How Do I Report Time Using the Web Clock

**Navigation**

Employee Self Service>Time and Absence>Report Time

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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the Employee Self Service homepage in OneUSG Connect, click the <strong>Time and Absence</strong> tile.</td>
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<td>2.</td>
<td>The Time page is displayed.</td>
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The Report Time tile is displayed for web clock users with the current date and time, Last Action including date/time, suggested punch, and ellipse [...] button.

Press [Enter] to continue.

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<td>3.</td>
<td>The suggested punch button is based on your last action.</td>
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Click in the In button.

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<td>4.</td>
<td>The Last action: information and suggested punch button are updated.</td>
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To view punch options, click the [...] ellipse button.
### Step | Action
---|---
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.
8. | Click the View Full Site link.  
9. | The Report Time page is displayed with all punches from today.  
   Click the Punch Type drop-down menu.  
   ![Punch Type](ellipse.png)
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 web clock in OneUSG Connect.