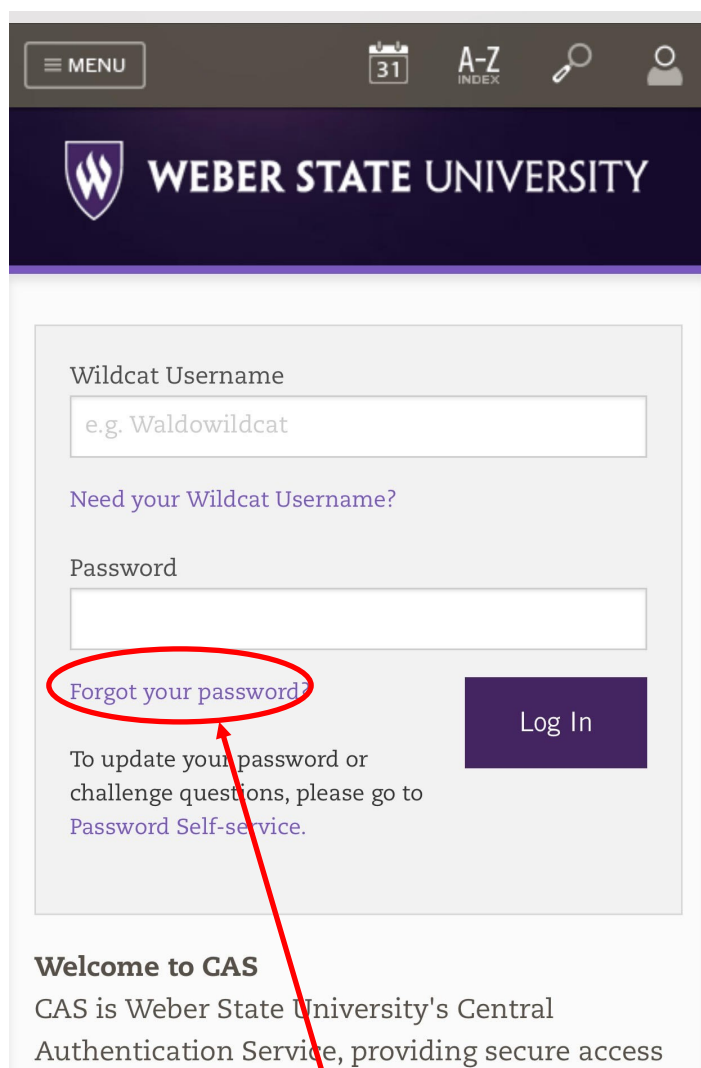
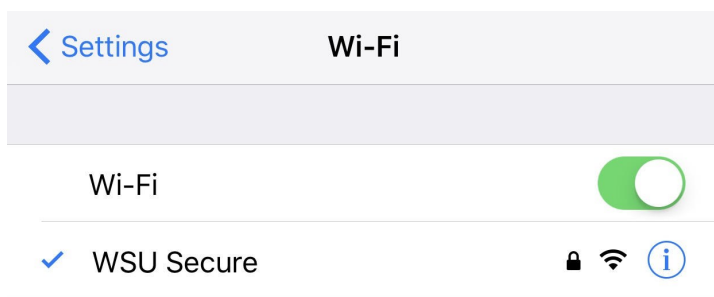


# TAS Time Clock iOS—Quick Guide

1. To use TAS Time Clock on a device running iOS, you must first be signed into the WSU Secure Wi-Fi network.
2. Once signed into WSU Secure, use your preferred web browser to go to **weber.edu/tas**, and then log in using your username and password.



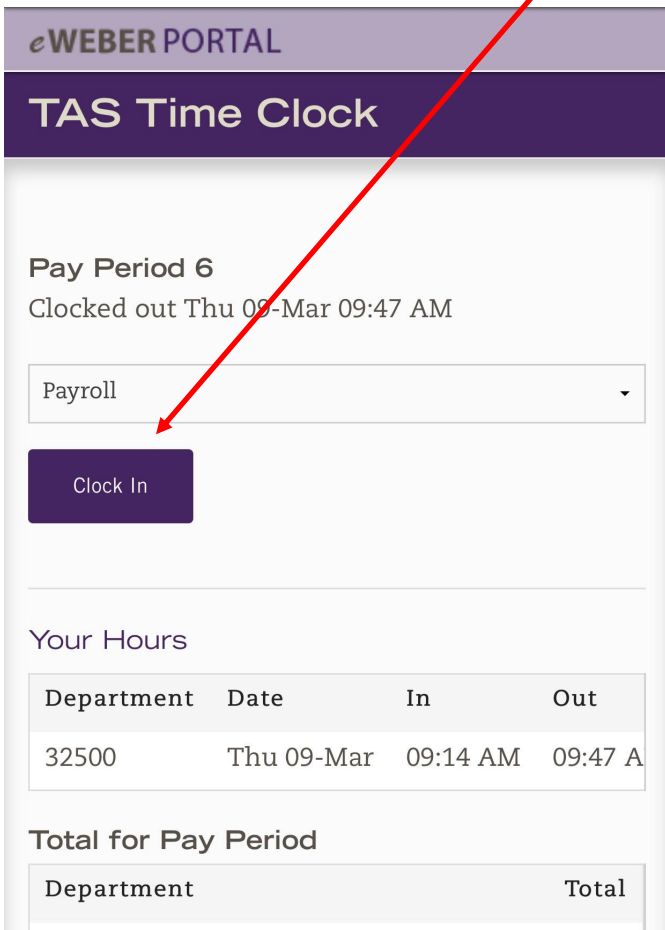
If you have forgotten your password, you will need to tap, “Forgot your password?” and use Password Self-Service to update your password. If you have further issues, you can contact the IT Support Desk at (801) 626-7777.

# TAS Time Clock iOS—Quick Guide

3. 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.

4. Once the correct department is selected, you can then Clock In.



**eWEBER PORTAL**

## TAS Time Clock

**Pay Period 6**  
Clocking out Thu 09-Mar 09:47 AM

Payroll ▾

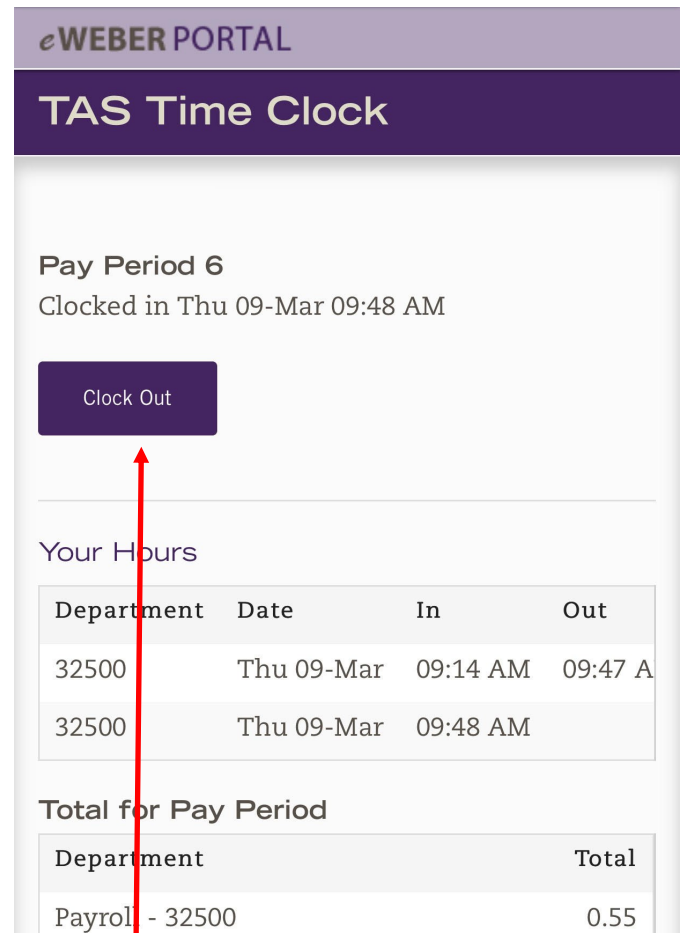
**Clock In**

**Your Hours**

Department	Date	In	Out
32500	Thu 09-Mar	09:14 AM	09:47 A

**Total for Pay Period**

Department	Total
Payroll - 32500	



**eWEBER PORTAL**

## TAS Time Clock

**Pay Period 6**  
Clocking in Thu 09-Mar 09:48 AM

**Clock Out**

**Your Hours**

Department	Date	In	Out
32500	Thu 09-Mar	09:14 AM	09:47 A
32500	Thu 09-Mar	09:48 AM	

**Total for Pay Period**


Department	Total
Payroll - 32500	0.55

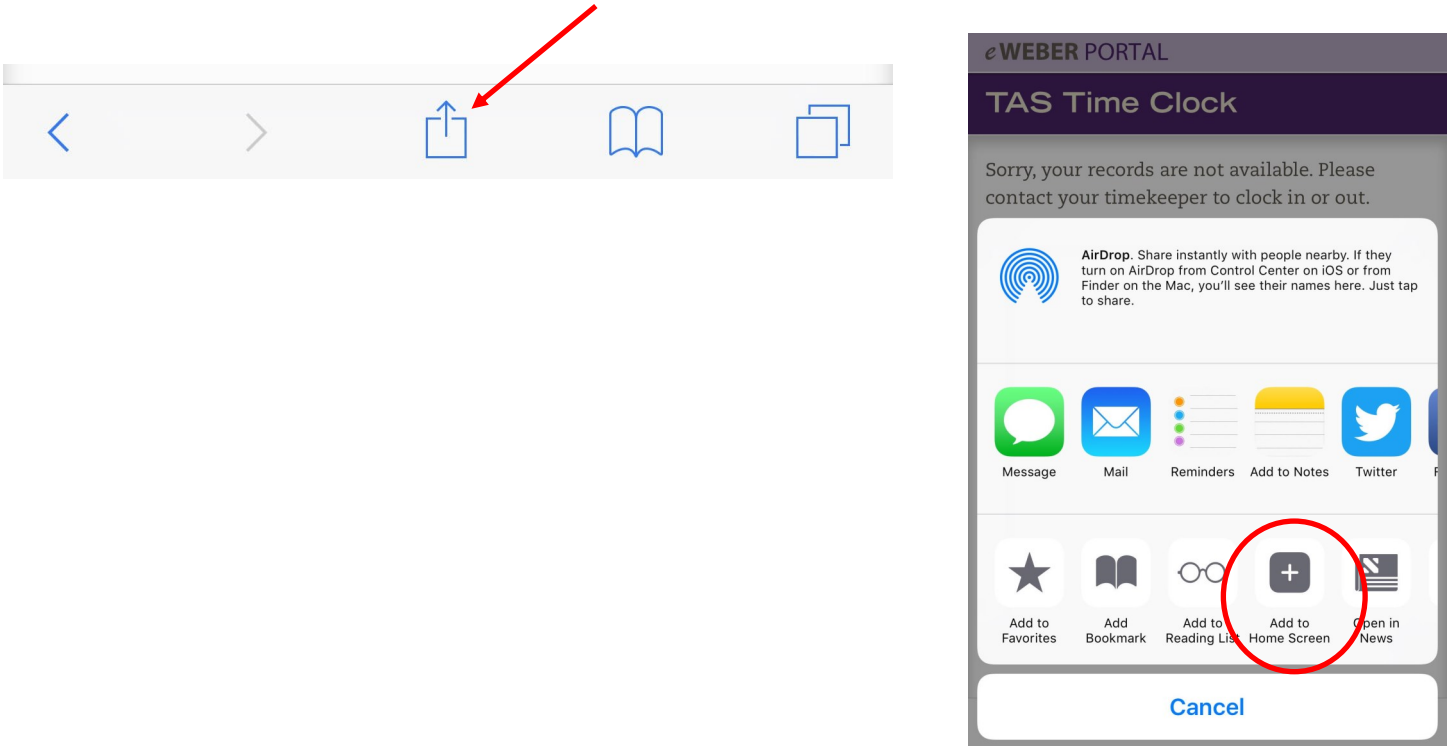
5. When you need to clock out, the same process can be followed to access TAS Time Clock again. The option to clock out will now appear.

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.

# TAS Time Clock iOS—Quick Guide

For quick access, the Time Clock app can be saved to the home screen on your iOS device.

While in the Time Clock app, tap the  button and then select Add to Home Screen



There will now be an app saved to your home screen that will take you directly to the TAS Time Clock URL

