


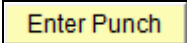
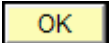
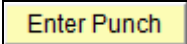
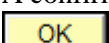
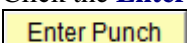
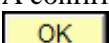
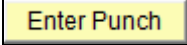
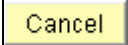
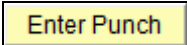
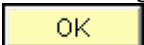
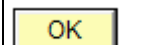
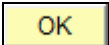
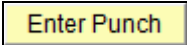
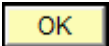



## Using the Web Clock

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

Step	Action
14.	<p><b>FAQ: What do I do if I am working through lunch?</b></p> <p>Only punches <b>In</b> and <b>Out</b> would be needed that day. <b>Note:</b> TIMEaccess does not automatically calculate meal time.</p>
15.	<p><b>FAQ: What happens if I forget a punch?</b></p>
16.	<p>In this example, an employee left for a medical appointment but forgot to punch out. The employee returns from the appointment and selects <b>In</b> from the drop down list.</p>
17.	<p>Then, proceed to click the <b>Enter Punch</b> button.</p> 
18.	<p>A warning displays letting the employee know that the last punch entered was an "<b>In</b>" and the next recorded punch will also be an "<b>In</b>" punch indicating that there was a punch missing. . Click the <b>Cancel</b> button to return to the <b>Web Clock</b> page.</p> 
19.	<p><b>FAQ: Can I notify my supervisor about a missed punch through TIMEaccess?</b></p>
20.	<p>From the <b>Time Reporting Elements</b> section, enter notes about missing punches into the <b>Comments:</b> field.</p> <p><b>Note:</b> Once comments are entered they <u>cannot</u> be edited or deleted. Your supervisor and anyone who serves as their back up will be able to see comments.</p>
21.	<p>Click the <b>Enter Punch</b> button.</p> 
22.	<p>The warning will display again. Click the <b>OK</b> button.</p> 
23.	<p>A confirmation of your time displays. Click the <b>OK</b> button.</p> 
24.	<p>Click the <b>OK</b> button.</p> 
25.	<p>At the end of your work schedule. Click <b>Out</b> from the drop down list.</p>
26.	<p>Click the <b>Enter Punch</b> button.</p> 
27.	<p>A confirmation of your time displays. Click the <b>OK</b> button.</p> 
28.	<p>Click the <b>Sign Out</b> link to exit.</p> 
29.	<p><b>End of Procedure.</b></p>