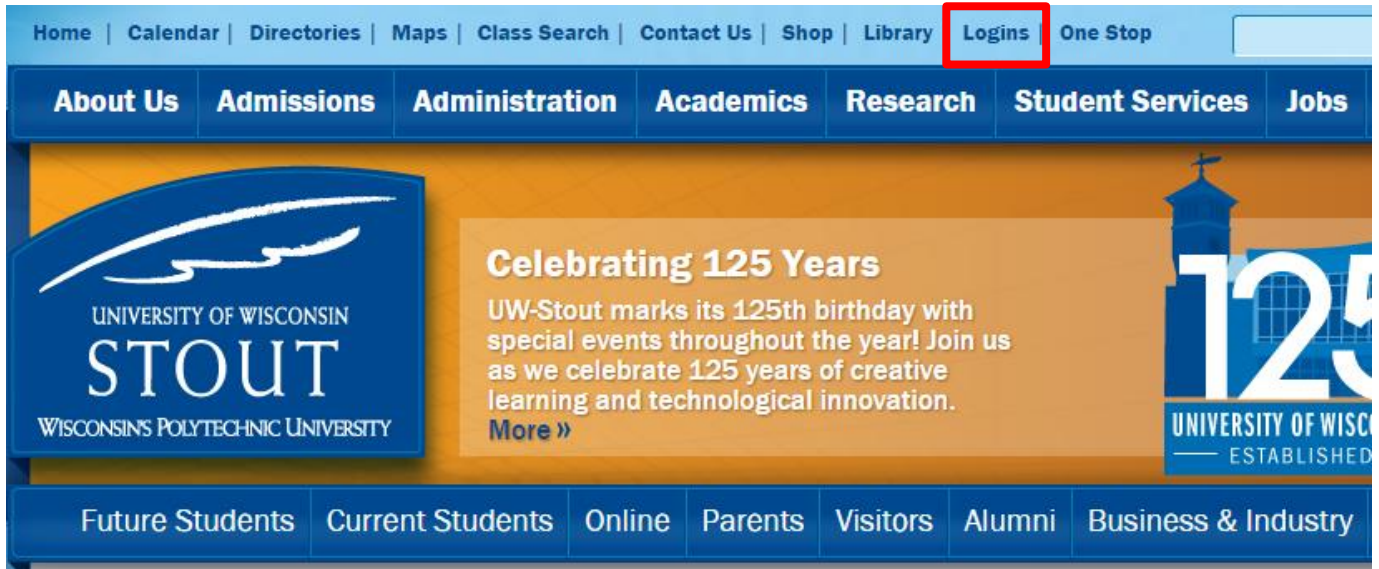


How to Log into HRS: Student Employee

****Webclock **Earning Statements **W-2 Annual Tax Statement **Self-Service**

Logging into HRS:

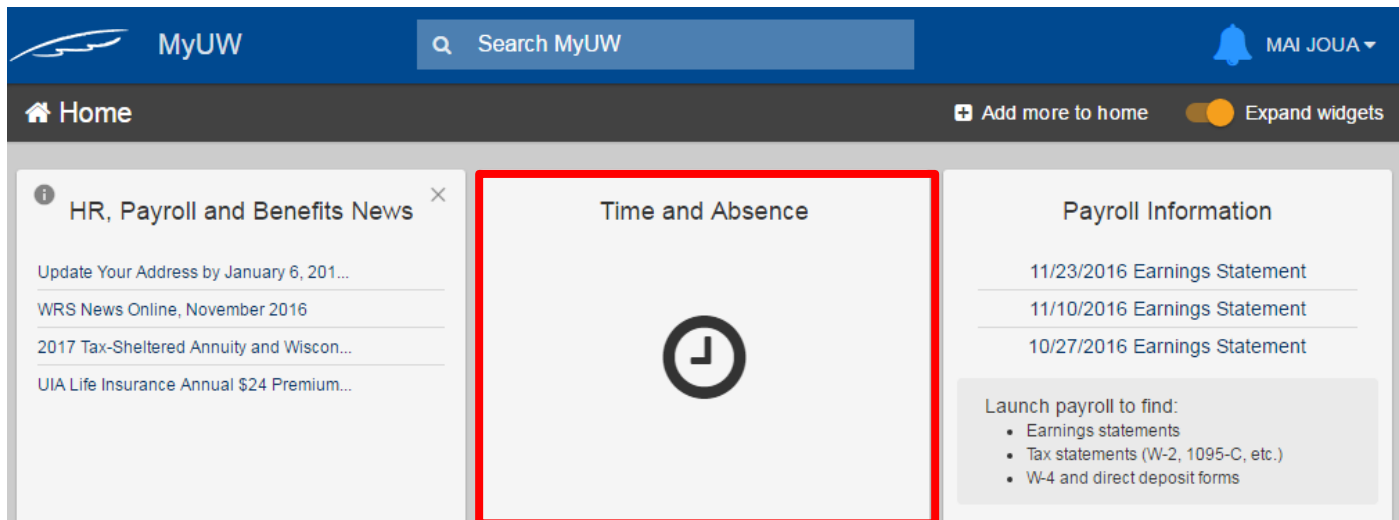
1. Go to University of Wisconsin Stout's Website: www.uwstout.edu
2. On the top of the website, click on **LOGINS**



3. After clicking on logins, it should bring up the screen below.
4. Select **My UW**

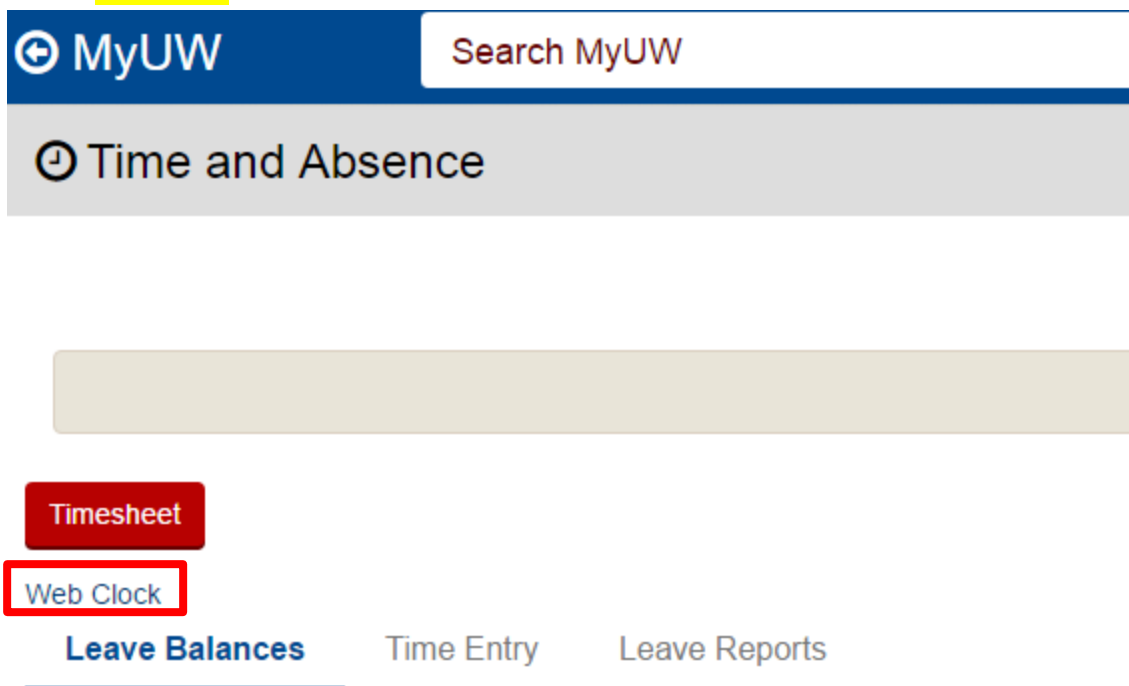


5. A login will pop up
6. Login using your **UW-Stout email and password**
7. Once logged in, you will see the screen below



How to log into Webclock

1. Click on the **Time and Absence** box shown above
2. Select **Webclock**



3. Another login will pop up again.
 - a. Sign in with your UW-Stout email and password.
4. After you have logged in you will see where you can punch in and out.
5. It should look like the screen below:

Enter Punch

RIFLEMAN, JACOB MICHAEL

Employee ID: [REDACTED]

Job Title: HR OFFICE STUDENT ASST

Employee Record Number: 0

Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.

Punch Type:

Time Zone: Central Time (US)

Time Reporting Elements

Day: Billable Indicator

Taskgroup: UW Default

Task Profile ID:

Time Reporting Code:

Rule Element 1:

Rule Element 2:

Comments:

-
-
-
-
-
- 6.
7. In the box next to the **Punch Type**: Click on the drop down arrow and select **IN or OUT** (depending if you're punching in or out) than click on **Enter Punch**.

Enter Punch

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0

Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.

Punch Type:

Time Zone: Central Time

Time Reporting Elements

Day: Billable Indicator

Taskgroup: UW Default

Task Profile ID:

Time Reporting Code:

Rule Element 1:

Rule Element 2:

Comments:

-
-
-
-
-
-
-
8. After you click "Enter Punch" a screen will appear for you to confirm the punch. If the punch is correct, click **"OK"**.

Save Confirmation

The Save was successful.
The following punch has been recorded

Date: 05/18/2011
Day: Wednesday
Punch Time: 8:28:20AM
Time Zone: CDT
Punch Type: In

9. After you click “OK” it will take you back to the screen below, make sure to **sign out** of the screen and close the whole web browser.

[Web Clock](#)
Enter Punch

LOR,MAI JOUA Employee ID: [REDACTED]
Job Title: HUMAN RESOURCES OFFICE ASST Employee Record Number: 0

Enter a Punch Type and any relevant task information. When finished, click the Enter Punch button.

Punch Type: [Dropdown]
Time Zone: CST [Search] Central Time

Time Reporting Elements

Day: Wednesday Billable Indicator
Taskgroup: UW_DEFAULT [Search] UW Default
Task Profile ID: [Search]
Time Reporting Code: [Dropdown]
Rule Element 1: [Search]
Rule Element 2: [Search]
Comments: [Text Area]

Go To: [Self Service](#)
[Time Reporting](#)
[Request Overtime](#)
[View Holiday Schedule](#)

Logging out of MyUW Portal:

1. It is very important that you ALWAYS remember to also SIGN OUT of the HRS web browser!! If you do not, the next employee who uses the computer will have access to all or your confidential information; and they could punch in/out on your timesheet.
2. To log out, click on the drop down arrow by your name in the upper right corner and select **LOG OUT**.

How to view Earning Statement and W-2 Form:

1. Make sure you are logged into the MyUW Portal Page.
2. On the HOME page, select **Payroll Information**.
3. If you want to view your earning statement, the last three (3) earnings statement available on the home page.
4. Click on **“See all payroll information”**

Payroll Information

[12/08/2016 Earnings Statement](#)

[11/23/2016 Earnings Statement](#)

[11/10/2016 Earnings Statement](#)

Launch payroll to find:

- Earnings statements
- Tax statements (W-2, 1095-C, etc.)
- W-4 and direct deposit forms

[See all payroll information](#)

- By clicking on "See all payroll information", it will take you to the earning statement page.
- By selecting "Earning Statement" you will see all available earning statement.

Payroll Information

Earning Statements Tax Statements

Your Net Pay Check amount is reflected on each individual Earnings Statement

Previous 1 2 3 4

Paid	Earned
12/08/2016	11/13/2016 - 11/26/2016
11/23/2016	10/30/2016 - 11/12/2016
11/10/2016	10/16/2016 - 10/29/2016
10/27/2016	10/02/2016 - 10/15/2016

- By selecting "Tax Statement" you will see all available W-2s.

Payroll Information

Earning Statements **Tax Statements**

Note: W-2 Forms will be available the last week of January

Year	Statement
2015	W2 Statement for 2015
2015	1095-C for 2015
2014	W2 Statement for 2014
2013	W2 Statement for 2013
2012	W2 Statement

Questions?

You can call, (715) 232 - 1999 or send an email to LORJ@UWSTOUT.EDU

-OR-

Submit an AskHR ticket to the HR Helpdesk @ <http://www.uwstout.edu/hr/AskHR.cfm>