Students: Reporting Time Instructions- Web Clock

1. Please go to <u>http://my.wisconsin.edu</u> and select "W-Whitewater" as your local organization.



2. Log in with your Net ID/Password

	VISCONSIN VATER	E-Mail WINS D2L Directory Events Calendar Library Students Faculty/Staff Alumni
	Net-ID Login The resource you requested requised void the state using your UV Whitewater Net-ID and password Username: What is my Net-ID? Password: Password: Login To ensure proper logout, you must completely close your web browse	uires W- 1.
LOCATION University of Wisconsin-Whitewater 800 West Main Street Whitewater, WI 53190-1790	CONTACT Directory Assistance: <u>262-472-1234</u> TSC Helpdesk: <u>262-472-4357</u> <u>Contact UW-W</u>	All material © 2016 UW Board of Regents Map & Directions <u>Contact UW-W</u> <u>Employment <u>Emergency Info</u> <u>University Bookstore</u> <u>Accessibility</u> <u>UW-W Weather</u> <u>Language Translation</u></u>

3. Click on the clock icon located in the "Time and Absence" box from your UW Portal screen.

HR, Payroll and Benefits News	Time and Absence	Payroll Information	Benefit Information
Annual Benefits Enrollment period: Oc		09/29/2016 Earnings Statement	
WRS News Online, September 2016		09/15/2016 Earnings Statement	
WRS Contribution Rates to Increase in	\frown	09/01/2016 Earnings Statement	
Keep Your Beneficiary Designations Up	e	Launch payroll to find: • Earnings statements • Tax statements (W-2, 1095-C, etc.) • W-4 and direct deposit forms	j
See all	Launch full app	See all payroll information	Launch full app
Manager Time and Approval	Benefit and Payroll Resources	Personal Information	UW System Career Opportunities
Approve Time Approve Absence	:	2	
See all approval options	Launch full app	Launch full app	Launch full app

4. Select the "Web Clock" button

O Time and Absence	Options •
	Нер
	"Sabbatical" is now labeled as "Banked Leave." Balances are unaffected by this name change.
Tricsteed Wee Gook Leave Balances Time Entry Leave Reports	
Leave balances are also available on your current Earnings Statement. Entitlement	- Balance
Unclassified Leave Report Unclassified Summer Session/Service Leave Report	

5. Select the working title for the job that you need to report time for

6. Select "In" in the dropdown option for "Punch Type" to clock in. Then, click on the "Enter Punch" button to capture the time.

Job Title:	SH-HRD-GAU-HR AS	SST Employee Reco		rd Number: 1		
Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.						
Punch Type	:	•	E	nter Punch		
Time Zone:		CST Q	Central T	ime (US)		
Time Reporti	ng Elements					
Day:		Monday			Billable Indicator	
Taskgroup:		UW_DEFAULT	Q	UW Default		
Task Profile	e ID:		Q			
Time Repor	rting Code:			٣		
Rule Eleme	nt 1:		Q			
Rule Eleme	nt 2:		Q			
Comments	:					
Go To: S	Self Service					
I	ime Reporting					
B	Request Overtime					
Y	/iew Holiday Schedul	e				

7. Repeat steps 1-5 to clock out at the end of your shift. Make sure to select "Out" in the dropdown option for "Punch Type" and click "Enter Punch" to capture the time.