

# OracleHR Time and Labor Web Clock - myUSF

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[Link to myUSF](#)

## Log into myUSF

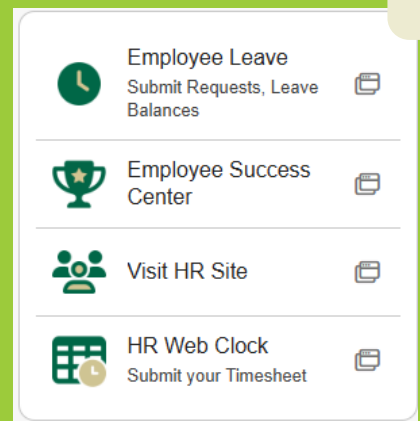
Log into myUSF using the link to your left.

## Select HR Web Clock

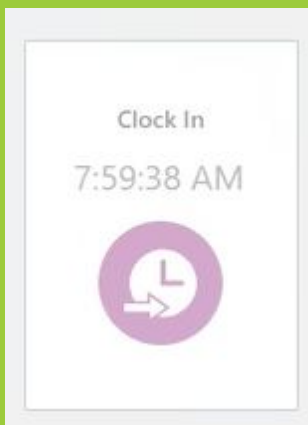
Select the **HR Web Clock** in the left-hand menu shortcuts. Log on using your NETID and Password and authenticate using the Microsoft Authentication.

(**Note:** each time you access the application to complete one of the steps below, you will have to repeat these steps to access the application.)

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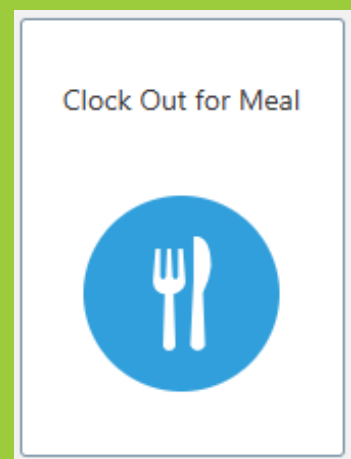
## Clock In for Work

Select the **Clock In** icon to begin your workday.

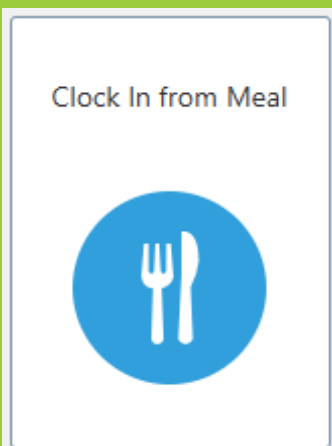
## Clock Out for a Meal

Select the **Out to Meal** icon to begin your unpaid lunch or meal period.

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## Clock In from a Meal

Select the **In from Meal** icon to return to complete your workday.

## Clock Out for the Day

Select the **Clock Out** icon to complete your workday.

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