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 by contacting 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.

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 event that the system goes down 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) 626-6032

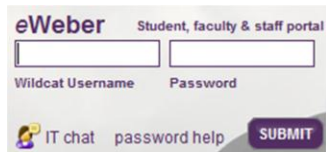
Time and Attendance System

Employee Guide

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 (or TAS) to record the number of hours you work.

Using it is Simple

The Time and Attendance System can be accessed via the web or on the phone.

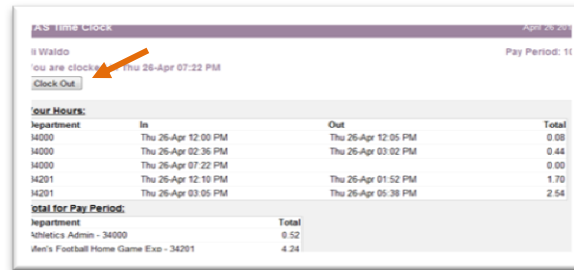On the Web: Log in to E-Weber at https://www.weber.edu/

Click on the clock located in the "TAS Time Clock" channel. *

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.

If you haven't already added the time clock channel, follow the instructions provided later in this brochure.

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

On the 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. If you work in more than one department listen to the recording that will prompt you to press 2 to continue. Use these same instructions to clock out. When you are finished, hang up to exit TAS.
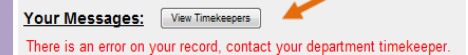
*How do I add the TAS Time Clock channel?

Log in to the portal and click on the "Content/Layout (Add a Channel)" link in the top left corner just above your tabs. Scroll down to "TAS Time Clock" channel. Click on the name of the channel and click the "Add channel" button. Depending on how many channels you already have on your tab, you may need to scroll down to find the "TAS Time Clock" channel you just added.

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 in to the TAS Time Clock. TAS will show you how many hours you have worked for your department(s) in that pay period as well as any errors that need correcting. If your record has an error please contact your timekeeper.