



# WEBER STATE UNIVERSITY

## **Timekeeper's Manual Time and Attendance System (TAS)**

## Table of Contents

**Introduction.....page 3**

**Part I: Instructions for the Hourly Employee.....page 4-6**

*Logging into the eWeber portal  
Locating the TAS channel  
Clocking In/Out Using TAS  
Viewing Hours in TAS*

**Part II: Instructions for the Timekeeper.....page 7-17**

*Maintenance Option  
Department Allocation  
Editing an Employee's Time  
Adding a new punch  
Deleting a punch  
Correcting Errors in TAS  
Verifying Time At Work Screen  
Phone Summary  
How to Look Up an IP Address  
Pay Period Summary*

**Forms and FAQS.....page 18**

*Time and Attendance System Access Request Form  
Cellphone Use  
TAS Brochure  
Contact Information*

## **Introduction**

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

This manual explains how to use the Time and Attendance System (TAS).

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.

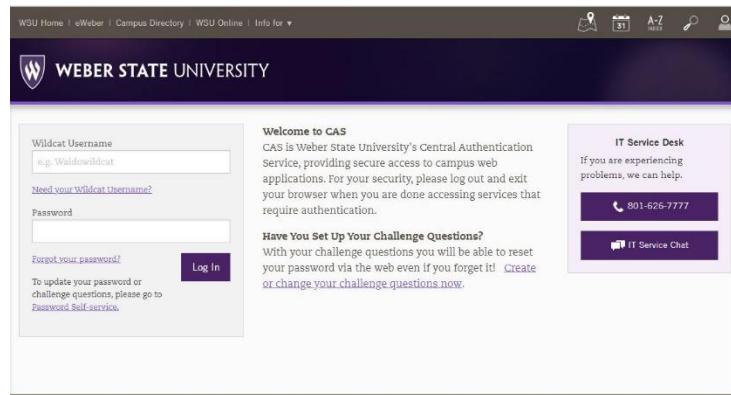
Access to this system is password protected for limited availability to privileged information. Timekeepers must request permission to use the system through the Payroll Office by completing the "Time and Attendance System Access Request Form" found at <http://www.weber.edu/financialservices/Forms.html#Payroll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

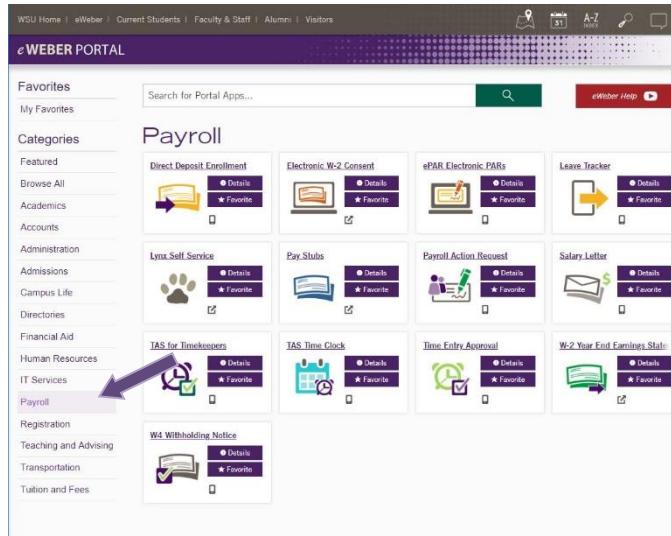
### Logging into the eWeber Portal

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. Make sure to use the WSU Secure wireless network



### Locating the TAS Channel

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

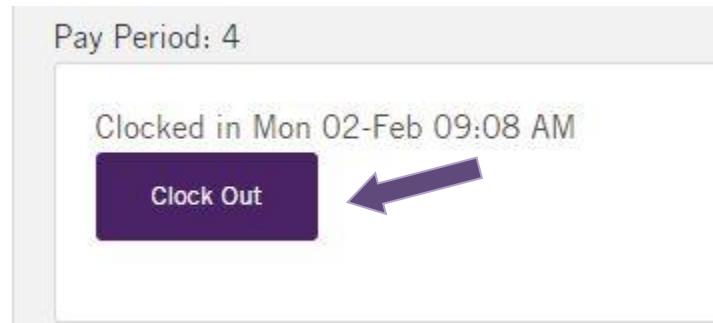


Next, click on TAS Time Clock.



## 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).

A screenshot of the TAS Time Clock interface with several annotations:

- EMPLOYEE NAME:** Pay Period: 4 (highlighted with an orange box and an arrow pointing to the "Current Pay Period" label).
- Current Pay Period:** Clocked in Mon 02-Feb 09:08 AM (highlighted with an orange box and an arrow pointing to the "Pay Period: 4" label).
- Complete record of time worked in the pay period, organized by punch:** A green box containing a table of worked hours.
- Your Hours:** A green arrow points to the table below.
- Most recent activity:** A blue box containing the total hours for the pay period.
- Total hours worked in the pay period listed by department:** A red box containing the table of hours by department.

Department	In	Out	Total
32500	Tue 27-Jan 08:53 AM	Tue 27-Jan 02:03 PM	5.17
32500	Wed 28-Jan 08:45 AM	Wed 28-Jan 02:12 PM	5.45
32500	Thu 29-Jan 09:10 AM	Thu 29-Jan 02:10 PM	5.00
32500	Mon 02-Feb 09:08 AM		0.00

Department	Total
NAME OF DEPARTMENT	15.62
	15.62

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.

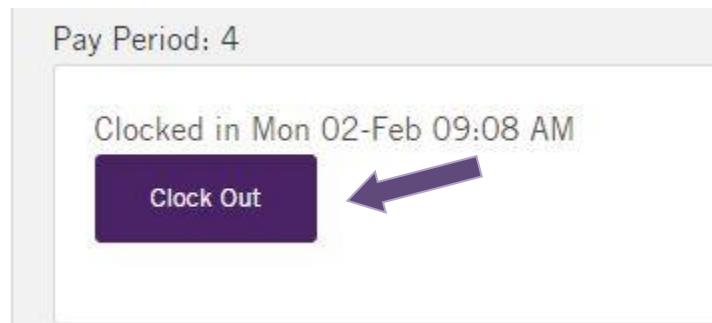
The "Your Hours:" section is then updated to show that the clock in process has been

completed and lists the date and time without a clock out entry.

<b><u>Your Hours:</u></b>			
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.



NOTE: TAS can be accessed via smartphone/personal computer to clock in/out ONLY if a signed cellphone agreement is on file prior to clocking in/out.

## Part II: Instructions for the Timekeeper

While TAS Time Clock is an app 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.

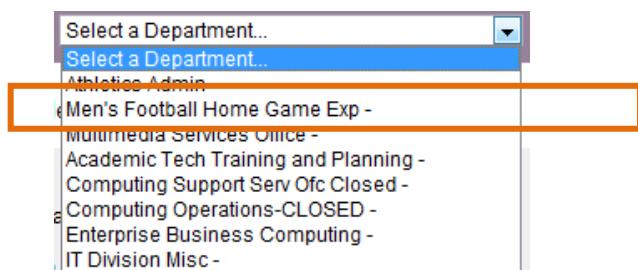


### Maintenance Option

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

A screenshot of the 'TAS for Time Keepers' maintenance screen. The top navigation bar includes a 'Maintenance' link, a 'Select a Department...' dropdown menu, date and time filters, and search functions. The main content area displays a greeting 'Hi' and a message 'Please select from the options above...'. A red arrow points to the 'Select a Department...' dropdown menu.

There are several options for finding an employee from this screen. You can view an entire department at one 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.

Select	W99999999	Wildcat, Waldo	S00001	01	4.24
--------	-----------	----------------	--------	----	------

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.

**TAS for Time Keepers**

Maintenance ▾ Select a Department... ▾ 2018 ▾ 04-AUG to 17-AUG (17) ▾ or green, er Search Help

Back to List of Employees Verified  
C  
Uploaded

Daily Totals Ogn Correction

Total Hours All Depts			Total Hours This Dept			Department Allocation									
Department	Reg	OT	Week One:	8.02	Week Two:	0.00	Pay Period:	8.02	WSL	Status	Index	Position	Suffix	Rate	Hours
Adjunct Hours	0.00	0.00													
Payroll	8.02	0.00													
Total:	8.02														

Add a punch

Punches

Date	In	Location	Type	Out	Location	Type	Total	Comment
Mon 06-Aug	07:58 AM	2001:1948:212:64	Emp	04:00 PM	137.190.91.73	Emp	8.02	Delete

This shows the total hours an employee has worked in each department.

This box shows the status, index number, hourly rate, and total hours worked at each rate in this department.

This shows the employee’s clock in/out times in the pay period for the department specified.

## 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.

### Department Allocation

WSL	Status	Index	Position	Suffix	Rate	Hours
<a href="#">Edit</a>		H	S00001	00	9.50	8.02

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

S00001 00 -

I want to change the status to

Home

Change Status Cancel

\* Be sure to choose 'Terminate' on ALL positions to stop an employee from clocking in or out

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).
- “**Frozen**” status shows on an account, the employee cannot clock in for that Department. The “Frozen” status resets every pay period.

To return without saving changes, click the “Cancel” button.

## 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.

Punches									
Date	In	Location <small>i</small>	Type	Out	Location <small>i</small>	Type	Total	Comment	
Mon 06-Aug	07:58 AM	2001:1948:212:64	Emp	04:00 PM	137.190.91.73	Emp	8.02		Delete

The following box will appear with the information from the time punch you selected.

Editing time for Mon 06-Aug

Current Time In: 07:58 AM

Current Time Out: 04:00 PM

Time In

07 : 58  AM  PM

Time Out

04 : 00  AM  PM

Enter a Comment

or Select a Comment

Select a comment...

**Submit Changes** **Cancel**

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 punch

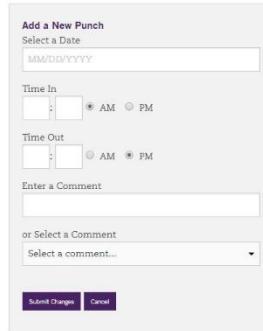
To add a new punch to the employee's time, click the "Add a Punch" button located to the left and above the list of all punches for this department.



The screenshot shows a software interface for managing punches. At the top left is a purple button with the text "Add a punch" in white. Below it is a table titled "Punches" with the following columns: Date, In, Location, Type, Out, Location, Type, Total, and Comment. A single row of data is shown: Date is "Mon 06-Aug", In is "07:58 AM", Location is "2001:1948:212:64", Type is "Emp", Out is "04:00 PM", Location is "137.190.91.73", Type is "Emp", Total is "8.02", and Comment is empty. There is a "Delete" link at the end of the row.

Punches									
Date	In	Location	Type	Out	Location	Type	Total	Comment	
Edit	Mon 06-Aug	07:58 AM	2001:1948:212:64	Emp	04:00 PM	137.190.91.73	Emp	8.02	<a href="#">Delete</a>

The below box will appear.



The dialog box is titled "Add a New Punch" and contains the following fields: "Select a Date" (MM/DD/YYYY input field), "Time In" (input field with dropdown for AM/PM), "Time Out" (input field with dropdown for AM/PM), "Enter a Comment" (text input field), and "or Select a Comment" (dropdown menu). At the bottom are "Submit Changes" and "Cancel" buttons.

Add a New Punch  
Select a Date  
MM/DD/YYYY  
Time In  
Time Out  
Enter a Comment  
or Select a Comment  
Select a comment...  
Submit Changes Cancel

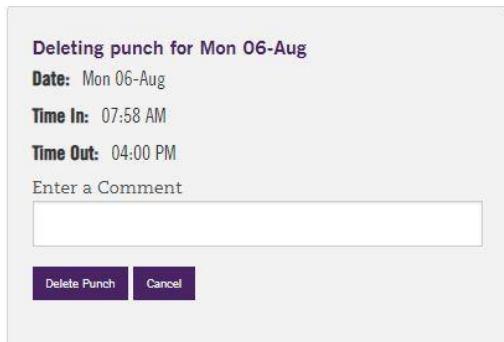
Type in the correct information, including a comment (or select from the drop down menu) and click the "Submit Changes" button. A new time punch will now be added. To return without adding a new punch, click the "Cancel" button.

## Deleting a punch

To delete a punch, click the “Delete” link to the far right on the appropriate line.

Punches									
Date	In	Location 	Type	Out	Location 	Type	Total	Comment	
Edit	Mon 06-Aug	07:58 AM	2001:1948:212:64	Emp	04:00 PM	137.190.91.73	Emp	8.02	<a href="#">Delete</a>

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.

## Correcting Errors in TAS

If there is an error on a punch, an error message will appear.

Punches								
Date	In	Location 	Type	Out	Location 	Type	Total	Comment
<a href="#">Edit</a>  Wed 08-May	07:24 AM	2600:100e:b13f:48df:2026:90cc:63a9:671b	Emp				0.00	<a href="#">Delete</a>

The error must be fixed before the employee's time can be verified. To correct the error, click on the red "Edit" link on the left side of the punch. The following box will then appear.

Editing time for Mon 06-Aug

Current Time In: 07:58 AM

Current Time Out: 04:00 PM

Time In

07	:	58	<input checked="" type="radio"/> AM	<input type="radio"/> PM
----	---	----	-------------------------------------	--------------------------

Time Out

04	:	00	<input type="radio"/> AM	<input checked="" type="radio"/> PM
----	---	----	--------------------------	-------------------------------------

Enter a Comment

or Select a Comment

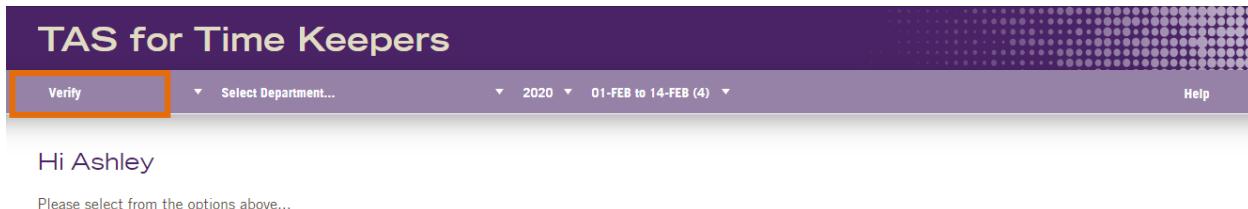
[Submit Changes](#) [Cancel](#)

Make the changes, and click the "Submit Changes" button. To return without making any edits, click the "Cancel" button. There is no longer an error. 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.

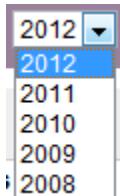
From the upper left most drop down menu select “Verify.” The following screen will appear.



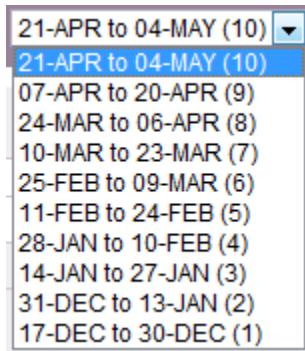
From the second drop down menu, select the department for which you would like to verify.



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.

Verify		Athletics Admin - 34000		2020		01-FEB to 14-FEB (4)		Help									
<b>Verify Hours</b>																	
Unable to verify until all errors are fixed																	
Name	Position	Suffix	TAS Hours	Adjunct Hours	Other Hours	Total Hours	Errors	Acknowledge Over 59 									
Select		H00001	00	0.00	0.00	0.00	0.00										
Select		H00001	01	15.34	0.00	0.00	15.34										
Select		W00001	00	3.40	0.00	0.00	3.40										

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

Select		H00001	00	14.18	0.00	0.00	14.18	clocked in	<input type="checkbox"/>
Select		H00001	00	12.07	0.00	0.00	12.07	clocked in	<input type="checkbox"/>

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.

Verify Checklist: *These are things that should be checked before clicking the verify button*

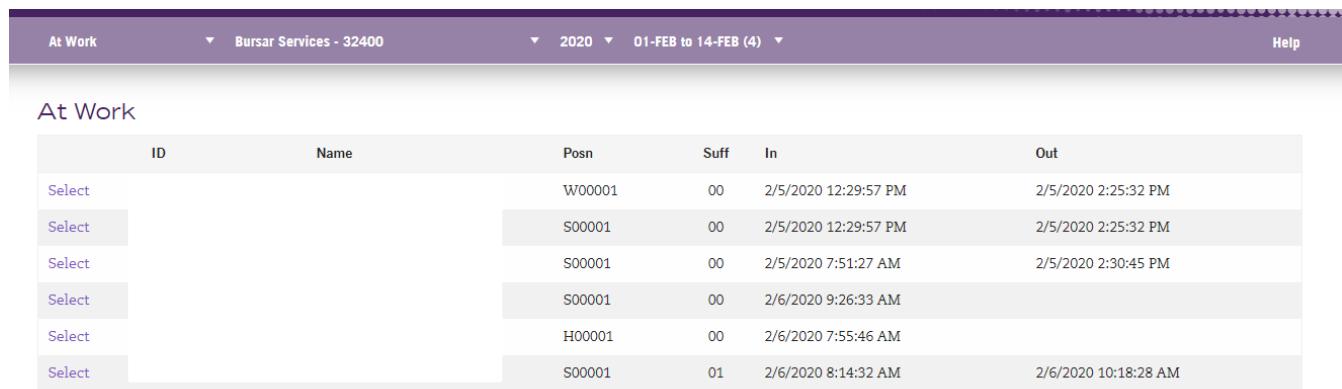
- Did all employee clock in and out at the correct times?
- Do any employees have errors?
- Did any employees work over 59 hours and violate the ACA Policy (if yes, must check the box to acknowledge)
- Are all employees being paid the correct hourly rate?
- Are all employees being paid from the correct index?
- Is the Home “H” account on the right position and org?

## 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.



The screenshot shows a software interface titled "At Work" with a purple header. The header includes dropdown menus for "At Work", "Bursar Services - 32400", "2020", and "01-FEB to 14-FEB (4)". A "Help" link is also in the header. The main area is titled "At Work" and contains a table with the following data:

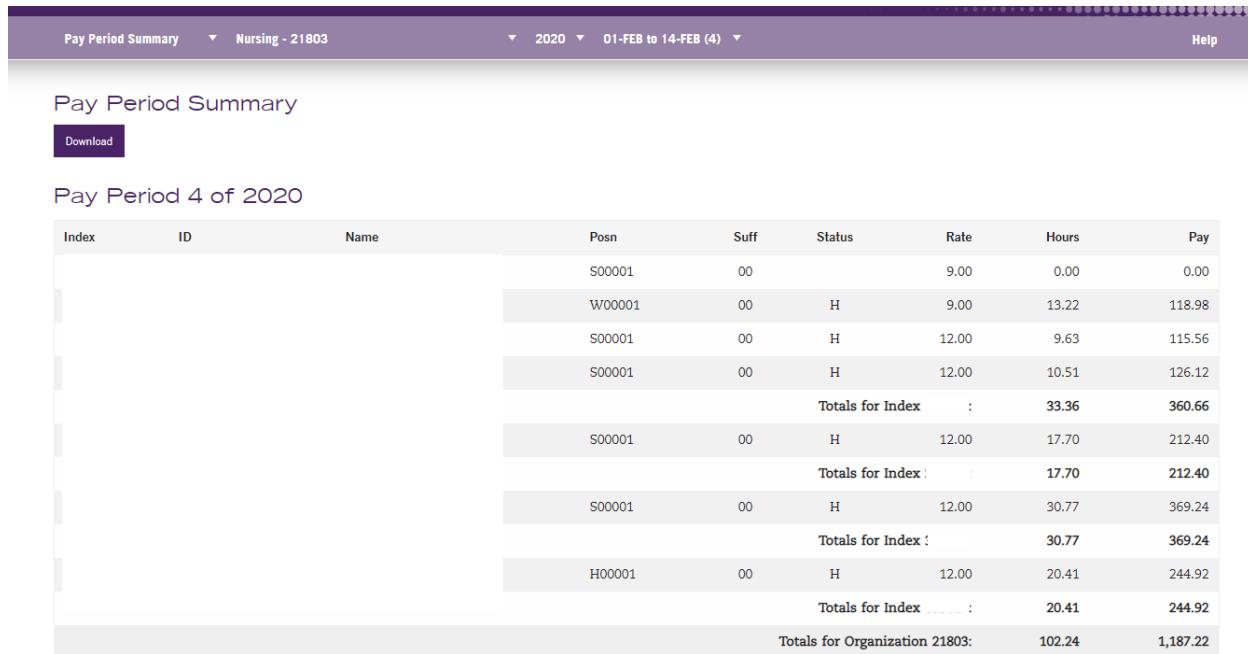
ID	Name	Posn	Suff	In	Out
Select		W00001	00	2/5/2020 12:29:57 PM	2/5/2020 2:25:32 PM
Select		S00001	00	2/5/2020 12:29:57 PM	2/5/2020 2:25:32 PM
Select		S00001	00	2/5/2020 7:51:27 AM	2/5/2020 2:30:45 PM
Select		S00001	00	2/6/2020 9:26:33 AM	
Select		H00001	00	2/6/2020 7:55:46 AM	
Select		S00001	01	2/6/2020 8:14:32 AM	2/6/2020 10:18:28 AM

## 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.



The screenshot shows a software interface for a Pay Period Summary report. The top navigation bar includes 'Pay Period Summary', 'Nursing - 21803', '2020', '01-FEB to 14-FEB (4)', and 'Help'. Below the navigation is a 'Pay Period Summary' section with a 'Download' button. The main content is titled 'Pay Period 4 of 2020' and displays a table of employee data. The table columns are: Index, ID, Name, Posn, Suff, Status, Rate, Hours, and Pay. The data shows multiple entries for employee S00001 across different shifts (W00001, S00001, S00001) and pay rates (9.00, 12.00). Totals are provided for each index and for the organization as a whole.

Index	ID	Name	Posn	Suff	Status	Rate	Hours	Pay
			S00001	00		9.00	0.00	0.00
			W00001	00	H	9.00	13.22	118.98
			S00001	00	H	12.00	9.63	115.56
			S00001	00	H	12.00	10.51	126.12
					Totals for Index :	33.36		360.66
			S00001	00	H	12.00	17.70	212.40
					Totals for Index :	17.70		212.40
			S00001	00	H	12.00	30.77	369.24
					Totals for Index :	30.77		369.24
			H00001	00	H	12.00	20.41	244.92
					Totals for Index :	20.41		244.92
					Totals for Organization 21803:	102.24		1,187.22

## Forms

### **TAS Access Request Form**

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

### **TAS Employee Guide**

<https://www.weber.edu/wsuimages/payroll/pdfs/tas/TAS.pdf>

### **TAS Cell Phone Computer Use Agreement**

<https://www.weber.edu/wsuimages/financialservices/Forms/Payroll/TAS%20Cell%20Phone%20Non%20Computer%20Use%20Agreement.pdf>

## Hourly Payroll Contact Information

Daelen McCumber	Hourly Payroll Team Leader	801-626-6736	daelenmccumber@weber.edu
Shelley Payne	Hourly Payroll Technician	801-626-8878	shelleypayne@weber.edu