**How Do I Report My Time for Multiple Jobs Using the Web Clock?**

 **(Hourly Employees)**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Employee** **Self** **Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Web Clock** link.
4. Select the job you are punching in for.
	1. Select the **look** **up** icon (magnifying glass) for the **Select** **Job** field.
	2. Select the **Empl** **Record** for the job for which you are recording a punch. If you are unsure of the Employee Record for a particular job, check with your supervisor.
5. Record your punch at the following times:
	1. To punch in at the beginning of your shift, click the **Punch** **Type** drop down and select **In**.
	2. To punch out for a meal break, click the **Punch** **Type** drop down and select **Meal**.
	3. To punch in when returning from a meal break, click the **Punch** Type drop down and select **In**.
	4. To punch out at the end of your shift, click the **Punch** **Type** drop down and select **Out**.
6. Optional: If you wish to enter comments with your punch, click the **Expand** icon for **Time** **Reporting** **Elements** and enter your **comments**. Leave the **Time Reporting Code** field blank. This optional step can be done for any punch.
7. Click the **Enter** **Punch** button.
8. Click **OK** for the confirmation message