

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 [My Access.wvu.edu](http://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.

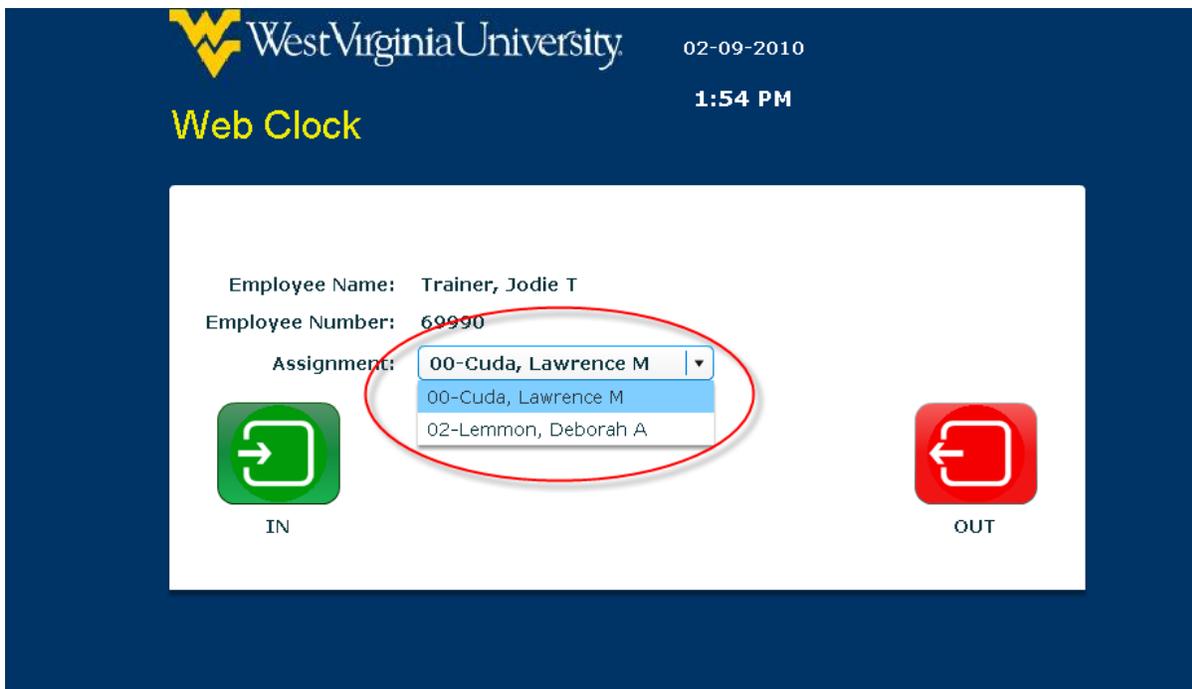
MyAccess.wvu.edu

The screenshot shows the MyAccess.wvu.edu website. The top navigation bar is blue and contains the West Virginia University logo, the text 'MyAccess', and a 'Login' button highlighted with a red box and a red arrow. Below the navigation bar is a search bar with the text 'Search WVU...' and a 'Go' button. The main content area is divided into several sections: a 'Spotlight' section with a 'LIVE UNITED' banner and 'United Way' logo; an 'Announcements' section with a 'Time Card Sign-off Reminder for December II' and a list of dates and times; a 'Help Links' section with links to 'Login.wvu.edu' and 'MyAccess Help'; a 'Contact Info' section with email and phone numbers for ITSHelp; a 'Log a Service Request' button; and a 'Forecast' section with weather information for Morgantown, WV. On the right side, there is a 'Links' menu with various options like 'Administrative', 'Departments', 'Training Material', 'STAR Systems', 'WVU Home', 'University Directory', 'ITS Home', 'Ethics Line', 'WVU Calendar', and 'Pay Statement'. At the bottom right, there is a 'Microsoft Office 365' logo and a 'IT Software Purchase Form' button.

2. Within MyAccess, select the link for Web Clock.



3. Choose the correct assignment. Click the down arrow to utilize the drop down menu.



Web Clock

Employee Name: Trainer, Jodie T

Employee Number: 69990

Assignment: 00-Cuda, Lawrence M



IN



OUT



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."

Employee Name: Trainer, Jodie T
Employee Number: 69990
Assignment: 00-Cuda, Lawrence M

IN OUT

Date/Time: Tuesday, Feb. 9, 2010 at 1:49 PM
Type: IN
Employee Name: Trainer, Jodie T
Assignment: 00-Cuda, Lawrence M

Your time IN has been successfully recorded

Ok

5. Click OK.



6. 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.

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

MyAccess Login

West Virginia University *MyAccess* **Login**

Search Search WVU... Go

Spotlight
LIVE UNITED
United Way

Announcements
Time Card Sign-off Reminder for December 11
• Supervisor Approval is December 16th by 5:00PM.
• EBO Sign-off is December 17th by 12:00pm (noon).

WVU Hire Now Utilized for Filling Faculty Positions
The new WVU Hire system will provide a streamlined employment process from requisition to onboarding, and will reduce the complexity and effort involved in hiring. Please visit [WVU Hire](#) for more information.

Help
Help Links
Login.wvu.edu
MyAccess Help

Contact Info
Email: [email.ITS@help](#)
ITSHelp: 304 293-4444

Log a Service Request
Self Service
Login

Links
Administrative
Departments
Training Material
STAR Systems
WVU Home
University Directory
ITS Home
Ethics Line
WVU Calendar
Pay Statement

Microsoft Office 365

IT Software Purchase Form

Forecast
Current Weather in Morgantown, WV
Sunny, and 67 ° F.

IT Purchasing
WVUToday



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.

West Virginia University 02-09-2010
1:52 PM

Web Clock

Employee Name: Trainer, Jodie T
Employee Number: 69990
Assignment: 00-Cuda, Lawrence M

IN **OUT**

Employee Name: Trainer, Jodie T
Employee Number: 69990
Assignment:



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."

Employee Name: Trainer, Jodie T
Employee Number: 69990
Assignment: 00-Cuda, Lawrence M



IN



OUT

Date/Time: Tuesday, Feb. 9, 2010 at 2:02 PM

Type: Out

Employee Name: Trainer, Jodie T

Assignment: 00-Cuda, Lawrence M

Your time OUT has been successfully recorded

Ok

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.