How do I clock in (students only)?

Login and click Self Service, Time Reporting, Report Time, Web Clock

If you have more than one job you will be shown a list of your active jobs. Click the job you are reporting in to work for.

1. Click the Punch Type field
2. Select IN if you are reporting to work or OUT if you are leaving
3. If you feel a comment to your supervisor is needed, enter that in the comment box
4. Click the Enter Punch button
The Save was successful
The following punch has been recorded

Date: 10/16/2010
Day: Saturday
Punch Time: 10:36:18AM
Time Zone: EDT
Punch Type: In

OK