

## Web Clock Instructions

Please note: The web clock works just like the physical time clock; you may use the web clock to add a punch when you begin or end working. If you need to add a punch after the time has passed, please use the Missing Punch Request on the WPS Time and Attendance page.

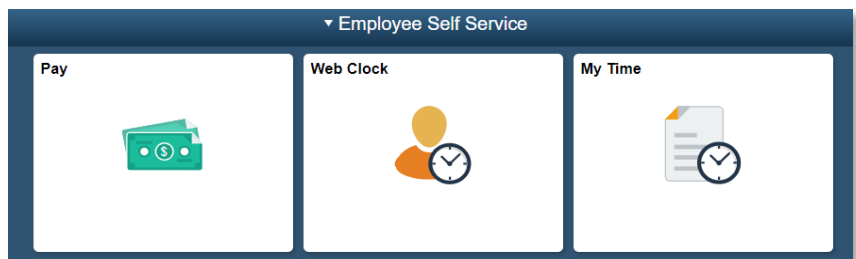
Log in to PeopleSoft using your district User ID and Password.

**If you do not know your User ID or Password, contact the HELP Desk at 973-HELP.**

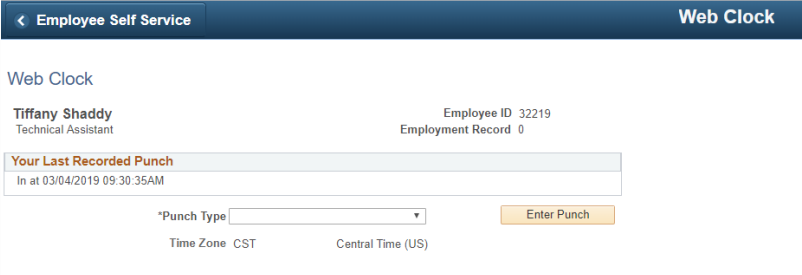


The image shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and 'PEOPLESOFT' are displayed. Below this, there are two input fields: 'User ID' and 'Password', each with a corresponding text label to its left.

Click on the Web Clock tile on the Employee Self Service page

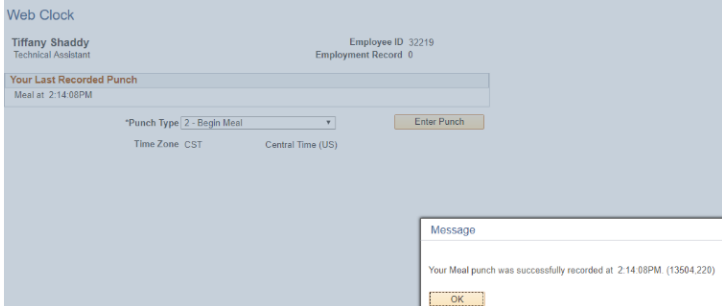


Select the Punch Type by clicking on the drop-down menu and then click the Enter Punch button to record your punch



The image shows the 'Web Clock' interface for recording a punch. It displays the user's name 'Tiffany Shaddy' and title 'Technical Assistant', along with 'Employee ID 32219' and 'Employment Record 0'. Below this, there is a section for 'Your Last Recorded Punch' showing 'In at 03/04/2019 09:30:35AM'. A dropdown menu for '\*Punch Type' is set to '2 - Begin Meal', and an 'Enter Punch' button is visible. The time zone is set to 'CST' (Central Time (US)).

You should receive a confirmation message and then you may click OK to exit



The image shows the 'Web Clock' interface after a punch has been recorded. The 'Your Last Recorded Punch' section now shows 'Meal at 2:14:08PM'. The '\*Punch Type' dropdown is still set to '2 - Begin Meal'. A confirmation message box is displayed at the bottom right, stating 'Your Meal punch was successfully recorded at 2:14:08PM (13504.220)' with an 'OK' button.