February 18, 2015

WEBER STATE UNIVERSITY

Timekeeper's Manual
For Using the

Time and Attendance System (TAS)

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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 (TAS). 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 track of their time in TAS. However, some information is given here so that you can assist your employees.

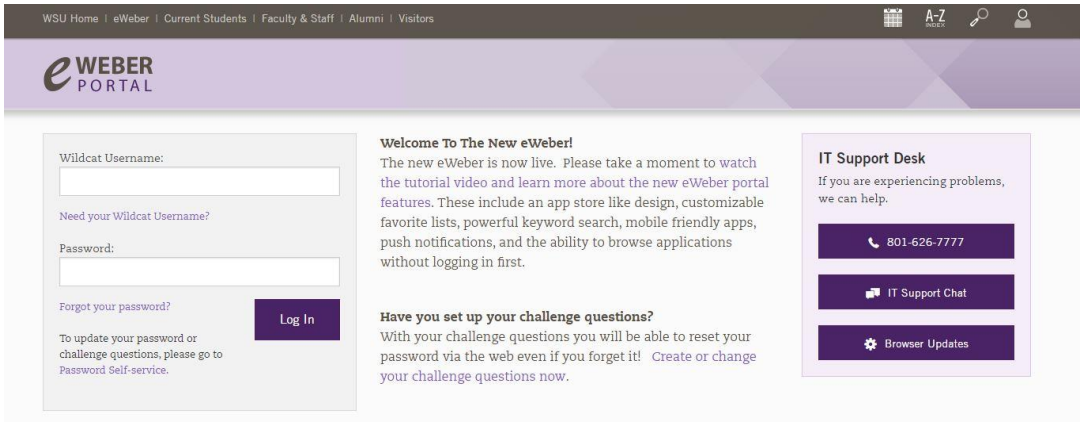
Access to this system is password protected for limited availability to privileged information. Timekeepers must request permission to use the system through the Payroll Office by completing the "Time and Attendance System Access Request Form" found at *http://www.weber.edu/financialservices/Forms.html#Payroll Forms*

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

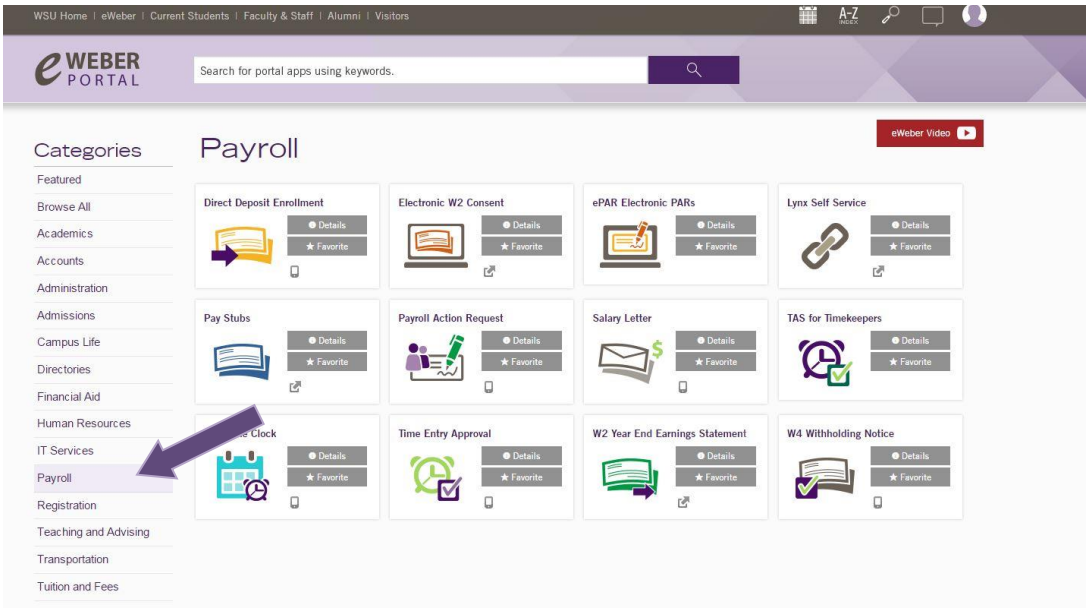
Logging into the eWeber portal

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.

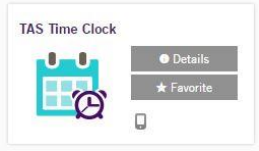


Locating the TAS channel

After logging in to the eWeber portal, select **Payroll** under 'Categories'.

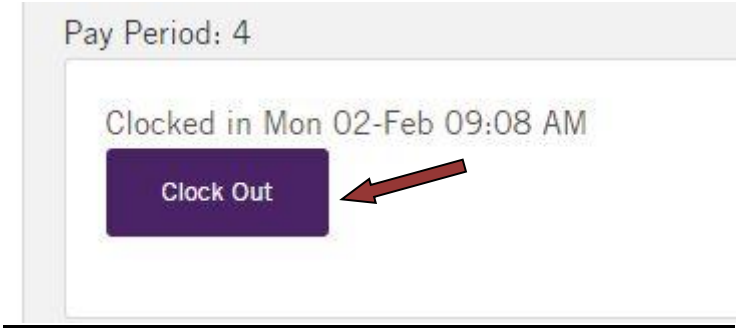


Next, click on TAS Time Clock.

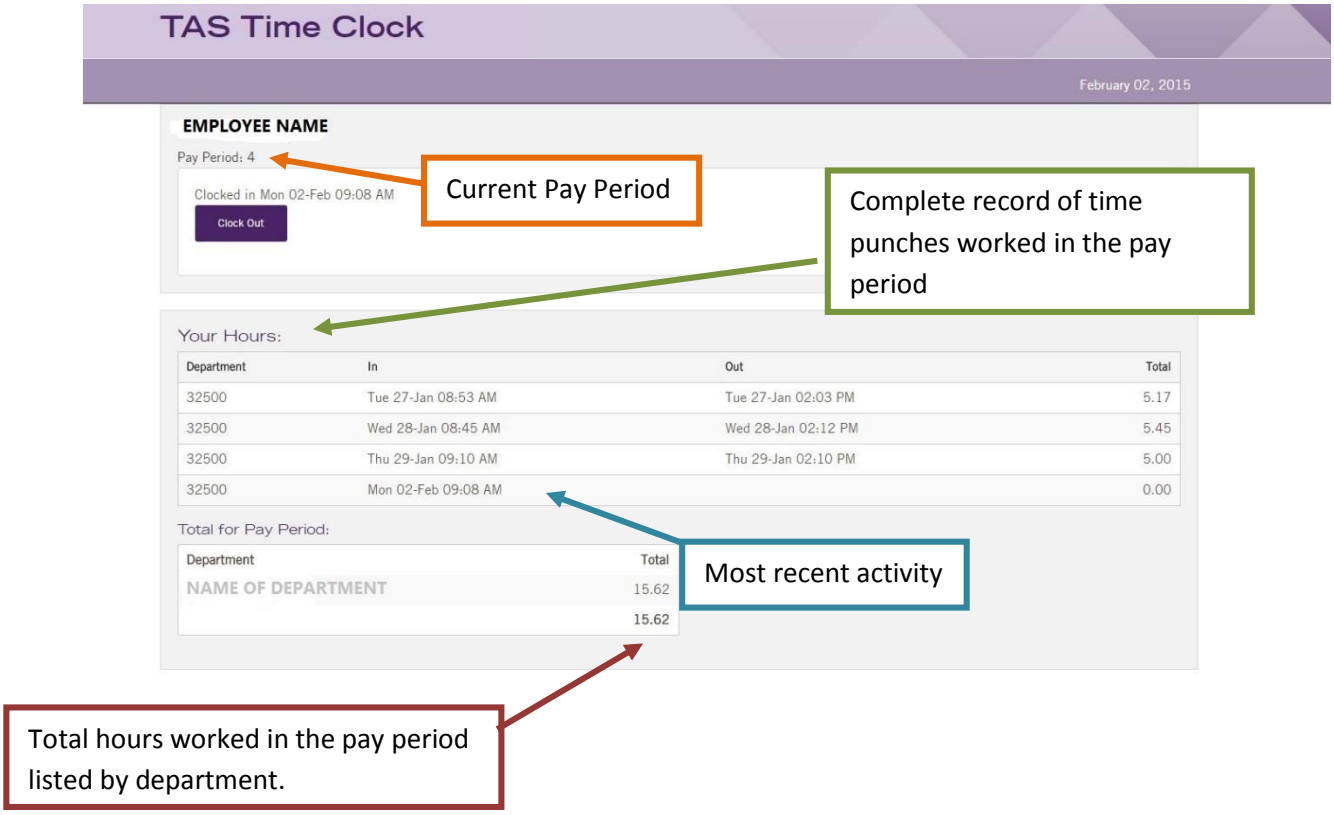


Clocking in Using TAS (On the Web):

After clicking on the TAS Time Clock, you will be able to clock in and out.



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).



If the employee works for multiple departments, the employee will choose the department they are clocking in for by selecting it from the department drop down list and clicking on the "Clock In" button.

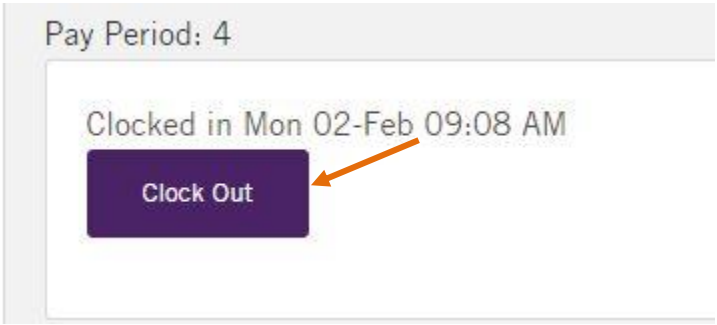
The "Your Hours:" section is then updated to show that the clock in process has been completed and lists the date and time without a clock out entry.

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 online using TAS, the employee will again login to the student portal at https://www.weber.edu/, and select Payroll under 'Categories'. Next, click TAS Time Clock and Clock out.



Clocking in/out Using TAS (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. *You will also clock out using the same instructions.*

Clocking in/out Using TAS (On a cellphone):

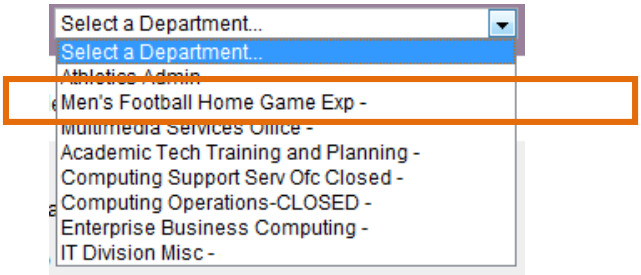
Personal cellphone is accepted ONLY if you have a signed agreement on file prior to using your cell phone.

While TAS Time Clock is a function for your employee, the rest of this manual is focused on how to use the TAS for Timekeepers System. This system is for you as the timekeeper to view, edit and verify your employee's hours. To access TAS for Timekeepers, log into your eWeber portal at https://weber.edu/ select Payroll under 'Categories' and select TAS for Timekeepers.

Maintenance Option

The maintenance option is used for making corrections to employee time records and changing the status of department accounts.

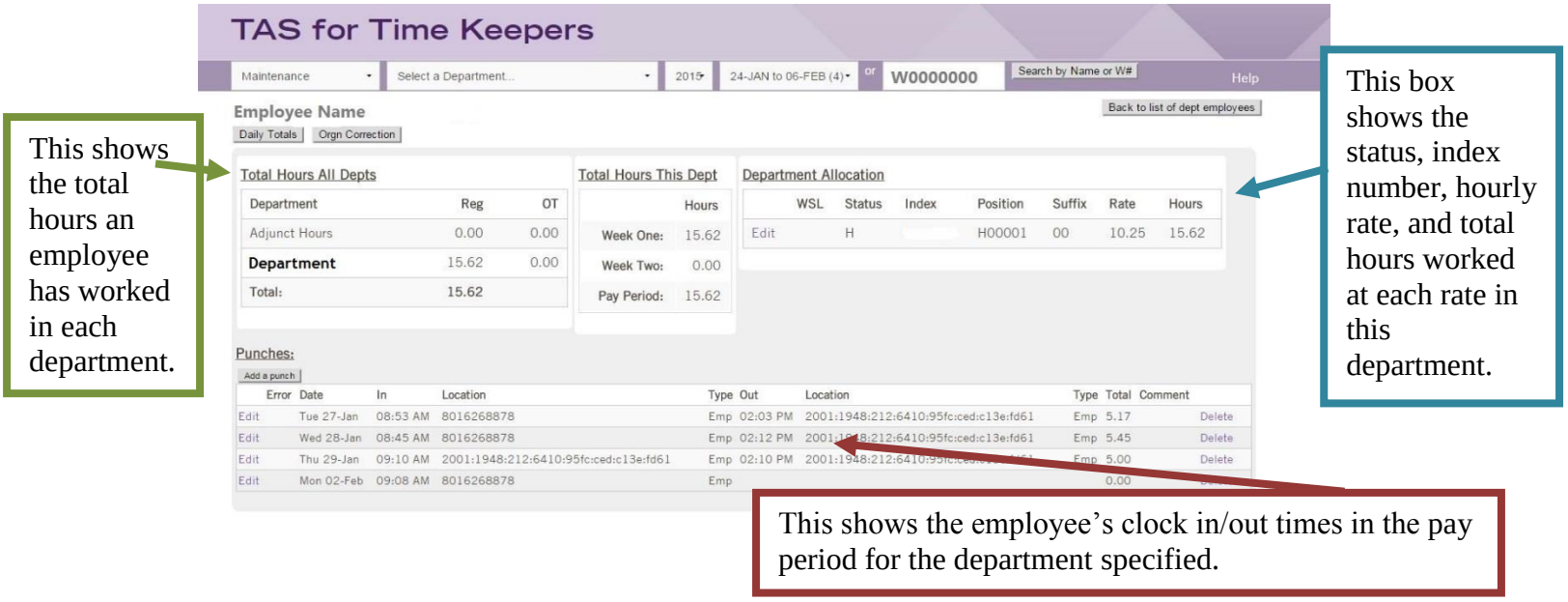
There are several options for finding an employee from this screen. You can view an entire department at a time by picking the appropriate department from the next drop down menu as shown below.



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

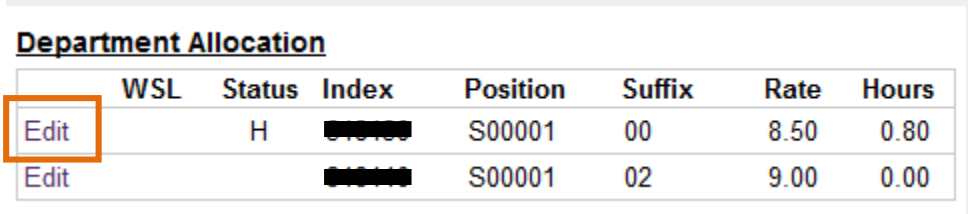
The second way to find an employee from the “Maintenance” screen is by an employee’s last name or W number.

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

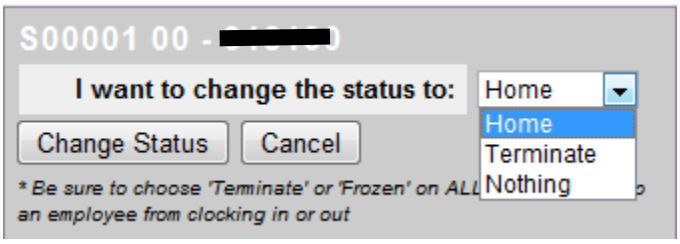


Department Allocation

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



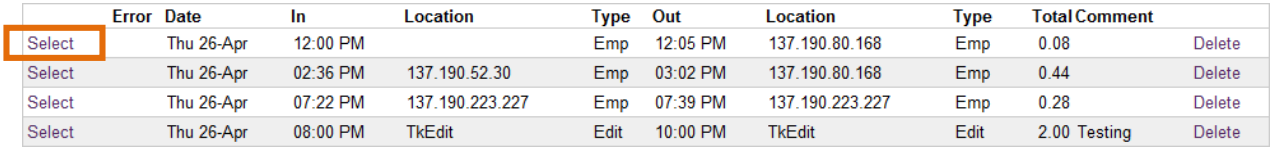
A box will appear on the screen to the right like the one below.



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 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" or "Frozen" status shows on an account, the employee cannot clock in for that Department. The "Frozen" status resets every pay period. If an error is made on the status of an index, it can be reversed until the Payroll Office uploads the hours into Banner.

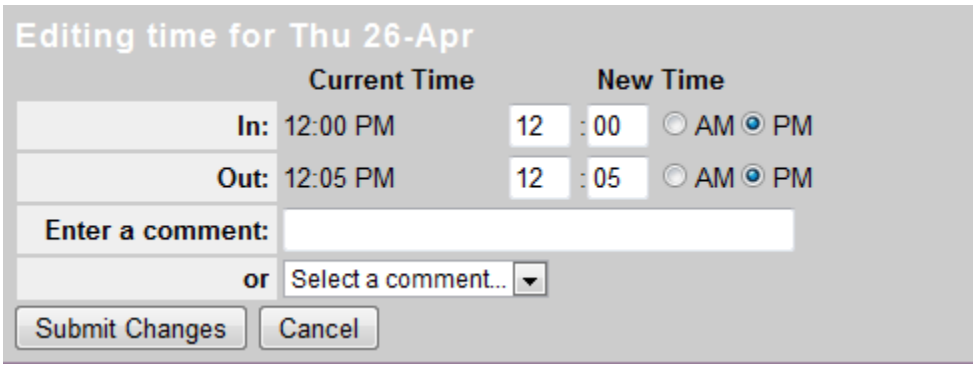
Editing an Employee's Time

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.

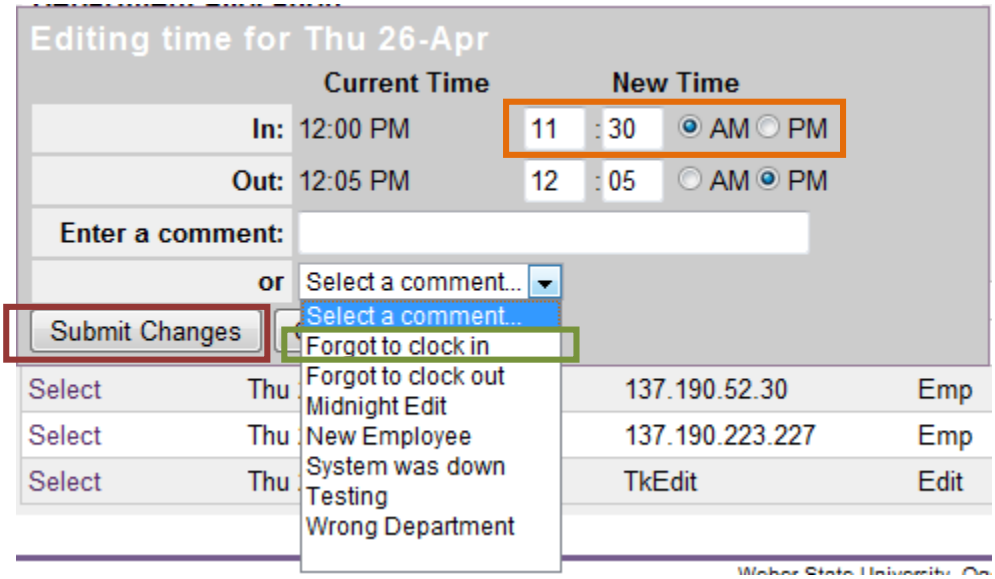


	Error	Date	In	Location	Type	Out	Location	Type	Total	Comment	
Select		Thu 26-Apr	12:00 PM		Emp	12:05 PM	137.190.80.168	Emp	0.08		Delete
Select		Thu 26-Apr	02:36 PM	137.190.52.30	Emp	03:02 PM	137.190.80.168	Emp	0.44		Delete
Select		Thu 26-Apr	07:22 PM	137.190.223.227	Emp	07:39 PM	137.190.223.227	Emp	0.28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

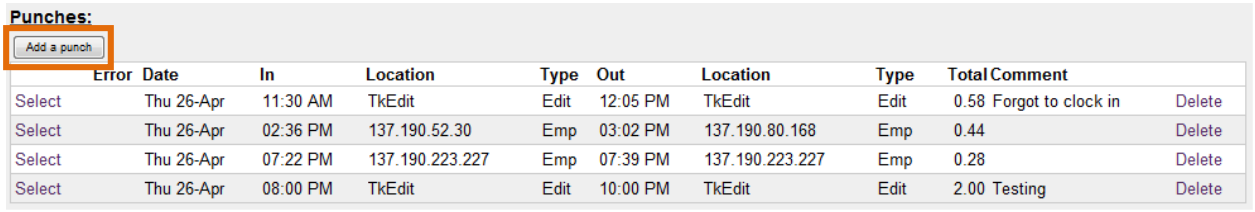


Enter the corrected times in the “New Time” section. A comment is required by either typing in a custom comment (which will appear in the drop down menu from then on) or select from the current drop down menu. Click the “Submit Changes” button. The selected time punch will now be updated with your edits.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

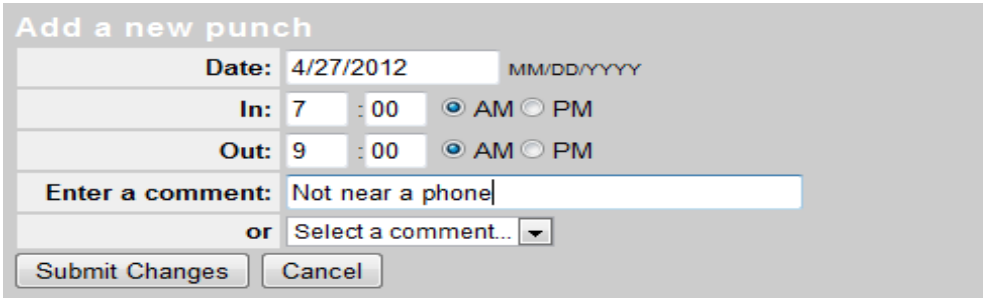


Adding a New Work Period

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.



The below box will appear.



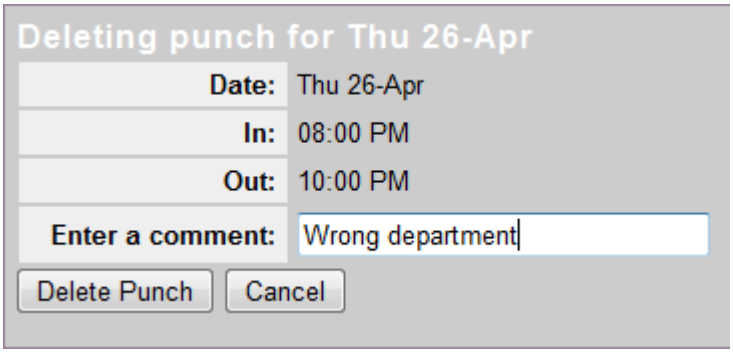
Type in the correct information, including a comment (or select from the drop down menu) and click the “Submit Changes” button. A new time punch will now be added. To return without adding a new punch, click the “Cancel” button.

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.

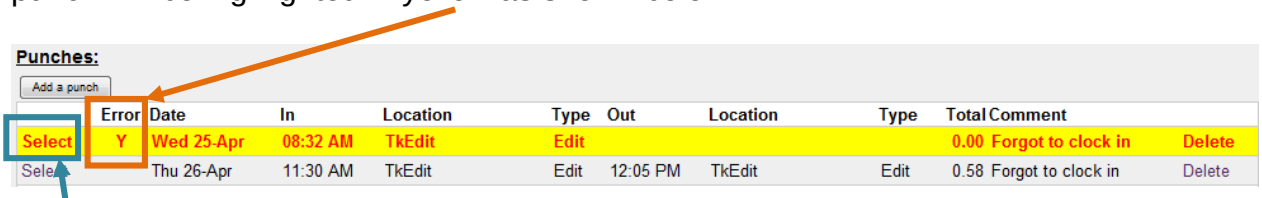


Enter the appropriate comment and click the “Delete Punch” button. The entire punch will now be removed from the employee’s list and the hours will be adjusted accordingly. To return without deleting the punch, click the “Cancel” button.

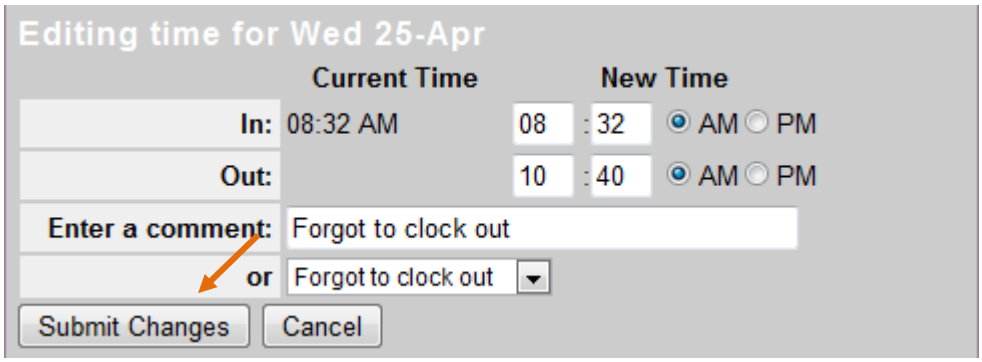
Note: All deleted punches are recorded and reported to payroll.

Correcting Errors in TAS

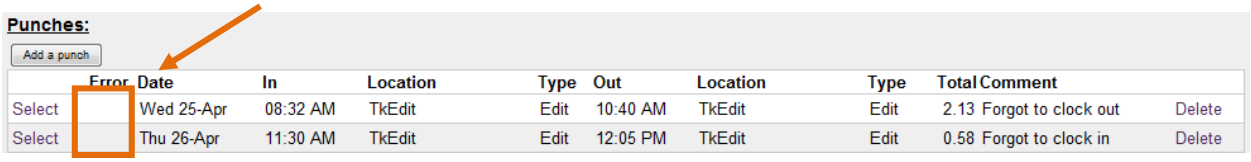
If there is an error on a punch, a ‘Y’ will appear in the error column and the entire time punch will be highlighted in yellow as shown below.



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’, the following box will appear.



Make the changes, and click the “Submit Changes” button. To return without making any edits, click the “Cancel” button.

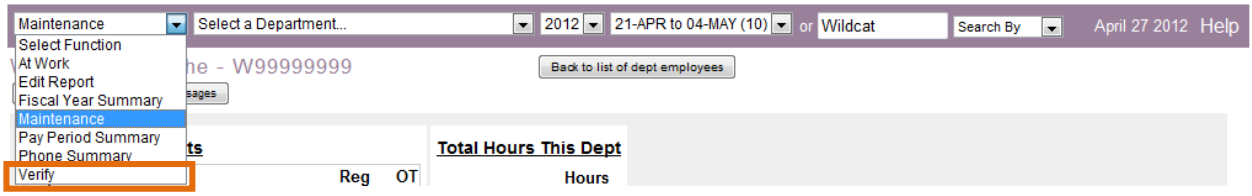


There is no longer a ‘Y’ in the error column and the highlighting has disappeared. The time for this employee may now be verified.

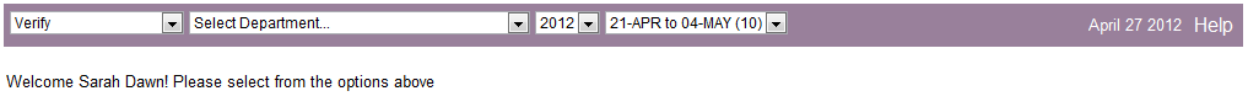
Verifying Time

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.

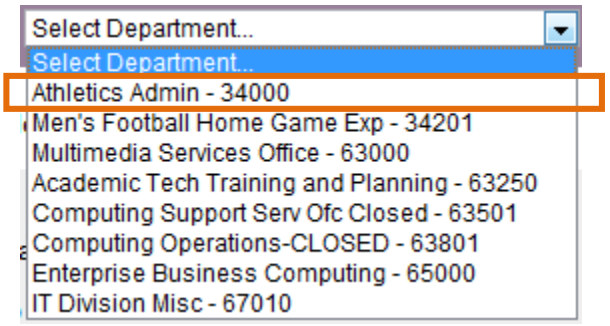
From the upper left most drop down menu select “Verify.”



The following screen will appear.

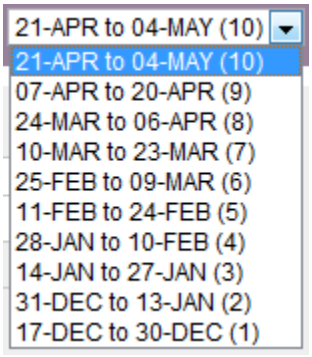


From the second drop down menu, select the department for which you would like to verify.

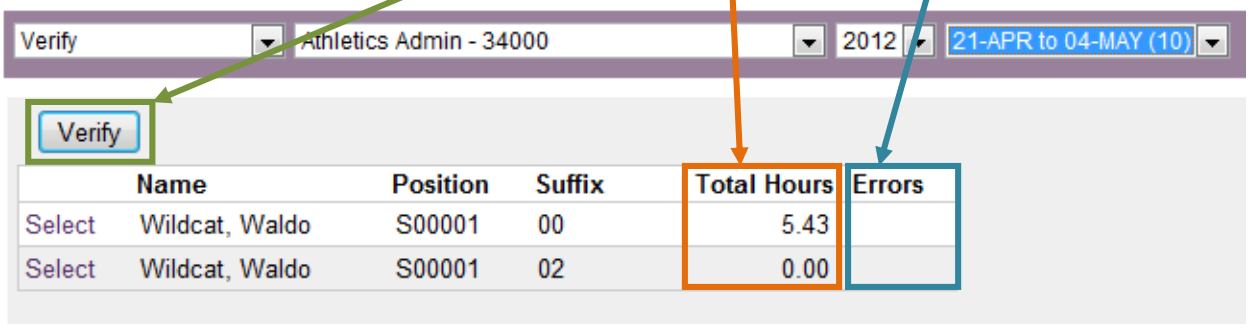


Confirm that you have the correct calendar year (NOT fiscal year) in the next drop down menu.

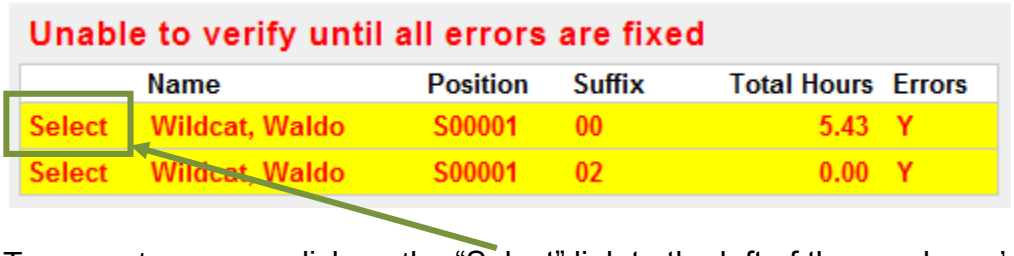
In the final drop down menu, select the pay period for which you are currently verifying.



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.



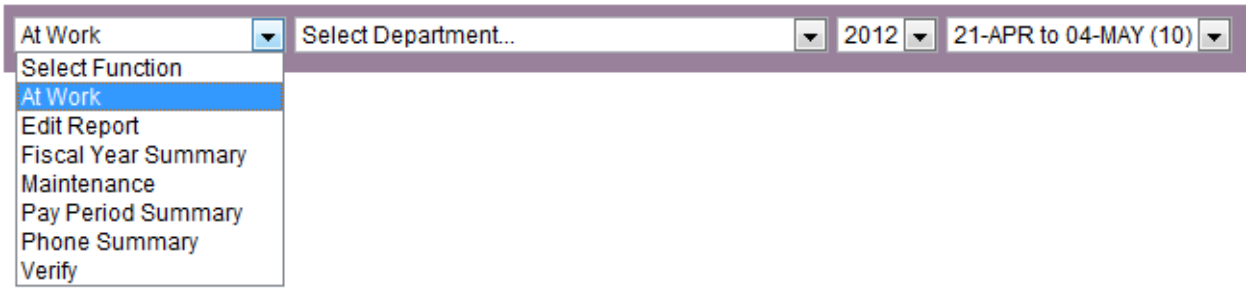
If there is an error, the screen will look like the following.



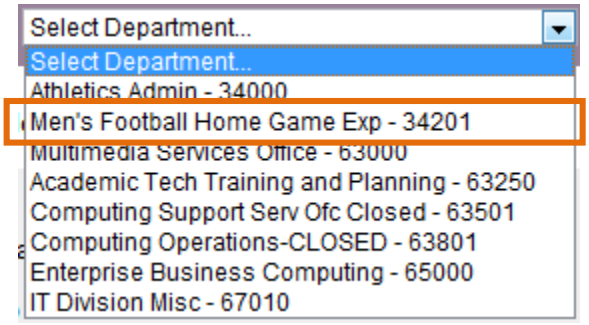
To correct an error, click on the "Select" link to the left of the employee's name. This will route you back to the maintenance screen (see "Correcting Errors in TAS"). Errors must be corrected before time can be verified.

At Work Screen

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.

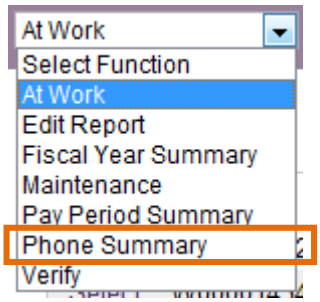
At Work

	ID		Posn	Suff	In	Out
Select	[redacted]		H00001	02		
Select	[redacted]		H00001	02		
Select	[redacted]		H00001	02		
Select	[redacted]		H00001	02		
Select	[redacted]		H00001	00		
Select	[redacted]		H00001	01		
Select	[redacted]		H00001	00		
Select	[redacted]		H00001	01		
Select	[redacted]		H00001	01		
Select	W99999999	Wildcat, Waldo	S00001	01	4/27/2012 11:18:25 AM	

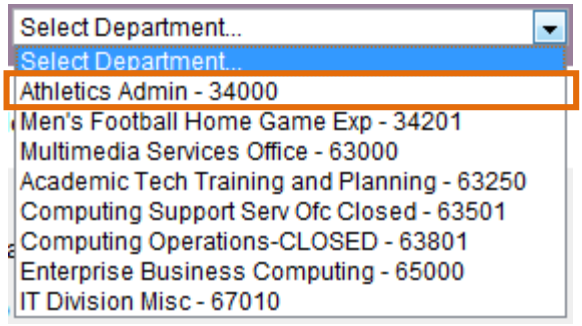
Because our Waldo Wildcat example has no clock out time listed, he is presently at work

Phone Summary

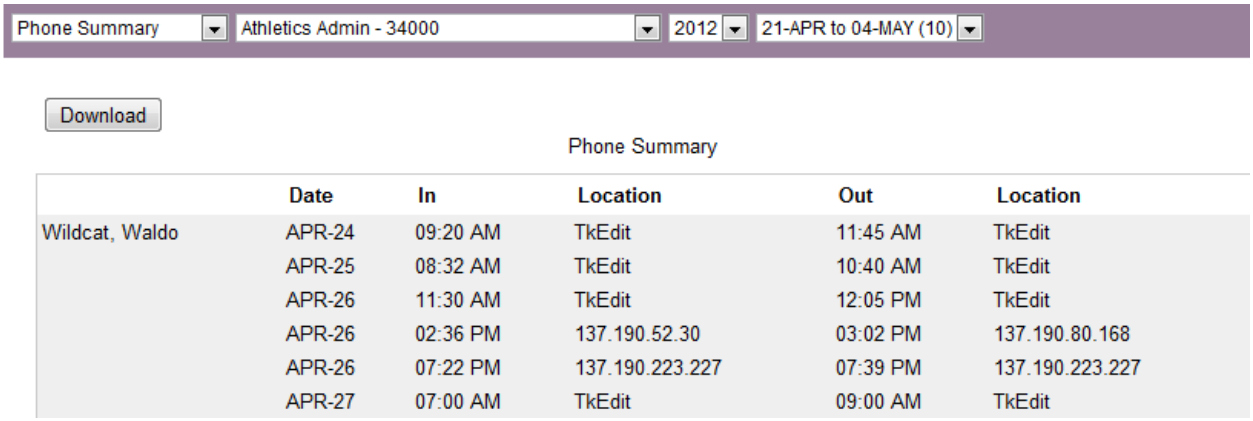
For monitoring the phone and/or computer location used to clock in/out, select “Phone Summary” from the upper left drop down menu.



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.



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



	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 five 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

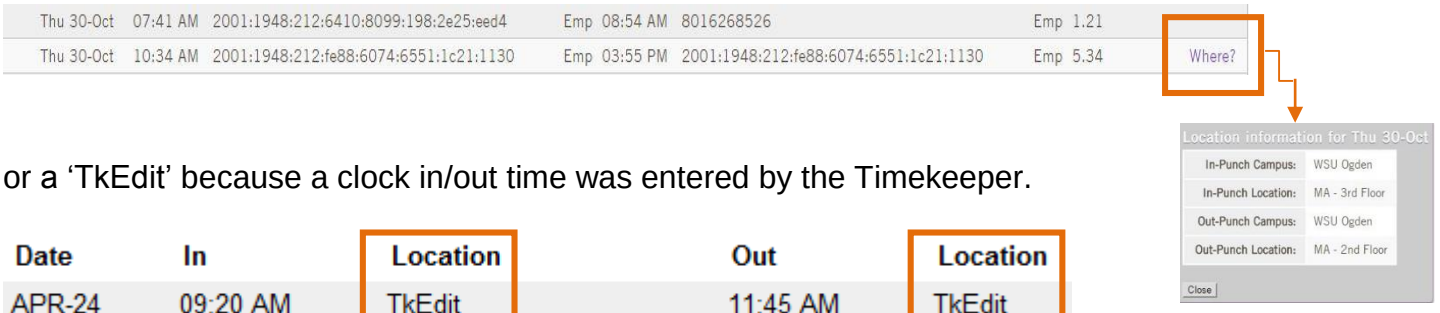
an off campus telephone number (shows all ten digits of the number),

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

the mobility service (this will capture the location of the clock in/out as long as the employee is connected to WSU Secure)



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.

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.whatismyipaddress.com/ The IP address for the computer you are using then appears. Here are examples from each of the link above.

Your IP address is 137.190.223.227

Details about your IP address:

Your IP Address is **137.190.223.227** ISP: **WEBER STATE UNIVERSITY** Country: **UNITED STATES** Region: **UTAH** City: **OGDEN** Time Zone: **UTC -07:00** Net Speed: **COMP**

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

Location not accurate? Try: Update IP Location

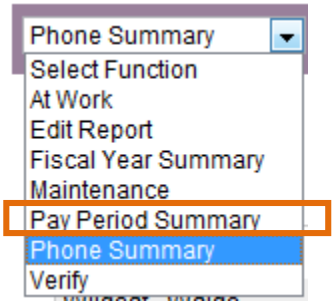
IP Information: 137.190.223.227

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

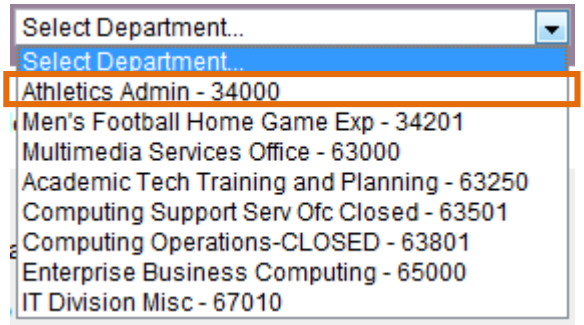
137.190.223.227 Additional IP Details

Pay Period Summary

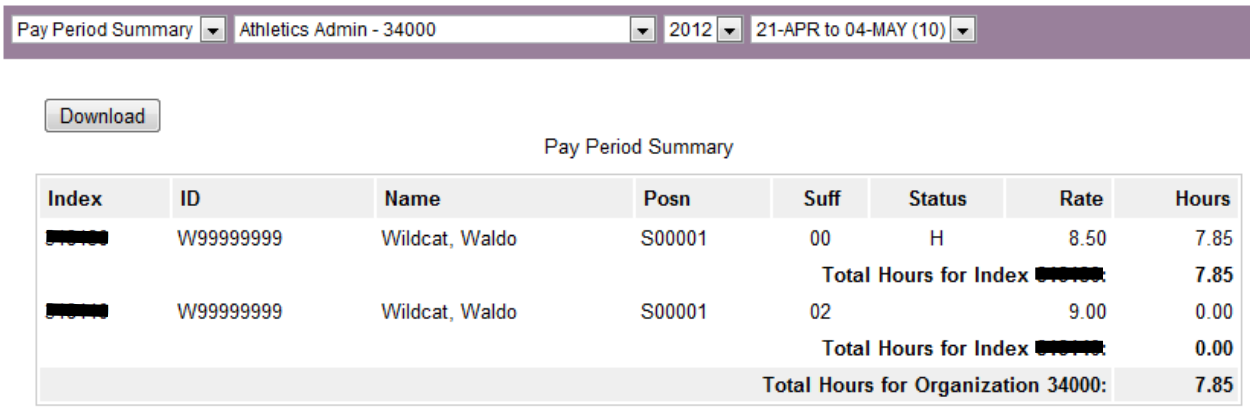
For verifying that employee hours will be paid from the desired index, select “Pay Period Summary” from the upper left drop down menu.



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
[redacted]	W99999999	Wildcat, Waldo	S00001	00	H	8.50	7.85
					Total Hours for Index [redacted]:		7.85
[redacted]	W99999999	Wildcat, Waldo	S00001	02		9.00	0.00
					Total Hours for Index [redacted]:		0.00
					Total Hours for Organization 34000:		7.85

Forms

TAS Access Request Form
http://weber.edu/wsuimages/financialservices/Forms/Payroll/Forms/TAS%20Access%20Form.pdf

Cellphone Agreement
http://www.weber.edu/wsuimages/financialservices/Forms/Payroll/TAS%20Cell%20Phone%20Use%20Agreement.pdf

FAQ's

Who should I call with questions or concerns?

Lisa Allen	Director	801-626-6602	lallen1@weber.edu
Lorinda DeBoer	Salaried Payroll	801-626-6736	ldeboer@weber.edu
Jolene Frazier	Hourly Payroll	801-626-6038	jfrazier1@weber.edu
Nancy Loewen	Front Desk	801-626-6031	njhadley@weber.edu
Ashley Hendrickson	Hourly Payroll	801-626-6601	ashleyhendrickson@weber.edu
Kallie Bennett	Support Staff	801-626-8878	kalliebennett@weber.edu
Lili Smith	Support Staff	801-626-6607	lilianderson@weber.edu
Connor Larsen	Support Staff	801-626-8676	connorlarsen@weber.edu

Where can I access the TAS employee guide/brochure online?

http://weber.edu/wsuimages/financialservices/Forms/Payroll/System/TAS%20-%20Employee%20Guide%20Brochure.pdf