UNIVERSITY OF HRS

Student Web Clock Entry

Log in to the portal

- My UW System portal: <u>https://my.wisconsin.edu/</u>
- 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.

	UNIVERSITY OF WISCONSIN SYSTEM	l
This ser	rvice requires you to authenticate with your local organization. Select your organization from the list below.	l
	UW-Green Bay	L
	Remember my selection for this session (?)	J

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

GREEN BAY	Student Employees – use
Please enter your Username (Need Help?)	your student account & password (same account as SIS, D2L, Outlook)
Username WISCONSIN	Grad Assistants – use your faculty/staff account & password (not your student
WISCONSIN FEDERATION	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**.

	,		
ome			-
	HR, Payroll and Benefits News	Time and Absence	Payroll Information
	America Saves Week February 27 - Marc		03/02/2017 Earnings Statement
	HR System Upgrade Gives New Look to E		02/16/2017 Earnings Statement
	1095-C Forms Available Online		02/02/2017 Earnings Statement
	GIB Moves to Self-insurance Model for		
	Showing 4 of 8		Launch payroll to find: • Earnings statements • Tax statements (W-2, 1095-C, etc. • W-4 and direct deposit forms
	See all	Launch full app	See all payroll information

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

⊙ MyUW	Search MyUW
⊙ Time and A	bsence
т	he Human Resources System upgrade is complete. Learn more a
12/25/16 to 12/31/16 Un	iversity Staff Leave Balance
Timesheet	
Web Clock Leave Balances	Time Entry Leave Reports
Leave balances are	e also available on your current Earnings Statement.
-	

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

YOUR NAME	Employee ID 8 digit employee ID numbe
Select Job	
STUDENT HELP - OFFICE ASSISTAN	Q Employment Record 1 Q
Your Last Recorded Punch	
Out at 3:30:00PM	
nter Punch 🕐	
*Punch Type In	✓ Enter Punch
Time Zone CST	Central Time (US)
Time Reporting Elements	
Day Thursday	
Taskgroup UW_DEFA	ULT Q UW Default
Task Profile ID	
Time Reporting Code	✓
Rule Element 1	Q
Rule Element 2	Q
Comments	
254 charac	ters remaining

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.

🦉 🚺 🕴	O ✿ ₩	Help
Searchip	y. Empi Record V =	
Look Up	Cancel Advanced Lookup	
Search R	esults	
view 100	FIFST W 1-4 of 4 W Last	
Empl Recor	d Description	
0	STUDENT HELP - SUM CUST	
1	STUDENT HELP - CRSC FA/SG	
2	STUDENT HELP - CRSC MAINTENANC	
	OTUDENTUELD ODOO NOT	

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

Your Last Recorded Punch			
Out at 3:30:00PM			
Enter Punch 🕐		-	
*Punch Type	in Moal		Enter Punch
Time Zone	Out		
Time Reporting Elements			
Day	Thursday		
Taskgroup	UW_DEFAULT 🤍 UW Default		
Task Profile ID	Q		
Time Reporting Code		~	
Rule Element 1	Q		
Rule Element 2	Q		
Comments			[2]
L	254 characters remaining		
			Enter Punch
Request Overtime			
/iew 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)	

• 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.

ORACLE'
Favorites • Main Menu • > Self Service • > Time Reporting • > Report Time • > Web Clock
Web Clock
Employee ID
Select Job
STUDENT HELP - OFFICE ASSISTAN Q Employment Record 1 Q
Your Last Recorded Punch
In at 12:57:36PM
Enter Punch (2)
*Punch Type In Enter Punch
Time Zone CST Central Time (US)
▼ Time Reporting Elements
Day Thursday
Taskgroup UW_DEFAULT Q UW Default
Task Profile ID
Time Reporting Code

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: <u>http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/</u>
- 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 <u>payrollandbenefits@uwgb.edu</u> or ext. 2390 if you have any questions.