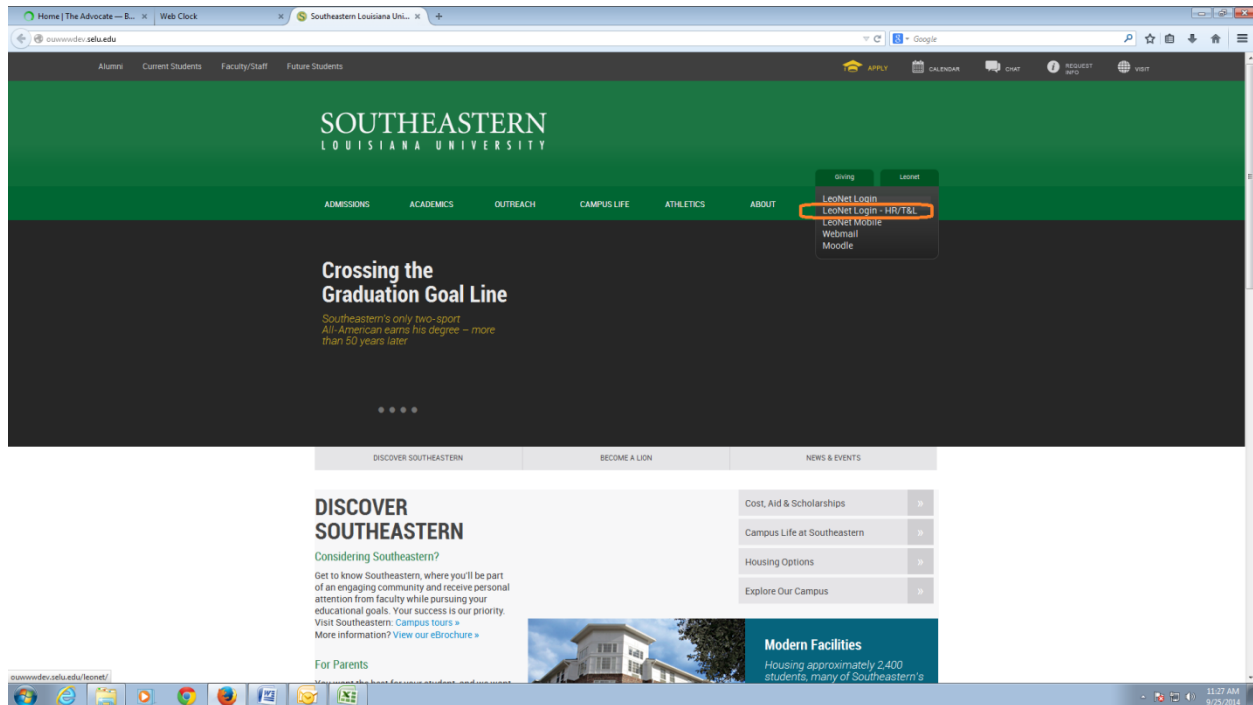


Instructions to log in using the PeopleSoft Web Clock

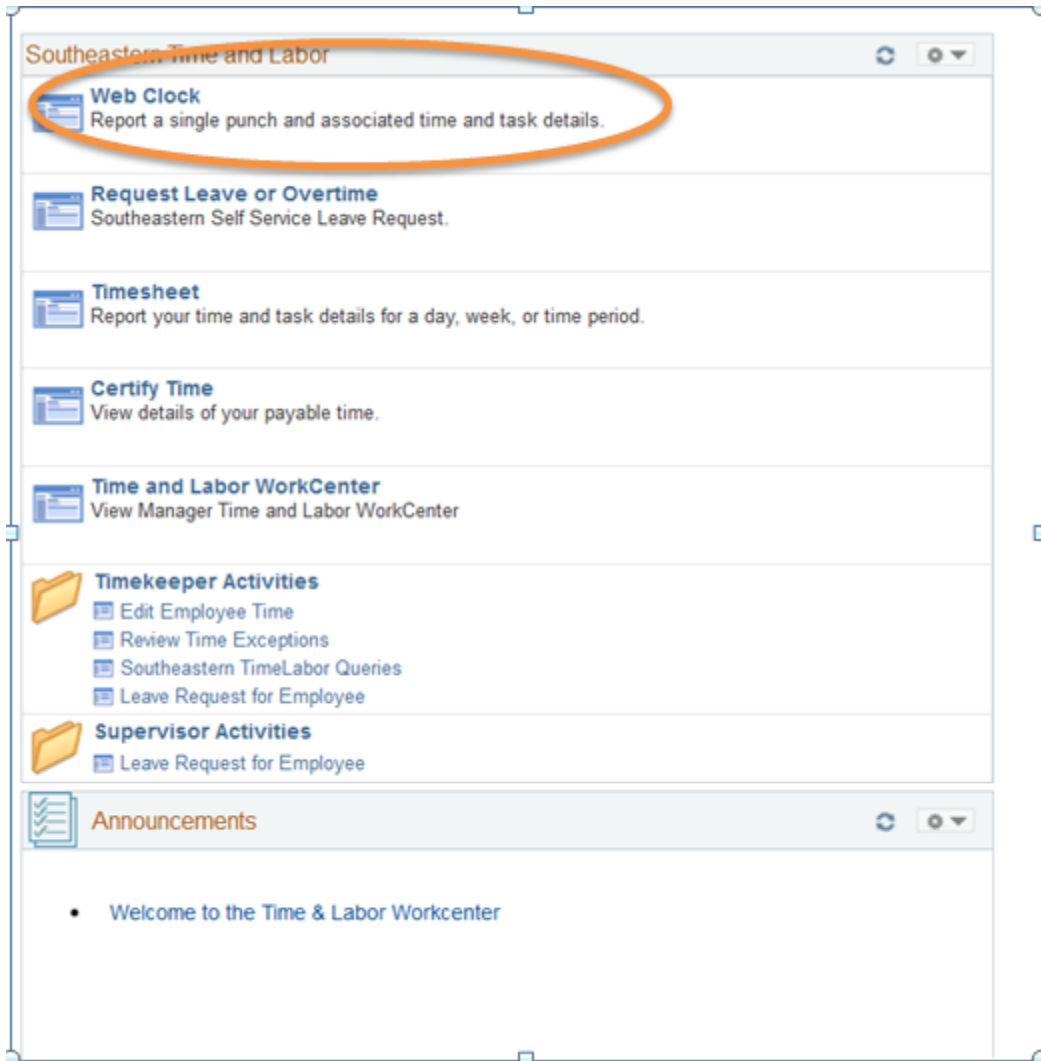
1. Log into Time and Labor 9.2.

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”




Login with your W# and your current password


2. On your navigation page click on “Web Clock.”



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

Your Last Recorded Punch
In at 7:00AM

Enter Punch 


*Punch Type 

Time Reporting Elements

Day

Comments


Task Reporting Elements


Combination Code 

[View Holiday Schedule](#)

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 

Time Reporting Elements

Day

Comments


Task Reporting Elements


Combination Code 

[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 


*Punch Type 

Time Reporting Elements

Day 

Comments


Task Reporting Elements


Combination Code 

[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 


*Punch Type 

Time Reporting Elements

Day 

Comments

Task Reporting Elements

Combination Code 


[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.

The screenshot displays a web-based time reporting interface. At the top, a section titled "Your Last Recorded Punch" shows "In at 1:56PM". Below this is an "Enter Punch" button with a help icon. The main form area includes a "*Punch Type" dropdown menu currently set to "Transfer", with a list of options (In, Meal, Out, Transfer) visible. The "Transfer" option is highlighted in blue and circled in orange. To the right of the dropdown is an "Enter Punch" button. Below the dropdown is a "Time Reporting Elements" section with a "Day" field and a "Comments" text area. Further down is a "Task Reporting Elements" section containing a "Combination Code" field with the value "23012" and a search icon, which is also circled in orange. To the right of this field is another "Enter Punch" button. At the bottom left, there is a link for "View Holiday Schedule".

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 


*Punch Type 

Time Reporting Elements

Day
Meal
Out
Transfer

Comments

Task Reporting Elements

Combination Code 

[View Holiday Schedule](#)

9. Log out of LeoNet to end your session.