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.
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)

   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.