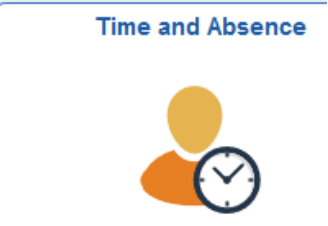





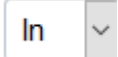
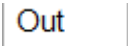


Reporting Time Using the PeopleSoft Web Clock

Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile. 
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 [...] 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.
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. 
6.	Click the In button to return from your meal. 
7.	Your punch related information is updated. Punches can also be entered from the full PeopleSoft webclock site. Click the Ellipse [...] button. 

Step	Action
8.	Click the View Full Site link. 
9.	The Report Time page is displayed with all punches from today. Click the Punch Type drop-down menu. 
10.	Select the appropriate punch option from the displayed Punch Type list. 
11.	Note: The Time Reporting Code option can be left blank, which will default to "Regular." Click the Submit button.
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.