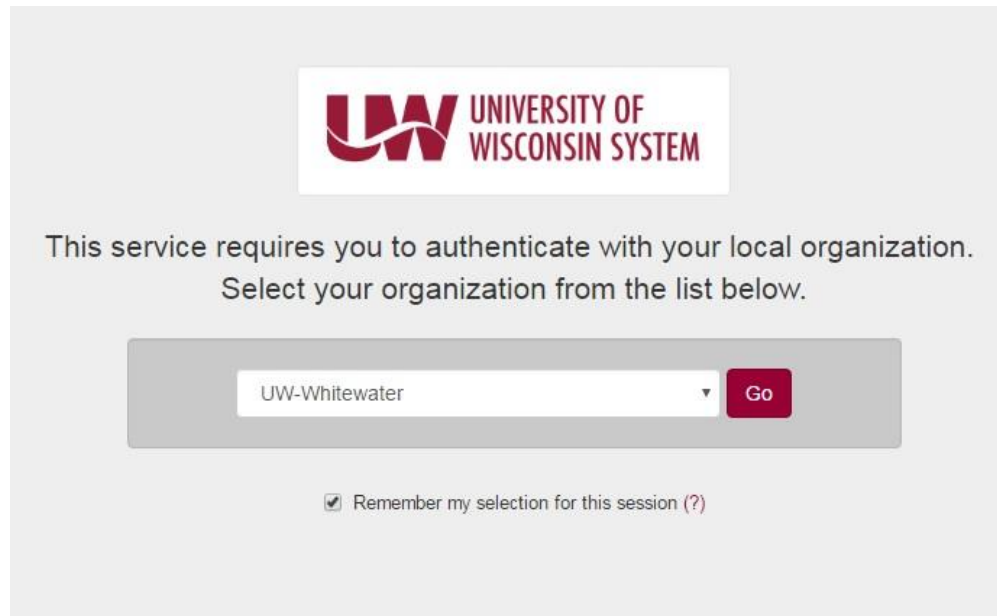


Students: Reporting Time Instructions- Web Clock

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



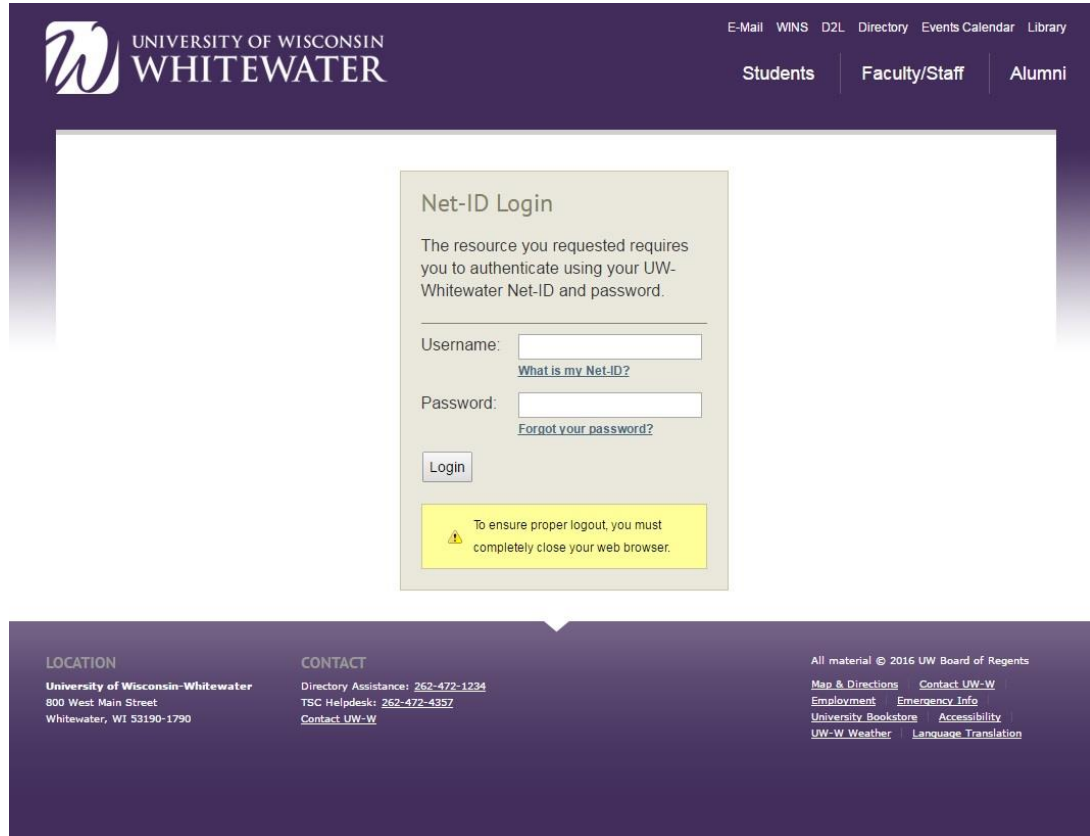
UW UNIVERSITY OF WISCONSIN SYSTEM

This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Whitewater

Remember my selection for this session (?)

2. Log in with your Net ID/Password



UNIVERSITY OF WISCONSIN WHITEWATER

E-Mail WINS D2L Directory Events Calendar Library

Students Faculty/Staff 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?](#)

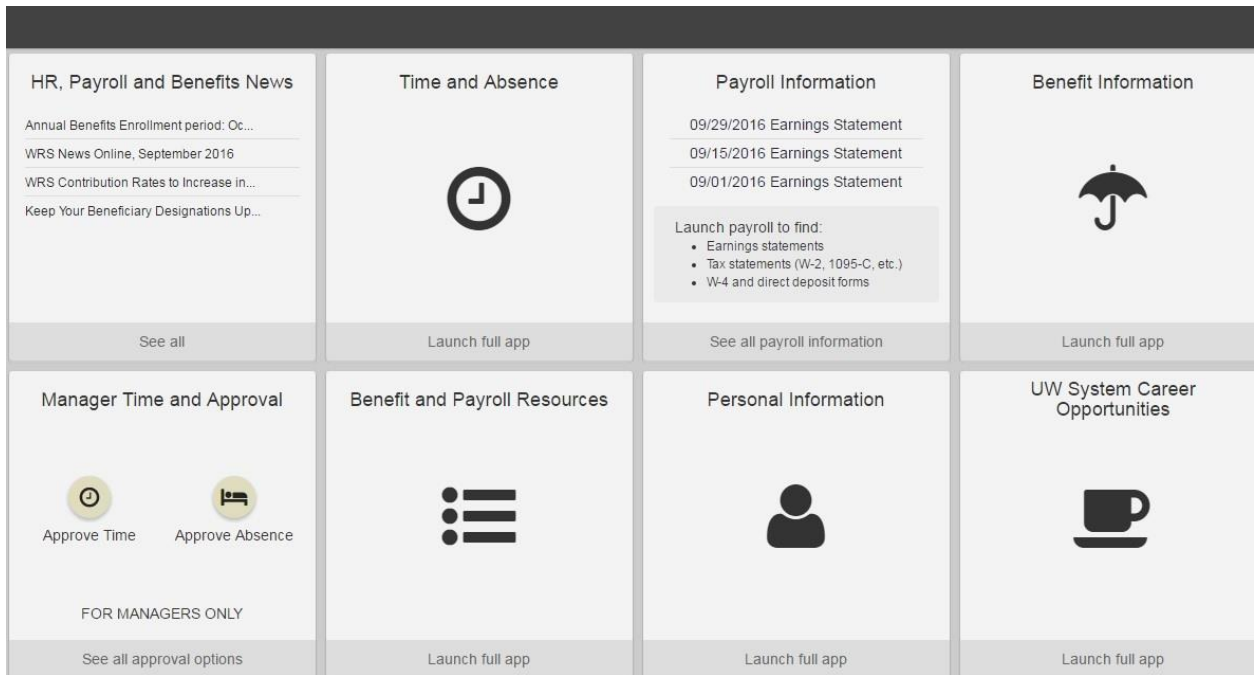
To ensure proper logout, you must completely close your web browser.

LOCATION
University of Wisconsin-Whitewater
800 West Main Street
Whitewater, WI 53190-1790

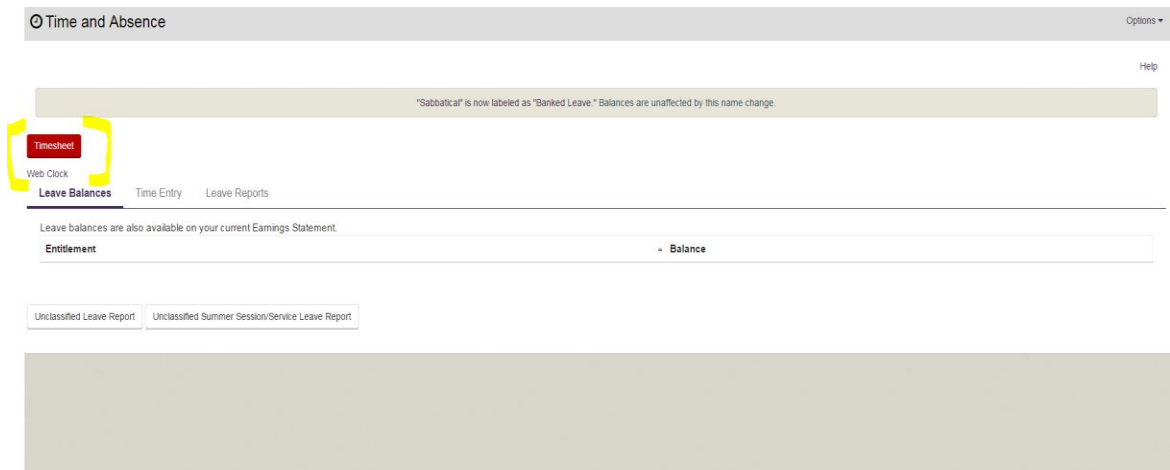
CONTACT
Directory Assistance: 262-472-1234
TSC Helpdesk: 262-472-4357
Contact UW-W

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[Map & Directions](#) [Contact UW-W](#)
[Employment](#) [Emergency Info](#)
[University Bookstore](#) [Accessibility](#)
[UW-W Weather](#) [Language Translation](#)

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.

Job Title: SH-HRD-GAU-HR ASST **Employee Record Number:** 1

Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.

Punch Type:

Time Zone:

Time Reporting Elements

Day:	Monday	<input type="checkbox"/> Billable Indicator
Taskgroup:	<input type="text" value="UW_DEFAULT"/> <input type="button" value="UW Default"/>	
Task Profile ID:	<input type="text"/> <input type="button" value=""/>	
Time Reporting Code:	<input type="text"/>	
Rule Element 1:	<input type="text"/> <input type="button" value=""/>	
Rule Element 2:	<input type="text"/> <input type="button" value=""/>	
Comments:	<input type="text"/>	

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