HRS Time Keeping System

Clock In and Out with Web Clock (Employee)

To clock in and out using the HRS web clock:

1. Log in to the My UW System portal at https://my.wisconsin.edu/.
2. Locate the Web Clock link.
3. Click on Web Clock.
4. Sign in (user and password) again.
5. Punch type – select type from drop down menu.
6. When finished, click the Enter Punch button.
7. Message comes up (check time), click OK.
8. You are returned the Punch Page
9. At bottom click on Self Serve
10. Click Sign out (upper right) and close browser.
11. Click sign out on the Portal Page
12. Close web browser