

How Do I Report My Time Using the Web Clock? (Hourly Employees)

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time and Absence** tile.
4. On the **Time** page, click the **Web Clock** link.

Select a Job (For Employees with Multiple Positions)

5. On the **Web Clock** page, click the Look Up icon associated with the Job field and select the desired job from the listing.
6. Click the **Look Up** icon associated with the **Employment Record** field and select the desired record from the listing.

"Punch In" at the Beginning of the Shift

7. On the **Web Clock** page, click the **Drop Down** icon associated with the **Punch Type** field and select **In** from the listing.
8. Click the **Expand** icon to display the **Time Reporting Elements** section.
9. Skip the **Task Profile ID** field; no entry is required.
10. Populate the **Comments** field, if desired.
11. Click the **Enter Punch** button.
12. Review the "date/time" stamp inserted by the system as your arrival time, displayed in the **Your Last Recorded Punch** section of the page."

"Punch Out" Before Lunch

13. Before leaving for your lunch break, return to the **Web Clock** page and click on the **Drop Down** icon associated with the **Punch Type** field.
14. Select **Meal** from the listing.
15. Click the **Expand** icon to display the **Time Reporting Elements** section.



16. Skip the **Task Profile ID** field; no entry is required.
17. Populate the **Comments** field, if desired.
18. Click the **Enter Punch** button.
19. Review the "date/time" stamp inserted by the system as your lunch begin time, displayed in the **Your Last Recorded Punch** section of the page.

"Punch In" After Lunch

20. At the end of your lunch break, return to the **Web Clock** page and click the **Drop Down** icon associated with the **Punch Type** field.
21. Select **In** from the listing.
22. Click the **Expand** icon to display the **Time Reporting Elements** section.
23. Skip the **Task Profile ID** field; no entry is required.
24. Populate the **Comments** field, if desired.
25. Click the **Enter Punch** button.
26. Review the "date/time" stamp inserted by the system as your lunch end time, displayed in the **Your Last Recorded Punch** section of the page.

"Punch Out" at the End of the Shift

27. At the end of your work day, return to the **Web Clock** page and click the **Drop Down** icon associated with the **Punch Type** field.
28. Select **Out** from the listing.
29. Click the **Expand** icon to display the **Time Reporting Elements** section.
30. Skip the **Task Profile ID** field; no entry is required.
31. Populate the **Comments** field, if desired.
32. Click the entry **Punch** button.
33. Review the "date/time" stamp inserted by the system as your departure time, displayed in the **Your Last Recorded Punch** section of the page.

Complete the Task/Sign Out of Application

34. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



35. Click the **Sign Out** option in the listing.

