Time and Attendance System (TAS) Quick Reference Guide

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 for hourly employees and vacation, sick and other types of leave for exempt employees. TAS is a supplement to PeopleSoft, not a replacement.

How does employee enter time and/or requests?

**NOTE:** Thursday at 12 noon is the deadline for entering time and leave requests.

**Entering Hours**
Non-exempt (hourly) employees
- Hourly employees should report their time in TAS and PeopleSoft every week prior to Thursday at 12pm
- Be sure to enter your hours worked in TAS and PeopleSoft. *Your entries in both systems should match.*

**TAS**
- Go to [https://tas.asu.edu](https://tas.asu.edu)
- Enter your ASURITE and Password
- Enter “Hours Worked” (hourly employees)
- Select a type of hours
- Select the requested time for that type
- Enter the number of hours requested
- Hours worked should be submitted for each day you work, not by the week
- Click “Submit Request”

**PeopleSoft**
- Go to My ASU/ My Employment and then to “Time/Time and Leave Reporting”
- Enter the number of hours worked for each day and Time Reporting Code (STH for student hours and HRY for staff).
- Click on “Submit”

**Check Your Hours**
- Do your entries in TAS match those in PeopleSoft? TIP: Under your ‘My Requests’ tab in TAS, click on ‘Time Report’ and this will show you what you have entered in both TAS and PeopleSoft systems
- Are your hours entered so that they equal your scheduled hours?
- Are the types of hours correct?
- 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 by clicking on “view”
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 anytime as long as your supervisor has not already approved the request and/or the time reported has not begun.
- Your supervisor or DTA 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 does supervisor approve time?**

*NOTE: Friday at 5pm is the deadline for approving time and leave requests.*

**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 12 noon on Thursday.
- Supervisors are responsible for making sure all hours are entered accurately before the deadline.
- Approve all time requests by Friday at 5pm.

**For questions regarding approval of time, please contact your DTA at:**

**Lori Hammers-Dow – Department Time Admin (DTA) WEST/POLY**
- E-mail: lori.hammes-dow@asu.edu
- Phone: 602–543–0007

**Kim Ghee – Department Time Administrator (DTA) TEMPE**
- E-mail: kim.ghee@asu.edu
- Phone: 480–965–2777

**Sarah Bosna – DTA Downtown**
- E-mail: sarah.bosna@asu.edu
- Phone: 602–496–0117