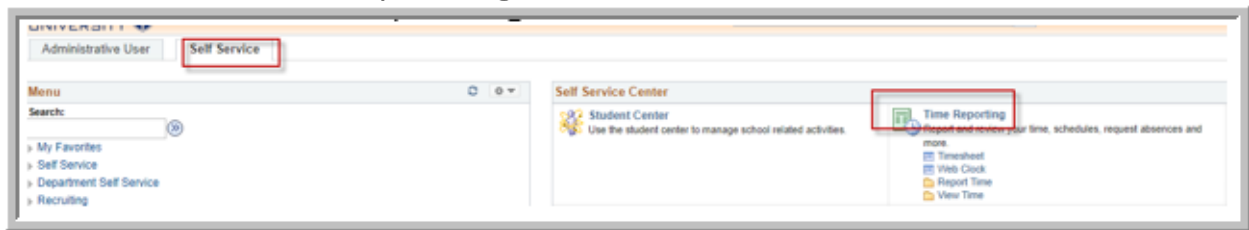


Student and Temporary Hourly Employees

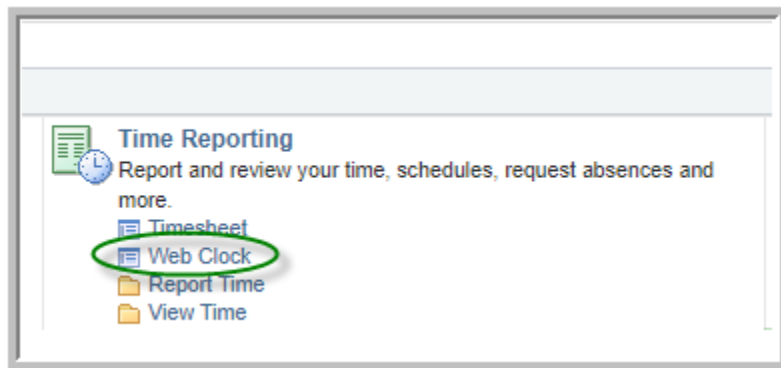
How to clock in/out using the Web Clock

Log into LOUIE – Self-service and do the following steps

1. Select Time Reporting

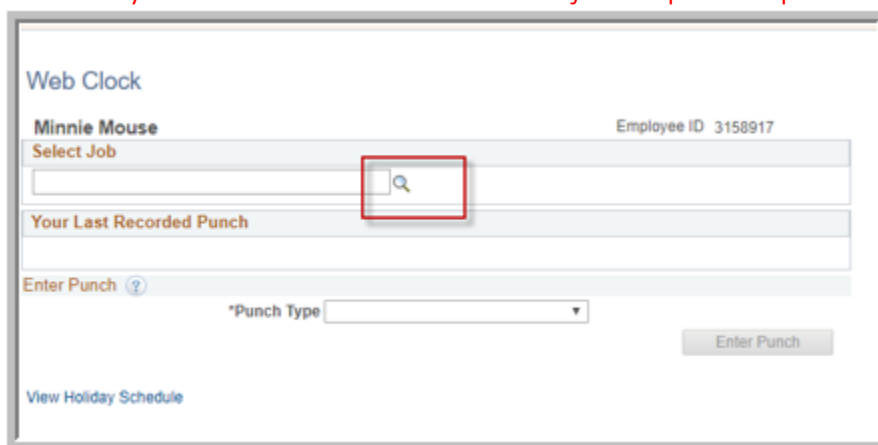


2. Select Web Clock

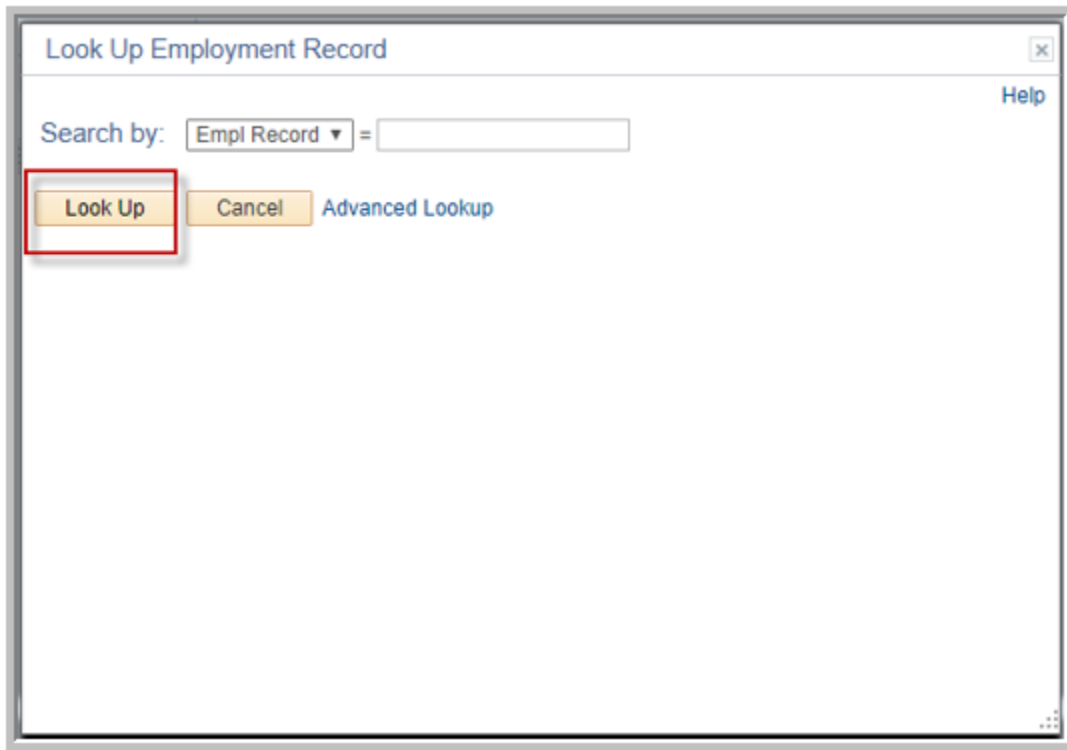


3. Click on the Magnifying glass

If you do not have more than 1 job skip to step 6



4. Select "Look Up" to view available jobs



Look Up Employment Record

Search by: Empl Record ▾ =

Look Up Cancel Advanced Lookup

Help

5. Select the appropriate job you are clocking in for



Look Up Employment Record

Search by: Empl Record ▾ =

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Empl Record	Position Number	Description	Department	Hourly Rate
0	00004369	Student Wage - Temporary	Human Resources	9.05
1	00004366	Student Wage - Temporary	Human Resources	9.30

Help

6. Select "Punch Type" (in or out)

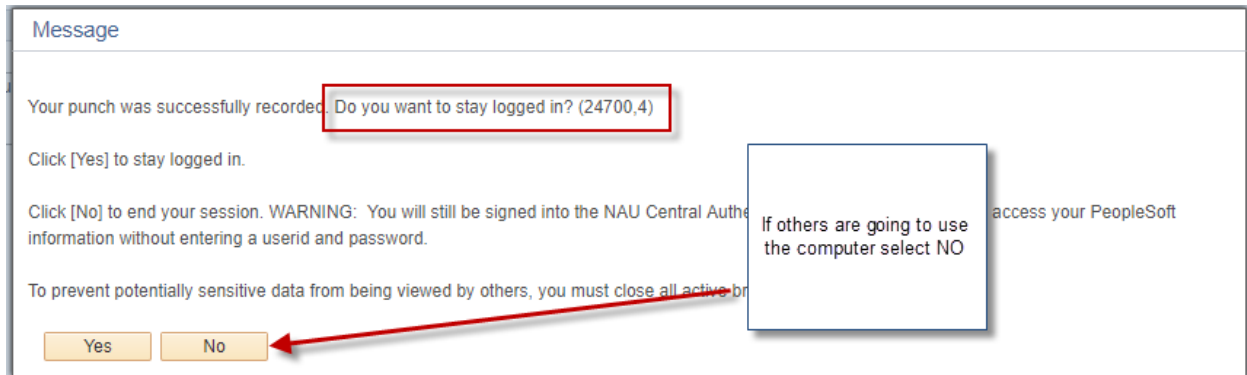
The screenshot shows the 'Web Clock' interface for Minnie Mouse (Employee ID 3158917). The 'Select Job' dropdown is set to 'Student Wage - Temporary'. The 'Your Last Recorded Punch' field is empty. The 'Enter Punch' section is active, with the '*Punch Type' dropdown menu open, showing 'In' and 'Out' options. The 'Time Reporting Elements' section is expanded, showing 'Day' and 'Comments' fields. The 'Comments' field contains the text '254 characters remaining'. The 'Enter Punch' button is visible at the bottom right.

7. Select "Enter Punch"

You may add a comment before you enter your punch if you wish.

The screenshot shows the 'Web Clock' interface for Minnie Mouse (Employee ID 3158917). The 'Select Job' dropdown is set to 'Student Wage - Temporary'. The 'Your Last Recorded Punch' field is empty. The 'Enter Punch' section is active, with the '*Punch Type' dropdown menu set to 'In'. The 'Time Reporting Elements' section is expanded, showing 'Day' set to 'Wednesday' and 'Comments' set to 'You may enter a comment if you wish'. The 'Comments' field contains the text '219 characters remaining'. The 'Enter Punch' button is highlighted with a red box.

8. Once you have entered your punch you will receive the following message — Select yes if you want to stay logged into PeopleSoft. If you do not want to stay logged in select no then be sure to close your browser window to end the session. Closing the browser will ensure that you are logged out of the NAU Central Authentication system and allow others to use the computer or device.



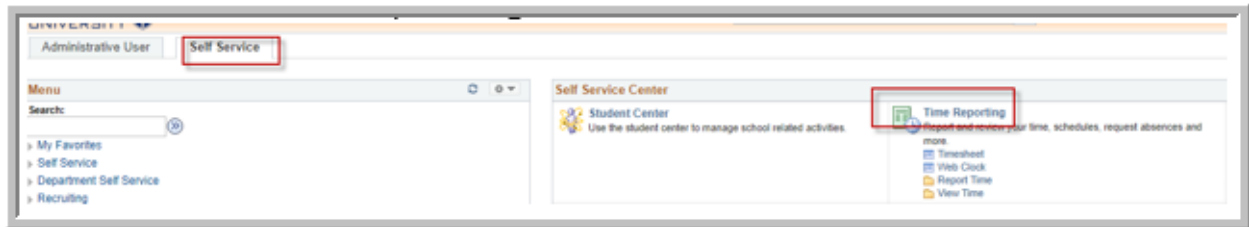
Repeat the same process to Clock Out at the end of your shift

How to view your Timesheet

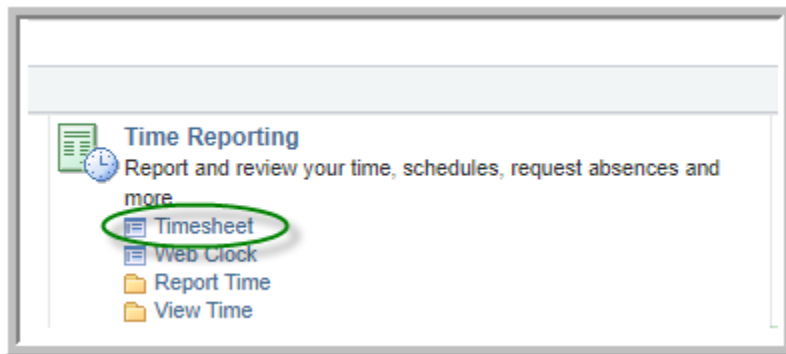
Log into LOUIE – Self-service and do the following steps

Note: when viewing the timesheet you will see exact clock in and out times but NAU uses the 7 minute rounding rule calculating the punch time at the nearest quarter of the hour.

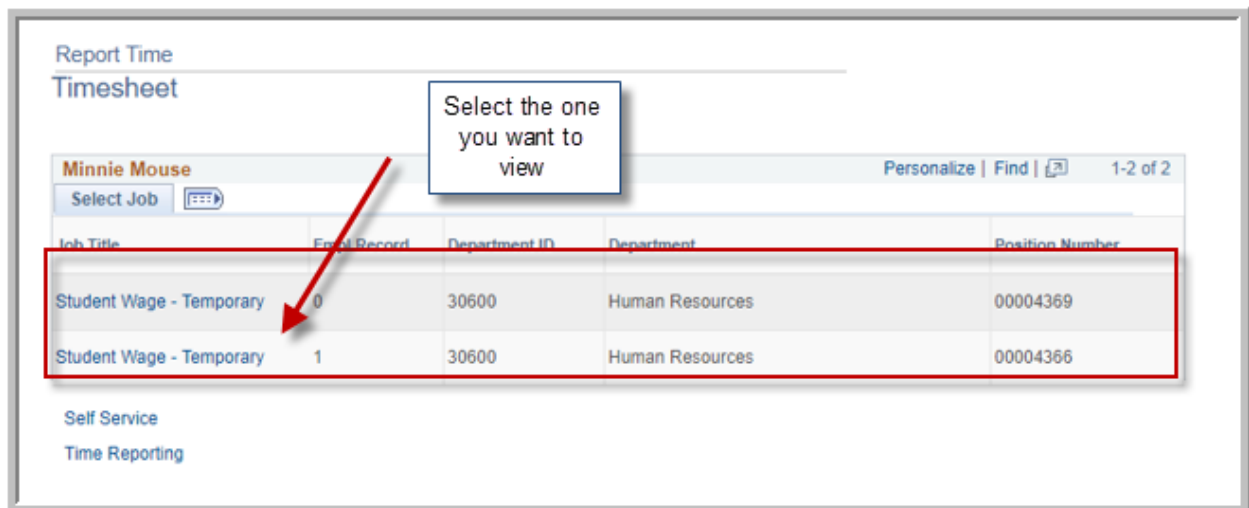
1. Select Time Reporting



2. Select Timesheet



3. If you have more than one job, select the job record/position timesheet you wish to view



4. Review punches – if any missed a punch contact your supervisor to add missed in/out times appropriately

From 07/31/2017 to 08/13/2017 ?

Add Comments	Day	Date	Reported Status	Exception	In	Out
	Mon	7/31	New			
	Tue	8/1	New			
	Wed	8/2	New			
	Thu	8/3	New			
	Fri	8/4	New			
	Sat	8/5	New			
	Sun	8/6	New			
	Mon	8/7	New			
	Tue	8/8	New			
	Wed	8/9	Needs Approval		3:18:28PM	3:24:45PM
	Thu	8/10	New			
	Fri	8/11	New			
	Sat	8/12	New			
	Sun	8/13	New			

Submit Clear

Note this time is now ready to be approved by your supervisor