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.”

4. To clock out, select *OUT* from the dropdown menu and click “Enter Punch.”
5. To clock out for lunch, select *MEAL* from the dropdown menu and click “Enter Punch.”

6. To clock in from lunch, select *IN* from the dropdown menu and click “Enter Punch.”
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 \textit{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.

9. Log out of LeoNet to end your session.