[Web Clock]

This feature is for non-exempt UF employees only whose departments have chosen web clock as the method for reporting time.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate to My Self Service > Time Reporting > Choose “Web Clock”
- Click the “Punch Type” drop down menu and select the appropriate punch (“IN” or “OUT” only)
- Click the “Enter Punch” button
- Review the confirmation screen and click “OK”

**Note**
Be sure to check with your supervisor to confirm that you are using Web Clock in your department.

**Best Practices**
- Use Web Clock every time you arrive at work and leave
- From the "Punch Type” drop down list, select "IN" or "OUT” only
- If you miss a punch, please use “Report Weekly Punch Time” to make corrections or see your supervisor or Payroll Processor for assistance

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