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 WITH MULTIPLE JOBS

Hourly employees with multiple jobs in multiple departments may find it easier to select the position they are reporting time for via this page, which displays the Department ID and Department Name.

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.

Navigation: Main Menu > Self Service > Time Reporting > Report Time > Web Clock

Select the Job Title of the job you are reporting for work.
**Punch Type:** Select from drop down, either **IN** or **OUT**.

**Time Zone:** Do Not Enter

**Override Combo Cd:** Do Not Enter

**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.*

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

Click **Enter Punch** from either button.

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

Repeat above navigation and steps to punch **OUT** when the work shift is completed.