## How Do I Report My Time for Multiple Jobs Using the Web Clock?

## (Hourly Employees)

## Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Time and Absence tile.
- 3. On the Time page, click the Web Clock link.
- 4. Select the job you are punching in for.
  - a. Select the look up icon (magnifying glass) for the Select Job field.
  - b. Select the Empl Record for the job for which you are recording a punch. If you are unsure of the Employee Record for a particular job, check with your supervisor.
- 5. Record your punch at the following times:
  - a. To punch in at the beginning of your shift, click the Punch Type drop down and select In.
  - b. To punch out for a meal break, click the Punch Type drop down and select Meal.
  - c. To punch in when returning from a meal break, click the **Punch** Type drop down and select **In**.
  - d. To punch out at the end of your shift, click the **Punch Type** drop down and select Out.
- 6. Optional: If you wish to enter comments with your punch, click the **Expand** icon for Time Reporting Elements and enter your comments. Leave the Time Reporting Code field blank. This optional step can be done for any punch.
- 7. Click the Enter Punch button.

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8. Click **OK** for the confirmation message

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