

Logging Hours in GivePulse

For Student Participants



HIEEs Pay is part of Wildcat Advantage

Any HIEE you complete may be submitted for your total HIEE count for Wildcat Advantage.



Track your hours using TAS in the moment

Clock in and out every work day.



Confirm your hours on GivePulse once a week

Submit every Friday by 11:59 PM.

TERMS AND DEFINITIONS

- **TAS:** Time and Attendance System. This is the timekeeping software Weber State University uses to keep track of employees' hours
- **HIEE:** High Impact Educational Experience.
- **GivePulse:** Weber State University's student engagement platform and the digital home of HIEEs.
- **Time card:** The daily log of your hours, based on when you clock in and clock out in TAS.
- **Timesheet:** The weekly collection of all worked hours. Submitted manually to GivePulse by program participants.
- **Supervisor:** Your direct supervisor for the HIEE you're participating in. They will confirm your GivePulse hours.

OVERVIEW

STEP 1: LOG YOUR HOURS IN TAS WHILE YOU WORK

Clock in at the beginning of your shift

Clock out at the end of your shift

Clock out for breaks lasting longer than 15 minutes

STEP 2: CONFIRM YOUR HOURS IN GIVEPULSE WEEKLY

Locate your HIEE area's specific page

Upload a screenshot of TAS

Verify that all times match TAS exactly before submitting

STEP 3: NOTIFY YOUR SUPERVISOR

Designate your Supervisor in your GivePulse submission

Contact your supervisor once your hours are submitted



STEP 1:
TRACK YOUR HOURS USING TAS



TAS TIME CLOCK

Scan the QR Code or click the link
above to access the Time and
Attendance System.

You should also bookmark the page
for easy access in the future!



STEP 1: TRACK YOUR HOURS USING TAS



Clock in. Clock out.

Clock in at the beginning of your shift and clock out at the end. Make sure to only clock in and out when you're on location!

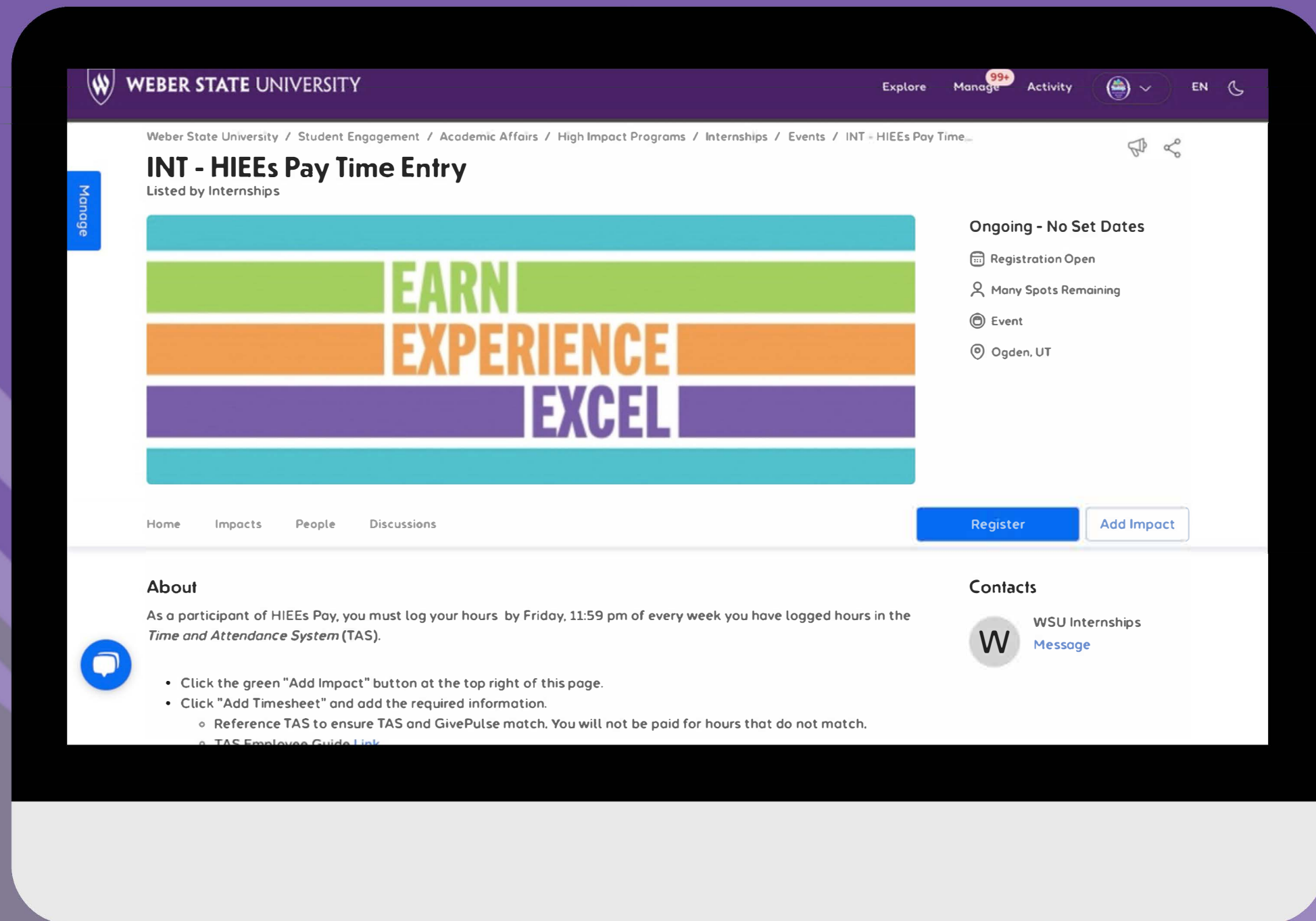


Take a Break.

If you work 4 or more hours in a day, work with your supervisor to figure out when you can take 1 paid 15-minute break (this can vary based on HIEE and location).



STEP 2: CONFIRM YOUR HOURS IN GIVEPULSE WEEKLY



Find your HIEE on the resource page linked below to access your time entry page. Make sure to bookmark it for easy access in the future!

Find your HIEE



STEP 2: CONFIRM YOUR HOURS IN GIVEPULSE WEEKLY

WILDCAT
Advantage

Select or add your
supervisor

☐ No

Verification

Select Verifier*

Olga Antonio

Missing from the list? [Click here to add contact info.](#)

Date + Time - Date

Start Date * End Date

07/23/2024 07/23/2024

Impact Type & Measurement

Upload screenshot(s) of your
TAS Time card

Requested Information

Please attach your proof of participation
reflection, class assignments, company time log, photos

File Upload

+ Add Attachment

File Upload

+ Add Attachment

Text Area



STEP 2:
CONFIRM YOUR HOURS IN GIVEPULSE WEEKLY

TIME CARD ERRORS

Time card errors include the following:

- Late or missing entries in TAS requiring correction
- Exceeding 20 hours per week in TAS
- Exceeding allotted HIEE hour limit
- Mismatched time entries between GivePulse and TAS
- Missing timesheet in GivePulse (missing submission or unapproved hours)
- Other errors

You are permitted 3 time card errors

After your third time card error, you will be required to meet with the HIEEs Pay Specialist to talk about proper timekeeping and determine next steps. Continual errors may lead to your removal from HIEEs Pay.

WHO IS MY SUPERVISOR?



Your supervisor is the person you report to when working on your HIEE.

This can be your employer, program manager, volunteer coordinator, or trip leader, just to name a few.

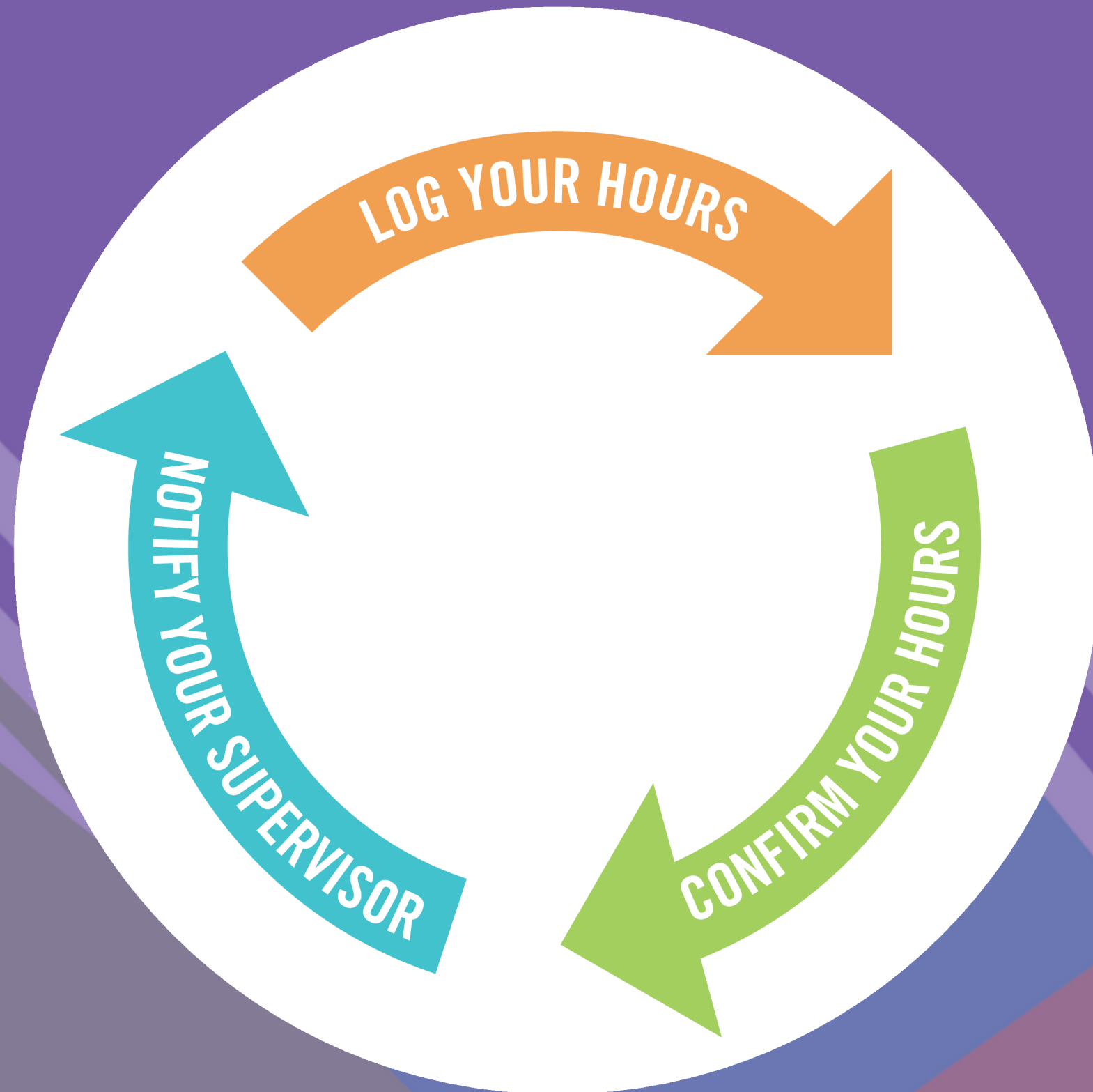
They're the person who can confirm that you were there when you said you were. If you're confused on who that is, don't be afraid to ask!



STEP 3: NOTIFY YOUR SUPERVISOR

Hey Boss! I'm reaching out to let you know that I've submitted my hours for the week on GivePulse. You'll be getting an email asking you to verify those hours.

Some external supervisors may need a reminder. Reach out using whatever contact method they prefer and politely inform them that you need them to confirm your hours. You can also send them a nudge through GivePulse by sending the verification request a second time.



REPEAT!

Repeat this process weekly until you reach your maximum hours or the end of the semester, whichever comes first.

As you get close to your hours cap, you'll receive communication from Wildcat Advantage about next steps.

IF YOU HAVE ANY QUESTIONS:

Send us an email!
wildcatadvantage@weber.edu