Using the Time Clock

1. At the home screen, swipe your ID card or type in your ID number and hit OK.

2. To clock out, press the “Clock Out” button on this screen. To clock in, click “NDU Job Clock In.”

3. Click the appropriate job that you would be clocking in to start your shift. You may only have one option on this section.

4. Once you have selected their position, click “Continue.”
5. The following screen appears with three boxes. The first and third boxes **must always match**. Some positions will default to the correct position and some will not. If you need to change the position, click the third box.

![Screen with three boxes](image)

6. The options for every position under the area supervisor will appear. Click the appropriate position to match the first box.

![Options for every position](image)

7. After confirming the two boxes match, tap “Save/Continue” to sign in.

![Confirmation screen](image)

If the time clock does not work, please use the following steps to sign in using the HRMS system.
Web Clock
If the time clock is not working, use the computer at short desk at the Customer Service Desk to sign in using the following steps.

1. Go to ndsu.edu/hr and click on the “Employee Self Service” link. The link may already be up as a favorite on the computer up front.

![Image of ndsu.edu/hr](https://example.com/ndsu/hr.png)

2. Use your Campus Connection information to log in.

![Image of Campus Connection login](https://example.com/CampusConnection.png)

3. On the front screen, click on the tile for the Web Clock.

![Image of Web Clock tile](https://example.com/WebClockTile.png)
4. If you have multiple positions, the following screen will appear. If not, it will skip immediately to step 5.

![Employee Self Service](image1)

5. Select either “In” or “Out” on the punch type and select “Enter Punch” to record their punch.

![Employee Self Service](image2)

If you are unable to punch in either using the time clock or the web clock, use the clipboard behind the Customer Service Desk to write down your time. Only use this if you are unable to use the previous two options.