

Database: <https://hr.ku.edu>

Navigation: *Self Service>Time Reporting>Report Time>Web Clock*

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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.

**Web Clock**

### Enter Punch

Lastname,Firstname Employee ID: 1234567  
Job Title: Student Hourly Empl Record: 0

**Enter Punch**

Enter Punch Type, relevant time and task information. Save with Enter Punch button.

\*Punch Type:  Enter Punch

Time Zone: CST Central Time (US)

**Time Reporting Elements**

Day: Thursday  
 Billable

Taskgroup: PSNONCATSK Commitment Accounting

Time Reporting Code:

Comments:

Enter Punch

## 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](#)