

Cell Phone/ Non-Campus Computer Use Agreement for Time and Attendance

The Payroll Office, Human Resource Office, and Internal Audit Department recognize that there are times when an employee may need to clock in and out of the Time and Attendance System (TAS) using a cell phone or non-campus computer. WSU agrees that _____ (hourly employee name) may, at times, use his or her personal cell phone or non-campus computer _____ (number) to clock in and out.

Business purpose why cell phone or non-campus computer use is necessary (to be filled out by supervisor):

Employee acknowledges and agrees that:

- Employee must be at his or her work location prior to clocking in or out.
- If employee is using a smart phone or non-campus computer, employee will access TAS via WSU Secure, logging into the portal, using the TAS time clock app.
- All policies related to hourly employment are applicable to this agreement, as well as all other University policies. This includes, but is not limited to the following:
 - PPM 3-2, which states, in part:
“Hourly employees cannot work for the University more than 59 hours per pay period. Federal Work study students cannot receive payment from the Federal Work Study Program for more than 20 hours per week.”
 - PPM 3-2a, which requires all hourly employees to keep accurate record of all time worked for WSU. Hourly employees may not engage in any work for WSU without clocking into the TAS system, unless such work is de minimis, as defined in the policy. Employees who perform work for WSU without approval may be subject to disciplinary action.
- Misuse of the TAS system or misrepresenting hours worked may subject the employee to immediate termination.

By signing below, I agree to abide by the terms of this Agreement.

Employee	<i>Print Name</i>	<i>Sign Name</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign Name</i>	<i>Date</i>