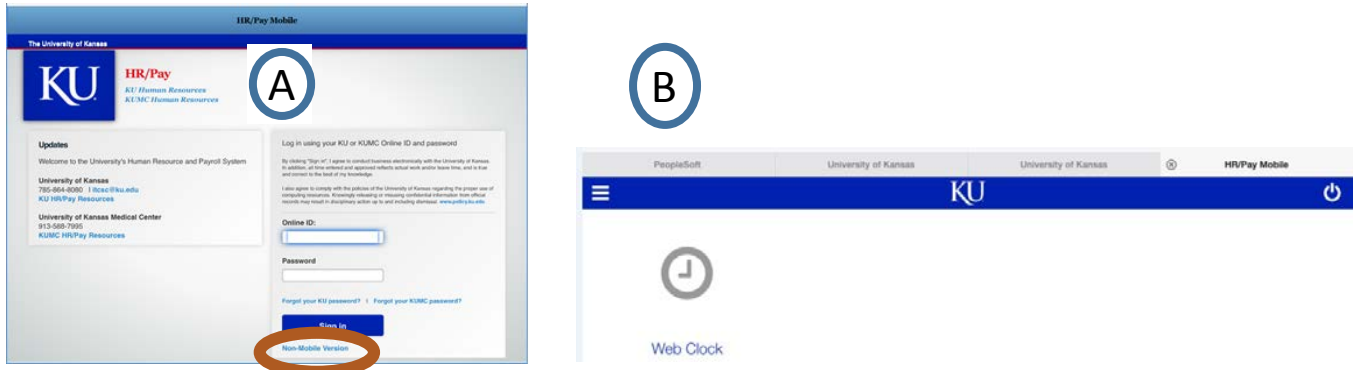


HR/Pay Database: <https://hr.ku.edu>

If a web clock user is signing into HR/Pay using a non-windows mobile device, the employee will be presented with the Mobile sign on page pictured below (A) which allows access to the Mobile Web Clock (B). If the employee wants to access other pages, he/she should select the **Non-Mobile Version** hyperlink under the Sign In button and the Non-Mobile (regular) sign on page will be presented.

Employee signs in on the Mobile HCM page (A) he/she will be presented with the Web Clock Icon (B), user selects icon.



(If user has multiple jobs he/she will be prompted to select a job.)

Employee ID:

Job Title: Assistant Skilled Trades Suprv      Empl Record: 0

\*Punch Type:  ▼

**Enter Punch**

Time Zone:  🔍 Central Time (US)

**Time Reporting Elements**

Day: Tuesday

Taskgroup:  🔍 Commitment Accounting

Time Reporting Code:  ▼

Comments:

**Enter Punch**

**Select the Punch Type from the drop down arrow**

- 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.

**Select the Time Reporting Code from the drop down arrow**

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

**Enter Punch**

It does not matter which Enter Punch button is used.

**Save Confirmation**

When entry is completed a confirmation page will be shown with the date and punch time stamp.



Please close the application to sign out for security purposes.



[Link to the Non-Mobile HCM Web Clock Document](#)