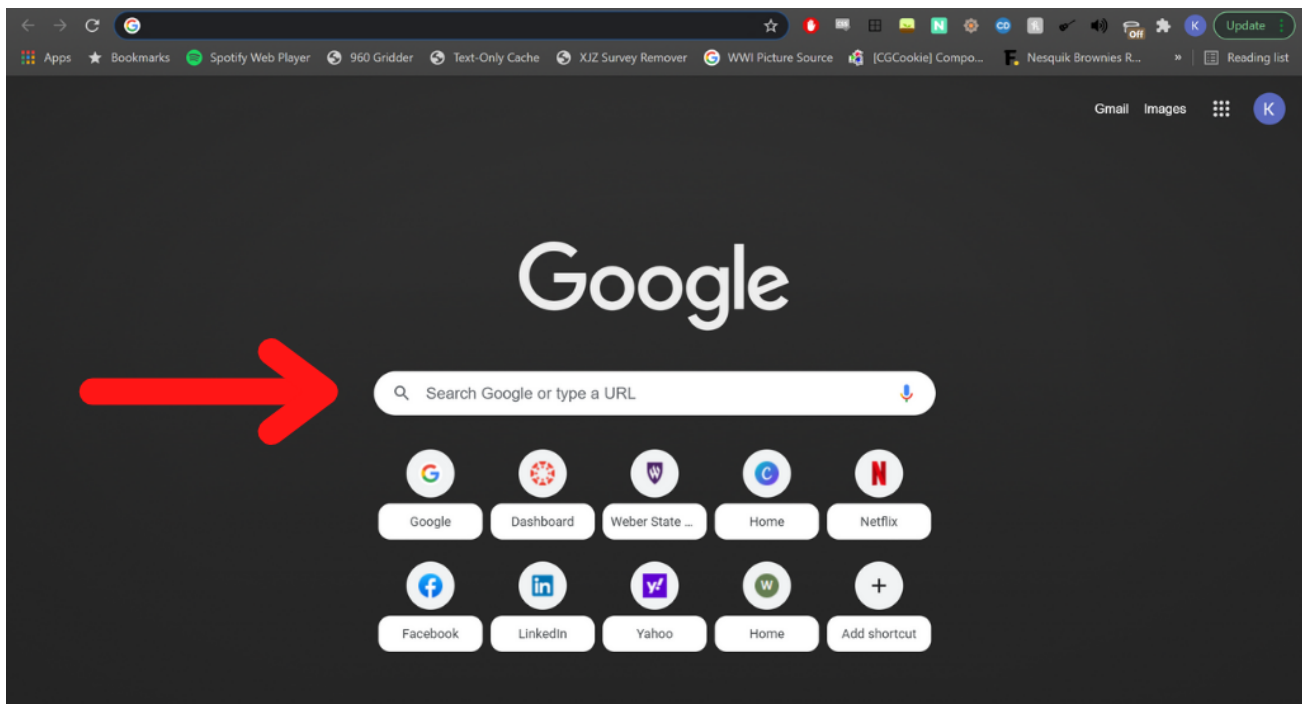# STANDARD OPERATING PROCEDURE

Weber State University
SOP No. 3
Employee Clock-in
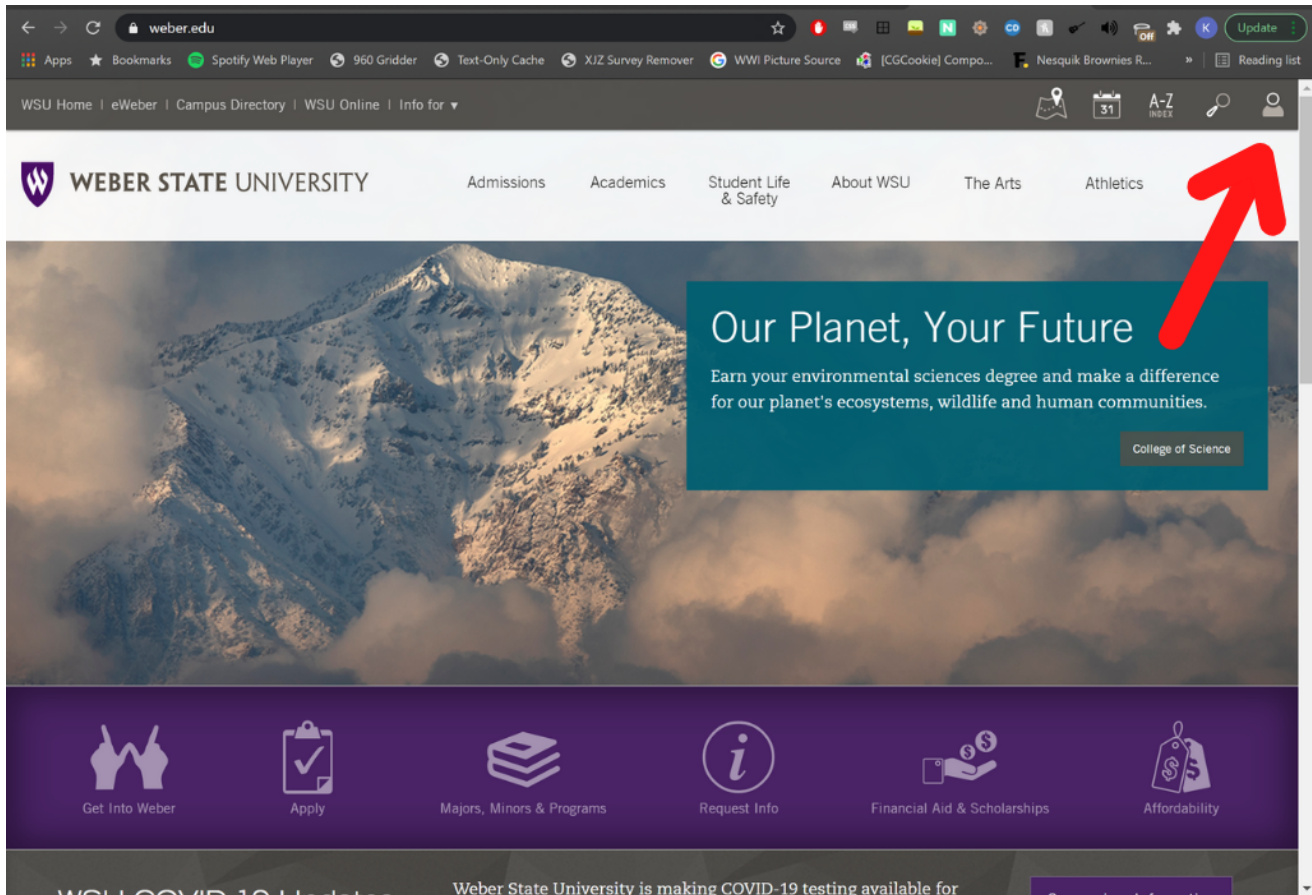
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1. Open an internet browser on the work computer

2. Type in https://weber.edu

2. Click on the person icon located in the upper right hand corner

3. Enter your Wildcat username and password

4. Search for the TAS Time Clock app (favorite this icon for easy access by clicking the 'favorite' bar on the right side of the TAS app
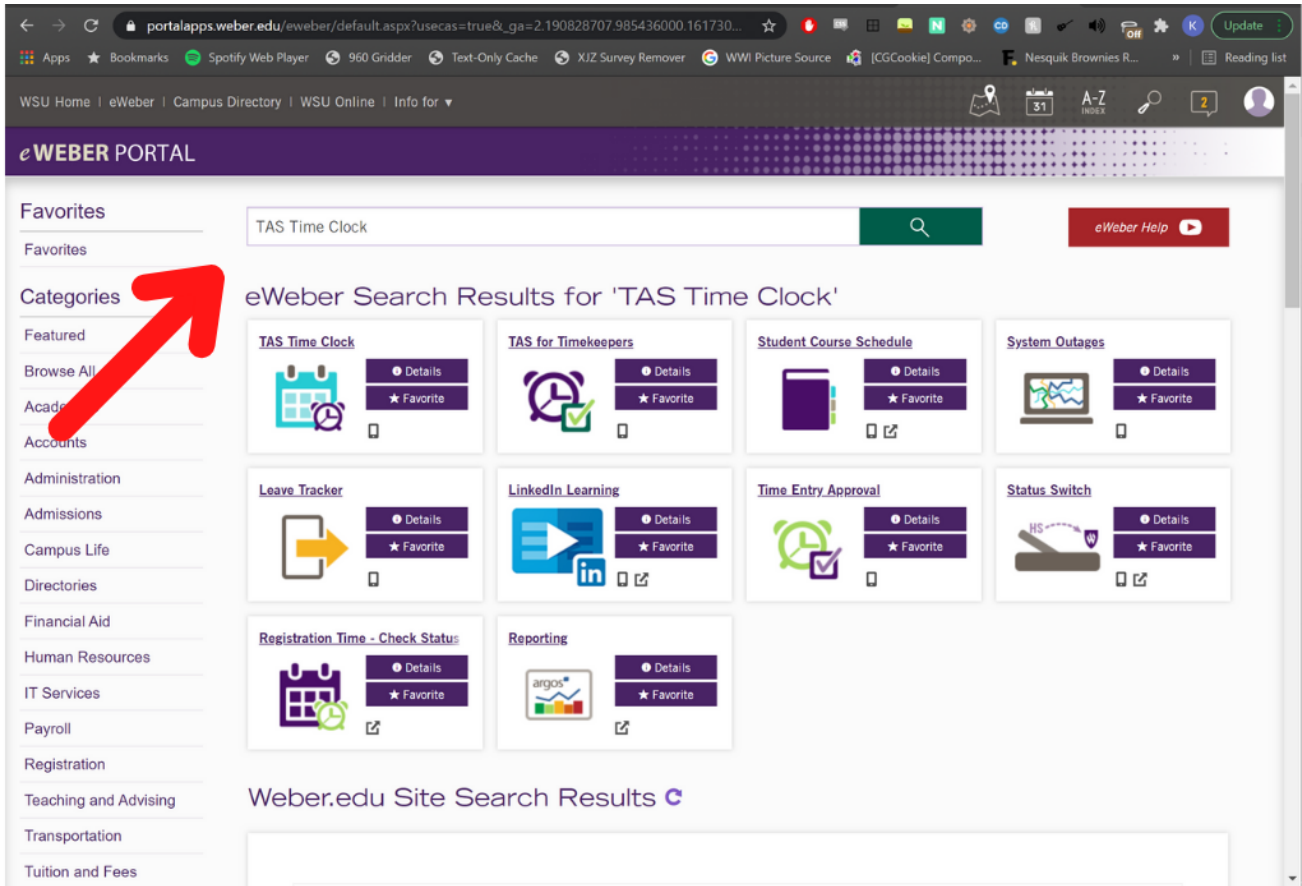
5. Click 'Clock In'

5. Follow the same procedure to clock out at the end of your shift. The purple button will change from 'Clock In' to 'Clock Out"