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.

![Student Employee Time Reporting Table]

Go To: Self Service
       Time Reporting
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.