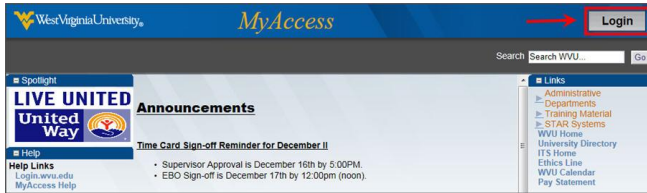
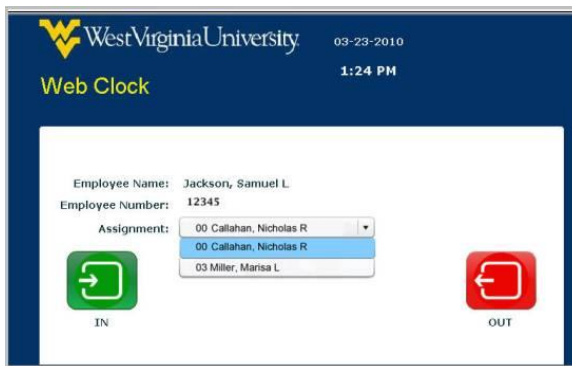


Recording Your Time Worked via Web Clock

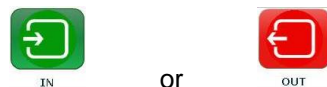
1. Log into MyAccess.wvu.edu with your WVU Login. (For help, go to Login.wvu.edu, or contact the ITS Service Desk at 304-293-4444 or 1-877-327-9260, or email ITSHelp@mail.wvu.edu.)



2. Click on MyTime () to see the employee time programs.
3. Click on the Web Clock link ([Web Clock](#)).
4. View your name, employee number, and assignment.



5. Choose the assignment (by number and supervisor name) from the drop-down list.
 - a. **Only some employees will have multiple assignments...most employees have one assignment.**
6. Choose to Start or Stop work by selecting a button.
 - a. Press the **green IN** button when beginning a work shift or returning from lunch, a meal break, or an approved leave (to swipe IN).
 - b. OR, press the **red OUT** button when ending a work shift or leaving for a lunch, a meal break, or an approved leave (to swipe OUT).



7. A message indicates that your time has been recorded.

Your time IN has been successfully recorded

8. Click OK ()
9. Close the Web Clock window (or tab), and Log out of MyAccess to protect your employee records.



If you think you have recorded hours to the wrong assignment or at the wrong time, view your Timecard to check for the mistake, and then speak to your supervisor to have it corrected.