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.