Timekeeper’s Manual

for

Using the

Time and Attendance System
(TAS)
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Introduction

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

This manual explains how to use the Time and Attendance System. It replaces the old system in STAARS. The new program was designed to run in a web-based environment.

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/payroll/pyforms.htm. There is a reproducible copy of this form at the back of this manual.

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 Faculty/Staff portal

To log into the Time and Attendance System (TAS) you will need to log into the faculty/staff portal at www.weber.edu by entering your GroupWise username and password as shown in the graphics below.

[Image of login screen]
After logging into the faculty/staff portal, the following screen will appear.

Adding a TAS quick link to your purple bar

To add the TAS for Timekeepers link to the purple bar (on the left), click on the Preferences link as shown in the picture above and then click on Quick Links.
After clicking on the Quick Links tab, the following screen will appear.

Using your mouse or arrow keys, scroll down to see TAS for Timekeepers.

Click on the box to put a check mark in it and then click the submit button.
Scroll down the page again looking at the purple bar and notice that the TAS for Timekeepers link has been added in alphabetical order.

Logging into TAS

To log into TAS, click on the Time and Attendance link on your purple bar.

Clicking on the TAS for Timekeepers will put you into TAS and the following screen will appear.

To properly understand how TAS works, it’s important to know how an employee should clock in and out. This is what is explored next.
**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. A brochure containing detailed information has been created for you to give your employees. Brochures can be obtained at TAS Timekeeper training. You may also need additional brochures when you hire a new employee who needs to use TAS. Please contact Jolene Frazier in Payroll if you need additional brochures for your employees.

**Clocking In Using TAS**

For an employee to clock in using the online Time and Attendance System they must log into the student portal at [www.weber.edu](http://www.weber.edu) and click on **TAS Time Clock**. The following screen will appear.

The employee will select the department they are clocking in for by clicking on the desired option in the department drop down list (as shown below).

The employee will then click on the Clock In link to start their time in the system.
The following screen then appears showing that the clock-in process has been completed and lists the date and time.

Clocking Out Using TAS

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 log into the student portal at www.weber.edu and click on TAS Time Clock. Again, the following screen will appear.

The employee will click on the Clock Out link as shown below.

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). If the employee works for more than one department, the total hours worked for all departments is shown here.

**WSU Time and Attendance**

Status: OUT (clocked out Thu 10-Aug-2006 10:42 AM)

- Financial Aid Office
- Clock In
- View Messages (0)
- View Hours (0.1)

### Viewing Messages in TAS

Occasionally the TAS system will display messages for the employee. Messages help a timekeeper, payroll and financial aid communicate important items to the employee. For an employee to view messages, he/she will click on the View Messages link. If there are not any messages, this link will show (0).

**WSU Time and Attendance**

Status: IN (clocked in Mon 14-Aug-2006 10:18 AM)

- Financial Aid Office
- Clock Out
- ERROR - Please contact your department timekeeper
- View Messages (1)
- View Hours (0.11)

The messages will appear on the next screen with further instructions regarding steps the employee needs to take (see example below).

**WSU Time and Attendance**

Message:

- There is an error on your record, contact your department timekeeper. [Delete]

To delete a message once it’s been read, the employee simply clicks delete.
Here is a list of some of the common messages an employee might see:

- Please contact the Payroll Office ext 6038.
- Your work permit will expire soon; go to the International Student Office.
- Your work permit has expired; you cannot work until you bring a new one to Payroll.
- Your check is ready in the Payroll Office, bring photo ID.
- Please contact the Financial Aid Office ext 6799.
- There is an error on your record, contact your department timekeeper.
- An edit has been done on your record.

After viewing messages, an employee can then return to the clock in/out screen by clicking the continue link as shown below.

### WSU Time and Attendance

<table>
<thead>
<tr>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your work permit has expired; you cannot work until you bring a new one to Payroll.</td>
</tr>
<tr>
<td>Please contact the Financial Aid Office ext 6799.</td>
</tr>
</tbody>
</table>

Continue

### Viewing Hours In TAS

An employee may see the hours they have worked in the current pay period by clicking on the View Hours link as shown below.

### WSU Time and Attendance

Status: IN (clocked in Thu 13-Jul-2006 10:45 AM)

- Office of Sponsored Projects
- Clock Out
- View Messages (2)
- View Hours (1,65)
Clicking on the View Hours link will produce the screen shown below. This screen shows a listing of hours worked during the current pay period. The employee can then view his/her clock in and clock out times and hours. If more than one department is shown, there will be a subtotal for each department and then total hours worked for the pay period.

<table>
<thead>
<tr>
<th>Department</th>
<th>IN</th>
<th>OUT</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Sponsored Projects</td>
<td>Wed 12-Jul-2006 05:08 PM</td>
<td>Wed 12-Jul-2006 05:08 PM</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Thu 13-Jul-2006 08:33 AM</td>
<td>Thu 13-Jul-2006 08:50 AM</td>
<td>0.29</td>
</tr>
<tr>
<td></td>
<td>Thu 13-Jul-2006 09:17 AM</td>
<td>Thu 13-Jul-2006 10:35 AM</td>
<td>1.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal:</td>
<td>1.65</td>
</tr>
<tr>
<td>Custodial Service</td>
<td></td>
<td>Subtotal:</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>1.65</td>
</tr>
</tbody>
</table>

An employee can then return to the clock in/out screen by clicking the continue link as shown above.
Part III: Instructions For The Timekeeper

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

Maintenance Option

Making corrections to time records and changing status of department accounts in TAS.

To select the maintenance option, click on Maintenance in the drop down menu.

There are two ways to search for an employee. The first is by last name. In the box following the Maintenance drop down list, insert the last name of the employee.

Click the drop down list in the Search box and select Name Search. This will automatically redirect the page to the employee’s information.
The second way to search for an employee is by W number. To do this, enter the employee’s W number and click W# Search from the drop down list.

After doing a search for the employee, by either name 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.

**IMPORTANT!**

_The recalculate button is only used when the hours in the Department Allocation box do not match the hours in the Total Hours Current Dept. box._

- If only one index appears in the Department Allocation box, click the recalculate button. This will change the Department Allocation totals to the correct amounts.
- If multiple indexes are listed, follow the instructions below:
  - Step 1: Determine the correct hours you want in each index.
  - Step 2: Click recalculate which corrects the hours and moves them to the home index.
  - Step 3: Manually enter hours identical in Step 1 in the other indexes. Home index hours automatically adjust.

If you have questions about recalculating, contact the Payroll Office using the contact list at the end of this guide book.
Another part of the employee maintenance screen is shown below.

This shows the employee’s clock in/out times in the pay period for the department specified.
To change the home (H) index (where clock in/out hours post) or the status of an index, click the edit link.

<table>
<thead>
<tr>
<th>MOD</th>
<th>ERR</th>
<th>Date</th>
<th>IN</th>
<th>OUT</th>
<th>HRS</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td></td>
<td>Wed 06-Sep-2006 07:53 AM</td>
<td>07:53 AM</td>
<td>0</td>
<td>0</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td>Wed 06-Sep-2006 07:59 AM</td>
<td>07:59 AM</td>
<td>0</td>
<td>0</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td>Wed 06-Sep-2006 08:51 AM</td>
<td>08:51 AM</td>
<td>0.01</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td>Wed 06-Sep-2006 08:53 AM</td>
<td>08:53 AM</td>
<td>0.02</td>
<td>Wrong department</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td>Wed 06-Sep-2006 09:32 AM</td>
<td>10:32 AM</td>
<td>0.93</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

Choose the correct status for the index. “T” for terminated index, “F” for frozen index (for the rest of the pay period), “H” for home index and “–” (blank) for active index. Click save. To return without saving changes, click cancel. Only a status of H or – are active indexes. If a T or F status shows on an account, the employee cannot clock-in for that Department. The F or frozen flag 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 pay period into Banner.
Editing: Correcting an Employee’s Time

To edit an employee’s punch, click Edit on the left side of the screen.

The following screen appears:

In this example, the employee forgot to clock out, so skip the clock in drop down arrows and move to the clock out arrows.
Once the time is corrected, a comment must be entered. You may either select a comment from the drop down menu or type a custom comment in the blank box. Then click the save link. The changes then appear on the next screen. Again, if no changes are to be saved, click cancel.

**Editing: Adding a New Work Period**

To add a new work period to the employee’s time, click the New link. Select the correct information and comment and click the save link. A new work period will be added.
Editing: Deleting a Work Period

To delete a work period, click the delete link on the appropriate line.

The work period that will be deleted becomes highlighted. Click Confirm to delete the work period or Cancel to go back without deleting the work period.
Editing: Correcting Errors in TAS

If there is a ‘Y’ flag in the error column on any work period, the error must be fixed before the employee’s time can be verified. To correct the error, click on the edit link to the left of the ‘Y’, make the changes, and click save.

In the following case, Waldo forgot to clock out.

The clock-out time must be corrected to the actual departure time (less than a 12 hour interval) and a comment must be selected. Then click save to make the changes.
The box no longer shows a ‘Y’ in the error column, so the time may now be verified.

**Verifying Time**

**Required before department 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 Time and Attendance System home page, the drop-down list shows the different options available as shown below. Select Verify.

The following page appears.
To verify the time for a pay period, click on the pay period drop down arrow and click on the appropriate pay period. This will show all the employees who have clocked-in for that pay period. For each employee, check the hours and look for errors. When everything is correct, click the Verify button on the right side of the screen. Instructions for correcting errors follow.

To correct an error, click on the employee’s name. This will route you back to the maintenance screen (see page 19 “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 drop down menu.

This screen shows the days the employee clocked in/out and on which index, position, and suffix, and if they are presently at work there will be no out-punch.
**Phone Summary**
For monitoring the phone and/or computer location used to clock in/out

Select Phone Summary from the Drop Down list.

The following screen appears.

This screen shows the telephone numbers or IP addresses of the computers used by employees to clock in/out. If a clock in/out time was entered by the Timekeeper, a ‘TK Edit’ will appear in the location column.

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

*Except for very unique circumstances, it is strongly recommended that using cell phones for clock in/out not be allowed.*
How to Look UP an IP Address
For determining which computer was used to clock in/out

It is recommended that you designate computer(s) from which to clock in/out.

You may 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. Most computers on campus use Internet Explorer. You can click on the small blue ‘e’ icon from your desktop or go to the program menu and select Internet Explorer.

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.

Click on the “X” to close the window.
Pay Period Summary
For verifying that employee hours will be paid from the desired index

Select Pay Period Summary from the drop down list.

This screen displays each employee that has clocked into an index with their position, suffix and total hours. It also shows total hours for each index within the department and for the department.

Part IV: Forms
This section contains the form necessary to gain access to the Time and Attendance System. New Timekeepers need to fill out this form and submit it to the Payroll Office. It also contains a copy of the 'Time Worked Log' for use by employees when TAS is down or also for use by a new employee until he/she is set-up to use TAS.
The employee below requests access privileges to the Time and Attendance System for the department(s) listed and understands that all information on this system is sensitive. There are significant penalties for inappropriate release of sensitive information to anyone not having a business-related “need to know.”

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Extension</th>
<th>W</th>
<th>Mail Code</th>
<th>W Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature ______________________ Date ____________

Who does this employee replace? __________________________________________

**HOURLY/WORKSTUDY EMPLOYEES WILL NOT BE GIVEN THE VERIFY PRIVILEGE**

<table>
<thead>
<tr>
<th>5 DIGIT ORG CODE</th>
<th>Department Name</th>
<th>Privilege (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: If you need to provide additional information, please attach another sheet of paper. A “Y” or “N” must be entered in each column for each organization code listed.

**APPROVAL**

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
<th>Dean/Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Payroll Office Use Only**

Date Access Given: ___________ By Whom: _______________________________

Date Employee Notified: ______________
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee W Number</th>
<th>Time In</th>
<th>Time Out</th>
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</thead>
<tbody>
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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
Jennifer Evans 626-8534 jevans3@weber.edu Training
Cherrie Nelson 626-7496 cgnelson@weber.edu Training
Ben Read 626-6602 bread@weber.edu Payroll

How do I Print from TAS?

At any point during your use of TAS, you may print the screen you are viewing. Printing a screen in TAS is the same as printing from any website. However, you will want to make sure you are printing in a ‘landscape’ orientation so what is displayed on your computer screen will fit on the printed page.

To change your printing orientation to ‘landscape,’ do the following:

1. From your Internet Explorer toolbar at the top of the screen, select ‘File.’
2. Next, select ‘Page Setup.’
3. Choose the ‘Landscape’ orientation by clicking on the appropriate radio button and then hit OK.

To print the screen you are viewing you may either go to ‘File’ and then ‘Print’ from the main toolbar, or just click on the printer icon on the standard buttons toolbar.

What if TAS goes down?

The new 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.’ A reproducible copy of this form can be found in Part IV: Forms.