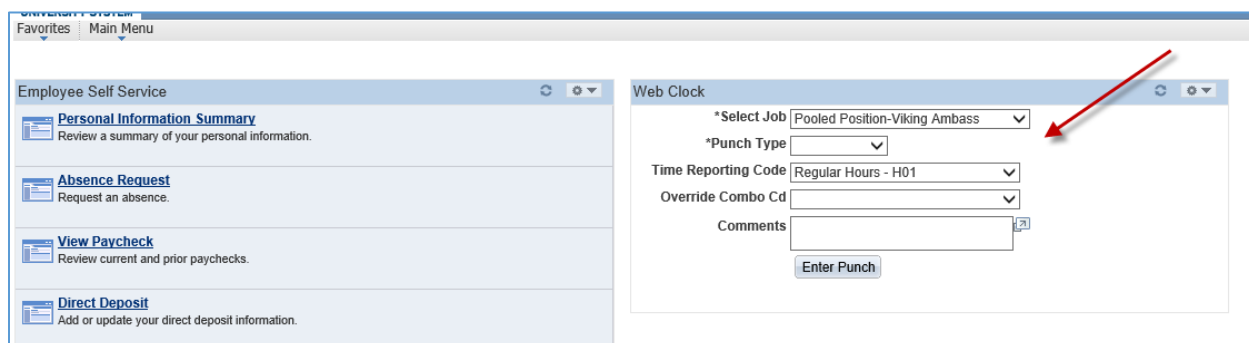


If you do not know your user ID or password, or are having difficulty logging in to HRMS, please contact the NDUS Help Desk at 866-457-6387 for assistance. The HR/Payroll office does not have user ID or password information.

EMPLOYEE - REPORTING TIME WORKED VIA WEB CLOCK

Hourly employees expected to log in to Oracle/PeopleSoft HRMS to punch in/out for time worked via Web Clock use the below instructions.

Directions to navigate and log in to HRMS: Employees can navigate to Oracle/PeopleSoft HRMS from the NDSU home page. From the NDSU Index at the bottom of the NDSU home page, select letter "H". Select the Human Resources and Payroll link. On the right side of the HR/Payroll home page is a green button labeled "Employee Self-Service". Selecting that green button will take you to the Oracle/PeopleSoft HRMS page. Enter your user ID and password to log in. The user ID and password would have been claimed and set up during the hiring process.



Select Job: Select the position title for the job from the drop down. If the employee has only one job there will not be a drop down, the only position title will be listed.

Punch Type: Select from drop down, either **IN** or **OUT**.

Time Reporting Code: Select from drop down Regular Hours-H01 or Work Study Hours-H14. ***Only hourly student employees in approved work study positions with agreements signed through Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.***

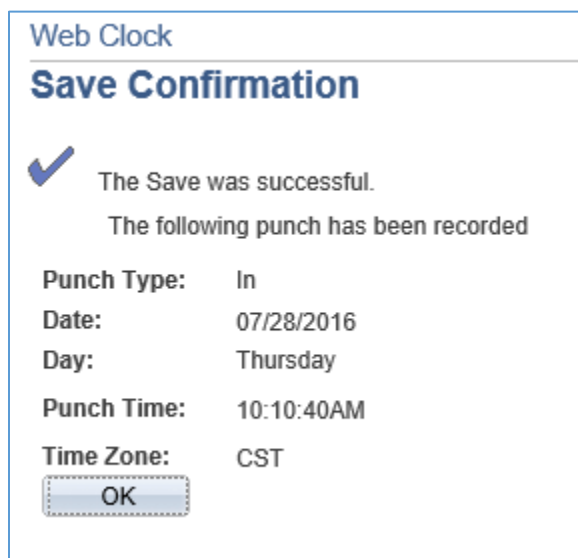
Override Combo Cd: Do Not Enter

Comments: Enter any comments you would like your supervisor to know or see.


Click **Enter Punch** button

If you do not know your user ID or password, or are having difficulty logging in to HRMS, please contact the NDUS Help Desk at 866-457-6387 for assistance. The HR/Payroll office does not have user ID or password information.

When entering an **IN** punch the following message will display:



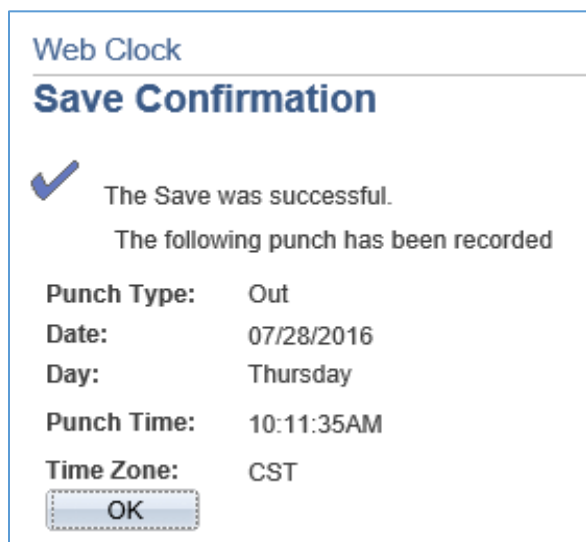
The image shows a 'Web Clock' window with a 'Save Confirmation' title. It features a blue checkmark icon and the text 'The Save was successful.' followed by 'The following punch has been recorded'. Below this, a list of punch details is shown: Punch Type: In, Date: 07/28/2016, Day: Thursday, Punch Time: 10:10:40AM, and Time Zone: CST. At the bottom is an 'OK' button.

Web Clock	
Save Confirmation	
 The Save was successful.	
The following punch has been recorded	
Punch Type:	In
Date:	07/28/2016
Day:	Thursday
Punch Time:	10:10:40AM
Time Zone:	CST
<input type="button" value="OK"/>	


Click OK and Sign out of Oracle/PeopleSoft in the upper right of the screen.

When the work shift is completed, follow the same steps above to log in to HRMS to punch **OUT**.

When entering an **OUT** punch the following message will display:



The image shows a 'Web Clock' window with a 'Save Confirmation' title. It features a blue checkmark icon and the text 'The Save was successful.' followed by 'The following punch has been recorded'. Below this, a list of punch details is shown: Punch Type: Out, Date: 07/28/2016, Day: Thursday, Punch Time: 10:11:35AM, and Time Zone: CST. At the bottom is an 'OK' button.

Web Clock	
Save Confirmation	
 The Save was successful.	
The following punch has been recorded	
Punch Type:	Out
Date:	07/28/2016
Day:	Thursday
Punch Time:	10:11:35AM
Time Zone:	CST
<input type="button" value="OK"/>	

Click OK and Sign out of Oracle/PeopleSoft in the upper right of the screen.