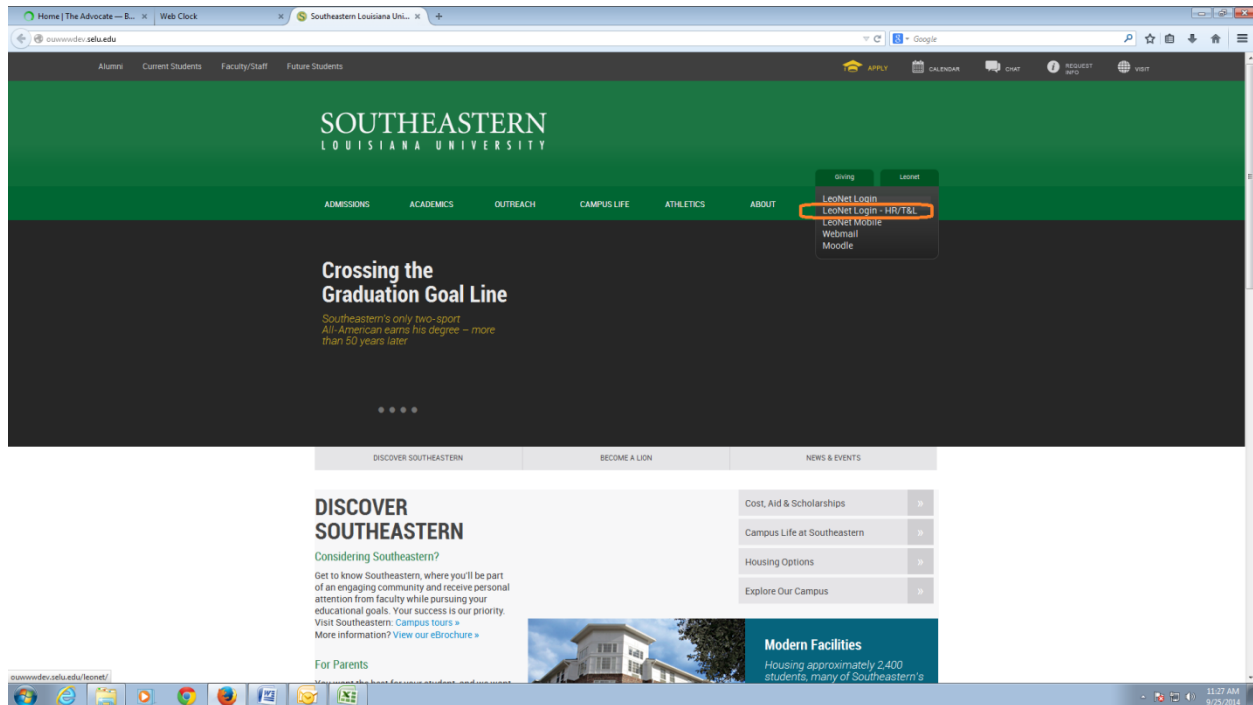# Instructions to log in using the PeopleSoft Web Clock
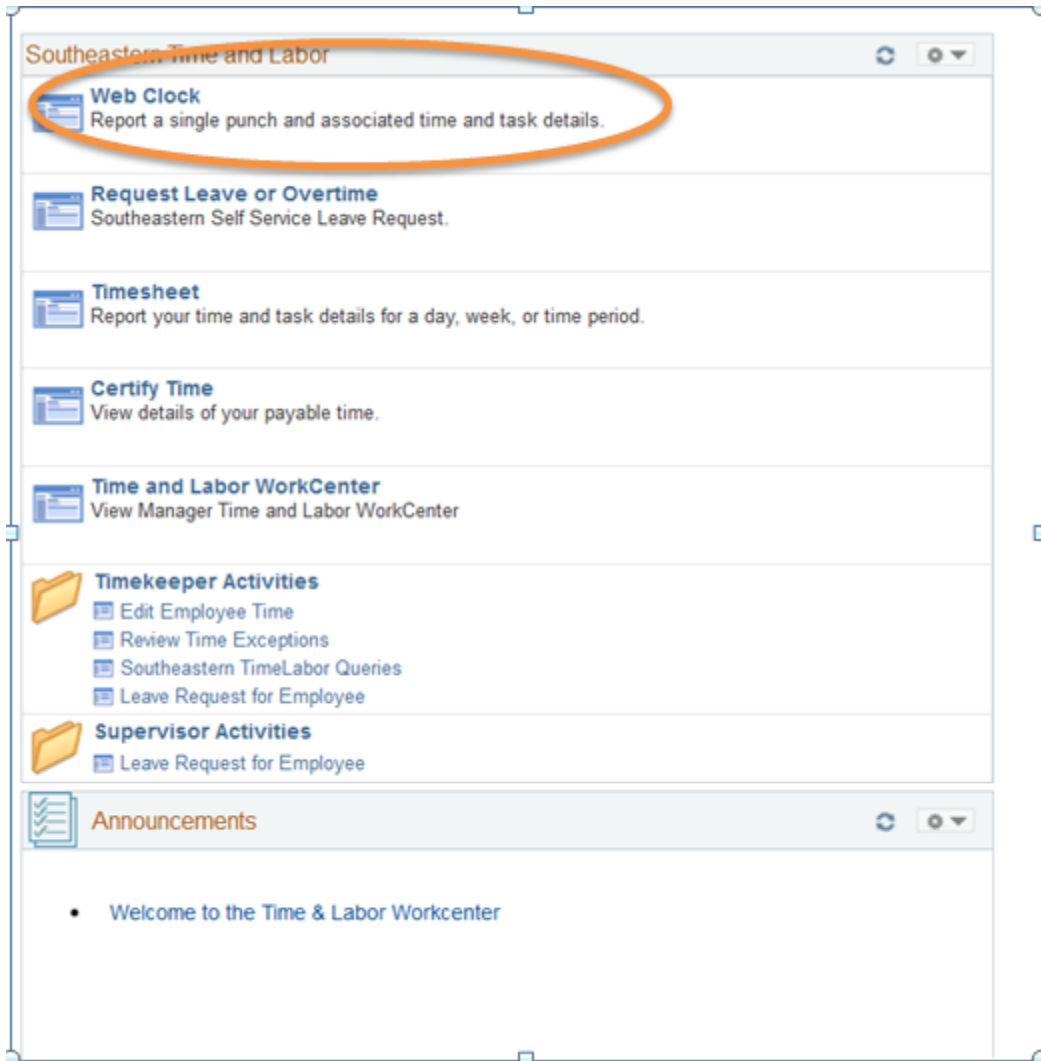
1. **Log into Time and Labor 9.2.**

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 ⑦

*Punch Type In ▾

Enter Punch

In
Meal
Out
Transfer

▼ Time Reporting Elements

Day

Comments

▼ Task Reporting Elements

Combination Code

Enter Punch

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 ⑦

*Punch Type Out ▾

Enter Punch

In
Meal
Out
Transfer

▼ Time Reporting Elements

Day

Comments

▼ Task Reporting Elements

Combination Code

Enter Punch

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 Meal ▾   Enter Punch

In
Meal
Out
Transfer

▼ Time Reporting Elements

Day

Comments

▼ Task Reporting Elements

Combination Code [   ] 🔍

Enter Punch

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 In ▾   Enter Punch

In
Meal
Out
Transfer

▼ Time Reporting Elements

Day

Comments

▼ Task Reporting Elements

Combination Code [   ] 🔍

Enter Punch

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.

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 In ▼   Enter Punch

In
Meal
Out
Transfer

▼ Time Reporting Elements

Day

Comments

▼ Task Reporting Elements

Combination Code 23012

Enter Punch

View Holiday Schedule

9. Log out of LeoNet to end your session.