

Time and Attendance System

Employee Guide



Working for Off-Campus Agencies

If you are a Workstudy employee who works for an off-campus agency, you will use TAS by calling: **801-626-8880**. Your agency does not have access to your TAS records, your Timekeeper can be reached by contacting the Financial Aid Office. Call **801-626-7003** 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.

PPM 3-2a: WSU policy states “Hourly employees cannot work for the University more than 59 hours per pay period.” Violation of this policy may result in termination.

If the System Isn't Working

In the event that the system goes down, record your hours for the day and submit them to your Department Timekeeper, who can then manually enter your hours into the system.

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



**WEBER STATE
UNIVERSITY**

Payroll Office
3850 Dixon Parkway, Dept. 1021
Ogden, UT 84408-1021
(801) 626-6031

Do I use the Time and Attendance System?

If you are a part time or non-salaried employee at Weber State University, you will use the Time and Attendance System (TAS) to record the number of hours you work.

Using it is Simple

The Time and Attendance System can be accessed via the web, use of a work or desk office phone or cellphone. Use of a personal cellphone is accepted ONLY if you have a signed agreement on file prior to using your cell phone.

1. **On the Web:** Log in to E-Weber from any “smart” device. (Tablet, Phone, Etc) on WSU Secure Network

<https://www.weber.edu/>



Click on the clock located in the Payroll Category. (TAS Time Clock)



A screenshot of the TAS Time Clock software. At the top, a message says 'Hi Waldo You are clocked in Thu 26-Apr 07:22 PM' with a red arrow pointing to the text. Below this is a 'Clock Out' button. The main area shows a table of 'Your Hours' worked on April 26, 2012, across three departments. The table includes columns for Department, In, Out, and Total hours. At the bottom, there's a section for 'Total for Pay Period' showing a breakdown by department and a total of 4.24 hours.

Department	In	Out	Total
340000	Thu 26-Apr 12:00 PM	Thu 26-Apr 12:05 PM	0.08
340000	Thu 26-Apr 02:36 PM	Thu 26-Apr 03:02 PM	0.44
340000	Thu 26-Apr 07:22 PM		0.00
34201	Thu 26-Apr 12:10 PM	Thu 26-Apr 01:52 PM	1.70
34201	Thu 26-Apr 03:05 PM	Thu 26-Apr 05:38 PM	2.54

Department	Total
Athletics Admin - 340000	0.52
Men's Football Home Game Exp - 34201	4.24

If you work in more than one department select the department you are clocking in for from the drop down list. Click on the “Clock In” button.

Follow the same process at the end of your work shift to clock out using the online Time and Attendance System.

2. **On a desk phone:** Dial **8880** from an office phone in your department or area. Press 1 to access the TAS menu. Then press 9 (for “W”) followed by your 8 digit W#. TAS will say your name and ask: “Is that correct?” Press 1 (yes) or 2 (no). Enter the last four digits of your social security number. After you have been identified you can clock in by pressing 1. Use these same instructions to clock out. When you are finished, hang up to exit TAS.

3. **On a cell phone:** Dial **801-626-8880** and follow the instructions from an office phone.

Personal cellphone is accepted ONLY if you have a signed agreement on file prior to using your cell phone.

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. Your timekeeper can help you with any problems you may have with the time clock system. If you are not sure who your timekeeper is log into the Time Clock and click on the “View Timekeepers” button. A list of your timekeepers, including phone number, will pop up.

Verifying/Viewing Hours and Error Messages

You can verify or view your hours by logging into the TAS Time Clock. TAS will show you how many hours you have worked for your department(s) in each pay period. You can also view any errors that need correcting. If your record has an error please contact your timekeeper.