Employee Self-Service Reporting Time Via Web Clock

There are two ways to clock in:

1. Home Page once logged into HRMS (Easiest)

2. Navigate to: Self Service > Time Reporting > Report Time > Web Clock

The web clock enables hourly employees to do the following:

- Punch in/out via the Punch Type field by selecting the drop down arrow.
- Optional: Select a combo code (funding) override if instructed to do so by supervisor.
- Optional: Hourly non-exempt employees can select H14 (workstudy) if applicable.
- Optional: Add comments as needed. **Example:** I was late today because of a flat tire.
- Upon entering an IN punch the following confirmation box appears. Click OK.
- Upon entering an OUT punch the following confirmation message appears. Click OK.
Navigate to Self Service>Time Reporting>Report Time>Absence Request

The resulting screen will look like this:

1. Enter Start date
2. Choose absence type
   a. Annual
   b. Comptime taken
   c. Funeral Leave
   d. Jury Duty
   e. Military Leave
   f. Sick
Once you choose Absence name additional boxes open up.

**Partial Days** For absences of less than a full day, use this field to enter the number of hours that you were absent. The available values in the Partial Days field when the absence is calculated in days include:

- **All Days** – Indicates that every day of absence is a partial day.
- **End Day Only** – Indicates that every day of the absence with the exception of the last day was a full day off.
- **None** – Indicates that all days are full days at your regularly scheduled hours.
- **Start Day Only** – Indicates that every day of the absence with the exception of the first day was a full day off.
- **Start and End Days** – Indicates that on a leave 3-days or more, the first day of the absence is a partial day, and the last day of the absence is a partial day – the days in between the Start and End Date will be recorded as full days off.

Otherwise leave as None.

**Calculate Duration** - Once you have entered in the details for your absence, click the **Calculate Duration** button. Duration will then calculate the number of hours as per your schedule, the Start and End Dates, and any Partial Days that you have completed.
You can choose to either **Submit** the absence or **Save for Later**.

Comments can be added but not required.

If you **Save for Later** you will get a message that the Absence Request was successfully saved. The request must be submitted in order for it to be approved.

Once the Absence Request is ready to be submitted, and the employee chooses the Submit button, the following message will display:

After choosing **Yes** you will receive confirmation the Absence Request was successfully submitted, click **OK**

Once submitted, the system will provide you the details of your absence and show the approval needed.

Note the request is showing as **Pending**. If the employee clicks the **Multiple Approvers** hyperlink, he or she will see the two people who can approve the request. Though two will show as approvers only one person needs to approve the request.

**Disclaimer**: The current balance does not reflect absences that have not been processed.