

Web_Clock_9_2

Version Date: February 23, 2024

Table of Contents

Web_Clock_9_2	. 1
Access and Record Time using Web Clock	.1

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

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

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Step	Action
4.	Click in the Employee Self-Service field.
	Employee Self-Service

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