Using the Web Clock

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| 1.   | Employees may use the Web Clock to record their time in Access.SMU.  
      | **Note:** 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 access.smu.edu, ([http://access.smu.edu/](http://access.smu.edu/)) complete the following steps: |
| 2.   | From Employee Self-Service, click the Time Reporting link.  
      | **Time Reporting** |
| 3.   | Click the Report Time link.  
      | **Report Time** |
| 4.   | Click the Web Clock link.  
      | **Web Clock** |
| 5.   | There are three Punch Types available:  
      | **In:** Used for all "In" punches (arriving at work, returning from lunch, etc.)  
      | **Meal Out:** Used for meal breaks only.  
      | **Out:** Used for all other "Out" 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. |
| 6.   | Click the Enter Punch button.  
      | **Enter Punch** |
| 7.   | A confirmation of your time displays. Click the OK button.  
      | **OK** |
| 8.   | If taking a lunch click Meal Out from the drop down list. |
| 9.   | Click the Enter Punch button.  
      | **Enter Punch** |
| 10.  | A confirmation of your time displays. Click the OK button.  
      | **OK** |
| 11.  | When returning from lunch select In from the drop down list. |
| 12.  | Click the Enter Punch button.  
      | **Enter Punch** |
| 13.  | A confirmation of your time displays. Click the OK button.  
      | **OK** |
### Step | Action
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14. | **FAQ: What do I do if I am working through lunch?**
   | Only punches **In** and **Out** would be needed that day. **Note:** TIMEaccess does not automatically calculate meal time.
15. | **FAQ: What happens if I forget a punch?**
16. | In this example, an employee left for a medical appointment but forgot to punch out. The employee returns from the appointment and selects **In** from the drop down list.
17. | Then, proceed to click the **Enter Punch** button.
18. | A warning displays letting the employee know that the last punch entered was an "**In**" and the next recorded punch will also be an "**In**" punch indicating that there was a punch missing. Click the **Cancel** button to return to the **Web Clock** page.
19. | **FAQ: Can I notify my supervisor about a missed punch through TIMEaccess?**
20. | From the **Time Reporting Elements** section, enter notes about missing punches into the **Comments:** field.
   | **Note:** Once comments are entered they cannot be edited or deleted. Your supervisor and anyone who serves as their back up will be able to see comments.
21. | Click the **Enter Punch** button.
22. | The warning will display again. Click the **OK** button.
23. | A confirmation of your time displays. Click the **OK** button.
24. | Click the **OK** button.
25. | At the end of your work schedule. Click **Out** from the drop down list.
26. | Click the **Enter Punch** button.
27. | A confirmation of your time displays. Click the **OK** button.
28. | Click the **Sign Out** link to exit.
29. | **End of Procedure.**