Instructions to log in using the PeopleSoft Web Clock

1. Log into Time and Labor 9.2.

To do this go to the home page and hover your mouse over the Leonet shortcut. A drop down menu will appear, choose "LeoNet Login - HR/T&L"

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Login with your W# and your current password

2. On your navigation page click on "Web Clock."

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Your Last Recorded Punch		
In at 7:00AM		
Enter Punch (2)		
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	In	
Time Reporting Elements	Meal Out	
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Comments		ح ا .:
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Combination Code	٩	
		Enter Punch
View Holiday Schedule		

3. To clock in, select *IN* from the "Punch Type" dropdown menu and click "Enter Punch."

4. To clock out, select OUT from the dropdown menu and click "Enter Punch."

Your Last Recorded Punch		
In at 7:00AM		
Enter Punch 🕐		
*Punch Type	Out 💌	Enter Punch
Time Reporting Elements	Meal Out	
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Task Reporting Elements		
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		Enter Punch

View Holiday Schedule

5. To clock out for lunch, select *MEAL* from the dropdown menu and click "Enter Punch."

Your Last Recorded Punch		
In at 7:00AM		
Enter Punch (2)		
*Punch Type	Meal	Enter Punch
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Day	Transfer	
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		Enter Punch
View Holiday Schedule		

6. To clock in from lunch, select IN from the dropdown menu and click "Enter Punch."

Your Last Recorded Punch				
In at 7:00AM				
Enter Punch (?)				
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Time Reporting Elements	Meal Out Day Transfer			
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Task Reporting Elements				
Combination Code				
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View Holiday Schedule				

7. To transfer departments, select *Transfer* from the dropdown menu then place the new department number in the combination code box and click "Enter Punch." Clicking either of the "Enter Punch" buttons will work.

In at 1:56PM			
Enter Punch 👔			
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Time Reporting Elements	Meal		
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			Enter Punch

8. To clock directly into a different department, select *IN* from the dropdown menu then place the department number in the combination code box and click "Enter Punch." Clicking either of the "Enter Punch" buttons will work.

Your Last Recorded Punch		
Transfer at 11:59AM		
Enter Punch (?)		
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Time Reporting Elements	in Meal Out Transfer	
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Combination Code 23012		
		Enter Punch
View Holiday Schedule		

9. Log out of LeoNet to end your session.