Student Employee Time Reporting

- Go to uwplatt.edu
- Click on ‘M’ under Campus Resources on left
- Click on ‘My UW-System’ (Employee Portal) on bottom
- Click on ‘University of Wisconsin-Platteville’, then Click on ‘Select’ at the bottom.
- Log in with your Net ID and Password (same as logging in to your email).
- This will bring up your ‘My UW System’ page, also known as your Employee Portal.
- You will clock in and out on this page by using either ‘Webclock’ or ‘Timesheet’ located in the ‘Time and Absence’ section.
- You can also access your Earning and Tax Statements from this page located in the ‘Payroll Information’ section.

Students That Have Multiple Positions

If you have more than one job, you will be taken to a page requiring you to choose which job you want to enter time for. You should look at both the Job Description and Department Description columns to determine which job to pick. When you have found the job you want, click on the Job Description.
Web Clock Time Entry

Select the appropriate punch type from the Punch Type drop down menu.

- **In**: Select "In" to clock in when you start your work shift.
- **Out**: Select "Out" to clock out when you are done with your work shift.

Click the Enter Punch button after selecting the appropriate Punch Type.
Time Sheet Time Entry

After clicking on the Timesheet link, a second log on will be required which includes the student's Net ID and Password.

After completing the second log on, the Student Timesheet will appear. All students using a timesheet will use a Punch Positive timesheet. This means their schedule appears with empty "IN" and "OUT" boxes that must be filled in.

The student must make sure they are entering time for the correct Time Period by adjusting the View By: and Date: fields.

The four "IN" and "OUT" boxes should be used as follows:

First "IN" - The student should enter the time they first report to their job.
First "OUT" - The student should enter time if they leave their job but plan on returning.
Second "IN" - The student would enter time in this field when they return from their class or lunch.
Second "OUT" - This field would be filled in with the time the student left their job for the day.
The examples below reflect:

- Student punched in at 8:00, out at 10:00 for class, back in at 12:00 and out at the end of the day at 4:00. (All 4 boxes used)
- Student punched in at 8:00 and then out at 12:00 for the day. (Only 2 Boxes used, far left and far right)