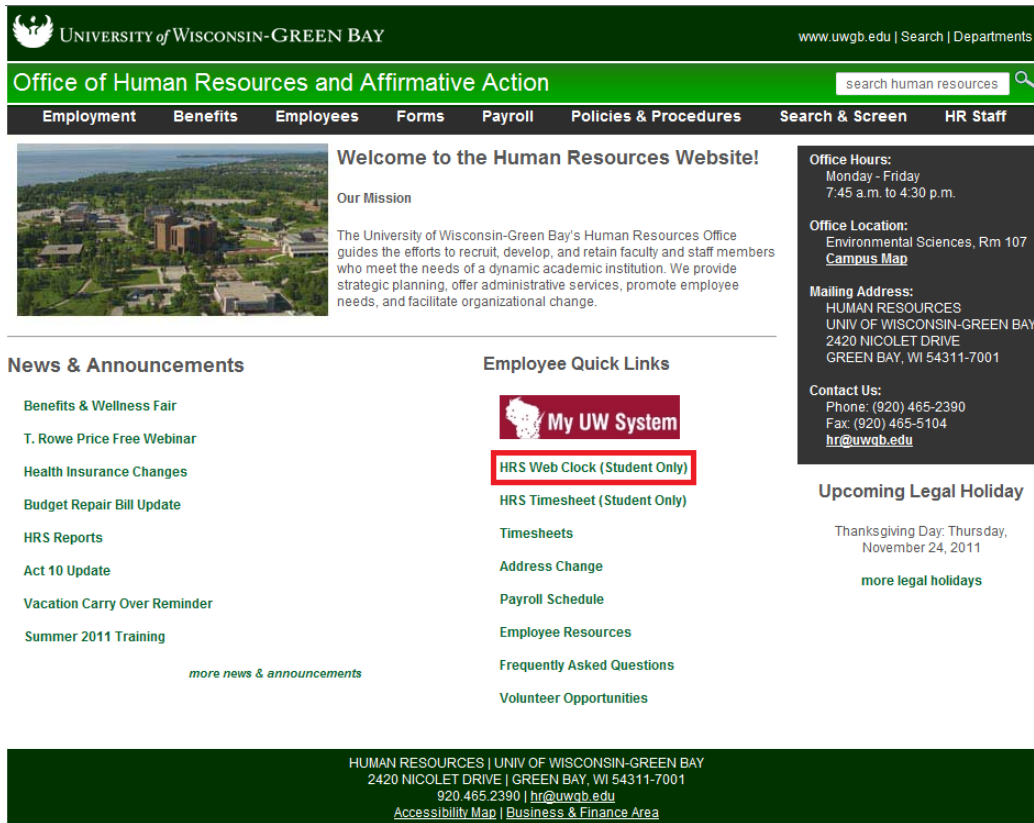


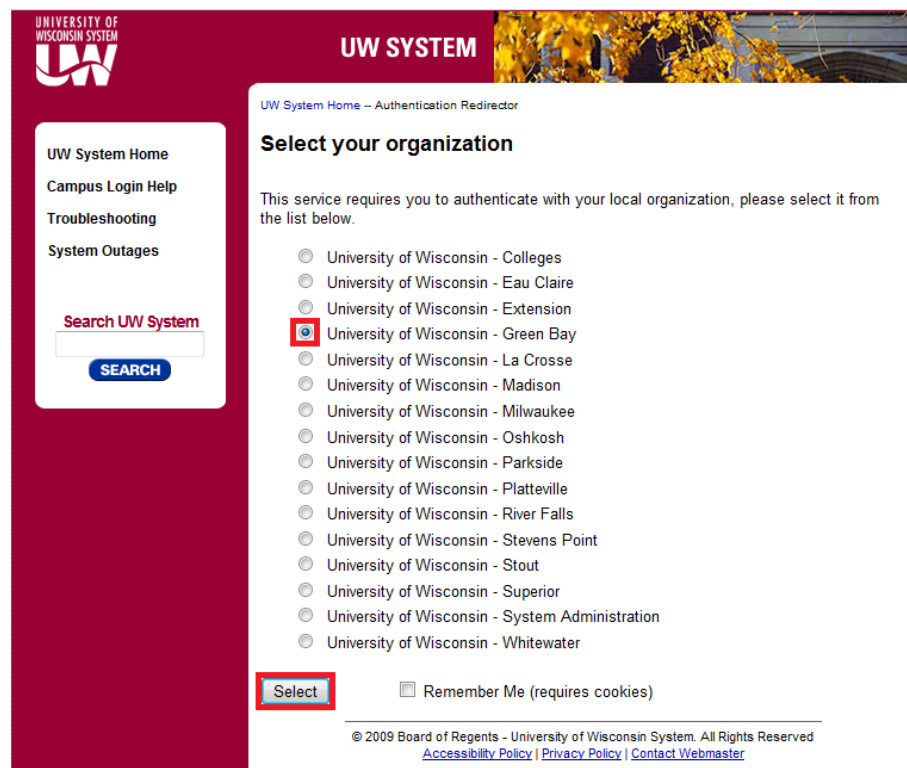
# HRS Student Web Clock

1. Go to <http://www.uwgb.edu/hr> and click the HRS Web Clock (Student Only) link.



The screenshot shows the University of Wisconsin-Green Bay Human Resources website. The header includes the university name, logo, and navigation links like 'www.uwgb.edu | Search | Departments'. Below the header is a green banner for the 'Office of Human Resources and Affirmative Action' with a search bar. A main navigation menu lists categories: Employment, Benefits, Employees, Forms, Payroll, Policies & Procedures, Search & Screen, and HR Staff. The main content area features a 'Welcome to the Human Resources Website!' section with an aerial photo of the campus and a 'Welcome to the Human Resources Website!' heading. To the right, there are 'Office Hours', 'Office Location', 'Mailing Address', and 'Contact Us' information. Below the welcome section are two columns of links: 'News & Announcements' (including Benefits & Wellness Fair, T. Rowe Price Free Webinar, Health Insurance Changes, Budget Repair Bill Update, HRS Reports, Act 10 Update, Vacation Carry Over Reminder, and Summer 2011 Training) and 'Employee Quick Links' (including My UW System, HRS Web Clock (Student Only), HRS Timesheet (Student Only), Timesheets, Address Change, Payroll Schedule, Employee Resources, Frequently Asked Questions, and Volunteer Opportunities). At the bottom, there is an 'Upcoming Legal Holiday' section for Thanksgiving Day on November 24, 2011, and a link for 'more legal holidays'. A footer contains contact information for Human Resources at the University of Wisconsin-Green Bay, including the address, phone number, fax, and email, along with links for an Accessibility Map and Business & Finance Area.

2. Click the University of Wisconsin – Green Bay radio button and then click the Select button.



The screenshot shows the UW System authentication redirector page. The header includes the University of Wisconsin System logo and the text 'UW SYSTEM'. Below the header, there is a navigation menu with links for 'UW System Home', 'Campus Login Help', 'Troubleshooting', and 'System Outages'. A search bar for 'Search UW System' is also present. The main content area is titled 'Select your organization' and contains the text: 'This service requires you to authenticate with your local organization, please select it from the list below.' Below this text is a list of radio buttons for various UW System campuses. The 'University of Wisconsin - Green Bay' option is selected, indicated by a blue dot in the radio button. At the bottom of the list, there is a 'Select' button and a 'Remember Me (requires cookies)' checkbox. The footer contains copyright information for the Board of Regents - University of Wisconsin System, All Rights Reserved, and links for Accessibility Policy, Privacy Policy, and Contact Webmaster.

# HRS Student Web Clock

3. 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*)

4. If you have more than one job, you will be taken to a page requiring you to choose which job you want to enter time for. You should look at the **Working Title**, **Empl Rcd Nbr** and **Department Description** columns to determine which job to pick. When you have found the job you want, click on the **Job Description**. *If you don't have more than one job, skip this step.*

[Click to View Additional Information](#)  Show Schedule Information

<a href="#">Job Description</a>	<a href="#">Working Title</a>	<a href="#">Empl Rcd Nbr</a>	<a href="#">Department</a>	<a href="#">Department Description</a>
<a href="#">STUDENT HELP</a>	OFFICIAL	0	D091000	Intramurals & Recreation
<a href="#">STUDENT HELP</a>	INSTRUCTOR	1	D091010	Intramurals & Rec-Lessons

Go To: [Self Service](#)  
[Time Reporting](#)

# HRS Student Web Clock

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

**Web Clock**  
**Enter Punch**

NAME \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Job Title: STUDENT HELP Employee Record Number: 0

Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.

Punch Type:    
Time Zone: \_\_\_\_\_ Central Time

**Time Reporting Elements**

Day: Wednesday  Billable Indicator  
Taskgroup:  UW Default  
Task Profile ID: \_\_\_\_\_  
Time Reporting Code: \_\_\_\_\_  
Rule Element 1: \_\_\_\_\_  
Rule Element 2: \_\_\_\_\_  
Comments: \_\_\_\_\_

Go To: [Self Service](#)  
[Time Reporting](#)  
[Request Overtime](#)  
[View Holiday Schedule](#)

6. Click the **Enter Punch** button.
7. You will be brought to a confirmation screen, click the OK button:

**Web Clock**  
**Save Confirmation**

✓ The Save was successful.  
The following punch has been recorded

Date: 04/20/2011  
Day: Wednesday  
Punch Time: 2:59:31PM  
Time Zone: CDT  
Punch Type: In

# HRS Student Web Clock

8. You will then be brought back to the Punch Screen, scroll down and click the Self Service link

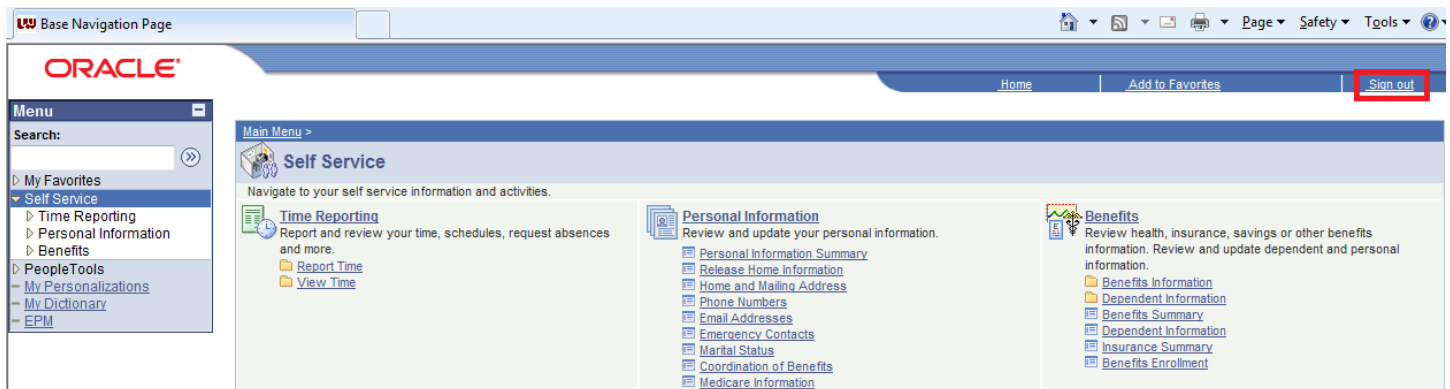
**Punch Type:**    
**Time Zone:**

**Time Reporting Elements**

**Day:** Thursday  **Billable Indicator**  
**Taskgroup:**    
**Task Profile ID:**   
**Time Reporting Code:**   
**Rule Element 1:**   
**Rule Element 2:**   
**Comments:**

Go To: [Self Service](#)  
[Time Reporting](#)  
[Request Overtime](#)  
[View Holiday Schedule](#)

9. **IMPORTANT** - Click the Sign out link in the upper right hand corner (pictured below) and close this web browser.



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

\*\*\*Repeat these same steps to Punch Out (make sure to select the Punch Type of Out in Step 5)