



Web Clock 9.2

All Sites

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Training Guide
All Sites

Table of Contents

Web Clock 9.2.....	1
Access and Record Time using Web Clock.....	1


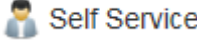
Web Clock 9.2

Access and Record Time using Web Clock

Procedure

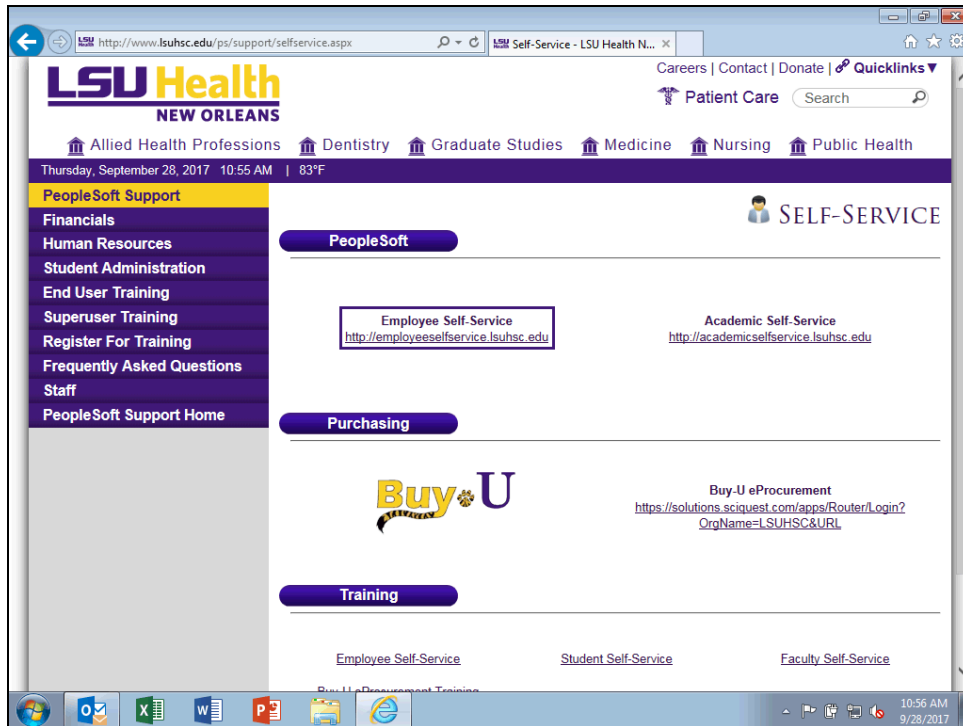
In this topic you will learn how to **Access and Record Time using Web Clock**.



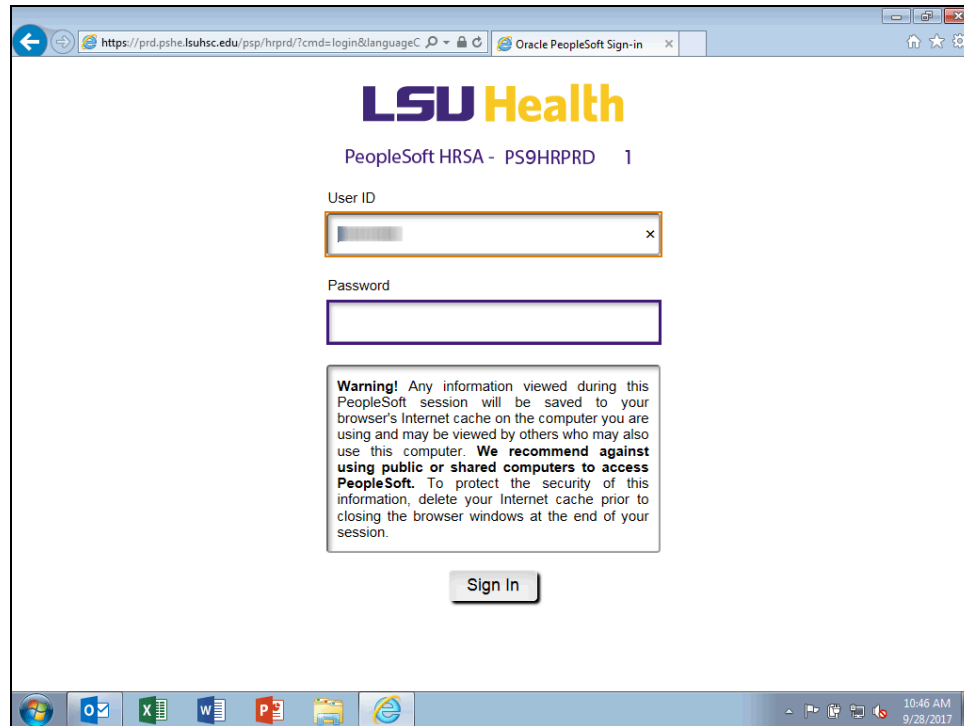
Step	Action
1.	Users can use <i>Quicklinks</i> to navigate to Employee Self-Service . Click the Quicklinks ▼ link. 
2.	Click the Self Service link. 



Training Guide

All Sites



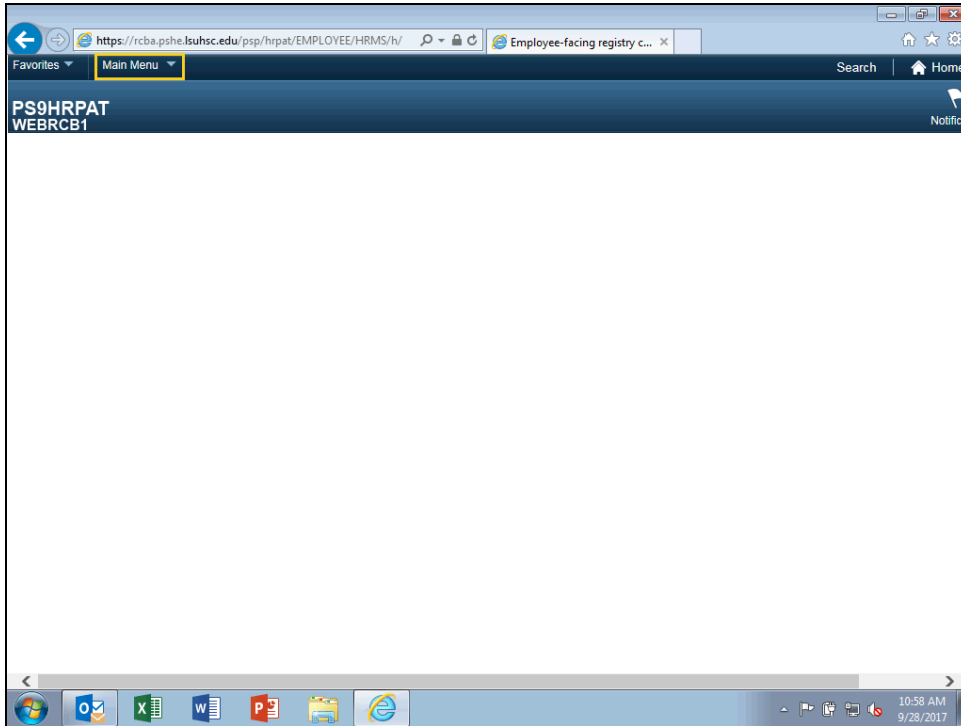
Step	Action
3.	Click the Employee Self-Service link. <div style="text-align: center;"> Employee Self-Service http://employeeselfservice.lsuhs.edu </div>

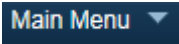


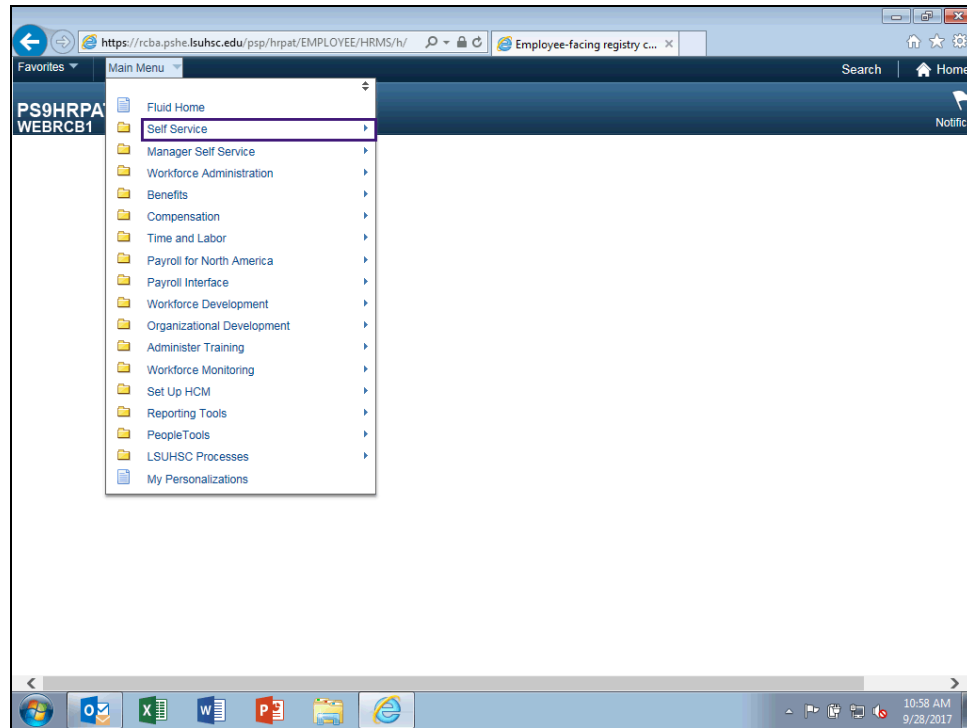
Step	Action
4.	<p>Your User ID should default into the User ID field. If it does not, please enter it.</p> <p>Enter the desired information into the Password field. Enter "*****".</p> 
5.	<p>Click the Sign In button.</p> 




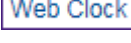
Training Guide

All Sites



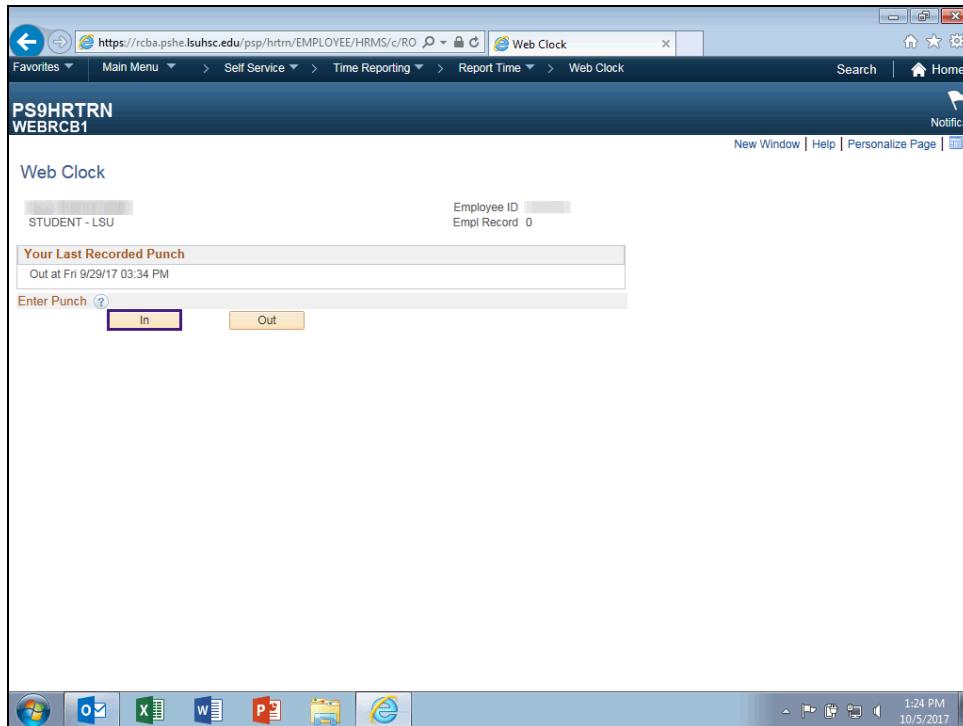
Step	Action
6.	Click the Main Menu link. 

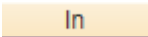
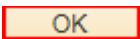
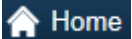


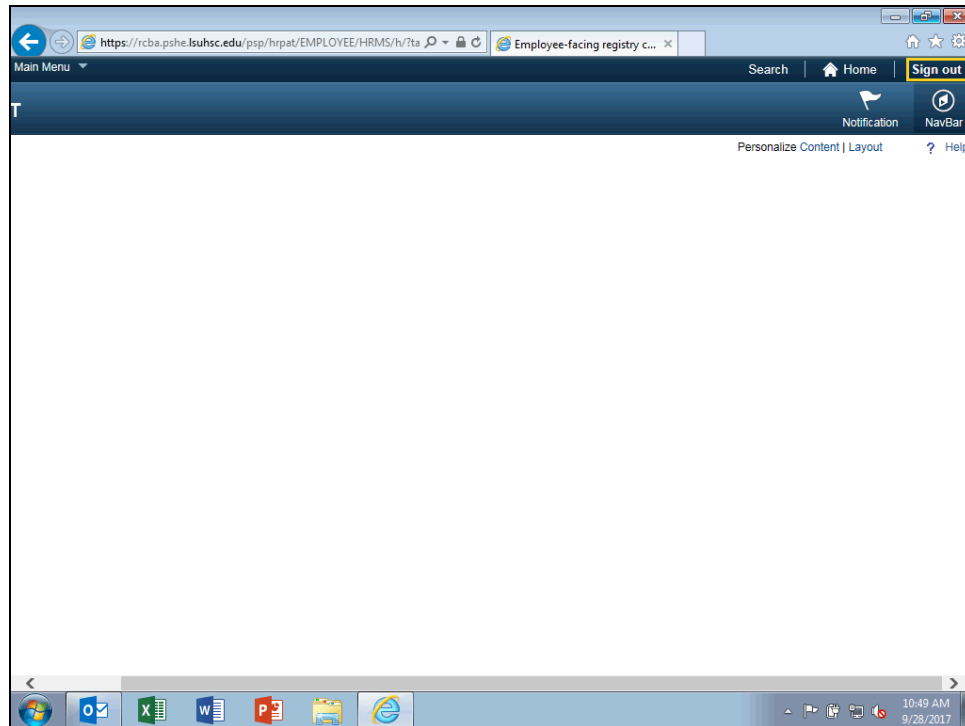
Step	Action
7.	Click the Self Service menu. 
8.	Click the Time Reporting menu. 
9.	Click the Report Time menu. 
10.	Click the Web Clock menu. 

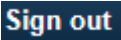
Training Guide

All Sites



Step	Action
11.	<p>Enter Punch</p> <p>In: Records start of work time Out: Records the end of work time</p> <p>Click the In button.</p> 
12.	<p>You will receive a message verifying your punch was successful.</p> <p>Click the OK button.</p> 
13.	<p>Click the Home link.</p> 



Step	Action
14.	Click the Sign out link. 
15.	This completes <i>Access and Record Time using Web Clock</i> . End of Procedure.