# Reporting Time Using the PeopleSoft Web Clock

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Employee Self Service homepage in OneUSG Connect, click the <strong>Time and Absence</strong> tile.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Time and Absence" /></td>
</tr>
</tbody>
</table>
| 2.   | 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 [...J button.  

Press **[Enter]** to continue. |
| 3.   | The suggested punch button is based on your last action.  

Click in the **In** button. |
| 4.   | The Last action: information and suggested punch button are updated.  

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