

Web_Clock_9_2

Version Date: February 23, 2024

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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 |
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| 1. | Users can use the <i>Menu</i> option to navigate to Self-Service . |
| | Click the Menu link. |
| | MENU = |
| 2. | Click the MyLSUHSC link. |
| | MyLSUHSC |

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| Step | Action |
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| 3. | Click the Self-Service link. |
| | Self Service |

| Sign in 🕅 | | Self-Service | | × | + | | | | | - | ð | × |
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| Step | Action |
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| 4. | Click in the Employee Self-Service field. |
| | Employee Self-Service |

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| Warning! Any information viewed during this PeopleSoft session will be saved to your browser's internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session. | |
| Sign In | |
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| Step | Action |
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| 5. | Your User ID should default into the User ID field. If it does not, please enter it. |
| | Enter the desired information into the Password field. Enter " ***** ". |
| 6. | Click the Sign In button. Sign In |

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| Step | Action |
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| 7. | Click the Main Menu link. Main Menu |
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| Step | Action |
|------|--|
| 8. | Click the Self Service menu. Self Service |
| 9. | Click the Time Reporting menu. Time Reporting |
| 10. | Click the Report Time menu. Report Time |
| 11. | Click the Web Clock menu. |

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| Step | Action |
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| 12. | Enter Punch |
| | In: Records start of work time Out: Records the end of work time |
| | Click the In button. |
| | In |
| 13. | You will receive a message verifying your punch was successful. |
| | Click the OK button. |
| 14. | Click the Home link. |
| | A Home |

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| Step | Action |
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| 15. | Click the Sign out link. Sign out |
| 16. | This completes <i>Access and Record Time using Web Clock</i> . End of Procedure. |