WEBER STATE UNIVERSITY

Timekeeper's Manual
Time and Attendance System
(TAS)

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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.

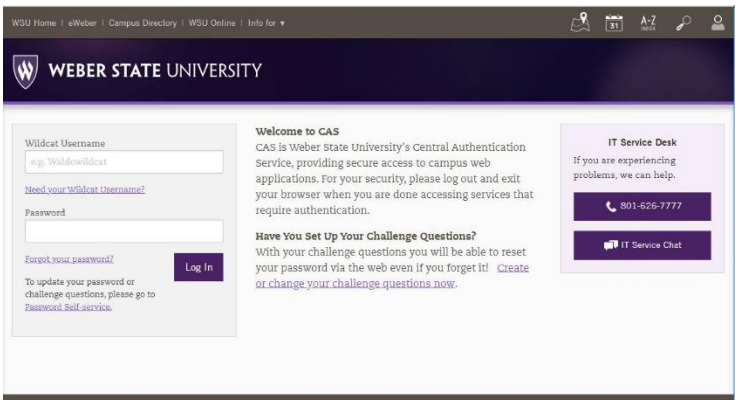
Access to this system is password protected for limited availability to privileged information. Timekeepers must request permission to use the system through the Payroll Office by completing the “Time and Attendance System Access Request Form” found at *http://www.weber.edu/financialservices/Forms.html#Payroll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

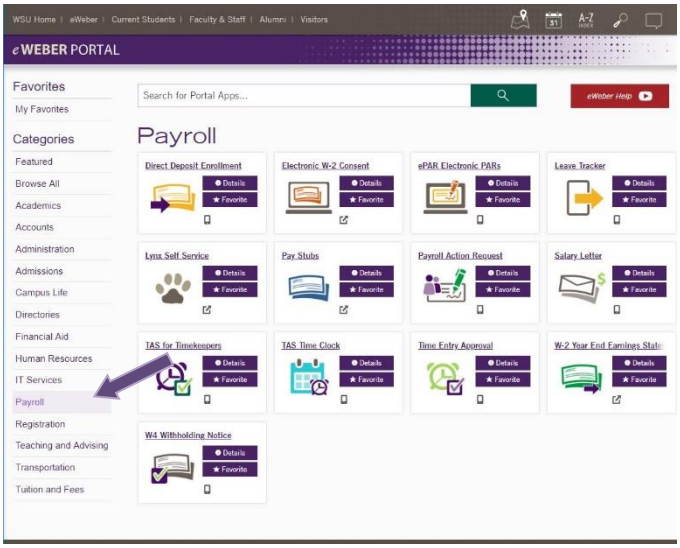
Logging into the eWeber Portal

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

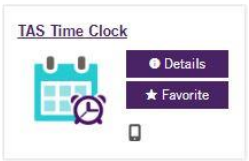


Locating the TAS Channel

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

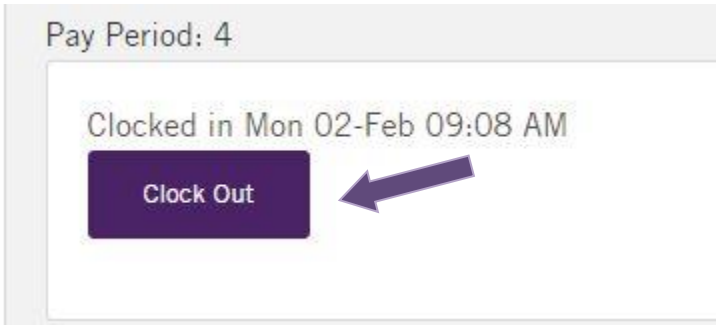


Next, click on TAS Time Clock.

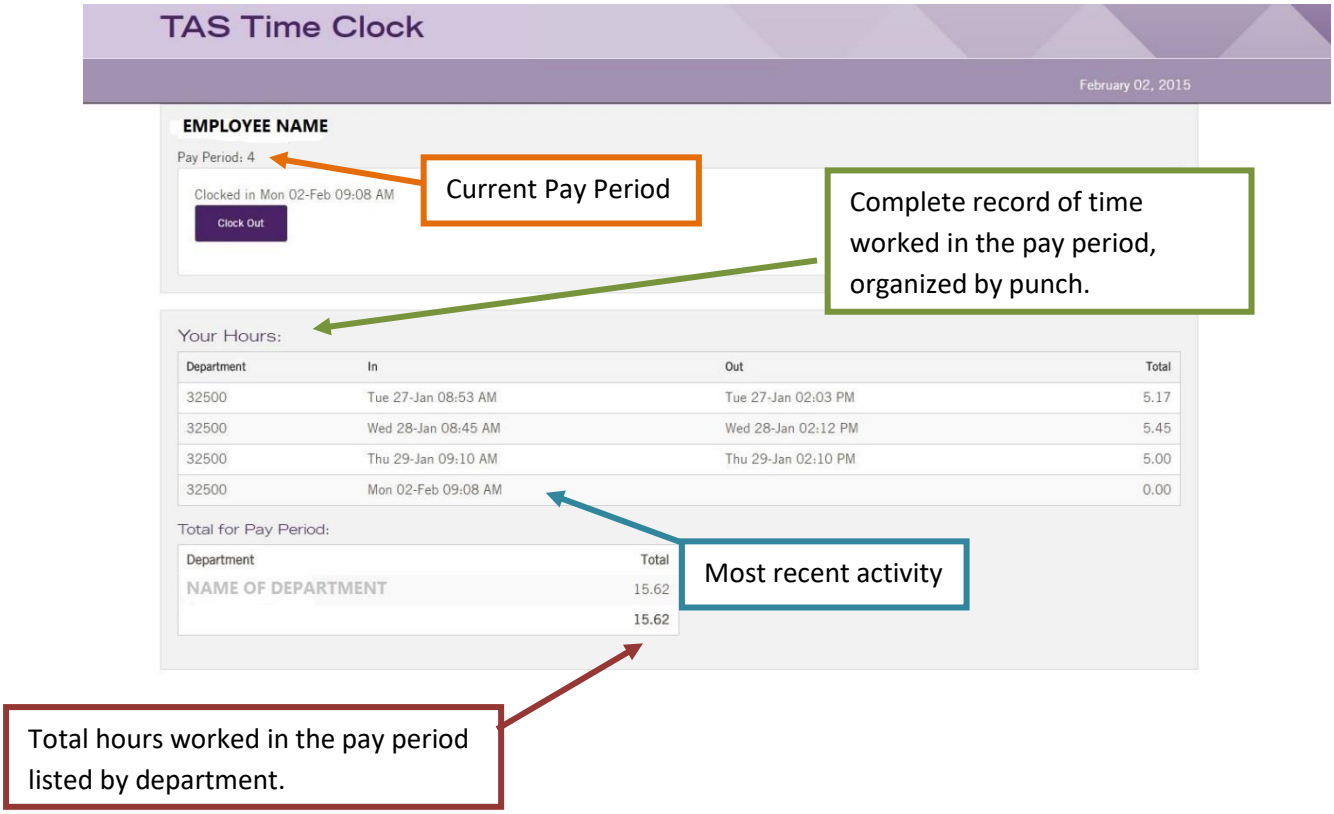


Clocking in Using TAS (On the Web):

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).



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

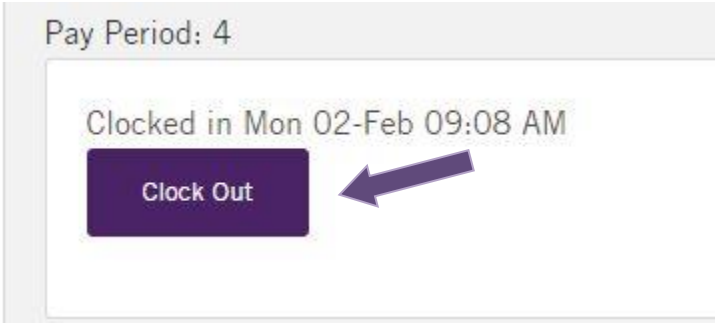
completed and lists the date and time without a clock out entry.

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.



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.

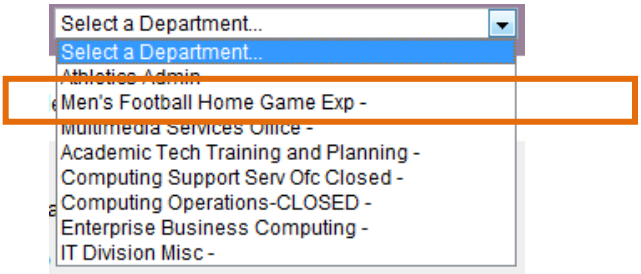
Part II: Instructions for the Timekeeper

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.

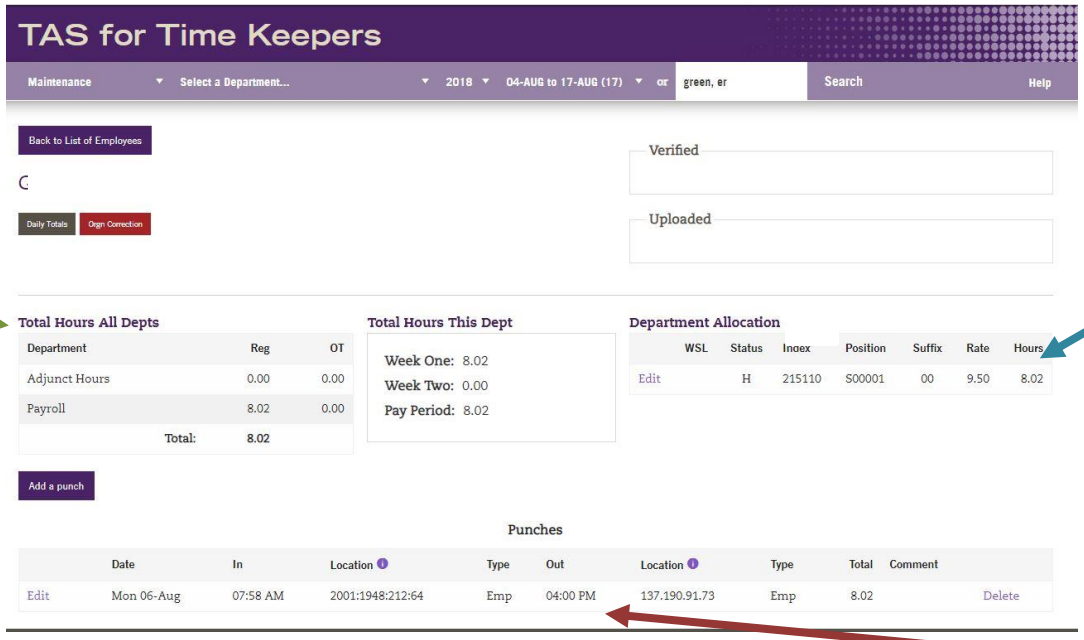
There are several options for finding an employee from this screen. You can view an entire department at one time by picking the appropriate department from the next drop down menu as shown below.



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

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.



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.

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

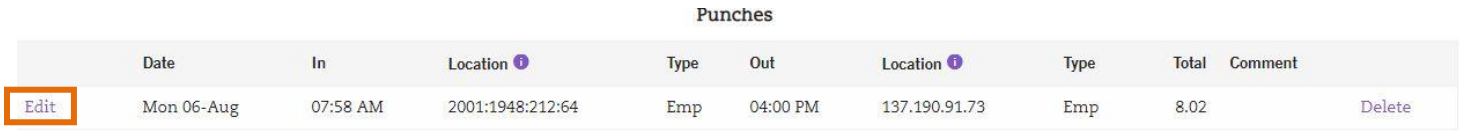
Choose the correct status for the index from the drop down menu.

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

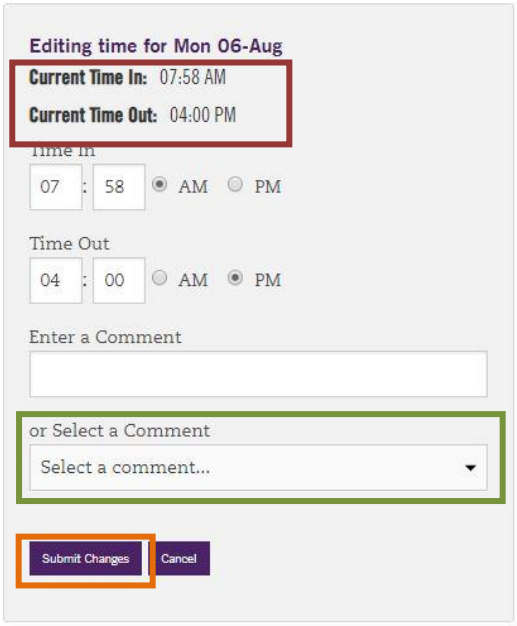
To return without saving changes, click the “Cancel” button.

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.



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

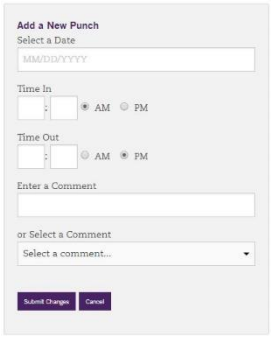


Enter the corrected times in the "New Time" section. A comment is required by either typing in a custom comment (which will appear in the drop down menu from then on) or select from the current drop down menu. Click the "Submit Changes" button. The selected time punch will now be updated with your edits.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

Adding a new 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 below box will appear.

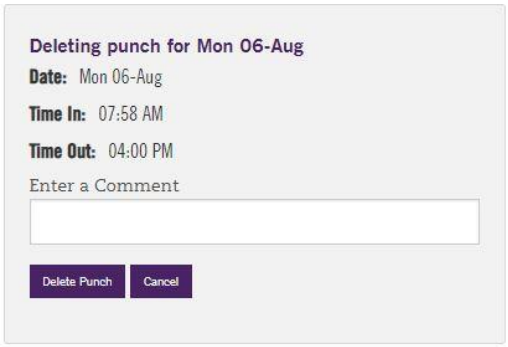


Type in the correct information, including a comment (or select from the drop down menu) and click the "Submit Changes" button. A new time punch will now be added. To return without adding a new punch, click the "Cancel" button.

Deleting a punch

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

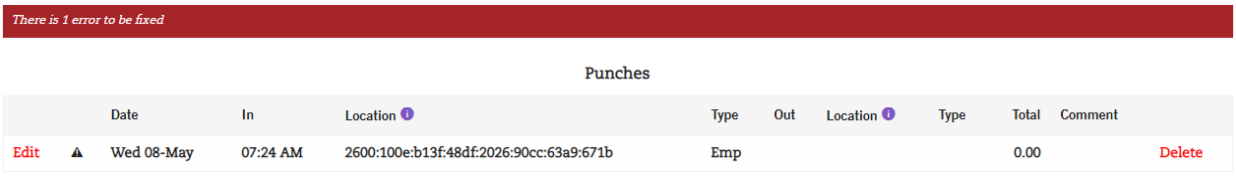
The following box will then appear.



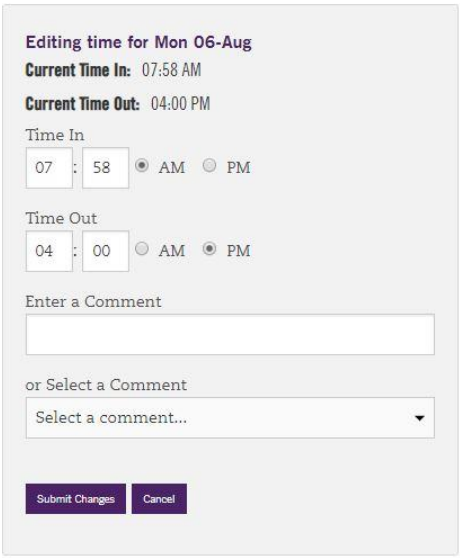
Enter the appropriate comment and click the “Delete Punch” button. The entire punch will now be removed from the employee’s list and the hours will be adjusted accordingly. To return without deleting the punch, click the “Cancel” button.

Correcting Errors in TAS

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



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.

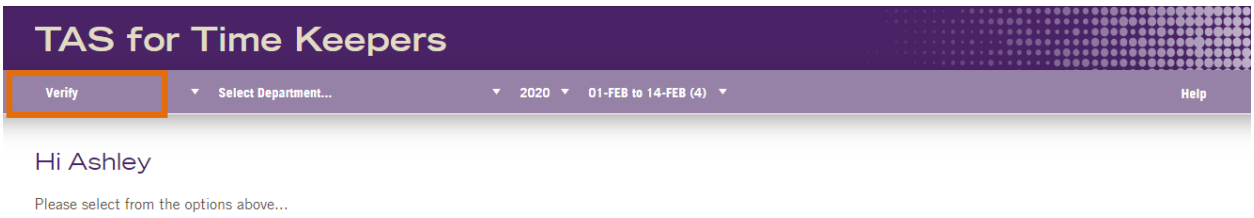


Make the changes, and click the "Submit Changes" button. To return without making any edits, click the "Cancel" button. There is no longer an error. The time for this employee may now be verified.

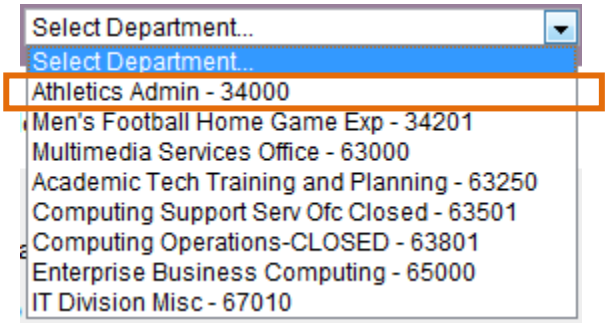
Verifying Time

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.

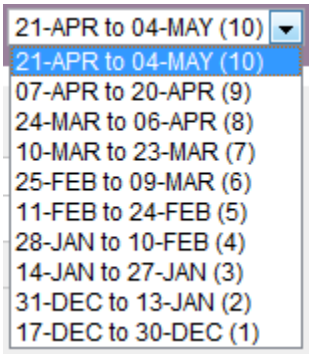


From the second drop down menu, select the department for which you would like to verify.

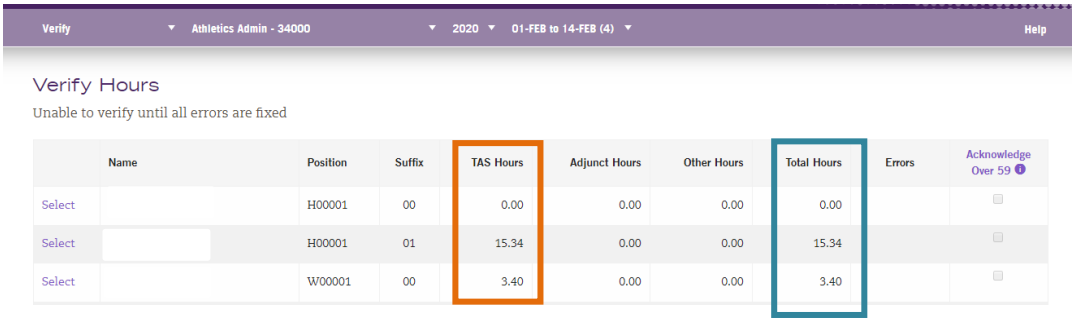


Confirm that you have the correct calendar year (NOT fiscal year) in the next drop down menu.

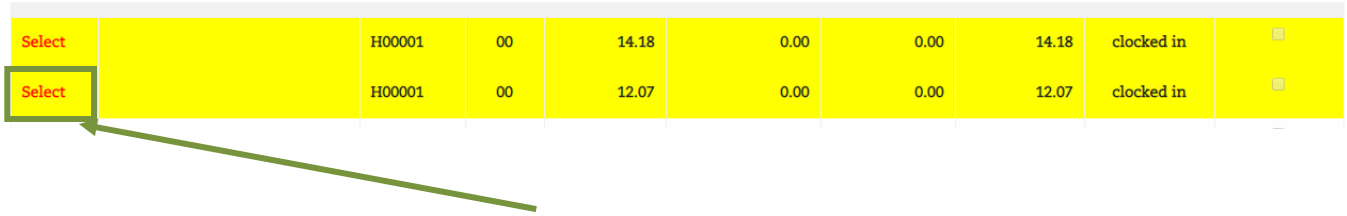
In the final drop down menu, select the pay period for which you are currently verifying.



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.



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.

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

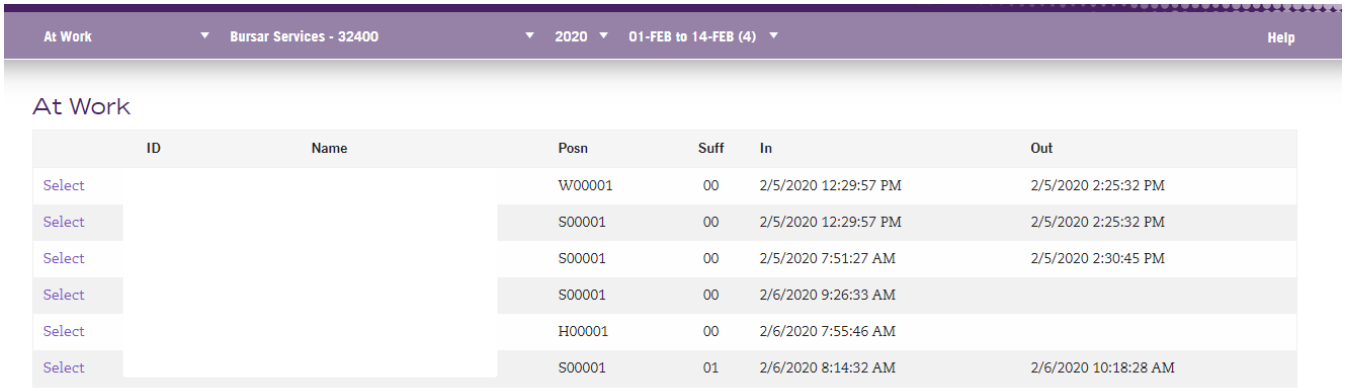
- Did all employee clock in and out at the correct times?
- Do any employees have errors?
- Did any employees work over 59 hours and violate the ACA Policy (if yes, must check the box to acknowledge)
- Are all employees being paid the correct hourly rate?
- Are all employees being paid from the correct 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.

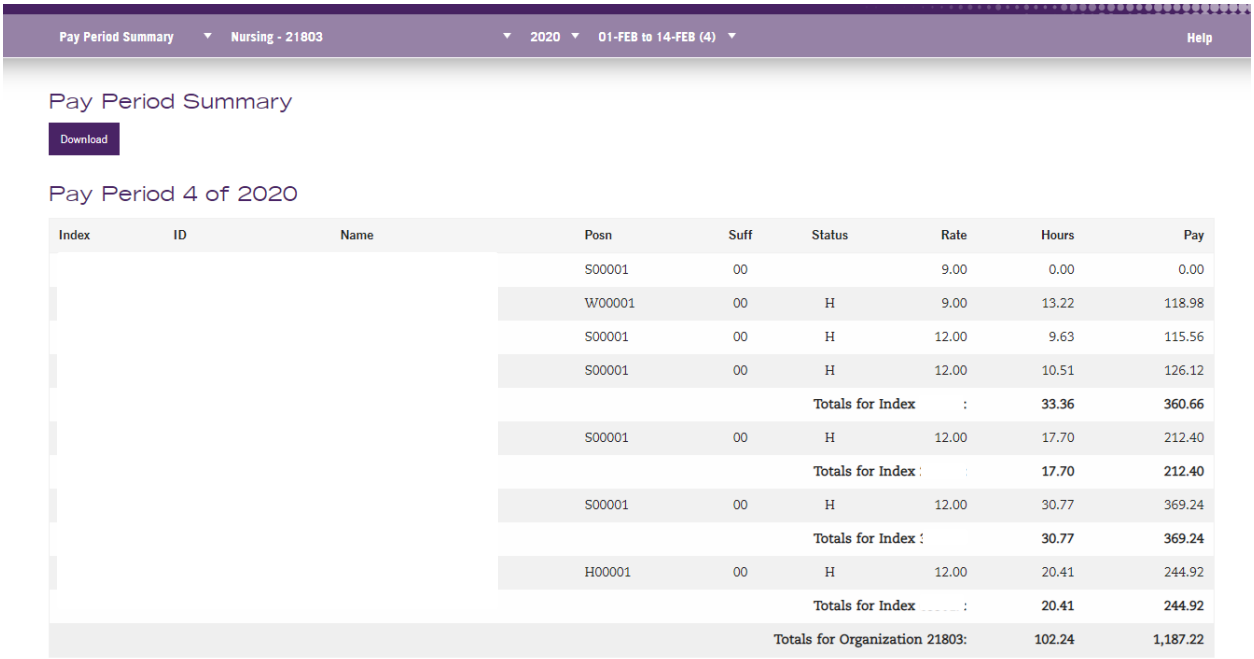


Pay Period Summary

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	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

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