<p style="text-align:center">**ASU Wrigley Institute and School of Sustainability**</p>

TAS Quick Reference Guide
<p style="text-align:center">**Time and Attendance System**</p>

TAS is a sustainable and efficient way for employees and supervisors to approve and verify that the time entered into PeopleSoft is correct. Time includes the hours worked (hourly employees). It also includes vacation, sick, and other types of leave (exempt employees). TAS is an accompaniment to PeopleSoft, not a replacement.

How do employees enter time?

<p style="text-align:center">*Note: Thursday at 5pm is the deadline for entering time and leaves*</p>

Entering Hours

Non-exempt (hourly) employees
- Hourly employees should report their time in TAS and PeopleSoft every week prior to Thursday at 5pm
- Be sure to enter your hours worked in TAS and PeopleSoft. *Your entries in both systems should match.*

Exempt (salaried) employees
- Exempt employees must report their leave requests in TAS and PeopleSoft prior to Thursday at 5pm (leaves may include sick, vacation, jury duty, etc.)
- Be sure to enter your leave requests in TAS and PeopleSoft. *Your entries in both systems should match.*

TAS
- Go to *https://tas.asu.edu*
- Enter your ASURITE and Password
- Enter "Hours Worked" (hourly employees) separately for each day or click on "New Leave Request" (exempt employees)
- Select a type of hours
- Select the requested time for that type
- Enter the number of hours requested per day
- Click "Submit Request"

PeopleSoft
- Go to My ASU/ My Employment and then to "Time/ Time and Leave Reporting"
- Enter the number of hours and Time Reporting Code (e.g. VAC for vacation, SCK for sick, STH for student hours, and HRY for hourly staff)
- Click on "Submit"

Check Your Hours
- Do your entries in TAS match those in PeopleSoft? TIP: Under your "My Requets" tab in TAS, click on "Time Report" and this will show you what you have entered in TAS and PeopleSoft
- Are all your hours entered so that they equal your scheduled hours (hourly employees) or your leave hours (exempt employees)?
- Are the types of hours correct, e.g., paid holiday vs. unpaid holiday, sick leave, or hours worked?
- Was your time entered before the deadline?
- Did your supervisor approve your hours before the deadline?

Other Employee Information
- System-generated emails will be sent to you whenever your supervisor approves or makes any changes to your entries
- Under "Approved Requests" you can check when your supervisor approved your time
- If your request is shown as "submitted" rather than approved, it means that your supervisor has yet to approve your time
- You can make changes to your requests when the request status is "submitted" and/or the request has been approved but the time reported has not begun
- Your supervisor or their proxy can make entries or corrections on your behalf
- TAS will remind you via email to enter your time before the deadline. Do not turn off reminders in "options".

How do supervisors approve time?

Note: Friday at 5pm is the deadline for approving time and leaves

Approving Hours
Supervisors are responsible for ensuring that employee hours are entered accurately. Report all errors to your Department Time Administrator (DTA).

- When you receive an automated email from TAS indicating that your approval is needed, go to *https://tas.asu.edu* and click on the submitted item
- Approve or deny the time. If denied, you may enter a comment
- If you are temporarily away from the office, contact your DTA to assign a person to approve time on your behalf
- Do not write comments in TAS related to an employee's health or other topics that may be protected by law or policy

Supervisors of non-exempt (hourly) employees
- Hourly employees should report their time in TAS and PeopleSoft every week before the deadline
- Supervisors are responsible for making sure all hours are entered correctly before the deadline
- You should approve all hours by Friday at 5pm

Supervisors of exempt (salaried) employees
- Exempt employees must report their leaves in TAS and PeopleSoft before the deadline. (Leaves may include sick, vacation, jury duty, etc.)
- You are responsible for making sure your employee has entered leave time/dates accurately
- You should approve all leaves by Friday at 5pm

Need help?

For questions, please view the "Help" tab in TAS or contact ASU Wrigley HR Staff for questions not listed:

asuwrigleyhr@asu.edu

You may also contact us individually, however, be sure to copy asuwrigleyhr@asu.edu on all inquiries.

Alyssa Lopez – Department Time Administrator (DTA)
E-mail: Alyssa.D.Lopez@asu.edu
Phone: 480-965-9262

Barbara Harrison - Manager
E-mail: Barb.Harrison@asu.edu
Phone: 480-727-8785