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. Time and Absence
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. Meal
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. View Full Site
9.	The Report Time page is displayed with all punches from today. Click the **Punch Type** drop-down menu. In
10.	Select the appropriate punch option from the displayed Punch Type list. Out
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.**