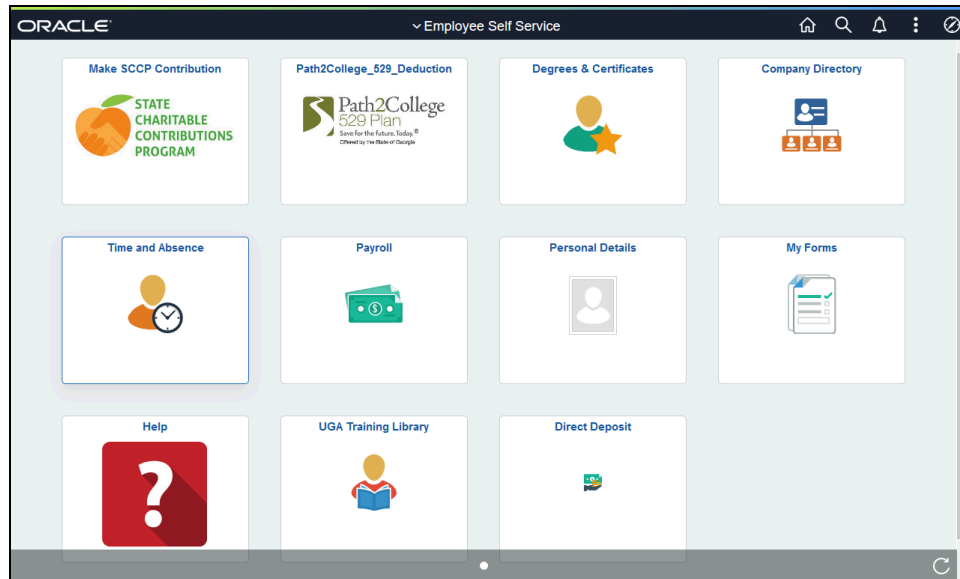





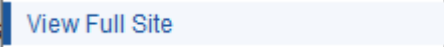
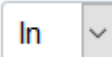
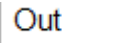


Reporting Time Using the PeopleSoft Web Clock



Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed. The Report Time tile is displayed for PeopleSoft web clock users with the current date and time, Last Action including date/time, suggested punch, and ellipse [...] button.</p> <p>Press [Enter] to continue.</p>
3.	<p>The suggested punch button is based on your last action.</p> <p>Click in the In button.</p> 
4.	<p>The Last action: information and suggested punch button are updated.</p> <p>To view punch options, click the [...] ellipse button.</p>

Step	Action
5.	<p>The list of punch options is displayed.</p> <p>Note: If you do not take a meal break during your shift, you can select the "Out" option.</p> <p>click the Meal link.</p> 
6.	<p>Click the In button to return from your meal.</p> 
7.	<p>Your punch related information is updated.</p> <p>Punches can also be entered from the full PeopleSoft webclock site.</p> <p>Click the Ellipse [...] button.</p> 
8.	<p>Click the View Full Site link.</p> 
9.	<p>The Report Time page is displayed with all punches from today.</p> <p>Click the Punch Type drop-down menu.</p> 
10.	<p>Select the appropriate punch option from the displayed Punch Type list.</p> 
11.	<p>Note: The Time Reporting Code option can be left blank, which will default to "Regular."</p> <p>Click the Submit button.</p>
12.	<p>Your punch is displayed along with a submitted successfully message.</p>
13.	<p>You have successfully completed the steps to enter time using the PeopleSoft web clock in OneUSG Connect.</p> <p>End of Procedure.</p>