



WEBER STATE UNIVERSITY

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WEBER STATE UNIVERSITY

Payroll

3850 Dixon Parkway Dept 1021
Ogden, UT 84408-1021
801-626-6031
Weber.edu/Payroll

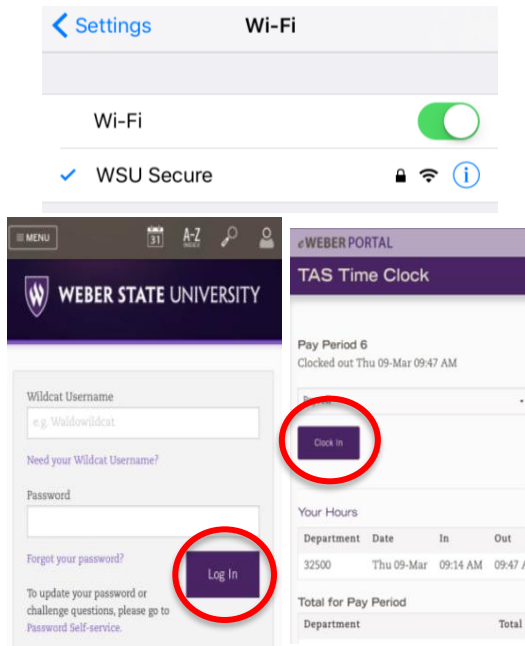
WEBER STATE UNIVERSITY PAYROLL

TIME AND ATTENDANCE SYSTEM (TAS) EMPLOYEE GUIDE



SECURE NETWORK LOG IN

Log in to **Weber.edu/TAS** using any "smart" device on WSU Secure Network. Once you have logged in, click the **clock in** button. Follow the same process to **clock out**.

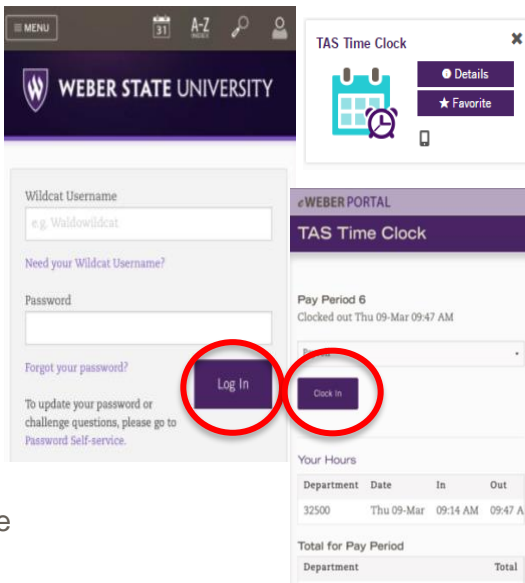


COMPUTER LOG IN

Log in to the **e-Weber portal**. Once you have logged in, TAS Time Clock can be found under the *Payroll category*, or by using the search bar.

Click on the app to open the TAS Time Clock

Click the **clock in** button. Follow the same process to **clock out**.



If you work in more than one department, select the department you are clocking in for from the drop down list.

THINGS YOU SHOULD KNOW

- All part time or non-salaried employees at Weber State use TAS to record the number of hours worked.
- Each department has at least one Timekeeper. This is the person in your department responsible for verifying your hours and monitoring your TAS activity.
- You can verify or view your hours worked in TAS. You can also view any errors that need correcting. If your record has an error, please contact your Timekeeper.



OFF CAMPUS AGENCIES

TAS can be accessed via smart phone to clock in/out **ONLY** if a signed cell phone agreement is on file prior to using your cell phone.

Your agency does not have access to your TAS records; your Timekeeper can be reached by contacting the Financial Aid Office at 801-626-7003 with any questions.

CLOCK-IN/OUT

Remember to clock out during your lunch break, if you leave for class, and at the end of your shift. You may take one 15-minute break for every 4 hours that you work without clocking out.

PPM 3-2A:

WSU policy states, "Hourly employees cannot work for the University more than 59 hours per pay period." Violation of this policy may result in termination.

In the rare instance that TAS is down, report your time worked to your Timekeeper.