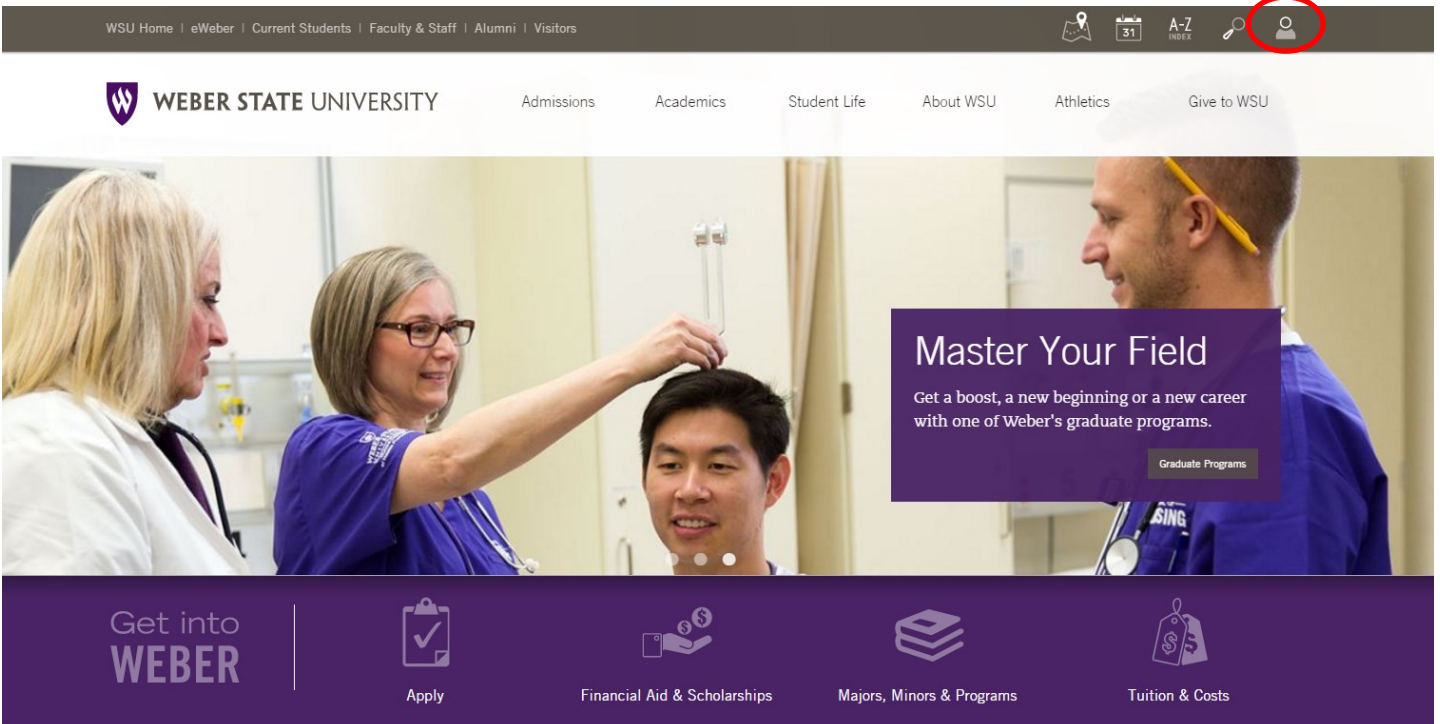# TAS Time Clock—Quick Guide

1. To access TAS Time Clock, you will need to sign into the eWeber portal.

Alternately, TAS Time Clock can be accessed directly at **weber.edu/TAS**


If any issues occur while logging in, links to the IT Support Desk are on the right side of the screen.

If you do not have a password or have forgotten your password you will need to go to the Password Self-service screen to by clicking, "Forgot your password?" to update your password.
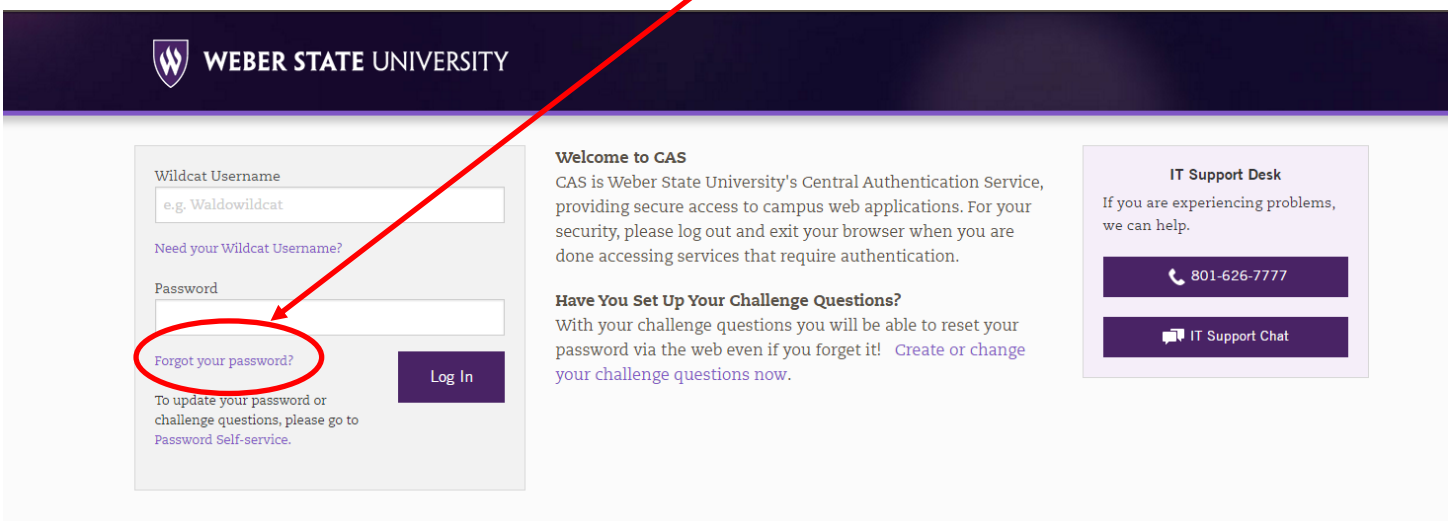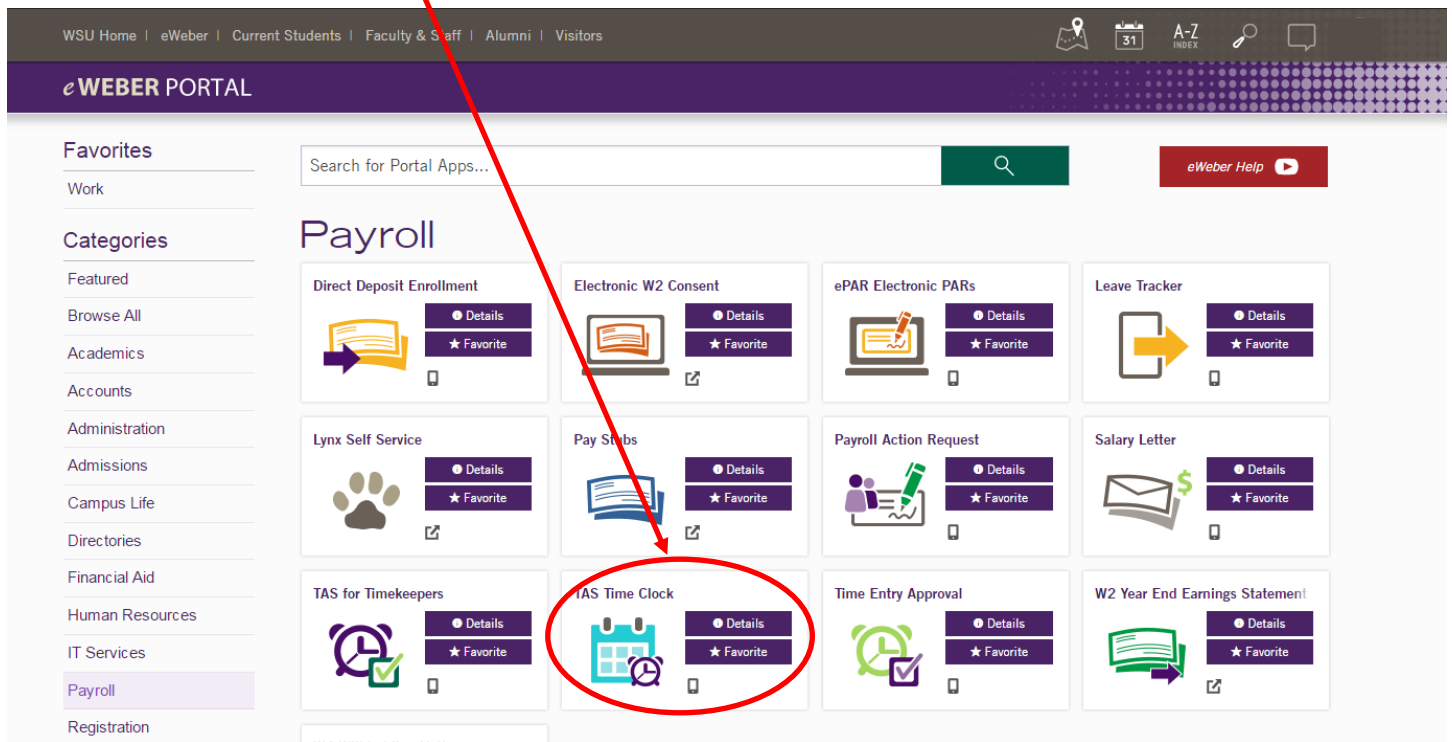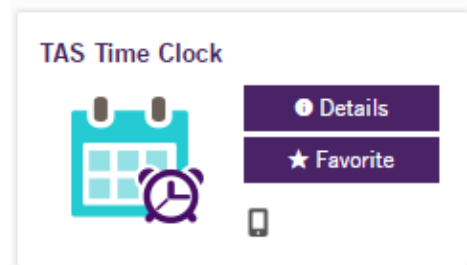
TAS Time Clock—Quick Guide

2. Once signed into the eWeber portal, TAS Time Clock can be found under the Payroll category or by using the search bar.
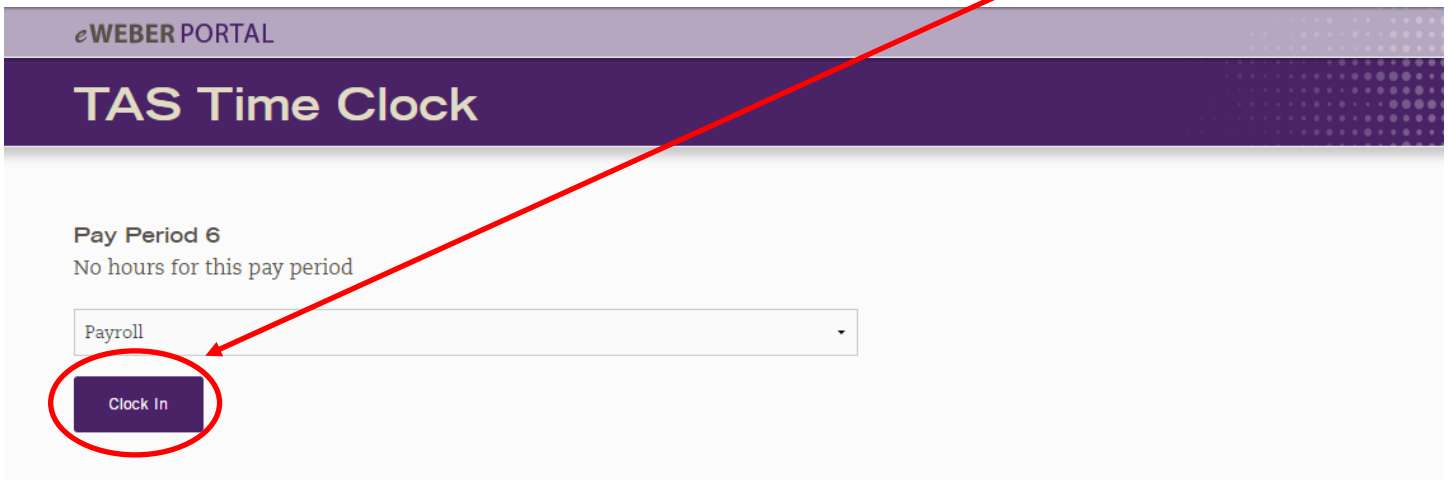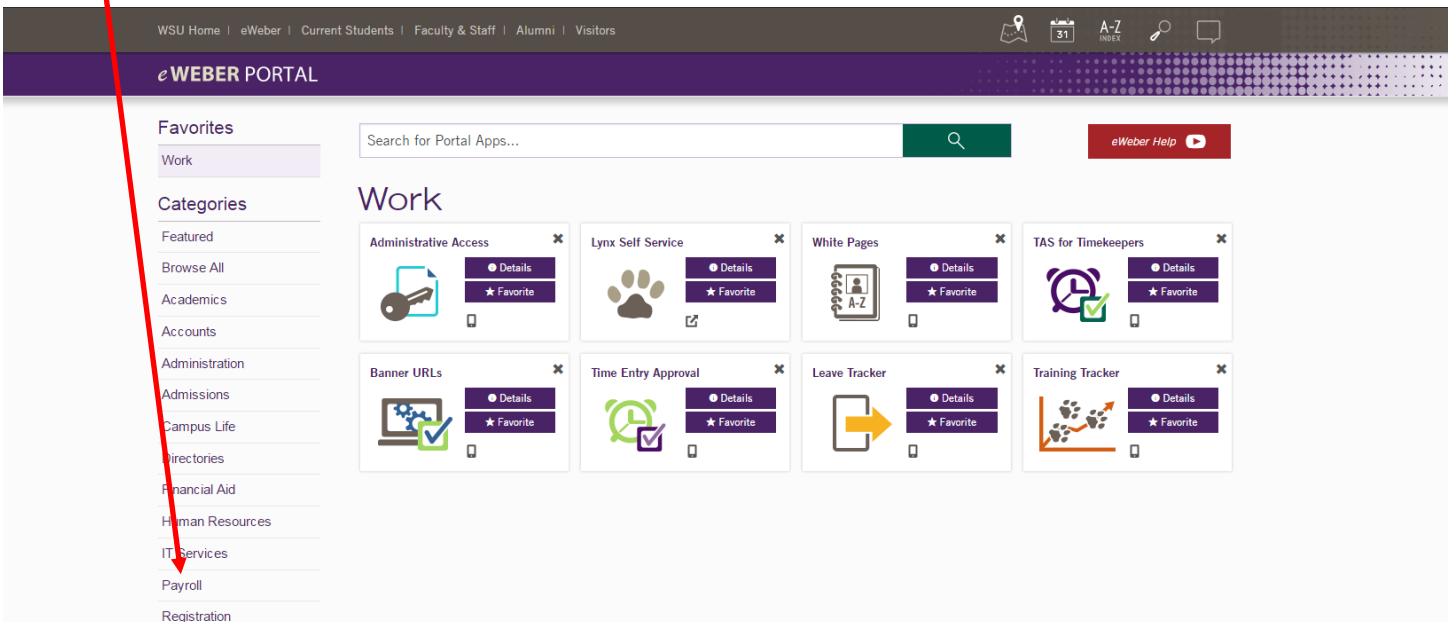

3. Click on TAS Time Clock.

TAS Time Clock—Quick Guide

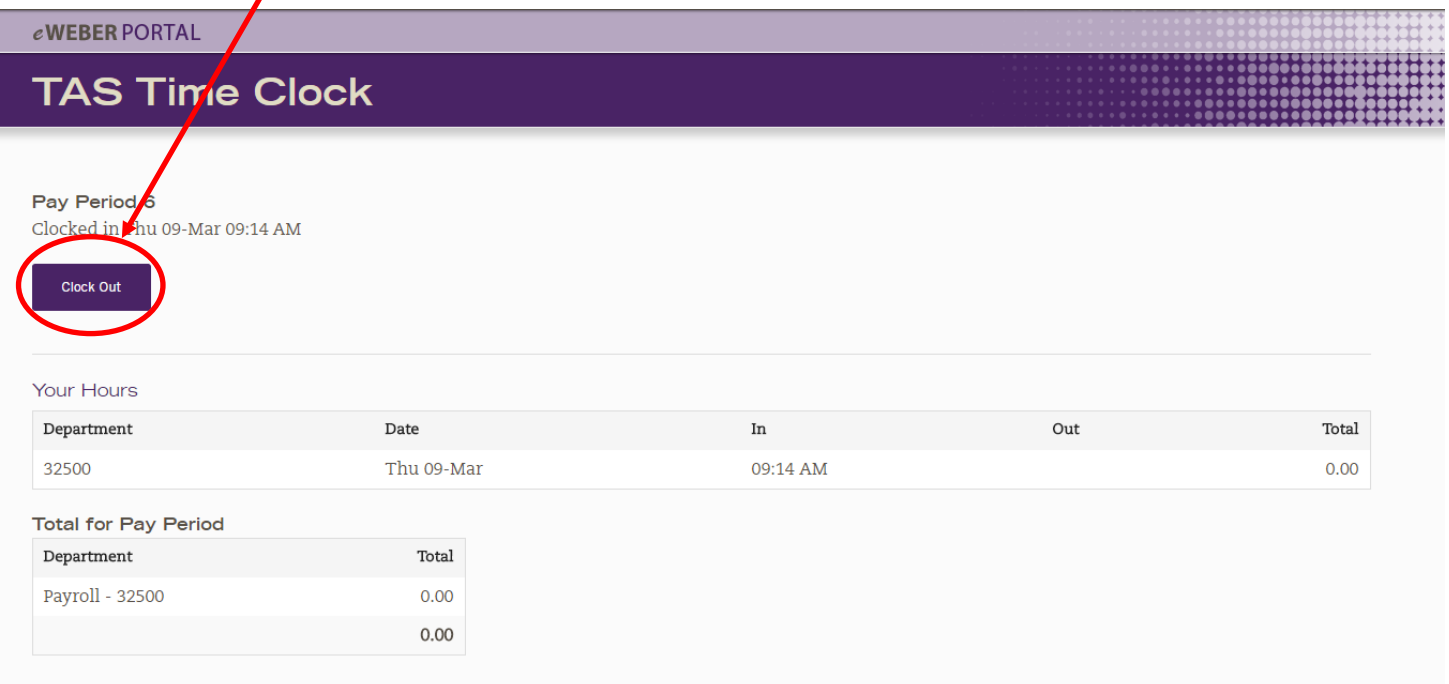4. In TAS Time Clock the option to Clock In will appear

If you work in multiple departments, a drop down menu will allow you to select the job you are clocking in for.

5. Once the correct department is selected, you can then click Clock In. You are now clocked in.

6. When you need to clock out, the same process can be followed to access TAS Time Clock. The option to Clock Out will now appear instead of Clock In.

This screen will also display all of the clock in and clock out times for the entire pay period, as well as the total hours worked during the pay period.