Recording Your Time at a Web Clock

**Purpose**

Use this procedure to access the *MyTime* web clock.

**Trigger**

Perform this procedure when clocking in and out at work.

**Prerequisites**

- You must have a *Login* account.
- For more information on *Login*, please see [https://login.wvu.edu/self-service/dist/index.html#/](https://login.wvu.edu/self-service/dist/index.html#/)

**Menu Path**

Use the following menu path(s) to begin this task:

- Log into *MyAccess.wvu.edu*.
- When the MyAccess menu appears, choose the MyTime program group.

**Helpful Hints**

- For assistance, call the ITS Service Desk at 304-293-4444 or toll-free at 1-877-327-9260, or email ITSHelp@mail.wvu.edu.
- When calling, please have your WVUID number.

**Procedure**

1. Log into *MyAccess.wvu.edu* using your *Login* account.

*MyAccess.wvu.edu*
2. Within MyAccess, select the link for Web Clock.

3. Choose the correct assignment. Click the down arrow to utilize the drop down menu.
An assignment is a particular job at WVU. Each one has a unique assignment number. The primary assignment will be the first in the drop down menu. Multiple assignments will have the respective supervisor associated with it.

4. Click the IN button to start work.

Click the IN ➞ (GREEN) button to swipe IN:

- To BEGIN your work shift
- When returning from lunch or meal break
- When returning from an excused absence (such as for a doctor’s appointment)

You will receive a verification message: “Your time IN has been successfully recorded.”
5. Click **OK**.

6. If you are not using other applications in MyAccess, please close by clicking the **Logout** button.

   ![](important)

   If you do not close MyAccess, your personal information could be seen by someone else using the same computer.

7. To clock out, log into *MyAccess.wvu.edu* using your *Login* account.
MyAccess Login

If you are already using a MyAccess application, you should close the application before clocking out.

8. Choose the correct assignment. Click the down arrow to utilize the drop down menu.
Mountaineer Temps and Student Workers: If you clock out at an assignment different from the one clocked in, the timecard will display an error that will require the attention of the supervisor.

9. Click the OUT button to stop work.

Click the OUT (RED) button to swipe OUT:

- To END your work shift
- To go to lunch or meal break
- To depart for an excused absence (such as for a doctor’s appointment)

You will receive a verification message: “Your time OUT has been successfully.”
10. Click OK.

11. If you are not using other applications in MyAccess, please close by clicking the Logout button.
If you do not close MyAccess, your personal information could be seen by someone else using the same computer.

Result
You have successfully clocked in and out using the web time clock.