

Working for Off-Campus Agencies

If you are a Workstudy employee who works for an off-campus agency, you will use TAS by calling:

626-8880

If your agency does not have access to your TAS records, your Timekeeper can be reached in the Financial Aid Office. Call 626-6799 with any questions.

Things to Remember

Clock-in/out Basics:

Remember to clock out during your lunch break, if you leave for class, and at the end of your shift. Remember also to clock back in after lunch. You may take one 15 minute break for every 4 hours that you work without clocking out. If at any point you wish to discontinue the clock-in/out process, simply hang up the phone or exit the screen.

Overtime:

WSU's work week begins Saturday and ends Friday. If during any week you work over 40 hours, the system will automatically calculate the additional hours at an overtime rate, which is 1.5 times your regular rate.

If the System Isn't Working:

In the unlikely event that the system goes down, do not be alarmed! Simply record your hours for the day and submit them to your Department Timekeeper, who can then manually input your hours into the system.

If you have any questions, please feel free to contact the Payroll Office for assistance.



Weber State University
Payroll Office
1021 University Circle
Ogden, UT 84408
(801) 626-6038

Time and Attendance System

Employee Guide





Do I use the Time and Attendance System?

If you are paid an hourly rate at Weber State University, you will use the Time and Attendance System (or TAS) to record the number of hours you work.



Using it is Simple!

The Time and Attendance System can be accessed via phone or over the internet.

On the Telephone:

Dial the following telephone number from your work-site to access TAS:

8880

Press or say 1 to access the TAS menu. Then press or say 9 (for "W") followed by your 8 digit W#. TAS will say your name and ask: "Is that correct?" You may say "yes" or "no," or press 1 (yes) or 2 (no). Enter or say the last four digits of your social security number (it is not necessary to press #). After you have been identified, you will be offered several options. Press or say the number of your choice:

- 1 - Clock in or out
- 2 - Check your hours
- 3 - Listen to your messages*

*Option 3 will only be available if you have messages.

Once you become familiar with the phone system, you can say or press your next selection without listening to the entire message (this is known as "barging

in"). When you are finished, hang up to exit TAS.

On the Web:

To clock in using the web, log onto eWeber under "current students" at www.weber.edu. Click on "TAS Time Clock." If you are a new user, follow the instructions on the insert.

Select the department you are clocking in for on the drop down list. Click on the "Clock In" link. Your status should now be "IN" and will display your clock in time.

You may also use the web to clock out. Follow the same directions, except the link will now read "Clock Out." Clicking on the link will clock you out and update the total hours worked for the current pay period.



Phone Messages

The Time and Attendance System is equipped with several messages to assist you. The messages give you information and may also ask you to do certain things, such as to contact the Payroll Office or your Department Timekeeper.

You can check your messages online or by phone. While logged into TAS in the student portal, click on the "View Messages" link below the drop down list. If you are using the phone to access TAS, simply select option 3 from the menu.

After accessing your messages, you will also have the option of deleting them.

Common messages:

"There is an error on your record. Contact your Department Timekeeper."

"Your check is ready in the Payroll office, bring photo ID."

"An edit has been done on your record."



Viewing your Hours

You can also verify your hours over the phone or the web. To check your hours while using the phone, select option 2. TAS will state how many hours you have worked for your department(s).

To view your hours online, click the "View Hours" link located below the drop down menu. The screen will show a listing of hours worked, department, clock-in time and clock-out time. If more than one department is shown, there will be a sub-total for each department and then total hours worked for the pay period.



Your Department Timekeeper

Each department has at least one "Timekeeper." This is the person in your department responsible for verifying your hours and monitoring your TAS activity. This person can help you with any problem you may have including forgetting to clock in/out.

My Timekeeper is: _____.

