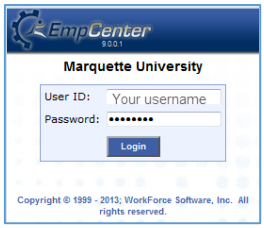
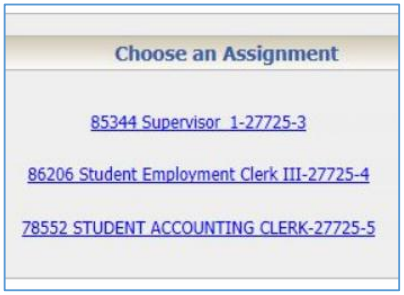
MU EmpCenter: Web Clock Quick Reference for Students



1. Use a web browser to access EmpCenter
   https://empcenter.mu.edu/workforce/Logon.do
   Enter your eMarq User ID and Password.
   Click **Login**.
   Click **Go to Web Clock** under ***Time Entry***.

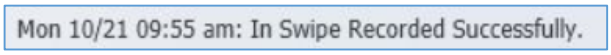
2. **If you have only one job, skip to step 3.** If you have more than one job, select the assignment or job for which you need to record time. Each assignment has its own time sheet. **You are responsible for correctly clocking in and out on each job worked.**
   Assignment titles include:
   - Job Reference Number or Job ID as the department entered it into JobConnection
   - Job Title as entered by the department into JobConnection
   - MyJob Employee ID number with a hyphen-then a number to differentiate each job from the others.



3. The **WebClock** screen will open.
   Confirm that the job title displayed at the top of the screen is the correct job, or click **Switch Assignments** to return to your Assignment list and make a different selection.

   - Click **In** to record the start of work time or **Out** to record the end of the work period.

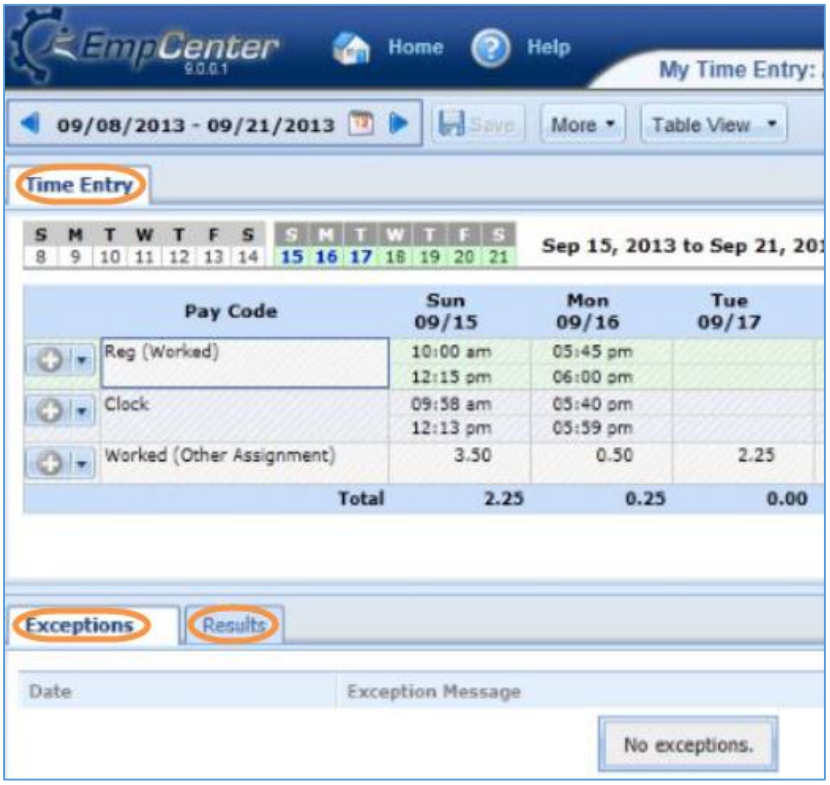
   A successfully recorded time stamp will be confirmed as shown right:



   To record Lunch and Unpaid Breaks:
   Click **Out** to record the time you stop working and click **In** to record the time you return to work.
   Multiple Assignments:
   Click **Out** of your first job, click **Switch Assignments**, choose the job you are starting, and click **In**.

   - Click **Logout** when you have finished clocking time in the application.

4. Click **View Time Sheet** to **review your timesheet each pay period to ensure that there are no exception errors and to assist your supervisor with correcting any incorrect punches.**
   You cannot edit the timesheet. Contact your supervisor for any timesheet changes needed.

   If you review your timesheet right after you have punched, you will see the punch recorded for that job as a **Clock** Pay Code until an **Out** punch is recorded. When the **Out** punch completes that "slice" of time, it calculates your **Reg (Worked)** hours. The **Reg (Worked)** hours will be sent to MyJob for payment.

   The timesheet displays the **Time Entry** tab (your timesheet) at the top of the screen and the **Exceptions** and **Results** tabs at the bottom.