



Web Clock

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Training Guide
Web Clock

Table of Contents

Web_Clock.....	1
WEB Clock Procedure.....	1
Access and Record Time using Web Clock	1


Web Clock

WEB Clock Procedure

Access and Record Time using Web Clock Procedure

In this topic you will learn how to **Access and Record Time using Web Clock**.



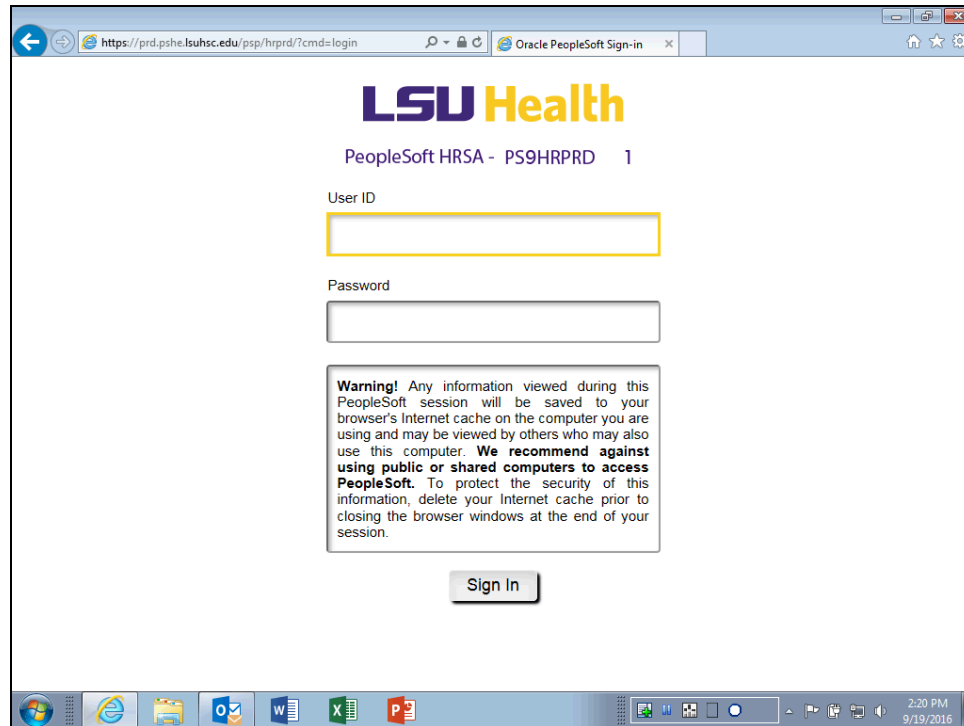
Step	Action
1.	From the LSUHSC home page, click the Self-Service button. 

Training Guide

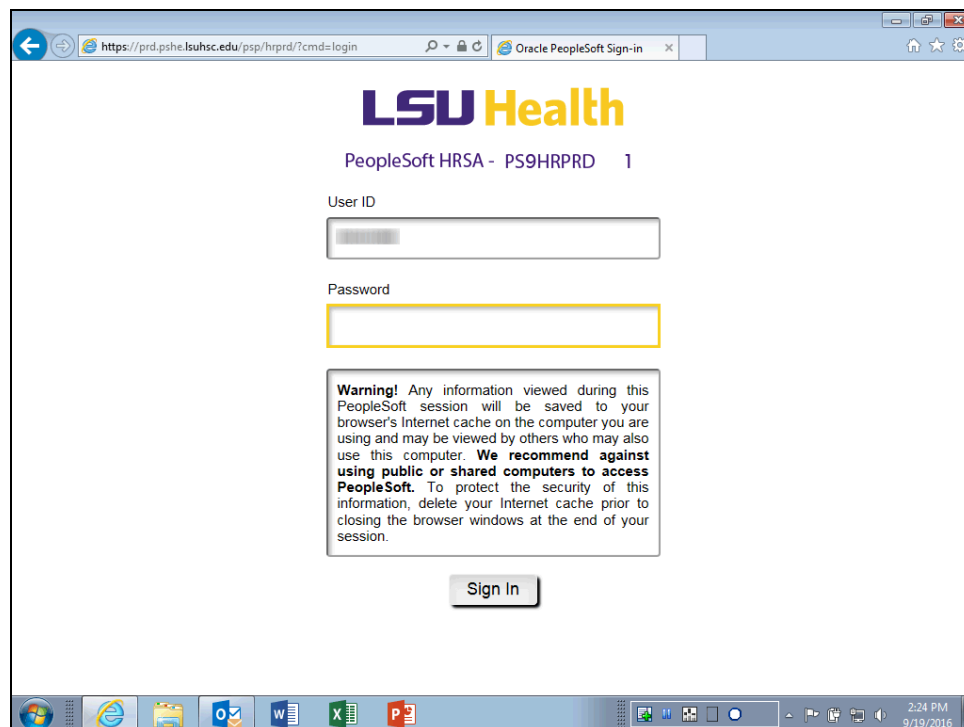
Web Clock



Step	Action
2.	Click the Employee Self-Service http://employeeservice.lsuhs.edu link. Employee Self-Service http://employeeservice.lsuhs.edu



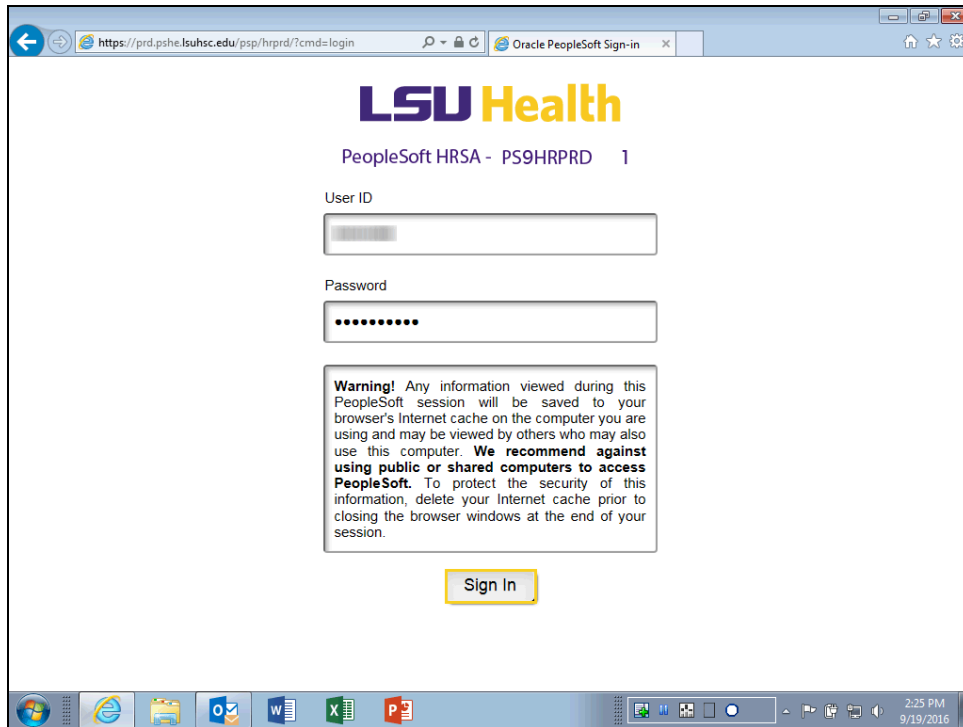
Step	Action
3.	Enter the desired information into the User ID field. Enter " Your User ID ".




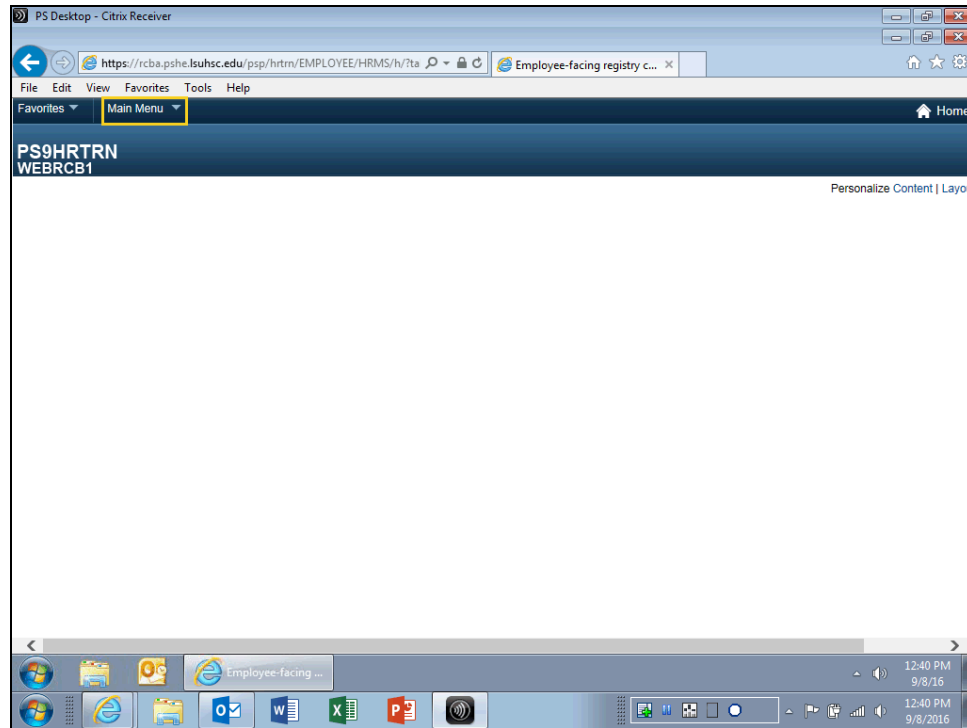
Training Guide

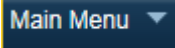
Web Clock

Step	Action
4.	Enter the desired information into the Password field. Enter " Your PeopleSoft Password ".



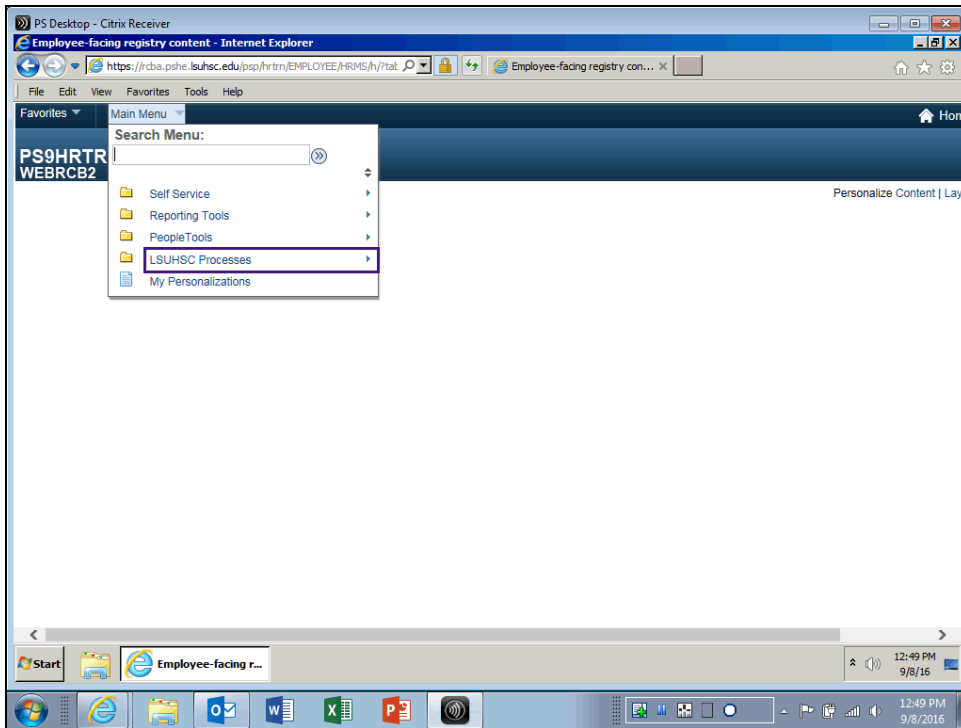
Step	Action
5.	Click the Sign In button. 




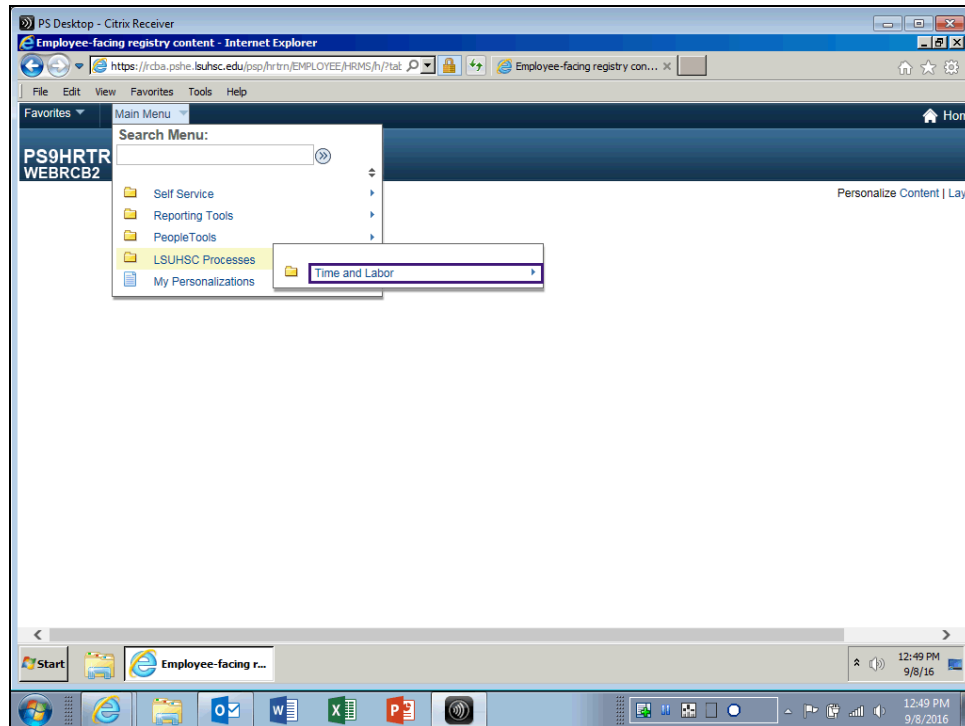
Step	Action
6.	Click the Main Menu button. 


Training Guide

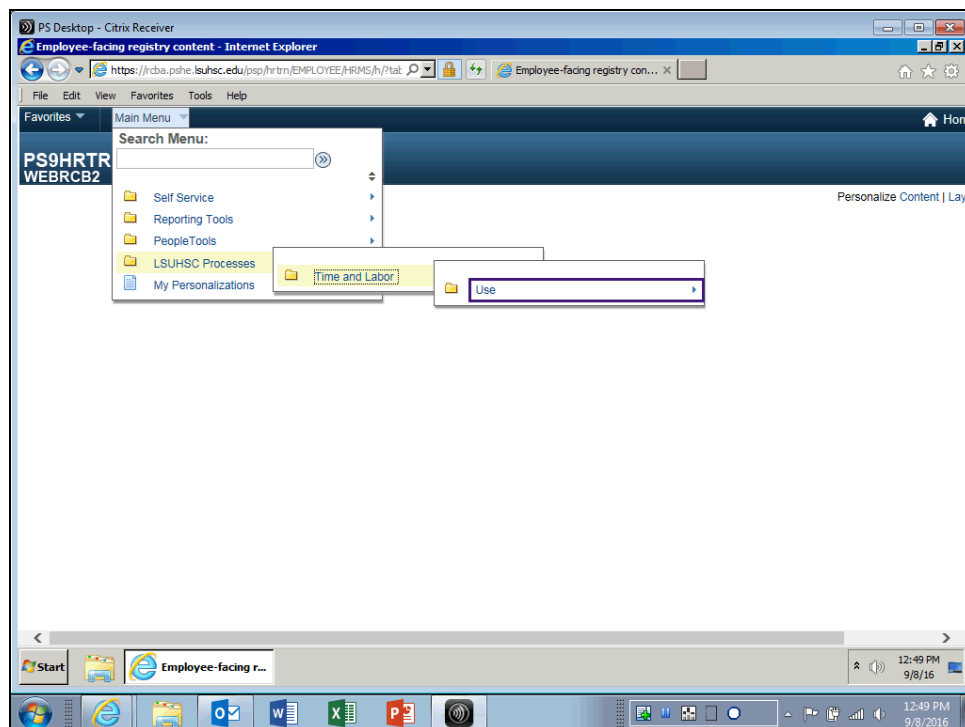
Web Clock



Step	Action
7.	Click the LSUHSC Processes menu. 



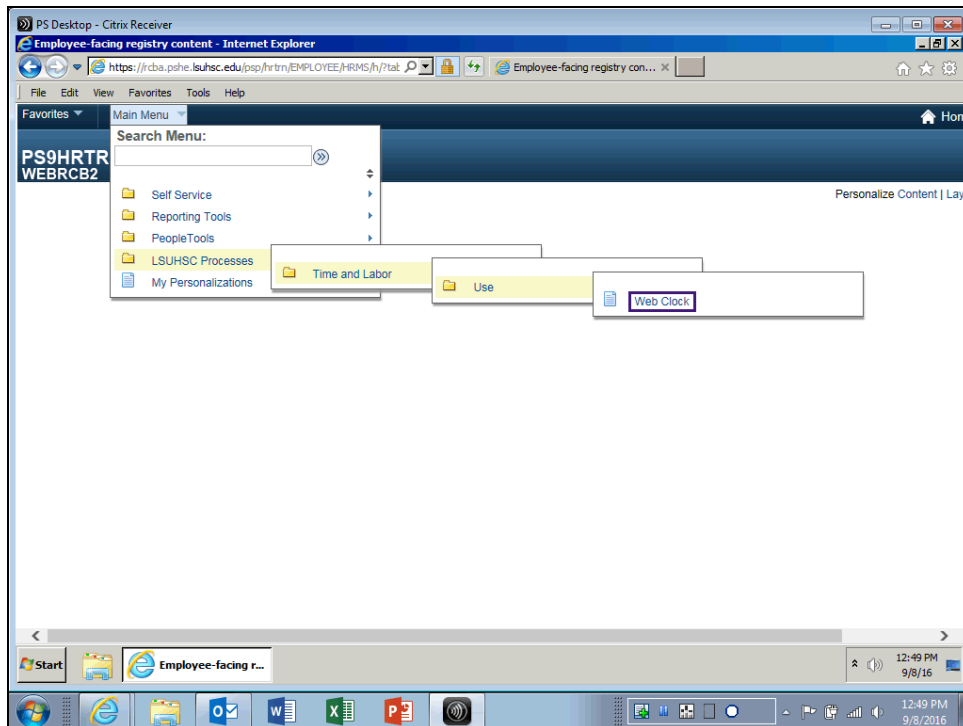
Step	Action
8.	Click the Time and Labor menu. 




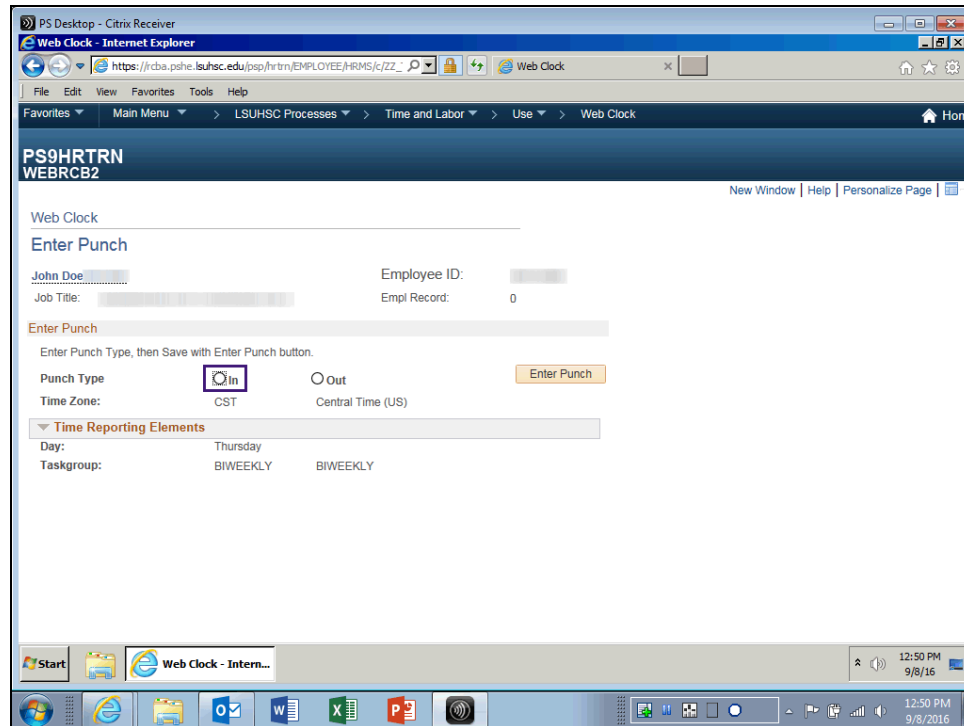
Training Guide


Web Clock

Step	Action
9.	Click the Use menu. 



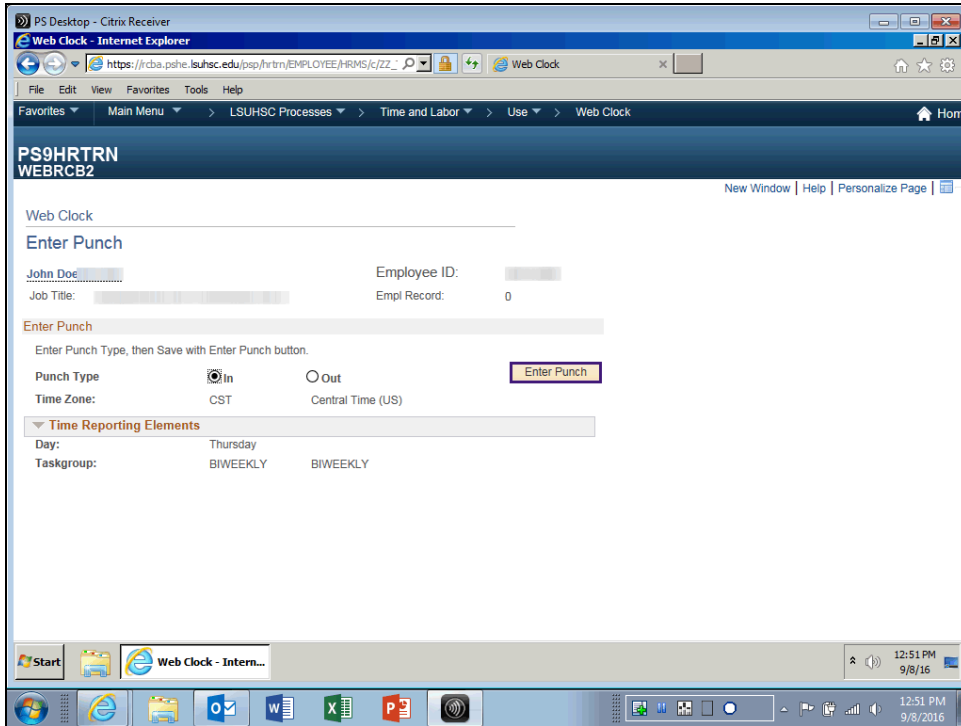
Step	Action
10.	Click the Web Clock menu. 



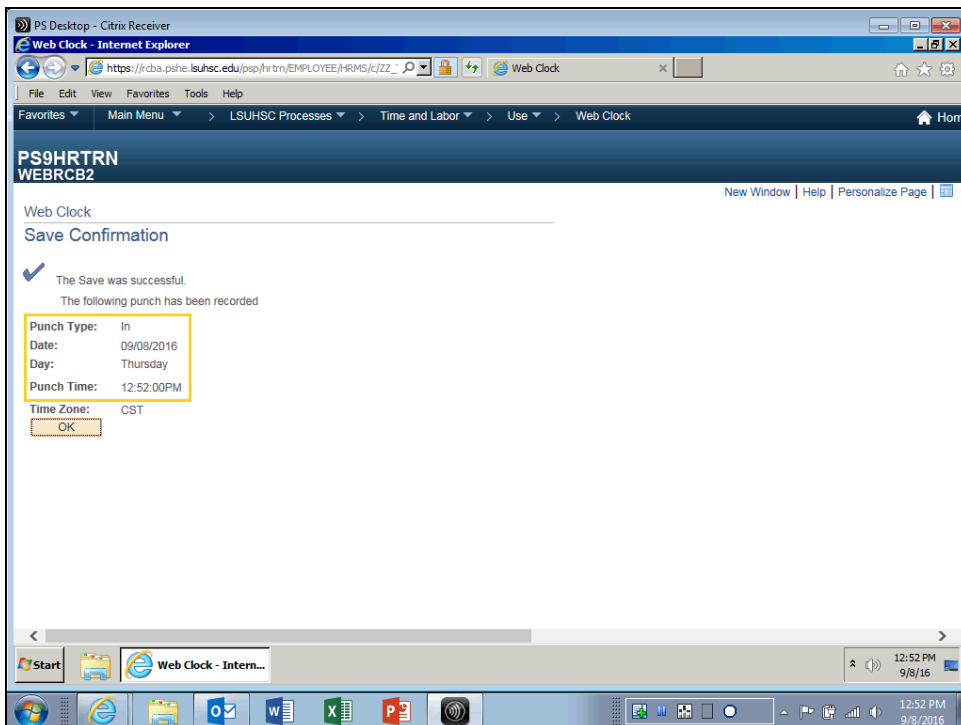
Step	Action
11.	<p>You will choose your Punch Type:</p> <p><i>Punch Type In: Records the start of work time.</i> <i>Punch Type Out: Records the end of work time.</i></p> <p>For this example, click the In option.</p> 

Training Guide

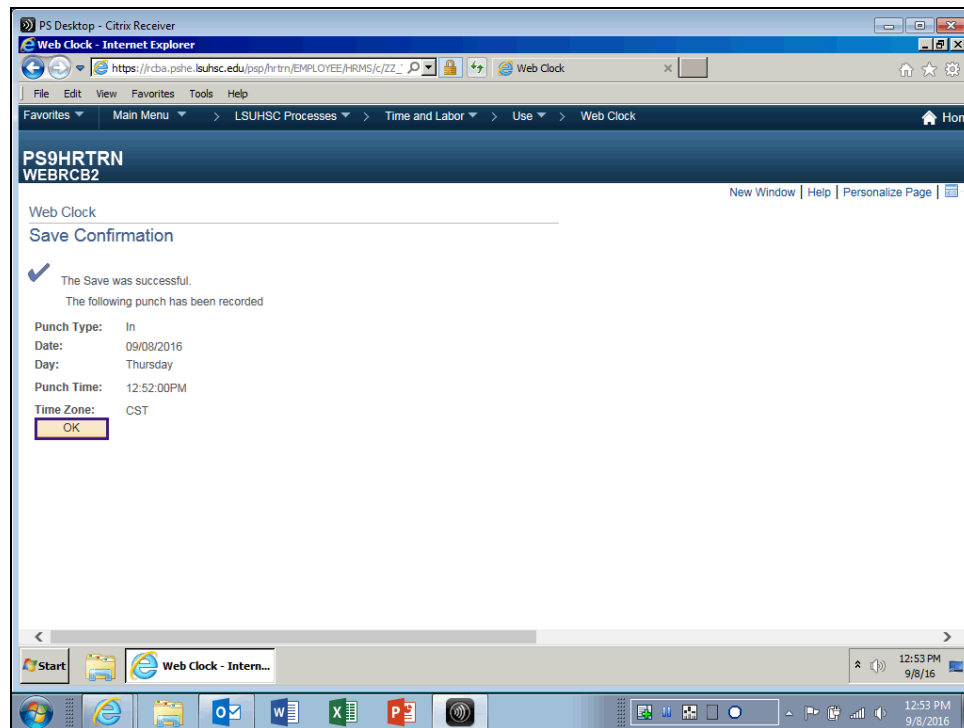
Web Clock



Step	Action
12.	Click the Enter Punch button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Enter Punch </div>



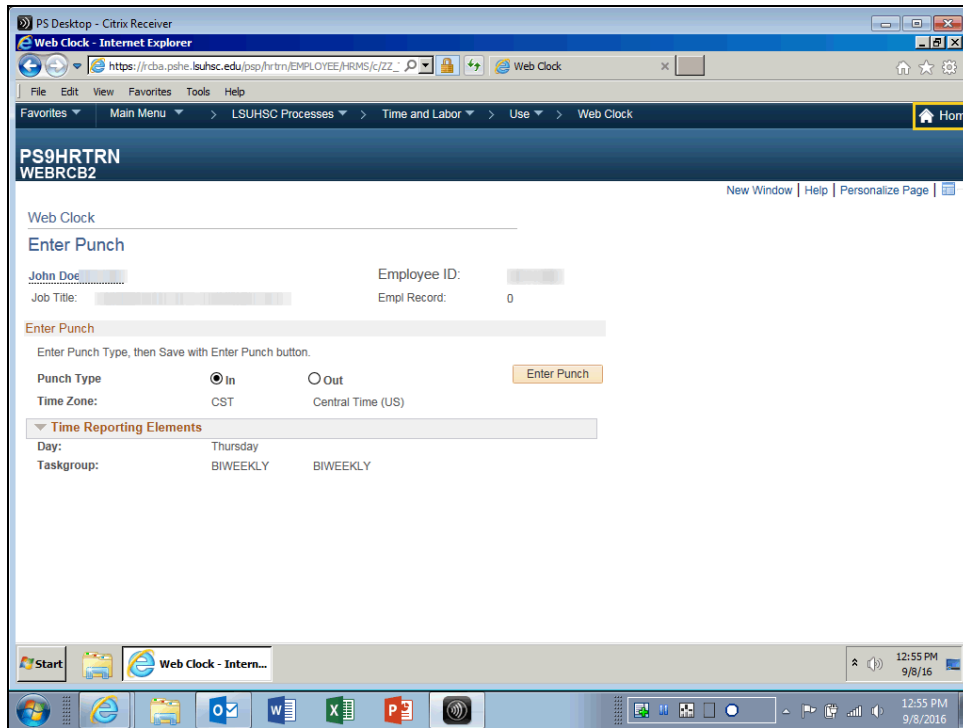
Step	Action
13.	The confirmation screen displays the Punch Type, Date, Day and the Time the employee punched In or Out.




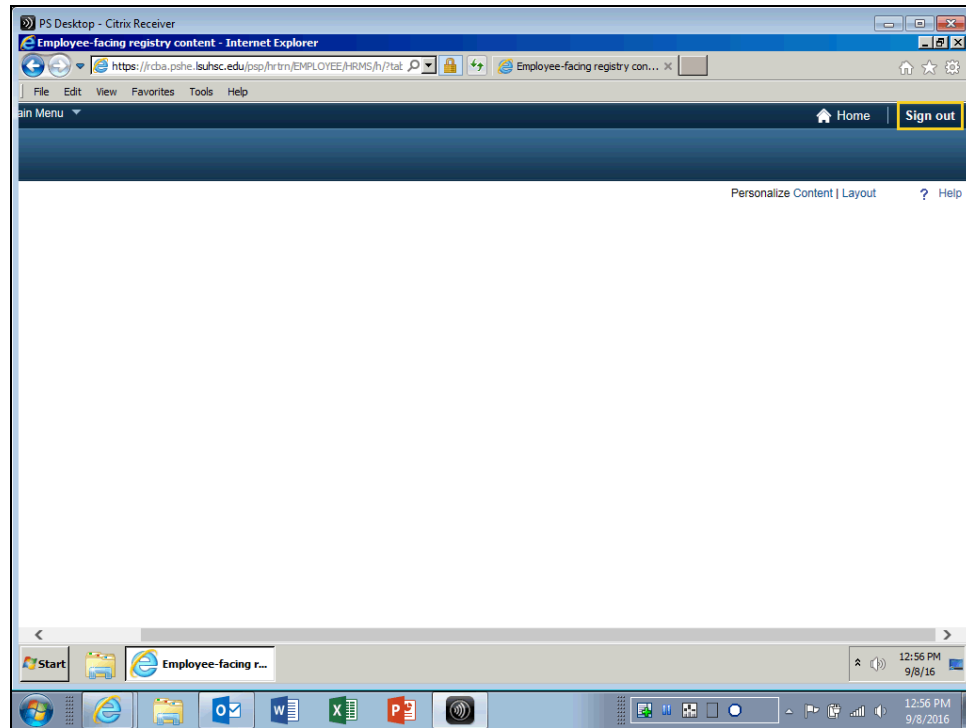
Step	Action
14.	<p>Once the punches are saved in Web Clock the employee's timesheet is updated.</p> <p>NOTE: Repeat these same steps to Punch Out.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

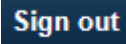
Training Guide

Web Clock



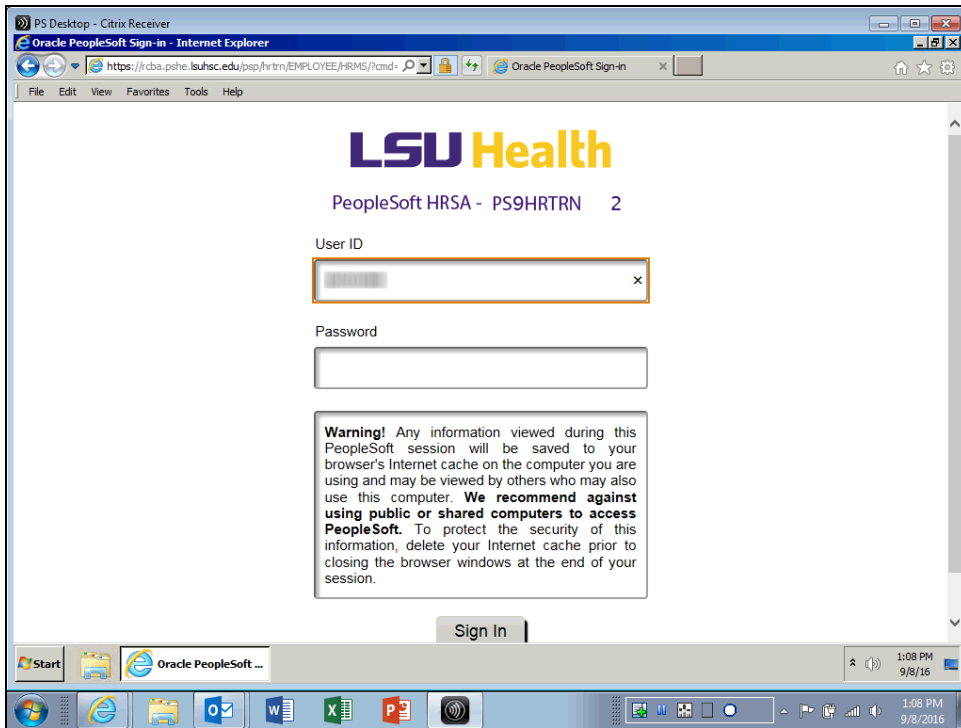
Step	Action
15.	Click the Home link. 



Step	Action
16.	Click the Sign out link to exit PeopleSoft. 

Training Guide

Web Clock



Step	Action
17.	This completes <i>Access and Record Time using Web Clock</i> . End of Procedure.