Web Clock

Database: https://hr.ku.edu

Navigation: *Self Service>Time Reporting>Report Time>Web Clock*
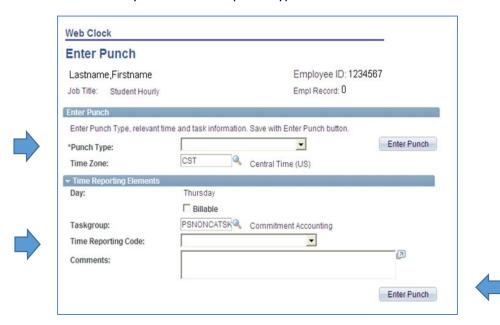
(Add to favorites for ease of future use.) | Add to Favorites (top right of page) |

If you have multiple jobs you will be prompted to select which job.

Enter Punch

Select the Punch Type from the drop down

- ➢ In
- ➢ Out (leaving for the end of work day*)
- ➢ Temp Out (lunch or out for personal time but coming back to finish the work day)

*Student Hourlies should only use In and Out punch types.

Time Reporting Elements

The Time Reporting Code options presented in the drop down box will vary based on employee's eligibility for premium pay and holidays.

When done with Punch Type and Time Reporting Code select Enter Punch which will add to the Timesheet

It does not matter which Enter Punch button is used.

| Enter Punch |

When entry is completed you will be displayed a confirmation page that shows the actual date and timestamp.

Select | OK |