

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

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Web Clock** link.
4. Select the job you are punching in for.
 - a. Select the **look up** icon (magnifying glass) for the **Select Job** field.
 - b. Select the **Empl Record** for the job for which you are recording a punch. If you are unsure of the Employee Record for a particular job, check with your supervisor.
5. Record your punch at the following times:
 - a. To punch in at the beginning of your shift, click the **Punch Type** drop down and select **In**.
 - b. To punch out for a meal break, click the **Punch Type** drop down and select **Meal**.
 - c. To punch in when returning from a meal break, click the **Punch Type** drop down and select **In**.
 - d. To punch out at the end of your shift, click the **Punch Type** drop down and select **Out**.
6. Optional: If you wish to enter comments with your punch, click the **Expand** icon for **Time Reporting Elements** and enter your **comments**. Leave the **Time Reporting Code** field blank. This optional step can be done for any punch.
7. Click the **Enter Punch** button.
8. Click **OK** for the confirmation message

