April 30, 2012

WEBER STATE UNIVERSITY

Timekeeper's Manual
For Using the

Time and Attendance System
(TAS)

Time and Attendance Manual

Table of Contents

Introduction

Welcome to the UPDATED Time and Attendance System at Weber State University.

This manual explains how to use the updated Time and Attendance System. It is an update from the system originally created in 2006.

This manual is intended for timekeepers and back-up timekeepers. Separate materials are available to assist employees with keeping their time in the Time and Attendance System. However, some information is given here so that you can assist your employees.

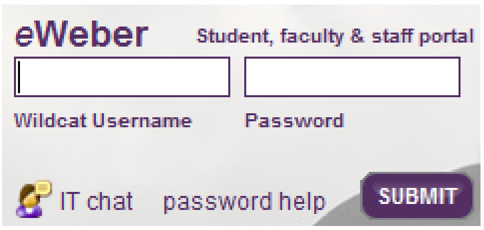
Access to this system is password protected for limited availability to privileged information. Timekeepers must request permission to use the system through the Payroll Office by completing the "Time and Attendance System Access Request Form" found at http://departments.weber.edu/accounting/PDF/TASAccess.pdf.

Also included at the back of this manual is a list of individuals and their contact information. If after reading and following this manual you still have questions or need assistance please refer to this contact list.

Part I: Accessing the System

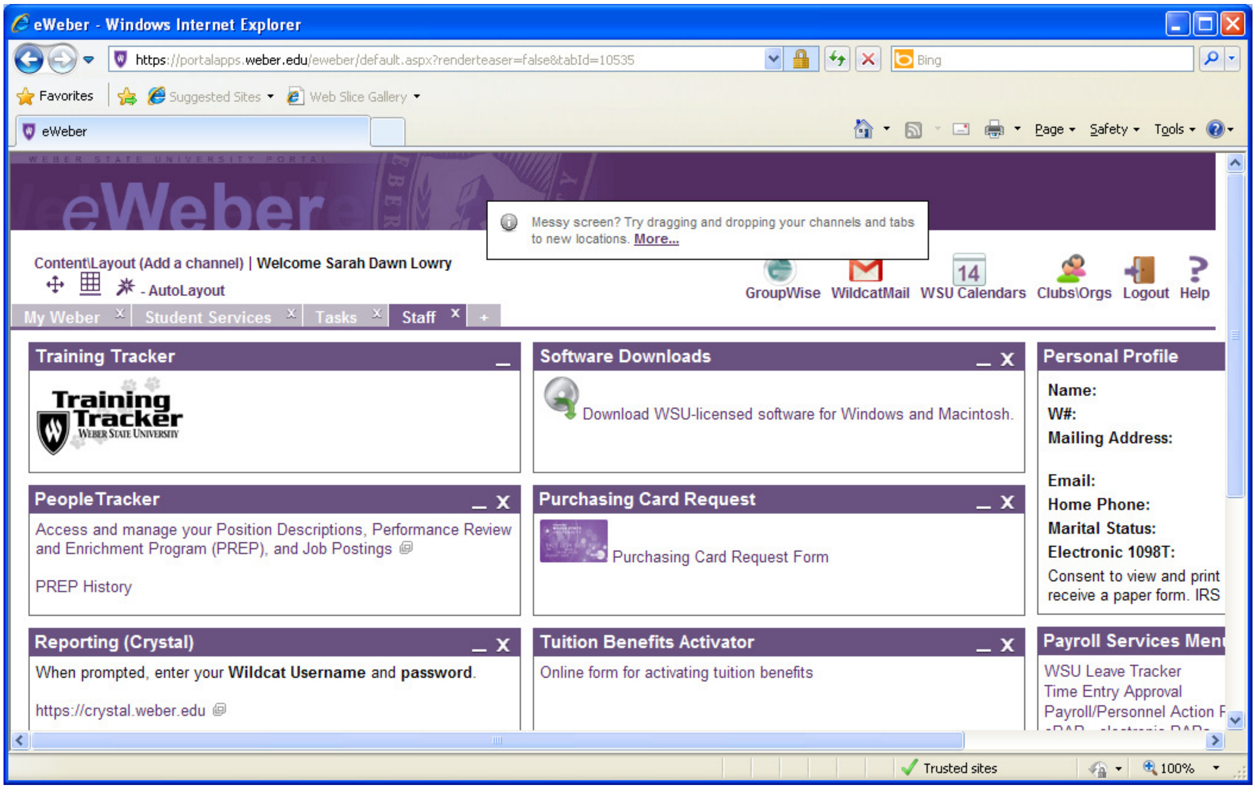
Logging into the eWeber portal

To login to the Time and Attendance System (TAS) you will need to login to the eWeber portal at https://www.weber.edu/ by entering your Wildcat Username and Password in the appropriate fields as shown below.

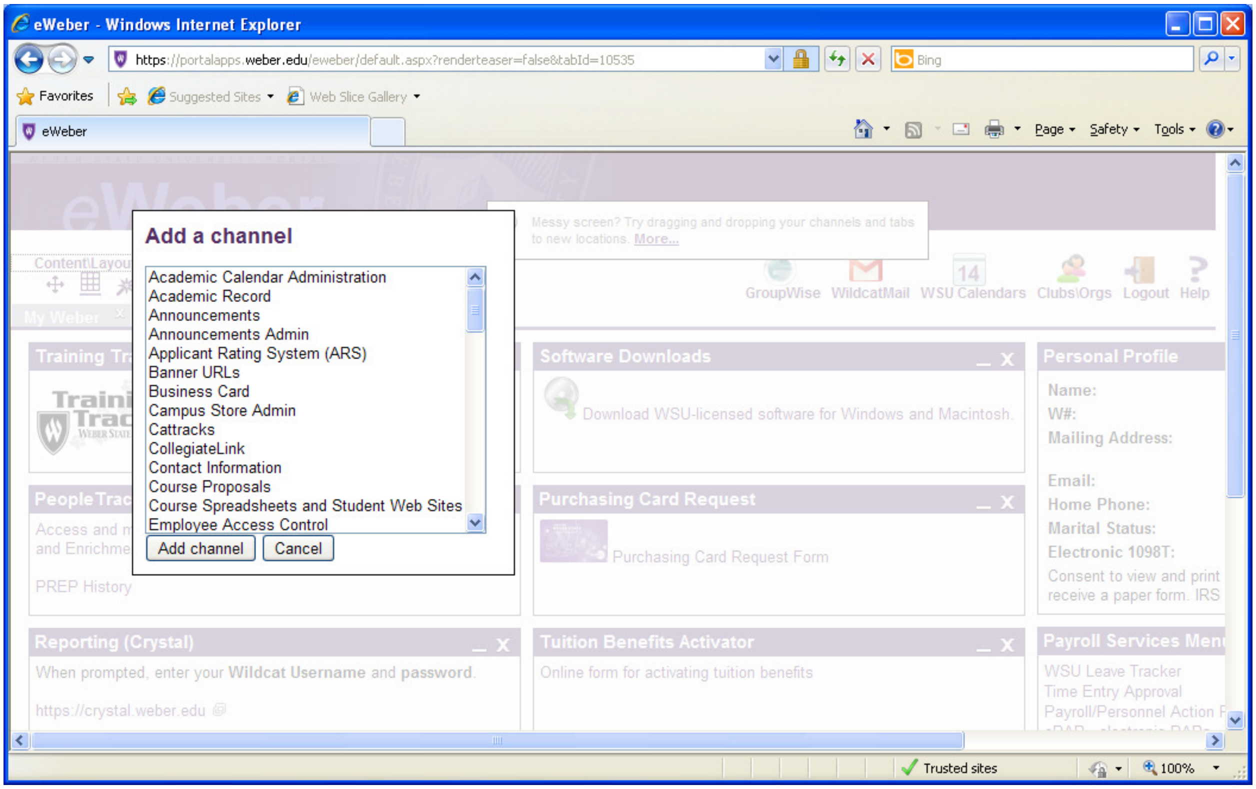


Adding the TAS channel

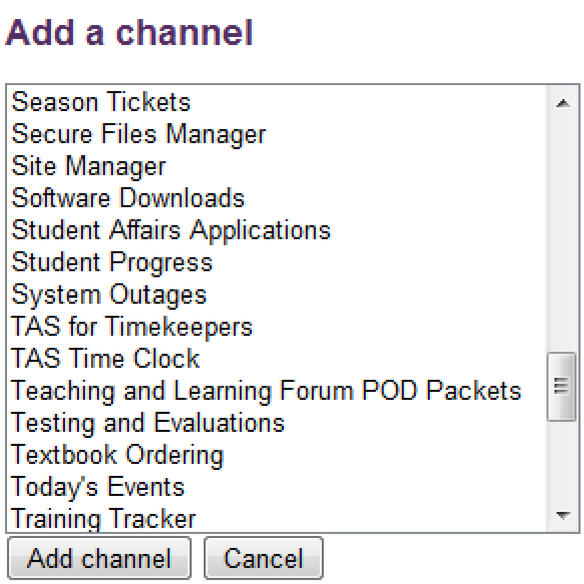
After logging in to the eWeber portal, you will be at the default tab in eWeber (the "My Weber" tab). You can add the "TAS for Timekeepers" channel on the tab of your choosing. This could be the "My Weber," "Staff," "Faculty" or a custom tab. Click on the name of the tab where you want this channel to be added. We will use the "Staff" tab as an example (circled on the graphic below). Then click on the "Content/Layout (Add a channel)" link in the top left corner. This link is highlighted in a box on the graphic below.



A pop window will appear over the page showing all of the channel options. This is shown in the screen shot below.

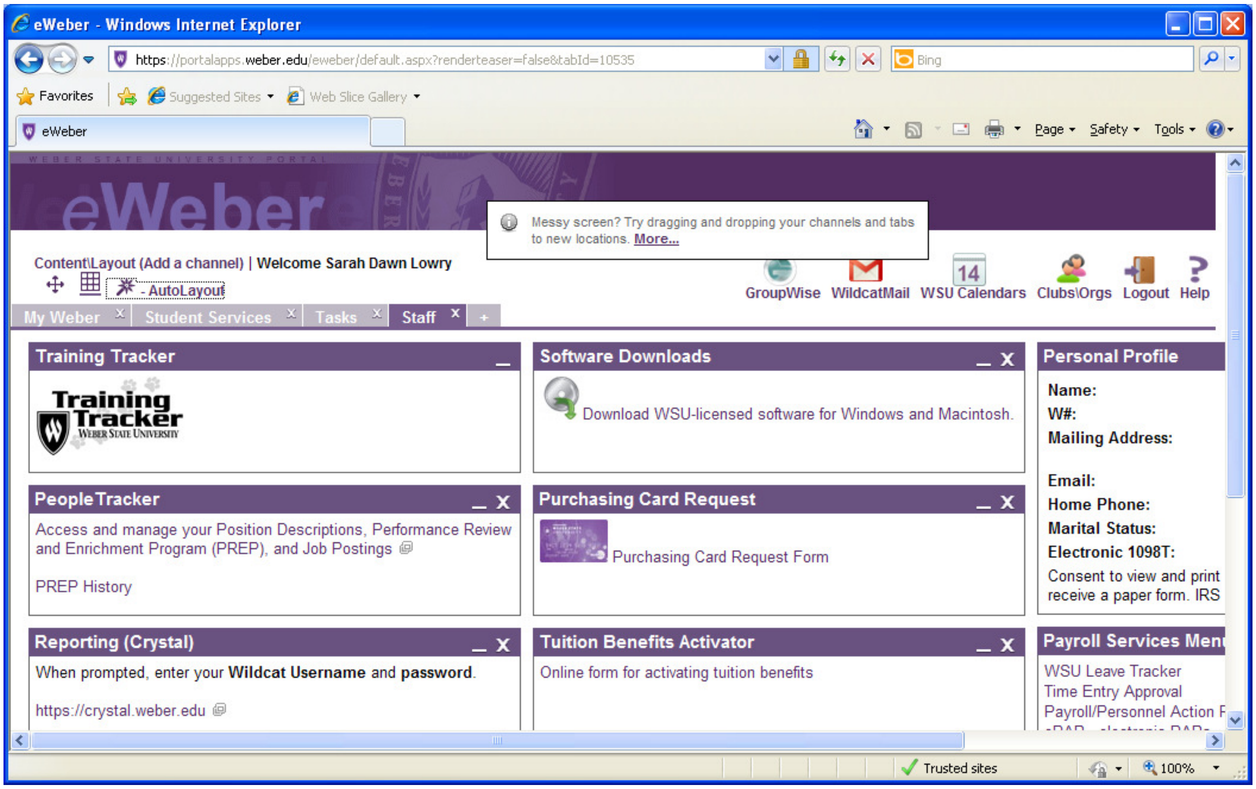


Scroll down to “TAS for Timekeepers” channel. Click on the name of the channel and click the “Add channel” button as shown in the graphic below.



The channel has now been added to your tab but it might be hidden behind another channel. To find any hidden channels click on the magic wand icon labeled

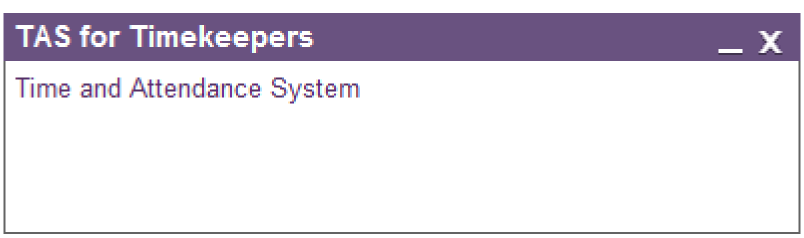
–AutoLayout (highlighted in a box on the below screen shot).



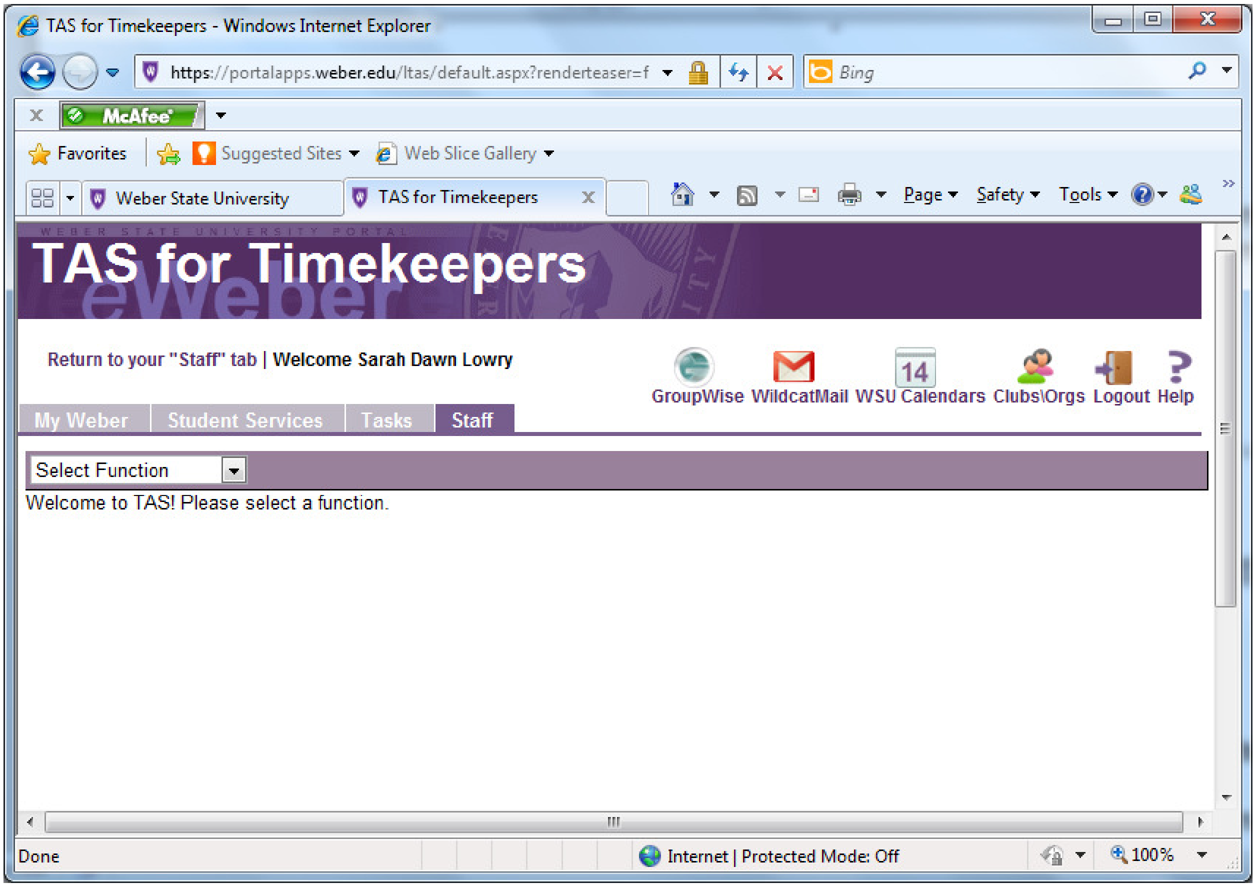
Depending on how many channels you already have on your tab, you may need to scroll down to find the "TAS for Timekeepers" channel you just added.

Logging into TAS

Click on the link inside the "TAS for Timekeepers" tab labeled "Time and Attendance System."



Because you are already logged into eWeber, you will automatically be logged into the "TAS for Timekeepers" system. The welcome screen you will see is shown below.



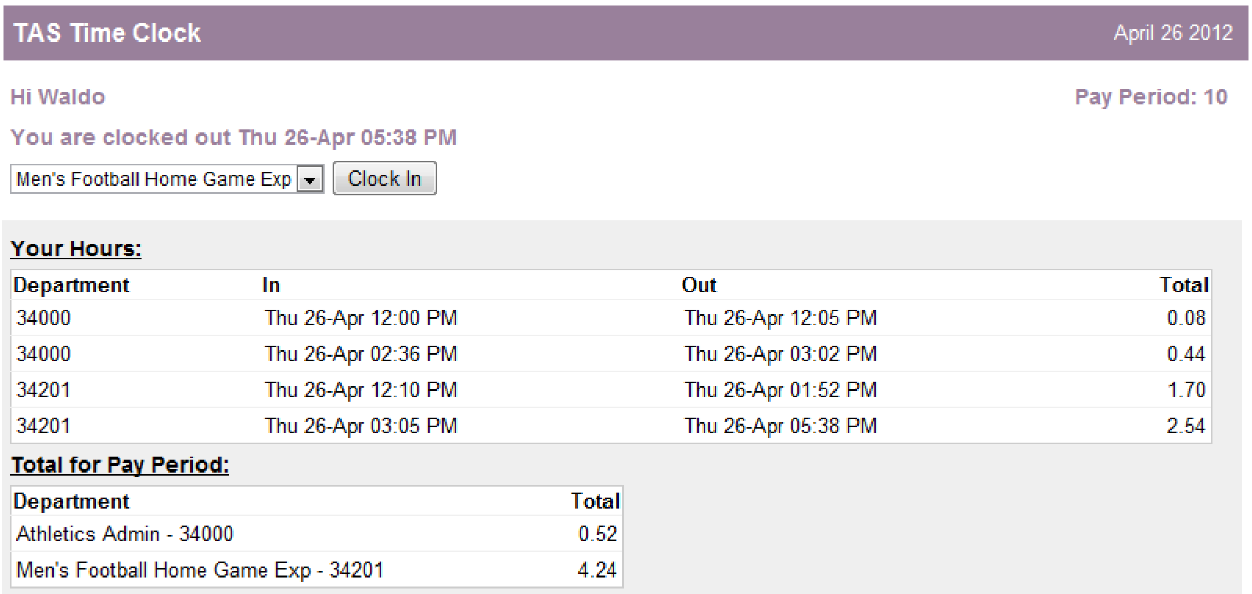
Part II: Instructions for the Employee

The instructions in this section will help you understand how your employees will access the Time and Attendance System to clock their work hours.

Clocking In Using TAS on the Web

For an employee to clock in using the online Time and Attendance System they must login to eWeber at https://www.weber.edu/ and go to the "Staff" tab. From there they need to click on the clock located in the "TAS Time Clock" channel as shown below (if they don't have this channel yet you can walk them through adding it by following similar steps to those in Part I).

The following is an example of the employee's clock in screen and descriptions of each area (in this case the employee works for two departments).



Your Hours:

Department	In	Out	Total
34000	Thu 26-Apr 12:00 PM	Thu 26-Apr 12:05 PM	0.08
34000	Thu 26-Apr 02:36 PM	Thu 26-Apr 03:02 PM	0.44
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

Total for Pay Period:

Department	Total
Athletics Admin - 34000	0.52
Men's Football Home Game Exp - 34201	4.24

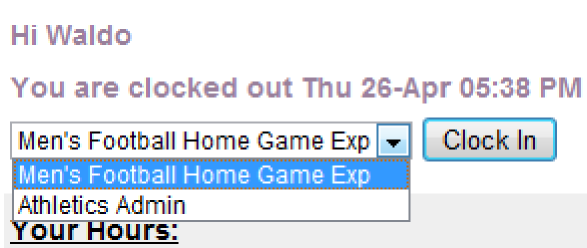
Total hours worked in the pay period listed by department.

Complete record of time punches worked in the pay period, for all departments.

Most recent activity

Current Pay Period

The employee will choose the department they are clocking in for by selecting it from the department drop down list (as shown below) and clicking on the "Clock In" button.



The "Your Hours:" section is then updated to show that the clock in process has been completed and lists the date and time without a clock out entry.

Your Hours:

Department	In	Out	Total
34000	Thu 26-Apr 12:00 PM	Thu 26-Apr 12:05 PM	0.08
34000	Thu 26-Apr 02:36 PM	Thu 26-Apr 03:02 PM	0.44
34000	Thu 26-Apr 07:22 PM		0.00

Clocking Out Using TAS on the Web

Employees follow a similar process at the end of their work shift. To clock out using the online Time and Attendance System the employee will again login to the student portal at https://www.weber.edu/ , go to the "Staff" tab and click on the clock located in the "TAS Time Clock" channel. The next screen is now slightly modified from when the employee clocked in. There is no longer an option to switch between departments and the employee only needs to click the "Clock Out" button to clock out from the current department.

TAS Time Clock April 26 2012

Hi Waldo Pay Period: 10

You are clocked in Thu 26-Apr 07:22 PM

Clock Out

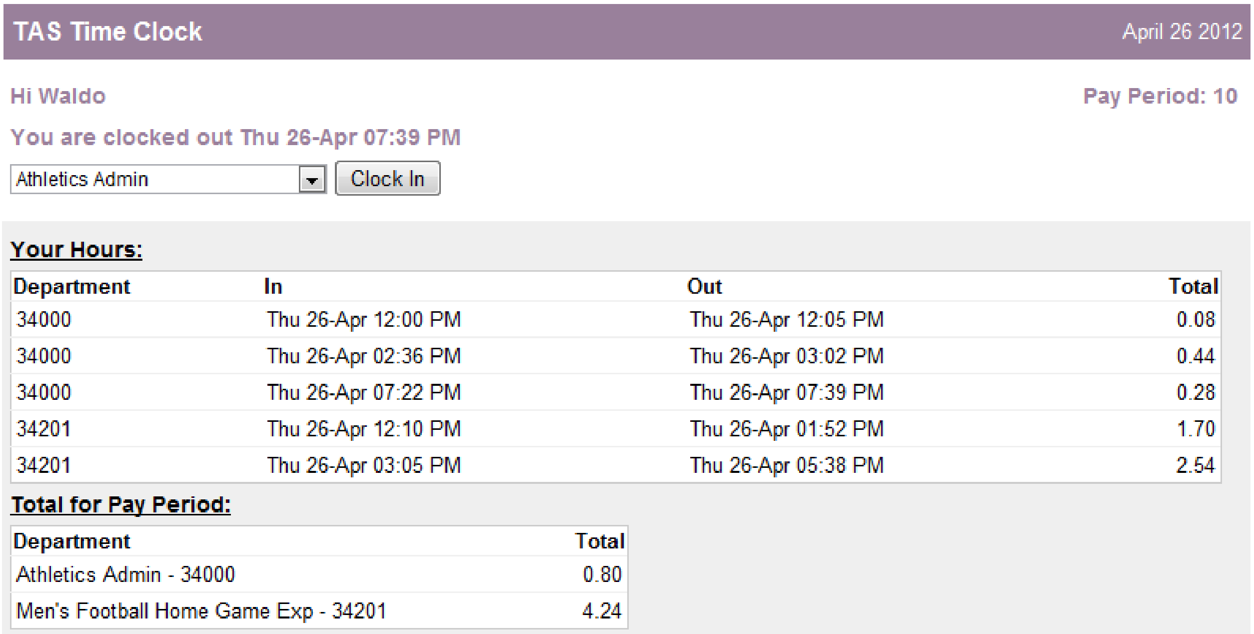
Your Hours:

Department	In	Out	Total
34000	Thu 26-Apr 12:00 PM	Thu 26-Apr 12:05 PM	0.08
34000	Thu 26-Apr 02:36 PM	Thu 26-Apr 03:02 PM	0.44
34000	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

Total for Pay Period:

Department	Total
Athletics Admin - 34000	0.52
Men's Football Home Game Exp - 34201	4.24

The following screen then appears showing that the clock out process has been completed and lists the date and time. This also updates the total hours worked by the employee in the current pay period (see the "Viewing Hours in TAS" section).



TAS Time Clock April 26 2012

Hi Waldo Pay Period: 10

You are clocked out Thu 26-Apr 07:39 PM

Athletics Admin Clock In

Your Hours:

Department	In	Out	Total
34000	Thu 26-Apr 12:00 PM	Thu 26-Apr 12:05 PM	0.08
34000	Thu 26-Apr 02:36 PM	Thu 26-Apr 03:02 PM	0.44
34000	Thu 26-Apr 07:22 PM	Thu 26-Apr 07:39 PM	0.28
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

Total for Pay Period:

Department	Total
Athletics Admin - 34000	0.80
Men's Football Home Game Exp - 34201	4.24

Clocking In/Out Using TAS on the Telephone

Dial extension 8880 from an on-campus telephone or 801-626-8880 from an off-campus telephone. The automated teller will welcome you to Weber State University and ask you to press or say 1 to access Time and Attendance (due to the sensitivity of the system, we recommend using the key pad to make your entries). The teller will ask you to press or say your W#. If you are using your key pad, please enter the "W" by pressing 9 followed by your eight digit W#. TAS will say your name and ask: "Is that correct?" If yes, please say "yes" or press 1. If no, please say "no" or press 2. Please press or say the last four digits of your social security number.

If you have new messages from your timekeeper (error or edit notifications) the teller will ask you to login to your eWeber portal Time Clock channel to view them (see "Viewing Messages in TAS on the Web").

The teller will provide you with your current working status by saying "you are clocked out" or "you are clocked in."

If you are clocked out, the teller will ask you to press 1 if you would like to clock in to the last department you used. If you have multiple departments and this is not the department you want to clock in for, press 2 to continue to your other department choices. Once you have picked the correct department, press 1 to clock in. The system will confirm your choice and automatically hang up.

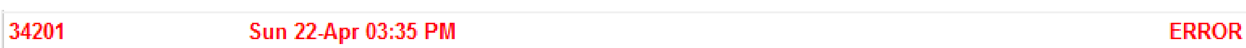
If you are clocked in, the teller will ask you to press 1 to clock out of the department you are clocked in to. The system will confirm your choice and automatically hang up.

<u>Viewing Messages in TAS Time Clock</u>

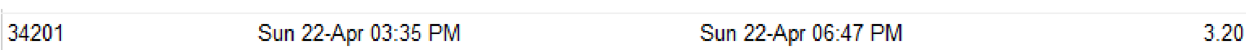
Occasionally the TAS system will display messages for the employee. Messages help the timekeeper, payroll and financial aid communicate important items to the employee. When there are messages for the employee (in this case, there is an error) the screen will have an added section like the one shown below.

If they don't know who their timekeeper is, they can click on the "View Timekeepers" button and a list of their timekeepers, including their phone number, will pop up. To close the list, click the "Close" button.

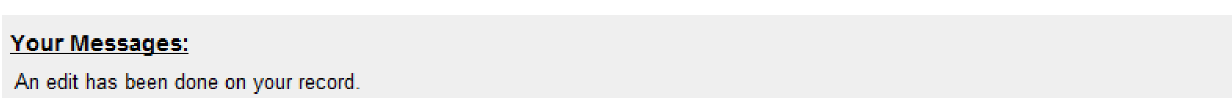
The error message will not clear until the error has been corrected. When an employee has an error it will appear in their list of time punches in bold red text like the one shown below.



After the error has been corrected the time punch will go back to normal.



The error message has been removed from the "Your Messages:" box but does alert the employee that an edit has been completed. This message will clear after the employee has viewed it once.

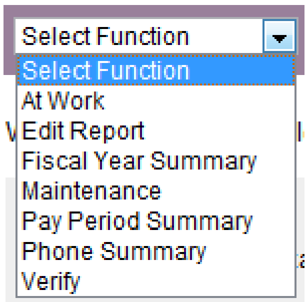


<u>Part III: Instructions for the Timekeeper</u>

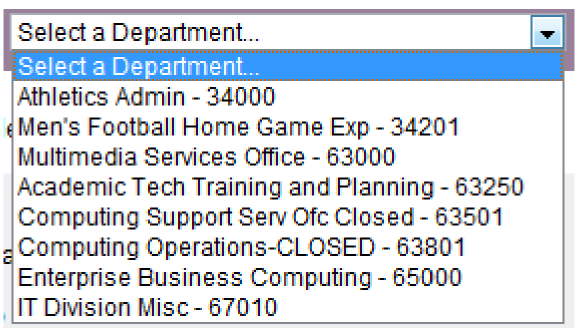
The instructions in Part III are to help you, as a timekeeper, understand how to monitor and verify time for your employees. Instructions are also provided for transferring employee work hours between accounts.

Maintenance Option

This is used for making corrections to employee time records and changing the status of department accounts in TAS. To select the maintenance option, click on “Maintenance” in the drop down menu as highlighted below in the “TAS for Timekeepers” channel.

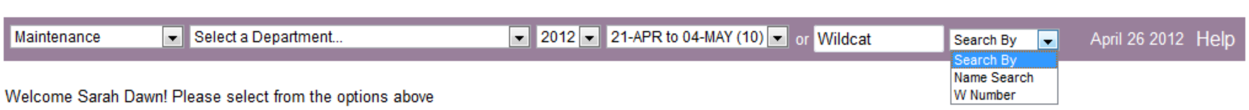


There are several options for finding an employee from this screen. You can view an entire department at a time by picking the appropriate department from the next drop down menu as shown below. This is a new feature of this version.

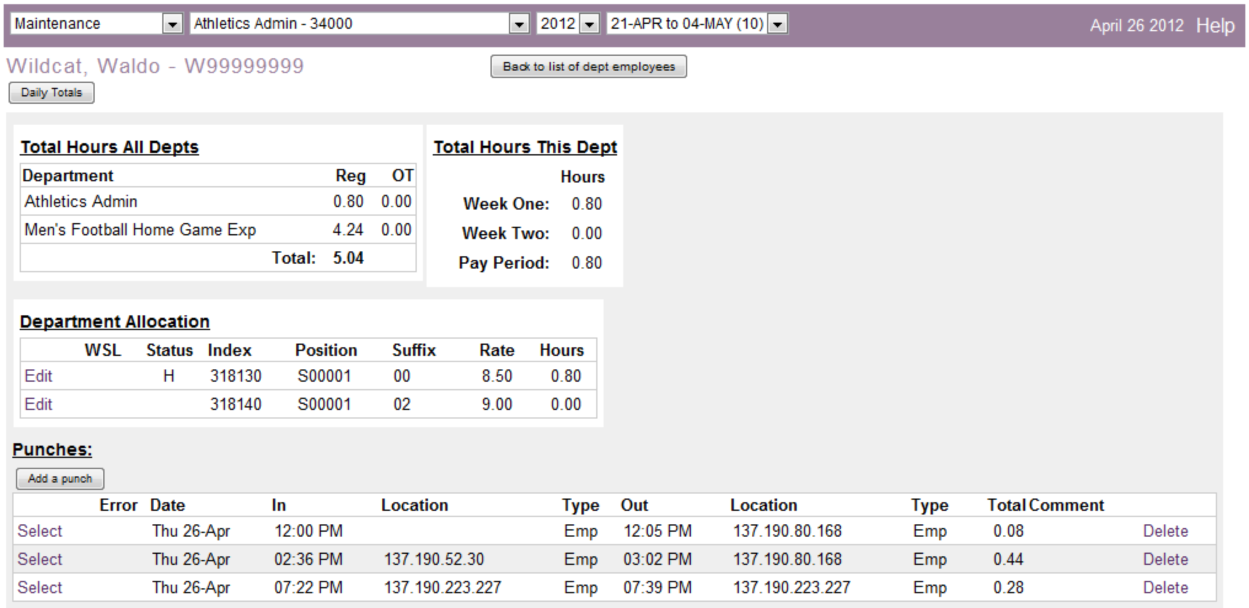


From the full department screen you can click on “Select” next to the employee you would like to see.

The second way to find an employee from the “Maintenance” screen is by an employee’s last name or W number. Type the information in the highlighted box and select the appropriate item from the drop down menu. This works the same as it did in the previous version.



After doing a search for the employee, either by selecting from the department list, name search or W#, the maintenance screen for that employee appears. The following is an example of an employee's maintenance screen and descriptions of each area.


Maintenance | Athletics Admin - 34000 | 2012 | 21-APR to 04-MAY (10) | April 26 2012 Help

Wildcat, Waldo - W99999999

Back to list of dept employees

Daily Totals

Total Hours All Depts

Department	Reg	OT
Athletics Admin	0.80	0.00
Men's Football Home Game Exp	4.24	0.00
Total:	5.04	

Total Hours This Dept

	Hours
Week One:	0.80
Week Two:	0.00
Pay Period:	0.80

Department Allocation

	WSL	Status	Index	Position	Suffix	Rate	Hours
Edit		H	318130	S00001	00	8.50	0.80
Edit			318140	S00001	02	9.00	0.00

Punches:

Add a punch

	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Thu 26-Apr	12:00 PM		Emp	12:05 PM	137.190.80.168	Emp	0.08		Delete
Select		Thu 26-Apr	02:36 PM	137.190.52.30	Emp	03:02 PM	137.190.80.168	Emp	0.44		Delete
Select		Thu 26-Apr	07:22 PM	137.190.223.227	Emp	07:39 PM	137.190.223.227	Emp	0.28		Delete

This box shows the status, index number, hourly rate, and total hours worked at each rate in this department.

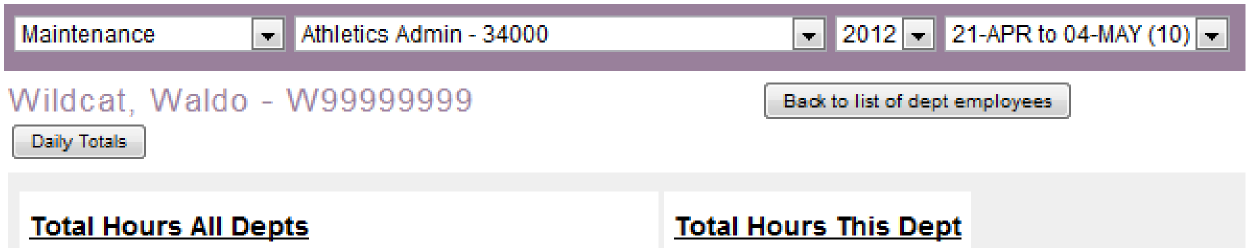
For the department specified, this box shows the hours worked each week and the total hours for the Pay Period.

The total hours an employee has worked in each department is shown here.

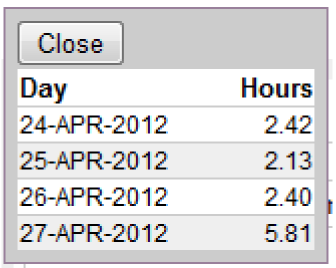
This shows the employee's clock in/out times in the pay period for the department specified.

Daily Totals

To view an employee's daily totals during a pay period, click on the button located on the left hand side directly under the employee's name labeled "Daily Totals" as highlighted below.

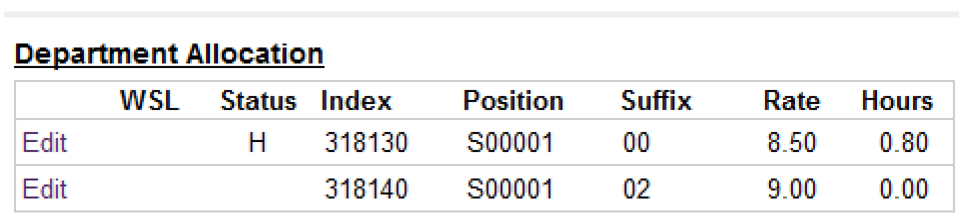


A window like the one below will appear. This is particularly helpful for departments that calculate over-time by hours worked in one day or have employees that work multiple shifts in the same day.

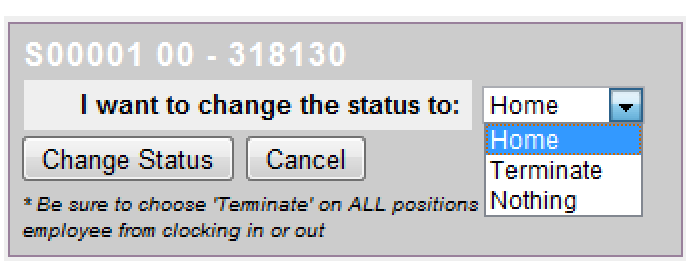


Department Allocation

To change the status of accounts (different pay rates or indexes) within the same department for an employee in TAS, click on the "Edit" link next to an account as shown below.



A box will appear on the screen to the right like the one below.



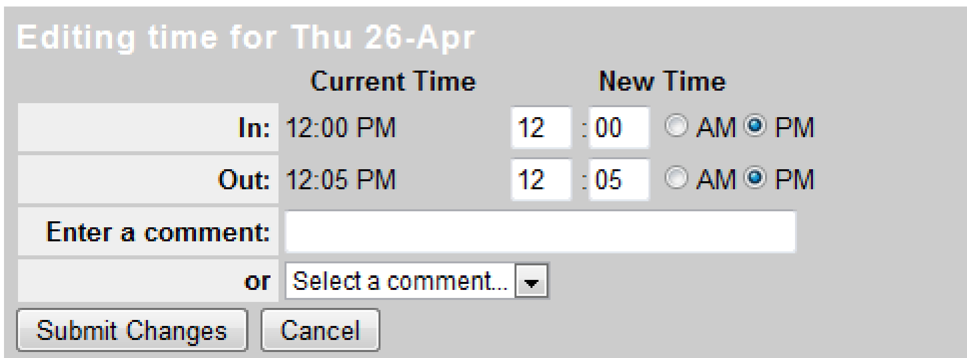
Choose the correct status for the index from the drop down menu. “Home” means the employee will be clocked in to this account automatically when choosing this department. “Terminate” means the employee will not be able to clock in to this account ever again (can be adjusted within the same pay period). “Nothing” means the index is active but not the account you want the employee to automatically clock in to. Example: use “Nothing” when the employee has a different rate for working weekends so the timekeeper can make those manual adjustments. When the appropriate status is selected click the “Change Status” button. To return without saving changes, click the “Cancel” button. Only a status of “Home” or “Nothing” are active indexes. If “Terminate” shows on an account, the employee cannot clock in for that Department. If an error is made on the status of an index, it can be reversed until the Payroll Office uploads the pay period into Banner.

Editing an Employee's Time

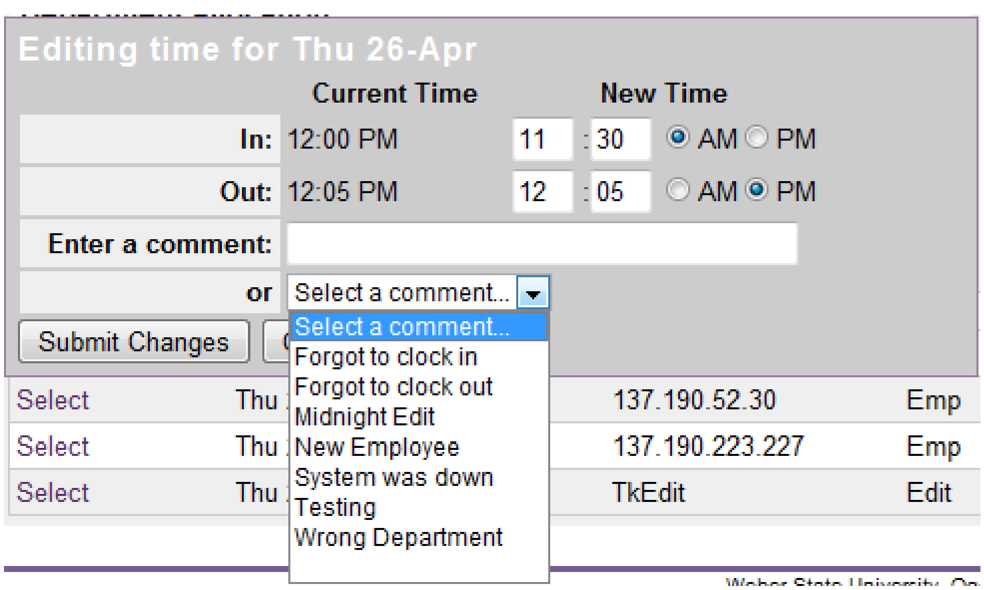
To edit an employee's punch, click "Select" on the left side of the screen next to the time punch you wish to edit as shown below.

	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Thu 26-Apr	12:00 PM		Emp	12:05 PM	137.190.80.168	Emp	0.08		Delete
Select		Thu 26-Apr	02:36 PM	137.190.52.30	Emp	03:02 PM	137.190.80.168	Emp	0.44		Delete
Select		Thu 26-Apr	07:22 PM	137.190.223.227	Emp	07:39 PM	137.190.223.227	Emp	0.28		Delete
Select		Thu 26-Apr	08:00 PM	TkEdit	Edit	10:00 PM	TkEdit	Edit	2.00	Testing	Delete

The following box will appear with the information from the time punch you selected.



Enter the corrected times in the "New Time" section. A comment is required by either typing in a custom comment (which will appear in the drop down menu from then on) or select from the current drop down menu. Click the "Submit Changes" button. The selected time punch will now be updated with your edits. To return without making any edits, click the "Cancel" button.



Adding a New Work Period

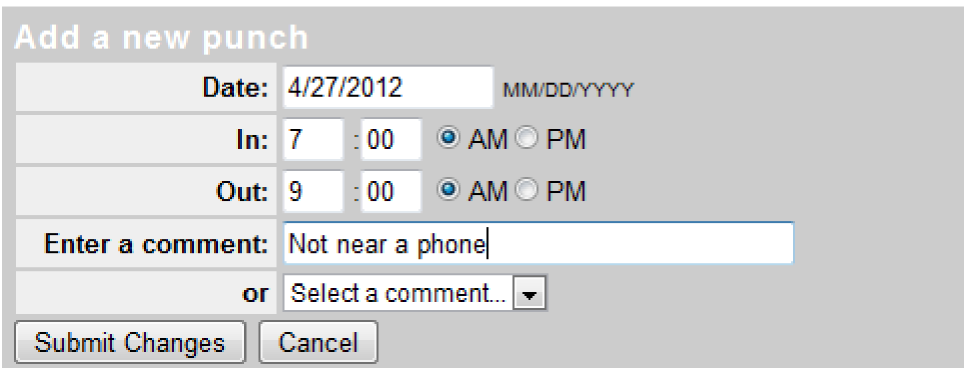
To add a new time punch to the employee's time, click the "Add a Punch" button located to the left and above the list of all punches for this department.

Punches:

Add a punch

	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Thu 26-Apr	11:30 AM	TkEdit	Edit	12:05 PM	TkEdit	Edit	0.58	Forgot to clock in	Delete
Select		Thu 26-Apr	02:36 PM	137.190.52.30	Emp	03:02 PM	137.190.80.168	Emp	0.44		Delete
Select		Thu 26-Apr	07:22 PM	137.190.223.227	Emp	07:39 PM	137.190.223.227	Emp	0.28		Delete
Select		Thu 26-Apr	08:00 PM	TkEdit	Edit	10:00 PM	TkEdit	Edit	2.00	Testing	Delete

The below box will appear.



Type in the correct information, including a comment (or select from the drop down menu) and click the "Submit Changes" button. A new time punch will now be added. To return without adding a new punch, click the "Cancel" button.

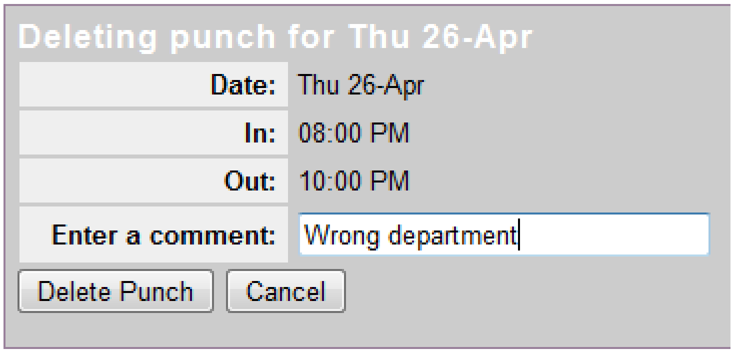
Select	Fri 27-Apr	07:00 AM	TkEdit	Edit	09:00 AM	TkEdit	Edit	2.00	Not near a phone	Delete

Deleting a Work Period

To delete a work period, click the "Delete" link to the far right on the appropriate line.

	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Thu 26-Apr	11:30 AM	TkEdit	Edit	12:05 PM	TkEdit	Edit	0.58	Forgot to clock in	Delete
Select		Thu 26-Apr	02:36 PM	137.190.52.30	Emp	03:02 PM	137.190.80.168	Emp	0.44		Delete
Select		Thu 26-Apr	07:22 PM	137.190.223.227	Emp	07:39 PM	137.190.223.227	Emp	0.28		Delete
Select		Thu 26-Apr	08:00 PM	TkEdit	Edit	10:00 PM	TkEdit	Edit	2.00	Testing	Delete
Select		Fri 27-Apr	07:00 AM	TkEdit	Edit	09:00 AM	TkEdit	Edit	2.00	Not near a phone	Delete

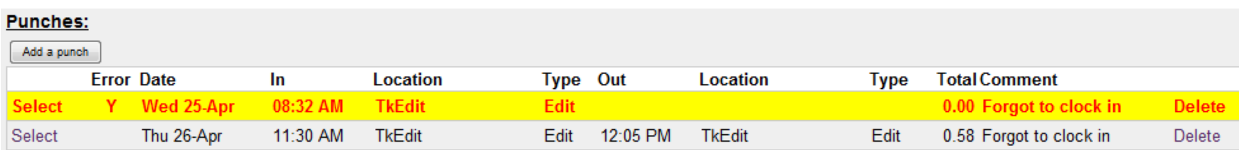
The following box will then appear.



Enter the appropriate comment and click the "Delete Punch" button. The entire punch will now be removed from the employee's list and the hours will be adjusted accordingly. To return without deleting the punch, click the "Cancel" button.

Correcting Errors in TAS

If there is an error on a punch, a 'Y' will appear in the error column and the entire time punch will be highlighted in yellow as shown below.

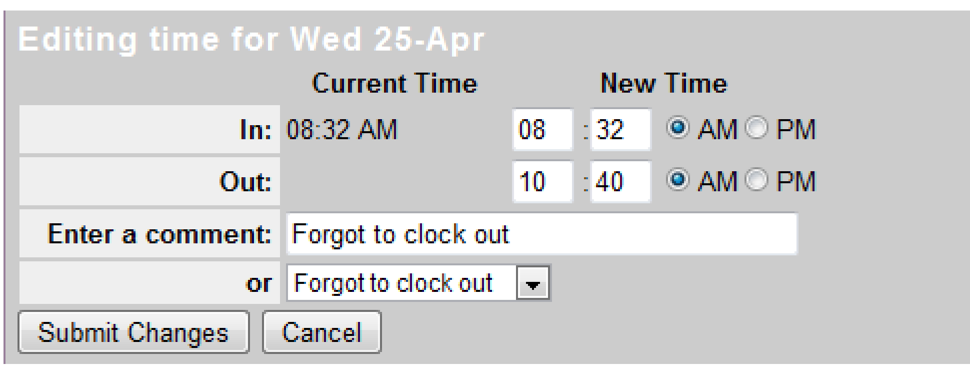


Punches:

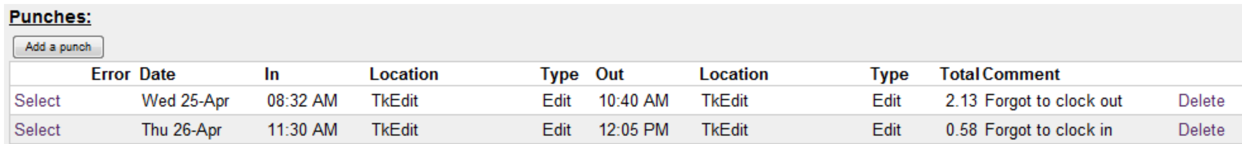
Add a punch

	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select	Y	Wed 25-Apr	08:32 AM	TkEdit	Edit				0.00	Forgot to clock in	Delete
Select		Thu 26-Apr	11:30 AM	TkEdit	Edit	12:05 PM	TkEdit	Edit	0.58	Forgot to clock in	Delete

The error must be fixed before the employee's time can be verified. To correct the error, click on the "Select" link to the left of the 'Y', make the changes, and click the "Submit Changes" button. To return without making any edits, click the "Cancel" button.



There is no longer a 'Y' in the error column and the highlighting has disappeared. The time for this employee may now be verified.



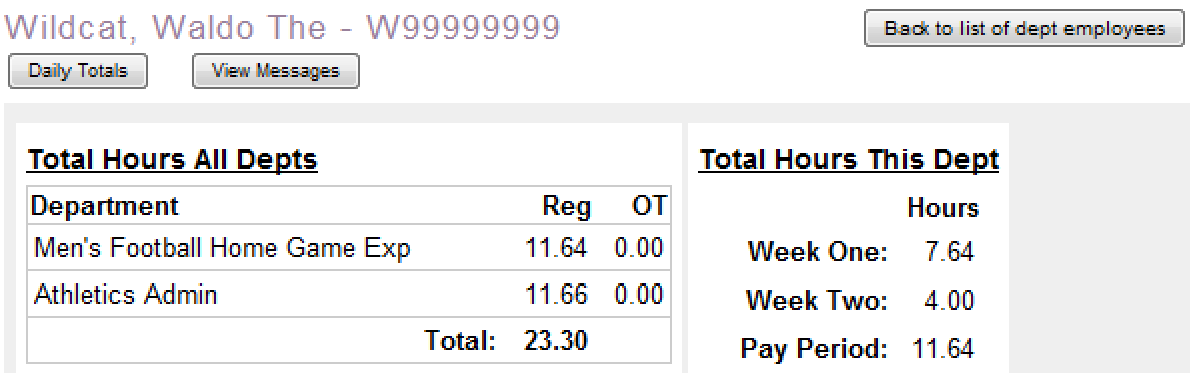
Punches:

Add a punch

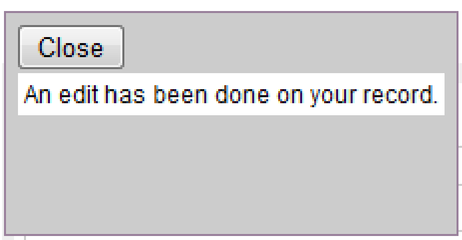
	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Wed 25-Apr	08:32 AM	TkEdit	Edit	10:40 AM	TkEdit	Edit	2.13	Forgot to clock out	Delete
Select		Thu 26-Apr	11:30 AM	TkEdit	Edit	12:05 PM	TkEdit	Edit	0.58	Forgot to clock in	Delete

Viewing Messages Sent to the Employee

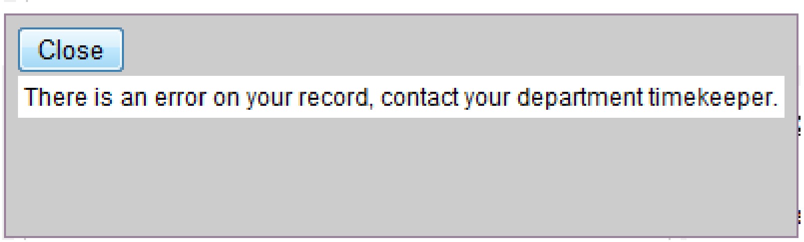
When a correction/add is made on an employee's time punches they will receive a message in TAS Time Clock letting them know it was completed. As the timekeeper you can see what this message will be by clicking on the "View Messages" button as highlighted below.



All of the messages being delivered to the employee on their next login for TAS Time Clock will be displayed. To close the box, click the "Close" button.



If the employee has an error on their record, they will see the following message until that error has been corrected.



Edit Report

To access a report of all the edits made on all employees in the department, select "Edit Report" from the upper left most drop down menu as highlighted below.

Maintenance ▾
- Select Function
- At Work
- Edit Report
- Fiscal Year Summary
- Maintenance
- Pay Period Summary
- Phone Summary
- Verify

Select the department you would like to view from the next drop down menu. Followed by confirming the correct calendar year and selecting the pay period you would like to view.

Select Department... ▾
- Select Department...
- Athletics Admin - 34000
- Men's Football Home Game Exp - 34201
- Multimedia Services Office - 63000
- Academic Tech Training and Planning - 63250
- Computing Support Serv Ofc Closed - 63501
- Computing Operations-CLOSED - 63801
- Enterprise Business Computing - 65000
- IT Division Misc - 67010

A report similar to the one below will appear.

Edit Report

	ID	Date	In Location	In Time	In Original	In Type	Out Location	Out Time	Out Original	Out Type	Change Date	Change User	Comment	Record Type
Wildcat, Waldo	W99999999	APR-24	TkEdit	09:20 AM	09:20 AM	E	TkEdit	11:45 AM		E	27-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-25	TkEdit	08:32 AM	08:32 AM	E	TkEdit	10:40 AM		E	27-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-26	TkEdit	07:22 PM	07:22 PM	E	TkEdit	08:45 PM	07:39 PM	E	28-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-26	TkEdit	08:00 PM	08:00 PM	E	TkEdit	10:00 PM	10:00 PM	E			Wrong department	Deleted by sarahdawnlowry
Wildcat, Waldo	W99999999	APR-26	TkEdit	11:30 AM	12:00 PM	E	TkEdit	12:05 PM	12:05 PM	E	27-APR-2012	sarahdawnlowry	Forgot to clock in	Edit
Wildcat, Waldo	W99999999	APR-27	TkEdit	07:00 AM	07:00 AM	E	TkEdit	09:00 AM	09:00 AM	E			Not near a phone	Edit

1 2 3

There are three kinds of records highlighted: 1) edited clock in 2) edited clock out 3) deleted record.

You can download this report for easy printing/saving by clicking on the “Download” button on the upper left of the report as highlighted below.

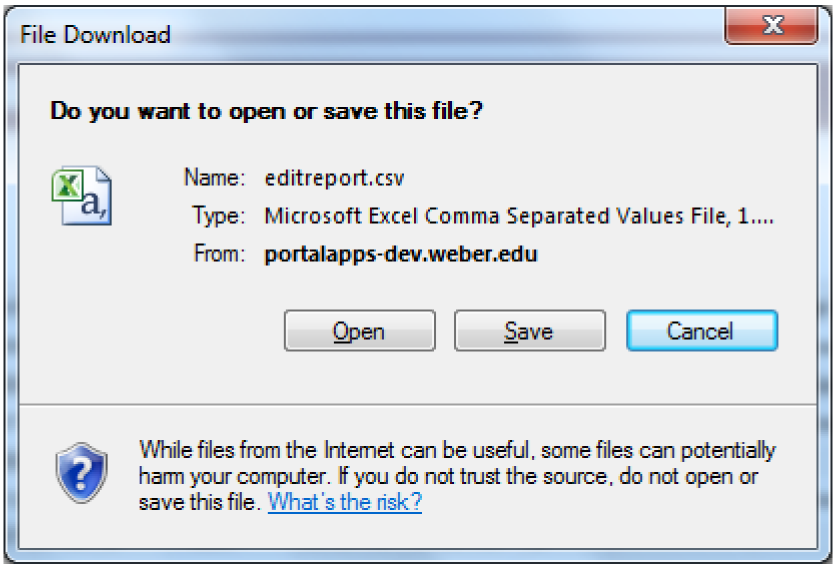
Edit Report ▾ | Athletics Admin - 34000 ▾ | 2012 ▾ | 21-APR to 04-MAY (10) ▾ | April 28 2012 | Help

Download

Edit Report

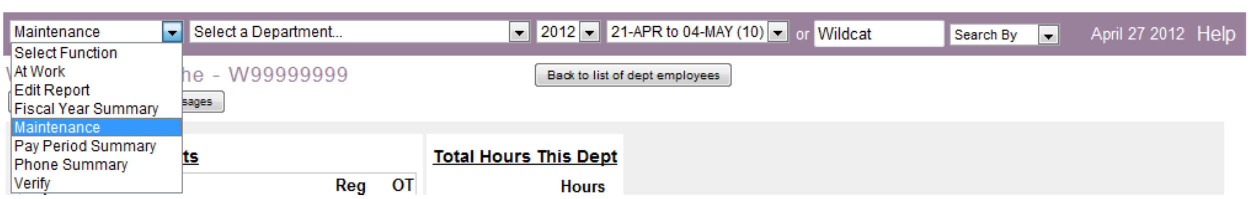
	ID	Date	In Location	In Time	In Original	In Type	Out Location	Out Time	Out Original	Out Type	Change Date	Change User	Comment	Record Type
Wildcat, Waldo	W99999999	APR-24	TkEdit	09:20 AM	09:20 AM	E	TkEdit	11:45 AM		E	27-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-25	TkEdit	08:32 AM	08:32 AM	E	TkEdit	10:40 AM		E	27-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-26	TkEdit	07:22 PM	07:22 PM	E	TkEdit	08:45 PM	07:39 PM	E	28-APR-2012	sarahdawnlowry	Forgot to clock out	Edit
Wildcat, Waldo	W99999999	APR-26	TkEdit	08:00 PM	08:00 PM	E	TkEdit	10:00 PM	10:00 PM	E			Wrong department	Deleted by sarahdawnlowry
Wildcat, Waldo	W99999999	APR-26	TkEdit	11:30 AM	12:00 PM	E	TkEdit	12:05 PM	12:05 PM	E	27-APR-2012	sarahdawnlowry	Forgot to clock in	Edit
Wildcat, Waldo	W99999999	APR-27	TkEdit	07:00 AM	07:00 AM	E	TkEdit	09:00 AM	09:00 AM	E			Not near a phone	Edit

The following window will pop up to ask you if you want to open or save this file. If you click the "Open" button the file will download and open in the appropriate program (ex. Microsoft Excel). If you click the "Save" button you will need to select the location and name of the file. The file will then download and you will have the option to open it.

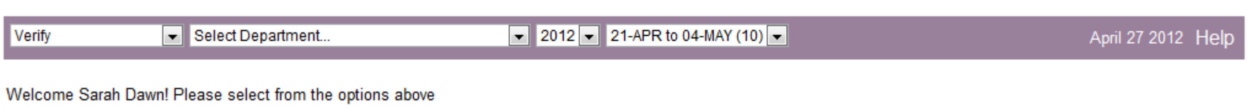


Verifying Time

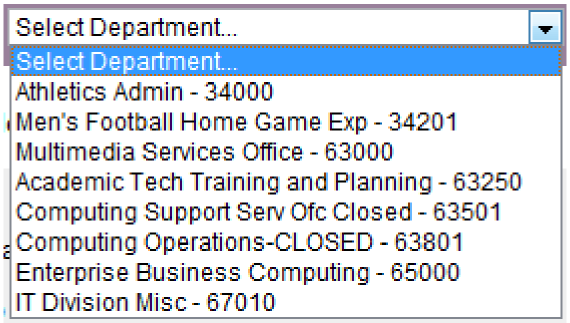
This step is required by the timekeeper before department hourly employees can be paid. Timekeepers will receive a reminder email from the Payroll Office toward the end of each pay period. The verify button must be set by the Timekeeper by the date and time shown in the reminder email for that pay period. Once Payroll uploads the hours into Banner the verify button cannot be set! If the primary Timekeeper is out of the office, a back-up Timekeeper needs to set the verify button. Audit procedures do not allow Payroll to set the verify button. From the upper left most drop down menu select "Verify."



The following screen will appear.

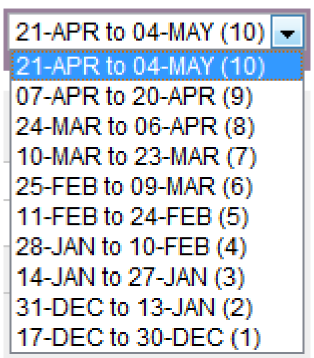


From the second drop down menu, select the department for which you would like to verify.

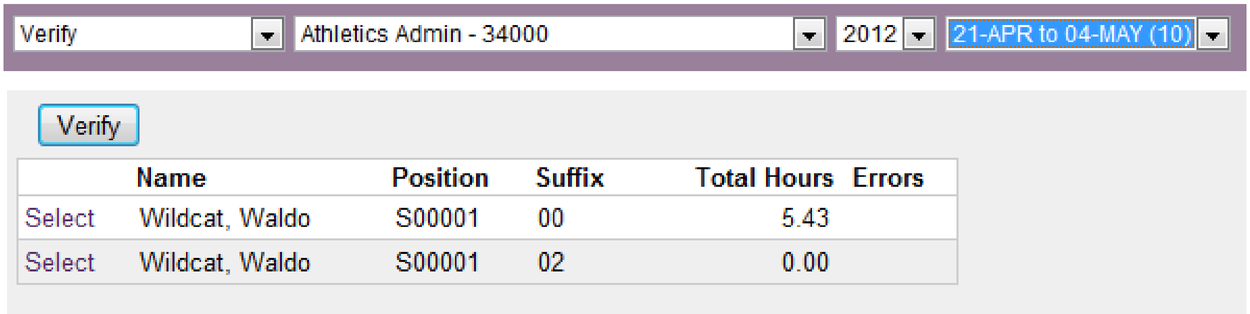


Confirm that you have the correct calendar year (NOT fiscal year) in the next drop down menu.

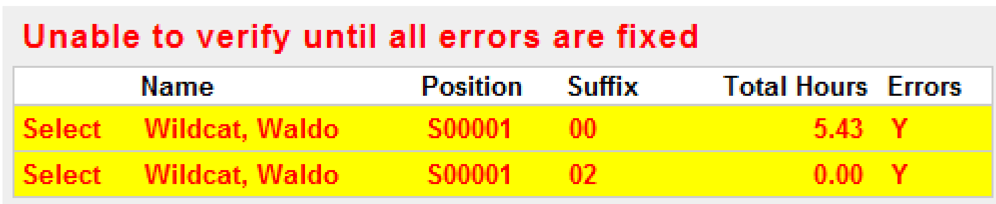
In the final drop down menu, select the pay period for which you are currently verifying.



The screen below will now show all of the employees who have clocked in for the selected pay period (if an employee has multiple accounts/suffixes they will be listed multiple times). For each employee, check the hours and look for errors. When everything is correct, click the "Verify" button on the left side of the screen.



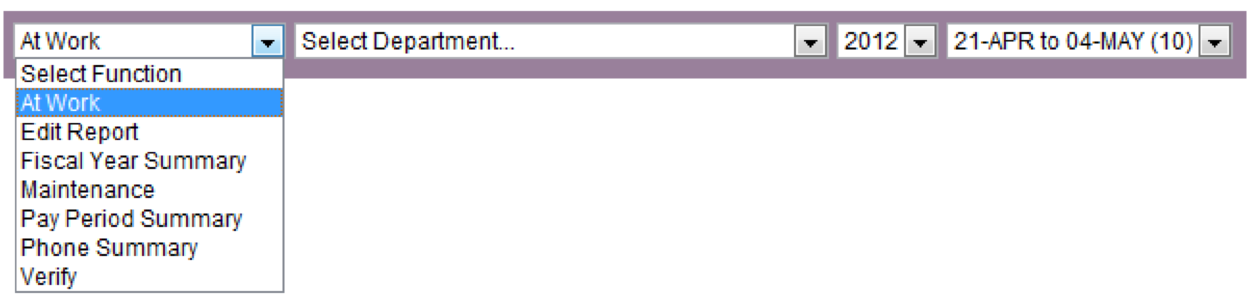
If there is an error, the screen will look like the following.



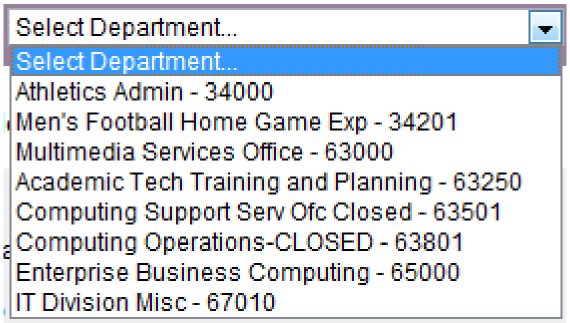
To correct an error, click on the “Select” link to the left of the employee’s name. This will route you back to the maintenance screen (see “Correcting Errors in TAS”). Errors must be corrected before time can be verified.

At Work

To determine if an employee is currently at work, select “At Work” from the left most drop down menu.



Select the department you would like to view from the next drop down menu. Followed by confirming the correct calendar year and selecting the pay period you would like to view (choosing the current pay period will allow you to see if they are clocked in at this moment).



The following screen will appear with a list of all the selected department's employees and their last activity in this pay period.

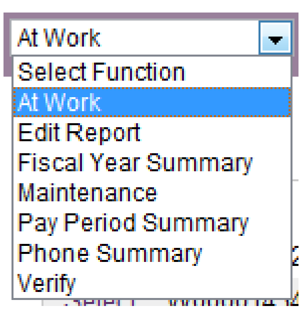
At Work

	ID		Posn	Suff	In	Out
Select	W00001242	Ware, Warren	H00001	02		
Select	W00001434	Thompson, Rex	H00001	02		
Select	W00001633	Johnson, Richard	H00001	02		
Select	W00002566	Osborne, Robert	H00001	02		
Select	W00003084	Powell, Patricia	H00001	00		
Select	W00003761	Godfrey, David	H00001	01		
Select	W00007500	Montoya, Teresa	H00001	00		
Select	W00047546	Willie, Robert	H00001	01		
Select	W01087911	Berger, Kim	H00001	01		
Select	W99999999	Wildcat, Waldo	S00001	01	4/27/2012 11:18:25 AM	

Because our Waldo Wildcat example has no clock out time listed, he is presently at work.

Phone Summary

For monitoring the phone and/or computer location used to clock in/out, select "Phone Summary" from the upper left drop down menu.



Select the department you would like to view from the next drop down menu. Followed by confirming the correct calendar year and selecting the pay period you would like to view.

Select Department...

- Select Department...
- Athletics Admin - 34000
- Men's Football Home Game Exp - 34201
- Multimedia Services Office - 63000
- Academic Tech Training and Planning - 63250
- Computing Support Serv Ofc Closed - 63501
- Computing Operations-CLOSED - 63801
- Enterprise Business Computing - 65000
- IT Division Misc - 67010

This following screen shows the locations used by the employees to clock in/out.

Phone Summary | Athletics Admin - 34000 | 2012 | 21-APR to 04-MAY (10)

Download

Phone Summary

	Date	In	Location	Out	Location
Wildcat, Waldo	APR-24	09:20 AM	TkEdit	11:45 AM	TkEdit
	APR-25	08:32 AM	TkEdit	10:40 AM	TkEdit
	APR-26	11:30 AM	TkEdit	12:05 PM	TkEdit
	APR-26	02:36 PM	137.190.52.30	03:02 PM	137.190.80.168
	APR-26	07:22 PM	137.190.223.227	07:39 PM	137.190.223.227
	APR-27	07:00 AM	TkEdit	09:00 AM	TkEdit

The four options that could appear in the “Location” column are: a campus extension,

Date	In	Location	Out	Location
MAR-14	11:18 AM	8528	02:29 PM	8528

an off campus telephone number (shows all ten digits of the number),

Date	In	Location	Out	Location
MAR-19	12:05 PM	8016802887	02:49 PM	8016802887

the IP address of the computer used to clock in,

Date	In	Location	Out	Location
APR-26	07:22 PM	137.190.223.227	07:39 PM	137.190.223.227

or a ‘TkEdit’ because a clock in/out time was entered by the Timekeeper.

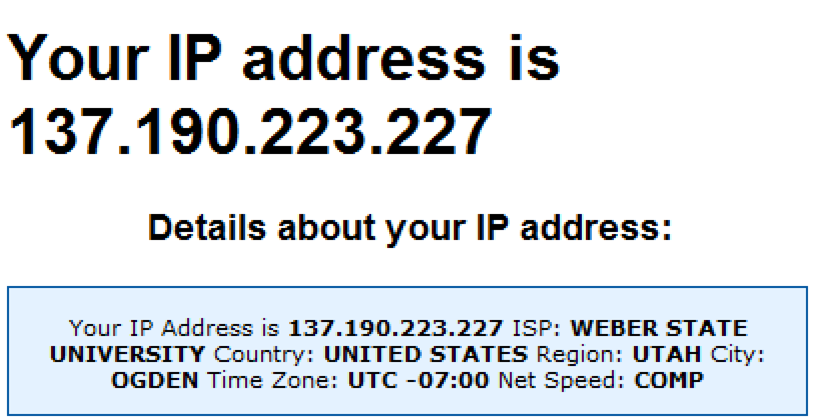
Date	In	Location	Out	Location
APR-24	09:20 AM	TkEdit	11:45 AM	TkEdit

***The department supervisor may, if needed, designate which computer and/or telephone number hourly employees may use for clocking in/out.**

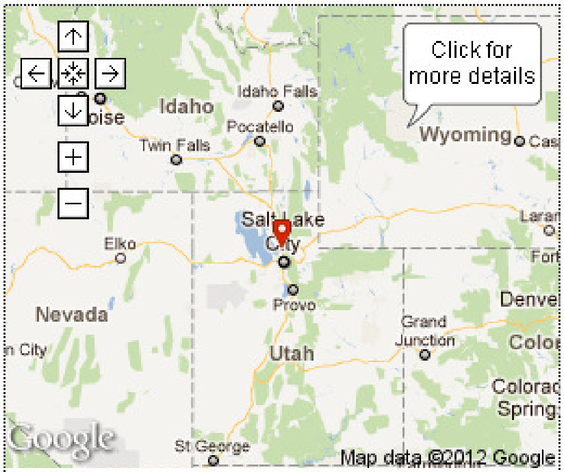
You can also download this report for easy printing/saving by clicking on the “Download” button on the upper left of the report.

How to Look Up an IP Address

It is recommended that you designate computer(s) from which to clock in/out. To determining which computer was used to clock in/out you can look-up an IP address on the internet. *You must be using the computer for which you want the IP address*. Make sure your internet browser is open. Once online you may type in one of the following URLs: http://www.lawrencegoetz.com/programs/ipinfo/ or http://www.whatismyipaddress.com/ The IP address for the computer you are using then appears. Here are examples from each of the links above.



What Is My IP Address? (Now detects many proxy servers)



Location not accurate? Try: Update IP Location

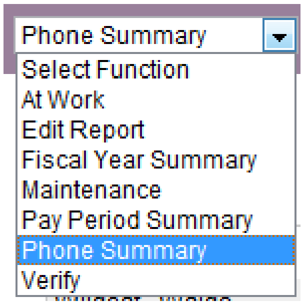
IP Information: 137.190.223.227

ISP:	Weber State University
Organization:	Weber State University
Connection:	Broadband
Services:	None Detected
City:	Ogden
Region:	Utah
Country:	United States

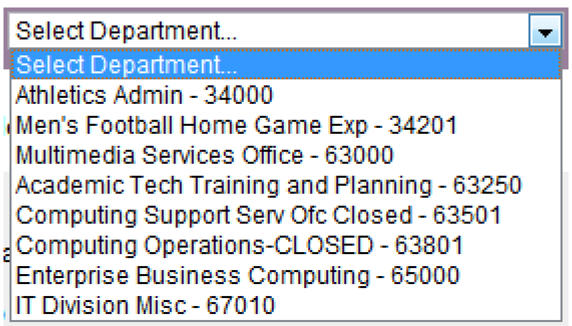
137.190.223.227 | Additional IP Details

<u>Pay Period Summary</u>

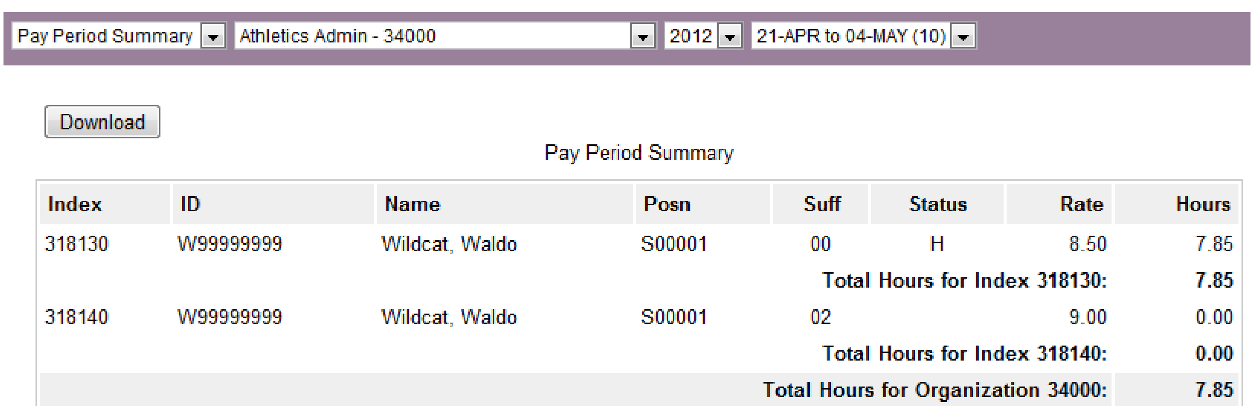
For verifying that employee hours will be paid from the desired index, select “Pay Period Summary” from the upper left drop down menu.



Select the department you would like to view from the next drop down menu. Followed by confirming the correct calendar year and selecting the pay period you would like to view.



This screen displays each employee that has clocked in to an index within this department and pay period. It shows total hours for each index and for the entire Organization.

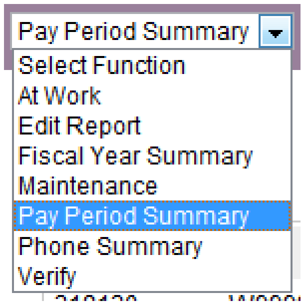


Index	ID	Name	Posn	Suff	Status	Rate	Hours
318130	W99999999	Wildcat, Waldo	S00001	00	H	8.50	7.85
				Total Hours for Index 318130:			7.85
318140	W99999999	Wildcat, Waldo	S00001	02		9.00	0.00
				Total Hours for Index 318140:			0.00
				Total Hours for Organization 34000:			7.85

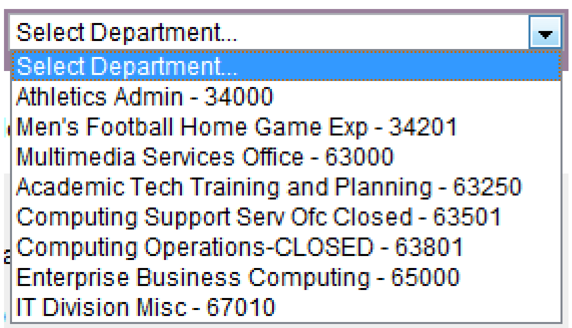
You can also download this report for easy printing/saving by clicking on the “Download” button on the upper left of the report.

Fiscal Year Summary

To view how many hours an employee has worked within a pay period, select “Fiscal Year Summary” from the upper left drop down menu.



Select the department you would like to view from the next drop down menu. Followed by selecting the Fiscal Year you would like to view. PLEASE NOTE: A Fiscal Year goes from July 1 - June 30 of the next year. Thus, the calendar and fiscal year do not always match. Example: April 2012 is in Fiscal Year 2012 but July 2012 is in Fiscal Year 2013.



A screen like the one below will appear.

Fiscal Year Summary

ID	Name	Position	Dept Hours	All Hours
W01087911	Berger, Kim	H00001	27.25	103.00
W00003761	Godfrey, David	H00001	21.58	63.83
W00001633	Johnson, Richard	H00001	27.25	105.50
W00002566	Osborne, Robert	H00001	0.00	43.00
W00003084	Powell, Patricia	H00001	0.00	0.00
W01135756	Sexton, Toby	S00001	221.28	965.00
W00001434	Thompson, Rex	H00001	21.75	117.50
W00001242	Ware, Warren	H00001	21.75	118.75
W99999999	Wildcat, Waldo	S00001	19.24	32.00
W00047546	Willie, Robert	H00001	21.75	119.50

When an employee works for multiple departments, the “Dept Hours” column will not match the “All Hours” column.

You can also download this report for easy printing/saving by clicking on the “Download” button on the upper left of the report.

Part IV: Time Worked Log

A copy of the ‘Time Worked Log’ is on the following page for use by employees when TAS is down or for a new employee until he/she is set-up to use TAS.

WEBER STATE UNIVERSITY

TIME WORKED LOG

Date: ____________________ Org: _____________________

Employee Name	Employee W Number	Time In	Time Out

Timekeeper: ______________________

Part V: FAQs

Who Should I Call with Questions or Concerns?

We have tried to include instructions in this manual for most possible scenarios a timekeeper may encounter when using the Time and Attendance System. If you have further questions or need assistance, please use the contact list below.

Jolene Frazier	626-6038	jfrazier1@weber.edu	Training/Payroll
Yvonne Setalla	626-6601	ysetalla@weber.edu	Training/Payroll
Sarah Dawn Lowry	626-6266	sarahdawnlowry@weber.edu	Training

Lisa Allen	626-6602	lallen1@weber.edu	Payroll

What if TAS goes down?

The Time and Attendance System is real time. This means that all clock in/out(s), edits, and changes will show up as soon as they are made in the system, rather than in an overnight process. However, this also means that if TAS goes down, the system will be unavailable for any type of access. If the system goes down you may have your employees keep track of their time by using the 'Time Worked Log' found on the previous page.

IT Communication, Events, Training and Education

For questions about this training manual call:

Sarah Dawn Lowry
(801) 626-6266
sarahdawnlowry@weber.edu