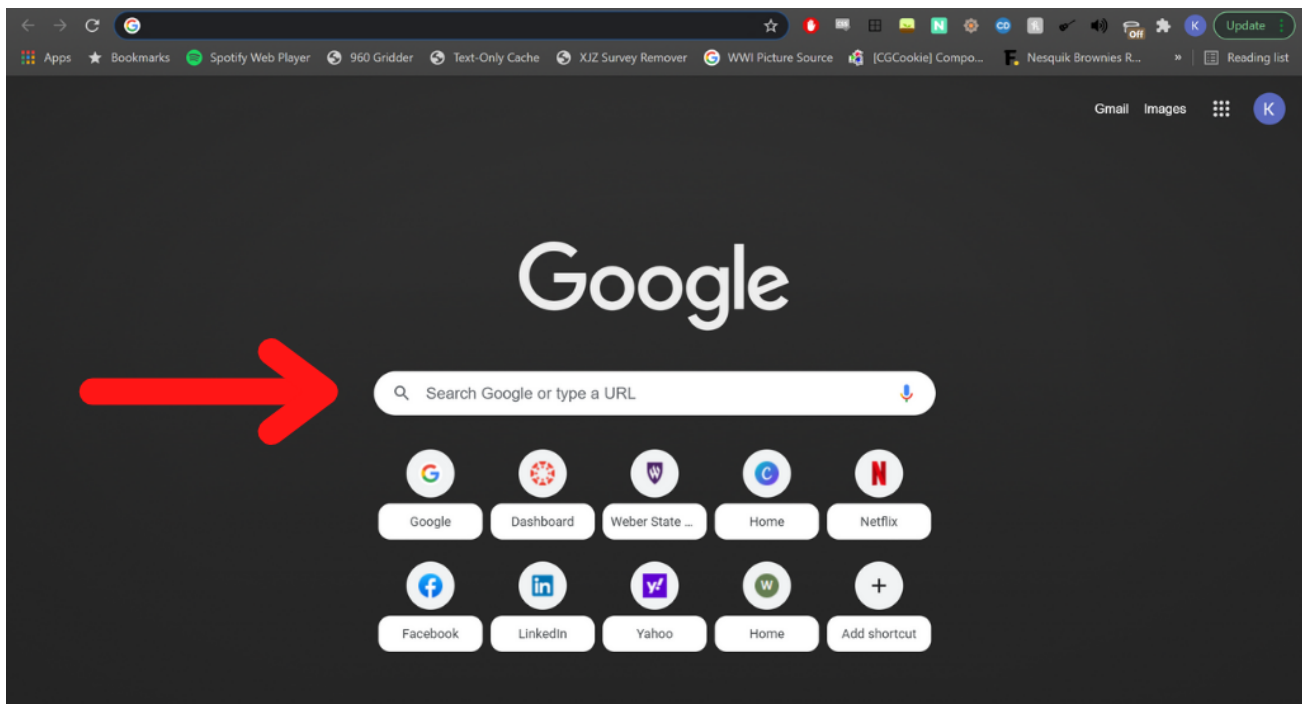


# STANDARD OPERATING PROCEDURE

Weber State University  
SOP No. 3  
Employee Clock-in

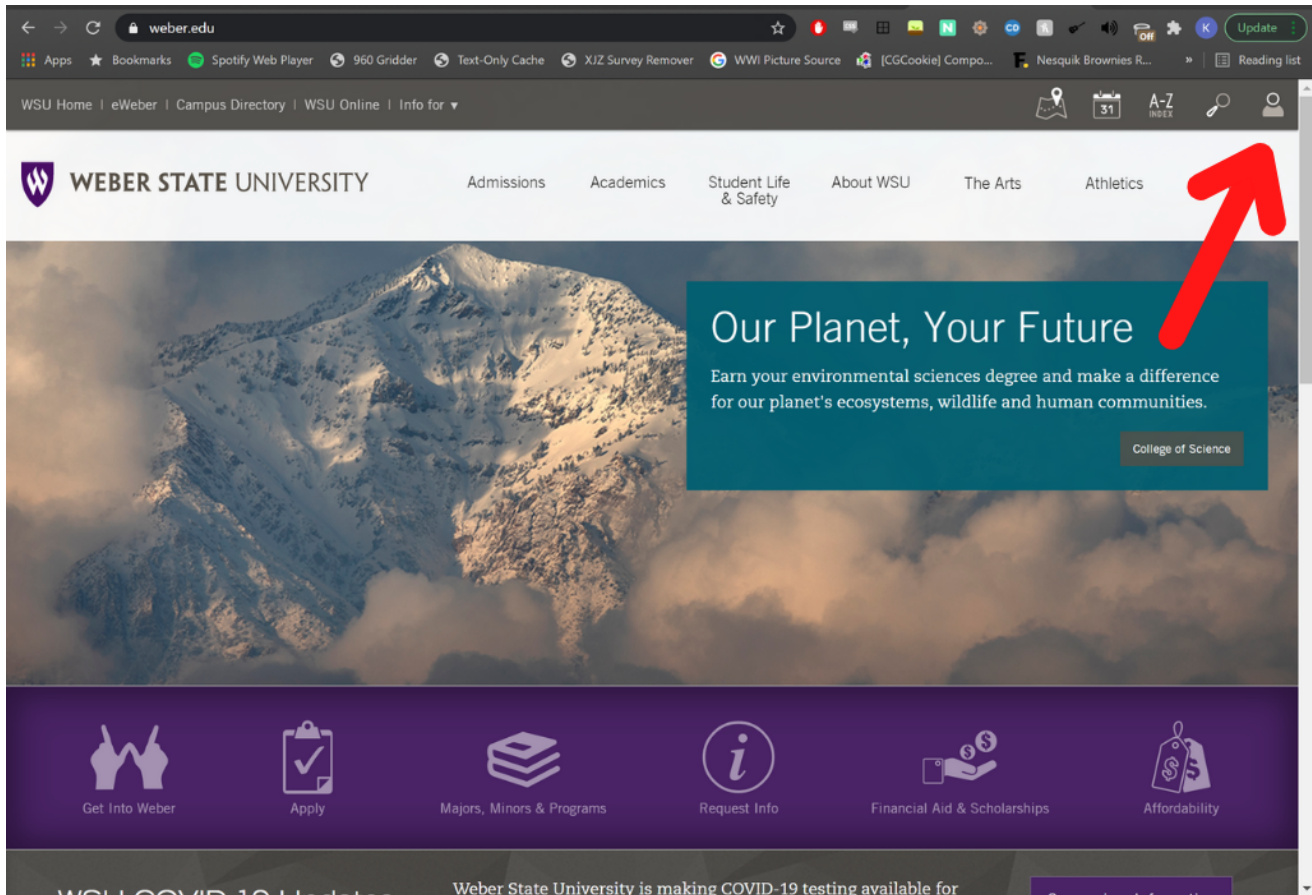
---

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

cas.weber.edu/login?service=https%3a%2f%2fportalapps.weber.edu%2feweber%2fdefault...

WSU Home | eWeber | Campus Directory | WSU Online | Info for ▾

# WEBER STATE UNIVERSITY

Wildcat Username  
e.g. Waldowildcat  
[Need your Wildcat Username?](#)

Password  
[Forgot your password?](#)

**Log In**

To update your password or challenge questions, please go to [Password Self-service](#).

### Welcome to CAS

CAS is Weber State University's Central Authentication Service, providing secure access to campus web applications. For your security, please log out and exit your browser when you are accessing services that require authentication.

### Have You Set Up Your Challenge Questions?

With your challenge questions you will be able to reset your password via the web even if you forget it! [Create or change your challenge questions now.](#)

### IT Service Desk

If you are experiencing problems, we can help.

801-626-7777

IT Service Chat

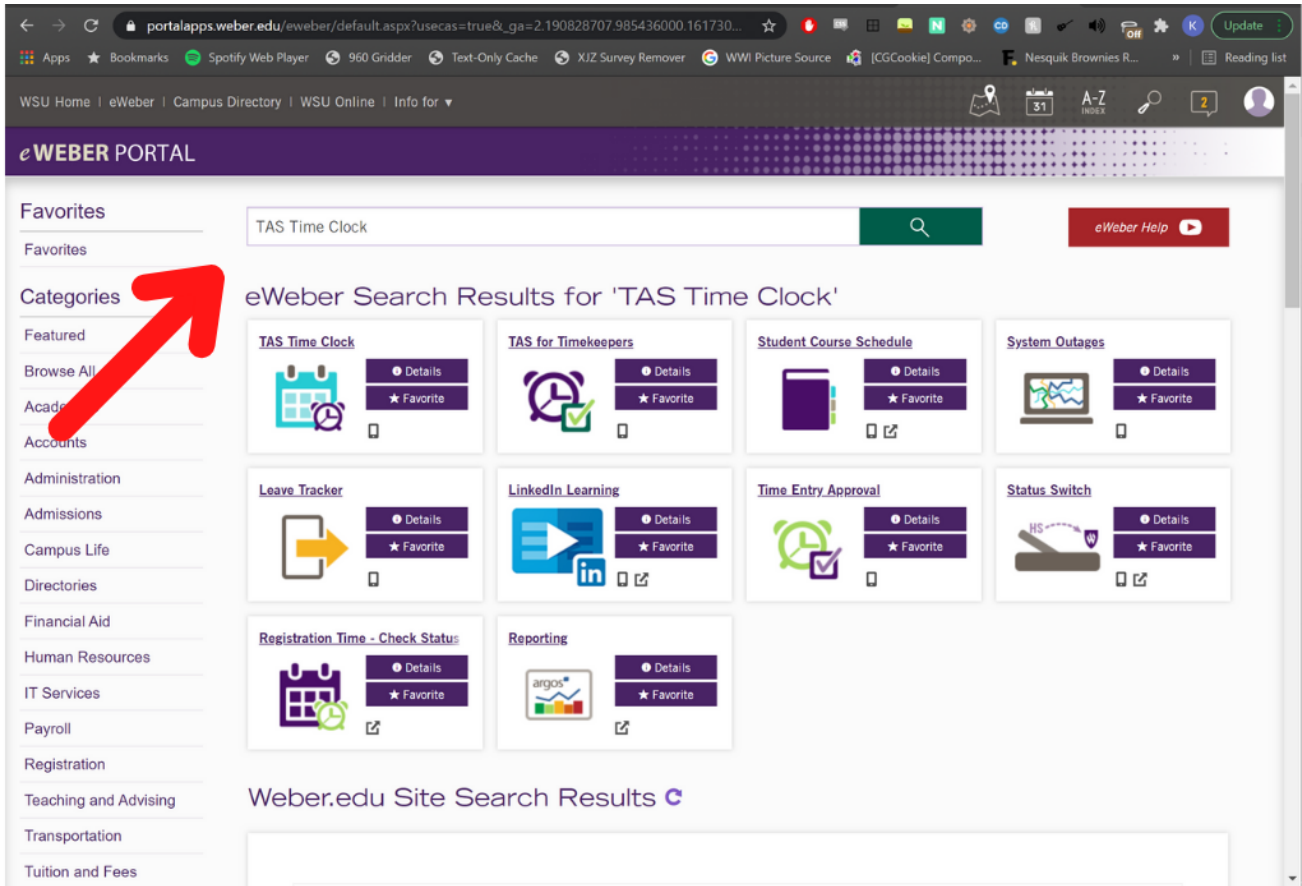
**WEBER STATE UNIVERSITY**

**Popular**  
Majors, Minors & Programs  
Admissions  
Bookstore  
Stewart Library

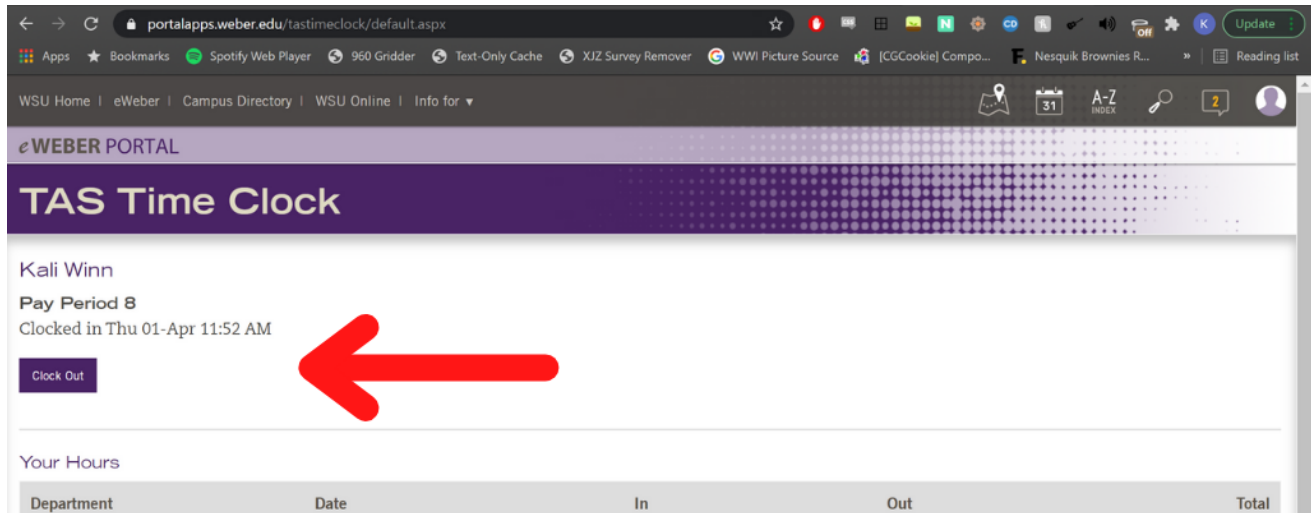
**Directories**  
Class Schedule  
Calendars  
Catalog  
Campus Directory

**Resources**  
CARES Act Report  
Safe@Weber  
Nondiscrimination & Accessibility  
Public Disclosures

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'



The screenshot shows a web browser window with the URL `portalapps.weber.edu/tasimeclock/default.aspx`. The page title is "TAS Time Clock" and the user is identified as "Kali Winn". The status is "Pay Period 8" and "Clock in Thu 01-Apr 11:52 AM". A purple button labeled "Clock Out" is visible, with a large red arrow pointing to it from the right. Below this is a section titled "Your Hours" with a table header:

Department	Date	In	Out	Total
------------	------	----	-----	-------

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'