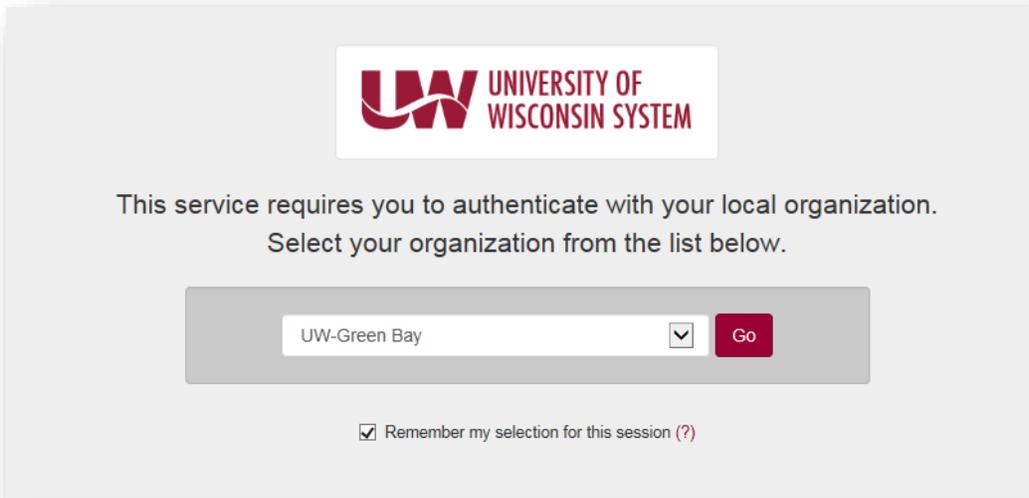
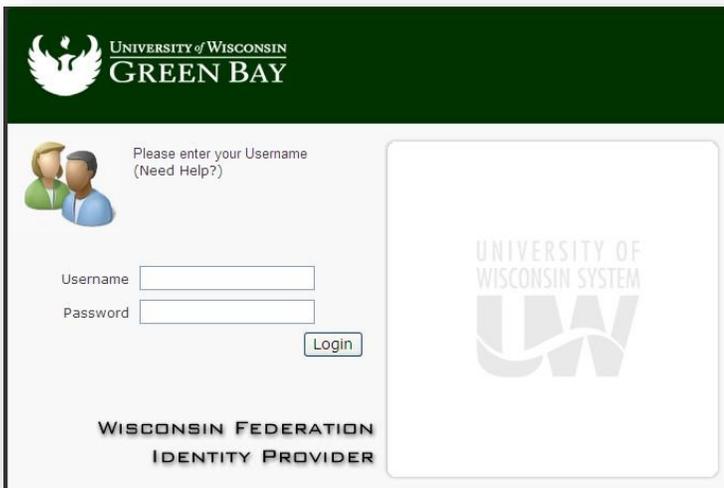


Log in to the portal

- My UW System portal: <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#).
- Select UW-Green Bay in the drop-down menu.



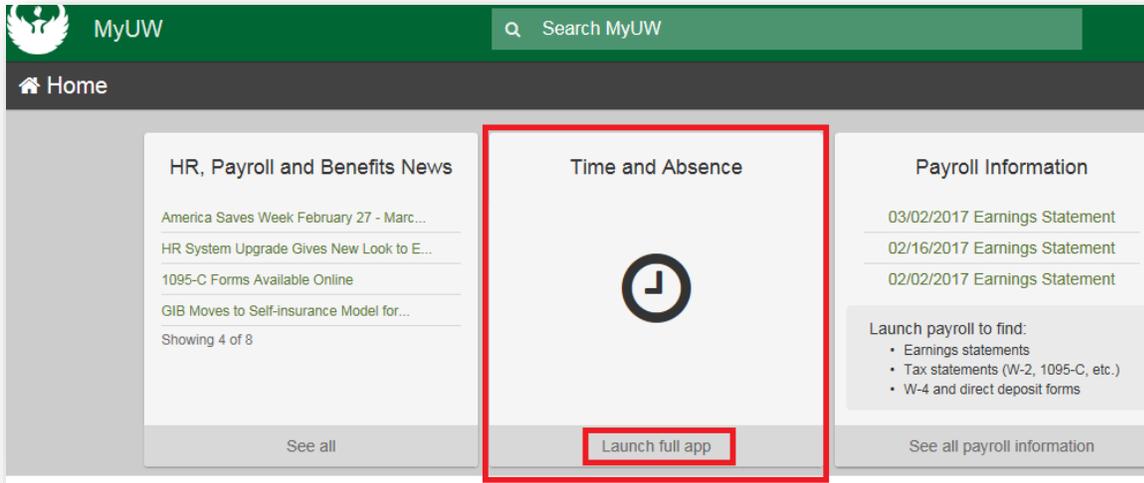
- On the next screen, enter your UW-Green Bay username and password and then click the Login button.



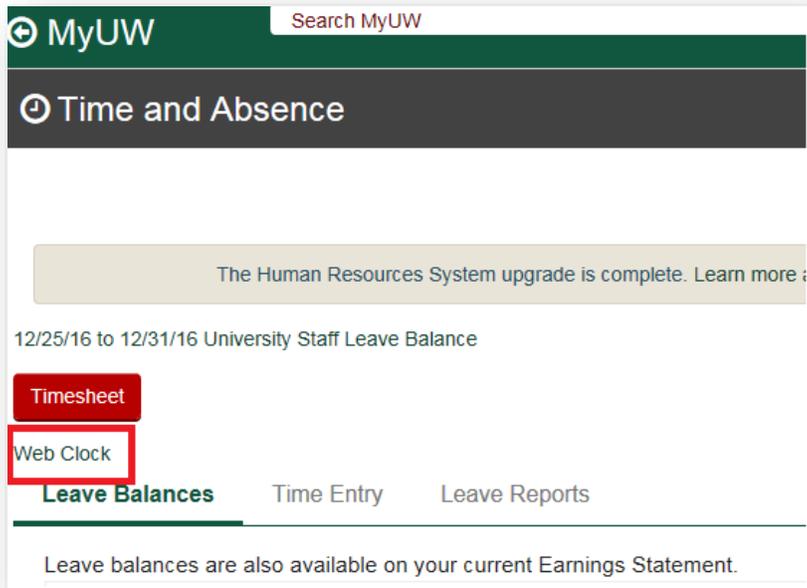
Student Employees – use your student account & password (same account as SIS, D2L, Outlook)

Grad Assistants – use your faculty/staff account & password (*not your student account and password*)

- You should now be on the My UW System Portal page for UW-Green Bay. Select the **Time and Absence** module by clicking **Launch full app**.



- To access the Web Clock, click on the **Web Clock** link.



- You should now be on the **Web Clock** screen.

Web Clock

YOUR NAME Employee ID 8 digit employee ID number

Select Job
STUDENT HELP - OFFICE ASSISTAN

Employment Record 1

Your Last Recorded Punch
Out at 3:30:00PM

Enter Punch ?

*Punch Type In Enter Punch

Time Zone CST Central Time (US)

Time Reporting Elements

Day Thursday

Taskgroup UW_DEFAULT UW Default

Task Profile ID

Time Reporting Code

Rule Element 1

Rule Element 2

Comments
254 characters remaining

Enter Punch

- If you have more than one position, you will also need to make sure that you have the correct **Employment Record** selected. To change the selected record, click on either of the magnifying glass icons next to the job title or employment record box. After the Look Up box opens, review the descriptions to locate the position for which you wish to report time and click on the corresponding Empl Record number. After the Web Clock screen comes up, verify that the correct Employment Record is displayed.

Look Up Employment Record

Search by: Empl Record =

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

Empl Record	Description
0	STUDENT HELP - SUM CUST
1	STUDENT HELP - CRSC FA/SG
2	STUDENT HELP - CRSC MAINTENANC
3	STUDENT HELP - CRSC MSA

- Select the appropriate punch type from the **Punch Type** drop down menu.
 - In: Select "In" to clock in.
 - Out: Select "Out" to clock out.

Your Last Recorded Punch

Out at 3:30:00PM

Enter Punch [?](#)

*Punch Type **In**
Meal
Out

Time Zone

Enter Punch

▼ **Time Reporting Elements**

Day Thursday

Taskgroup UW_DEFAULT [?](#) UW Default

Task Profile ID [?](#)

Time Reporting Code

Rule Element 1 [?](#)

Rule Element 2 [?](#)

Comments [?](#)

254 characters remaining

Enter Punch

[Request Overtime](#)

[View Holiday Schedule](#)

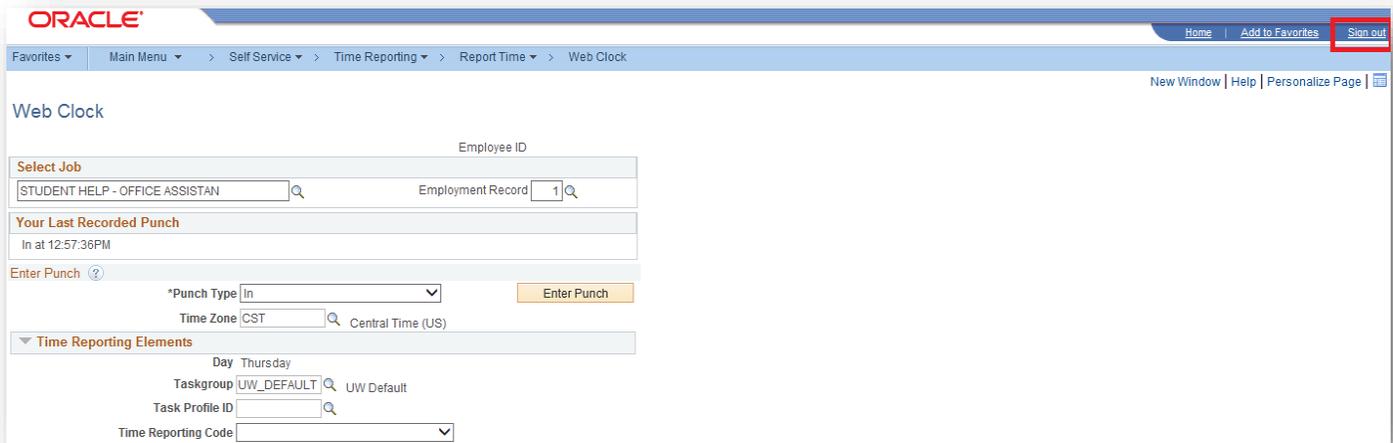
- Click the **Enter Punch** button.
- A confirmation message will pop up after your punch is recorded. Click on the OK button.

Message

Your In punch was successfully recorded at 12:57:36PM. (13504,220)

OK

- You will then be brought back to the Web Clock screen. **IMPORTANT - Click the Sign out link in the upper right hand corner (pictured below) and close this web browser.**



*****Repeat these same steps to Punch Out (make sure to select the Punch Type of Out in Step 8)*****

- Please note that punches will be rounded to the nearest quarter hour (ex. 0, 0.25, 0.5, 0.75, 1), as shown on the Time & Absence webpage: [http://www.uwgb.edu/human-resources/payroll/time-absence-information-\(1\)/](http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/)
- The Student Payroll Schedule is available on the Payroll Schedules webpage: <http://www.uwgb.edu/human-resources/payroll/payroll-schedules/>

IMPORTANT – MAKE SURE TO SIGN OUT AND CLOSE OUT OF THE WEB BROWSER

Please contact payrollandbenefits@uwgb.edu or ext. 2390 if you have any questions.