## Using the Web Clock

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Employees may use the Web Clock to record their time in Employee.SMU. <strong>Note:</strong> Employees should use the Web Clock for recording time for multiple jobs. (Recording time for multiple jobs is not available when using time clocks.) Once logged in to Employee.smu.edu, (<a href="http://employee.smu.edu/">http://employee.smu.edu/</a>) complete the following steps:</td>
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<tr>
<td>2.</td>
<td>From Employee Self-Service, click the Time Reporting link. [Time Reporting]</td>
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<td>3.</td>
<td>Click the Report Time link. [Report Time]</td>
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<tr>
<td>4.</td>
<td>Click the Web Clock link. [Web Clock]</td>
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<tr>
<td>5.</td>
<td>There are three Punch Types available: <strong>In:</strong> Used for all &quot;In&quot; punches (arriving at work, returning from lunch, etc.) <strong>Meal</strong> <strong>Out:</strong> Used for all other &quot;Out&quot; punches (leaving for an off campus appointment, clocking out at the end of the day, etc.) Select the appropriate Punch Type. Click In from the drop down list.</td>
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<tr>
<td>6.</td>
<td>Click the Enter Punch button. [Enter Punch]</td>
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<tr>
<td>7.</td>
<td>A confirmation of your time displays. Click the OK button. [OK]</td>
</tr>
<tr>
<td>8.</td>
<td>If taking a lunch click Meal Out from the drop down list.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the Enter Punch button. [Enter Punch]</td>
</tr>
<tr>
<td>10.</td>
<td>A confirmation of your time displays. Click the OK button. [OK]</td>
</tr>
<tr>
<td>11.</td>
<td>When returning from lunch select In from the drop down list.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the Enter Punch button. [Enter Punch]</td>
</tr>
<tr>
<td>13.</td>
<td>A confirmation of your time displays. Click the OK button. [OK]</td>
</tr>
</tbody>
</table>