Web_Clock_9_2
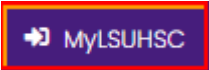
Table of Contents

Web_Clock_9_2

Access and Record Time using Web Clock

Procedure

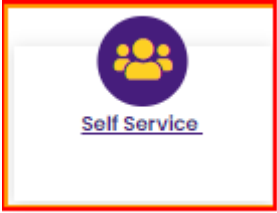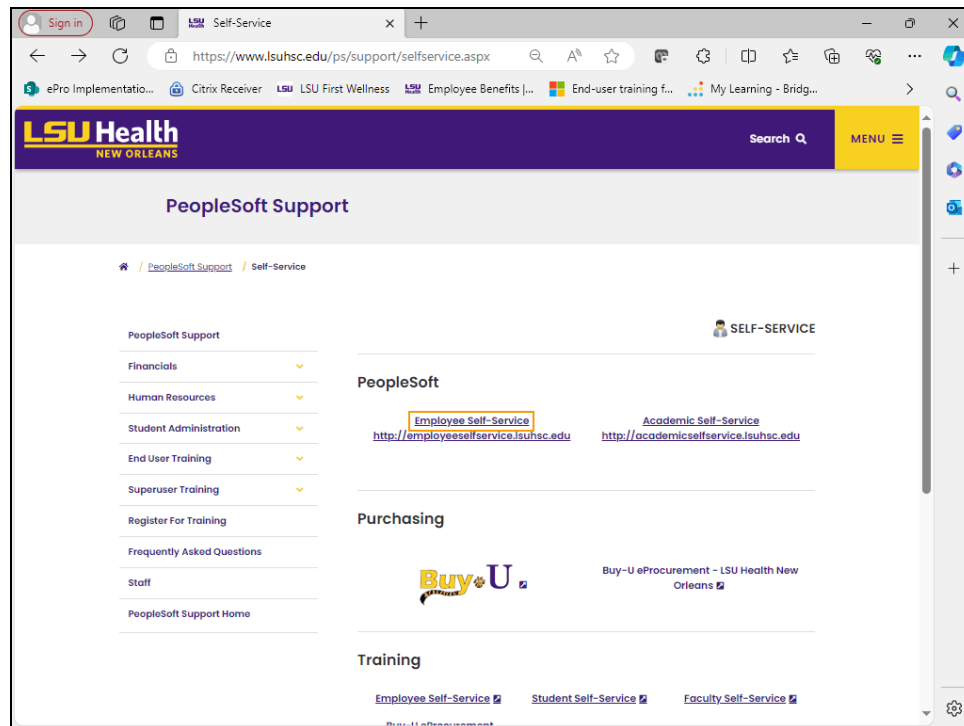In this topic you will learn how to **Access and Record Time using Web Clock**.
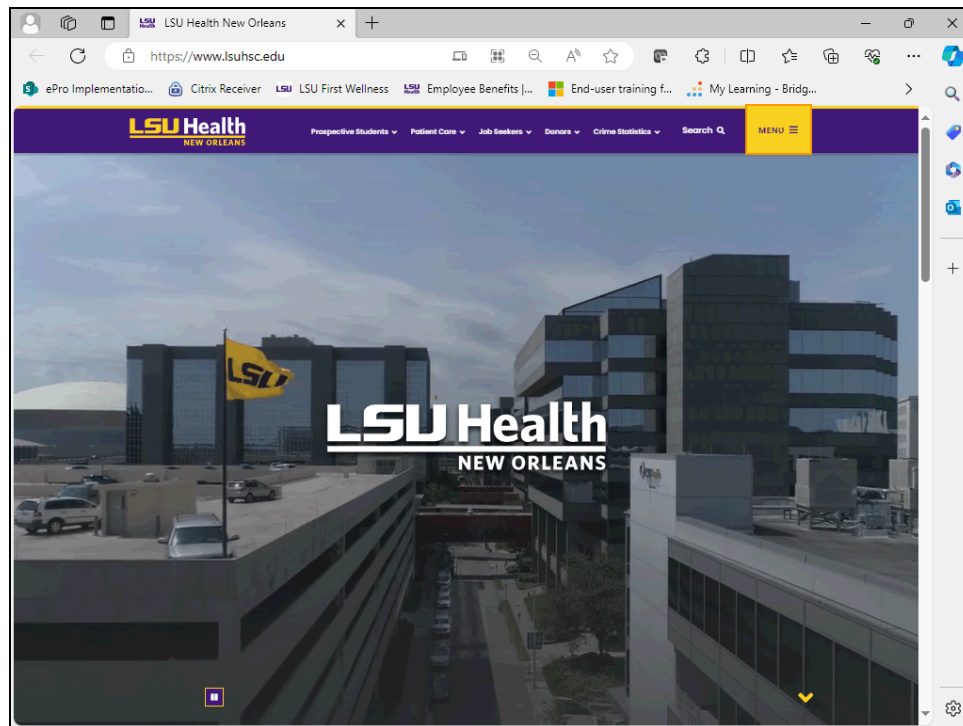
Step	Action
1.	Users can use the *Menu* option to navigate to **Self-Service**. Click the **Menu** link.
2.	Click the **MyLSUHSC** link.
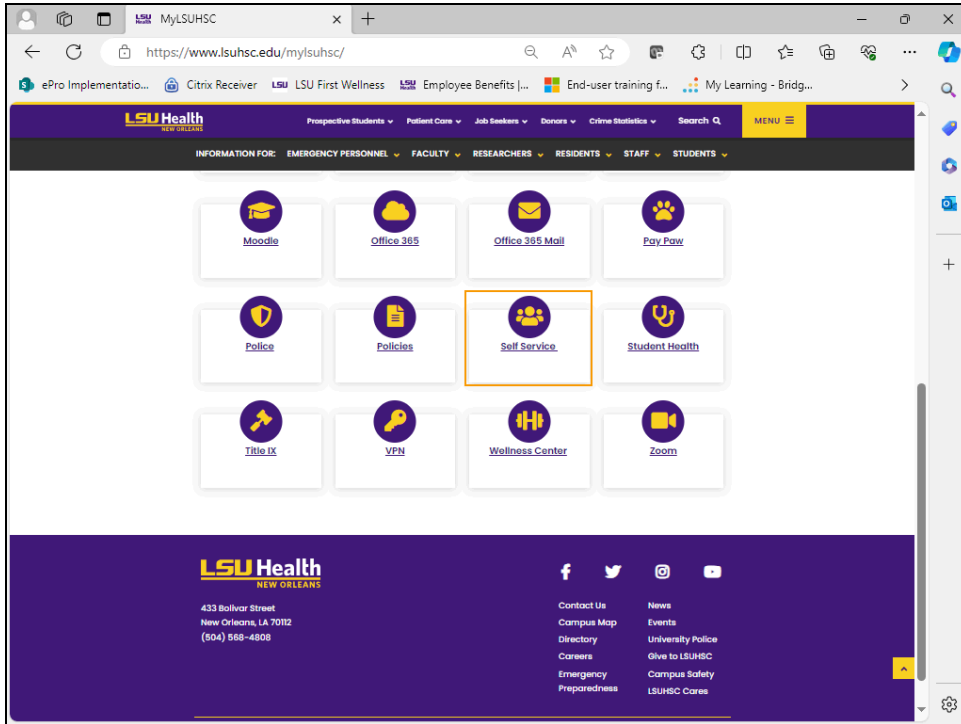
Step	Action
3.	Click the **Self-Service** link.

Step	Action
4.	Click in the **Employee Self-Service** field.
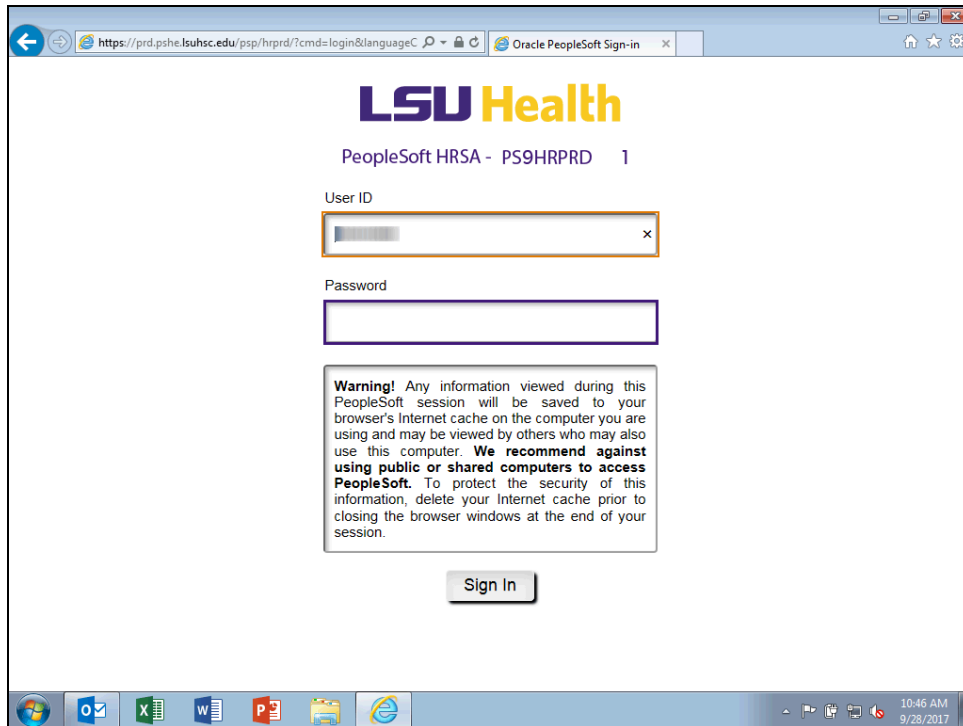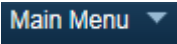
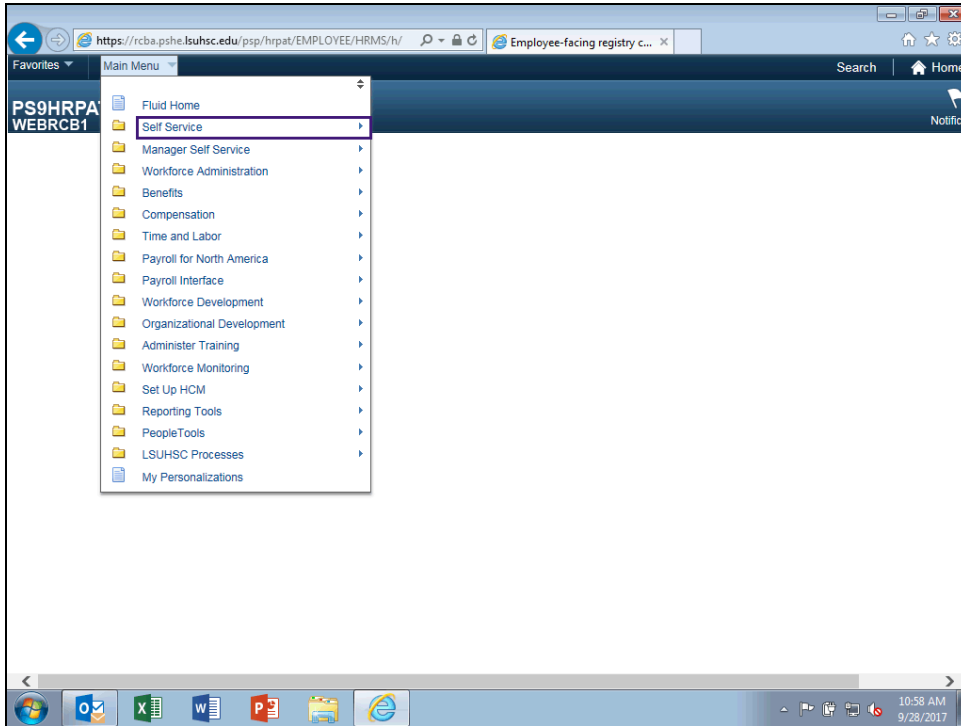| Step	Action
5.	Your User ID should default into the User ID field. If it does not, please enter it. Enter the desired information into the **Password** field. Enter "**********".
6.	Click the **Sign In** button.
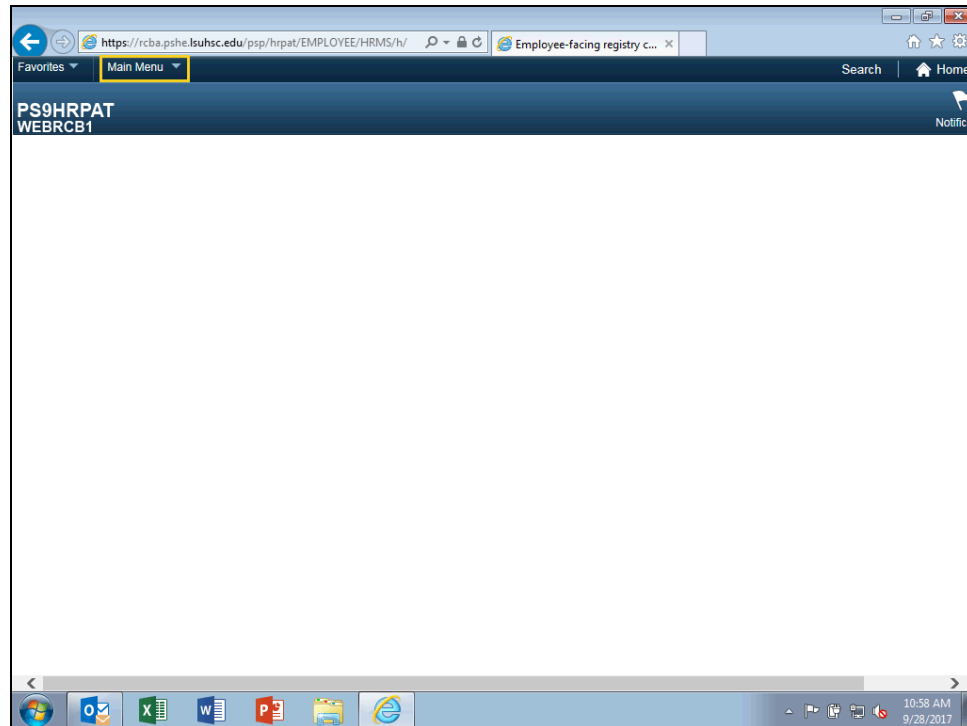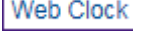
Step	Action
7.	Click the **Main Menu** link. Main Menu ▼
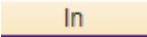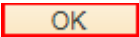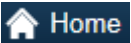
Step	Action
8.	Click the **Self Service** menu. Self Service ▶
9.	Click the **Time Reporting** menu. Time Reporting ▶
10.	Click the **Report Time** menu. Report Time ▶
11.	Click the **Web Clock** menu. Web Clock
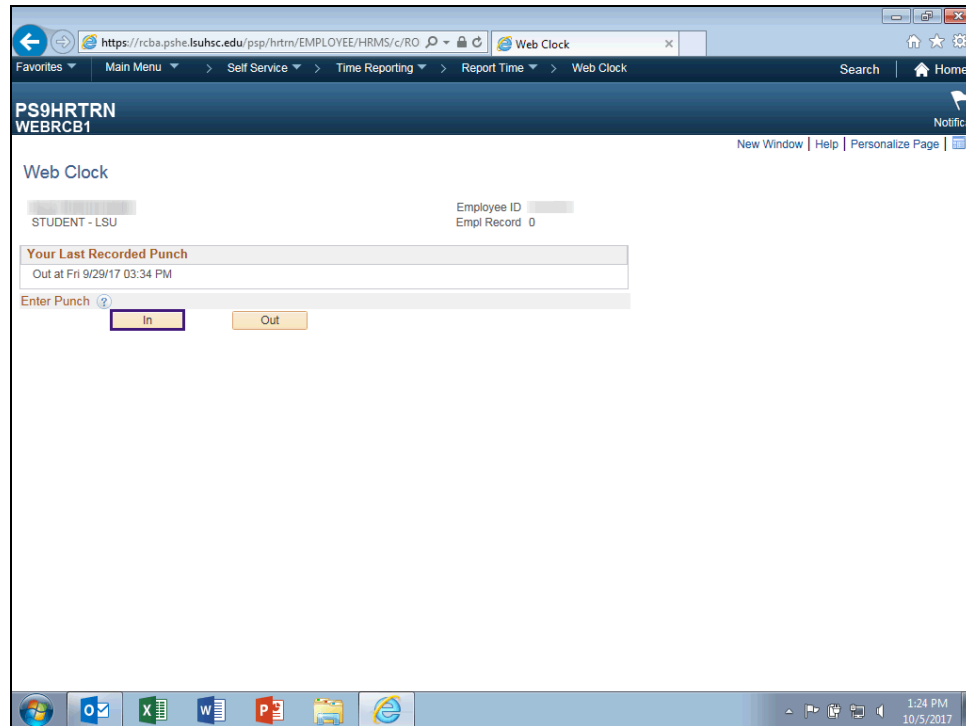
Step	Action
12.	**Enter Punch** **In**: Records start of work time **Out**: Records the end of work time Click the **In** button. In
13.	You will receive a message verifying your punch was successful. Click the **OK** button. OK
14.	Click the **Home** link. Home
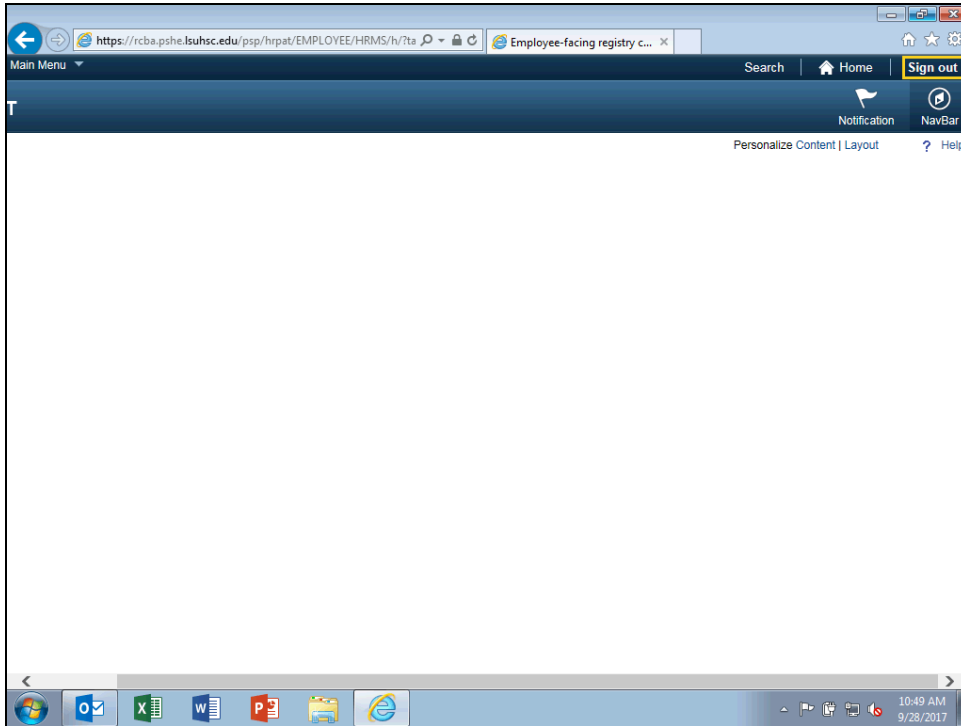
Step	Action
15.	Click the **Sign out** link.
16.	This completes *Access and Record Time using Web Clock*. **End of Procedure.**