

# Time and Attendance System (TAS)

**All Faculty (excluding Hourly Adjunct employees) are NOT required to fill out Time Cards in the TAS System**

Filling out and/or approving a Time Card through TAS, is a mandatory component of the Payroll process. To access TAS, go to <http://payroll.uconn.edu> (listed under the Applications Quick Links)

**Before you begin... TAS is ONLY compatible with Internet Explorer 9 or lower (or Safari for Mac users). Other browsers, such as Mozilla Firefox, can cause errors during the time card completion process.**

## TAS Availability is ONLY during the hours below:

<b>Employee Time Card/Subsidiary Entry</b>	Tuesday, 9 am Pay Week—Thursday 10 am Pay Week
<b>Supervisor Time Card/Subsidiary Approval</b>	Tuesday, 9 am Pay Week—Thursday 11 am Pay Week

There are Training & Documentation for your references that have *complete instructions* on the Time Card Entry & Approval Process. Below is a quick overview to help you begin.

### LOG IN to the TAS System for ENTERING & APPROVING

- This is a web-based application and can be accessed off campus, as well as on campus.
- Login using your PAYROLL employee number as USERNAME; First Name Initial (capitalized) Last Name Initial (capitalized) and Birthday as the PASSWORD  
Example:   Username: 000000  
                  Password: JD08181975

*\*First time users: you maybe be presented with a "Security Warning" stating "Lotus Domino Applet"—You must click that you trust the content or you will not be able to access your Time Card. Once you accept, you will not receive the warning again.*

#### TIME ENTRY:

Until an employee is ready to SUBMIT the TIME CARD for approval, changes can be made at any time during the entry process.

**Classified & Hourly Employees** must account for ALL time worked & ALL time taken off. A reference guide on Classified Time Codes is attached. For questions on what increments of time can be taken, please refer to union contract or log onto Human Resources at [www.hr.uconn.edu](http://www.hr.uconn.edu)

**Professional and Management Employees** ONLY account for time **taken off** in TAS System. Time off is recorded in ¼ day increments only. A reference guide of Professional Time Codes is attached to ensure entries are recorded correctly.

**Managers/Supervisors**

Direct Reports Time Cards

Secondary Reports Time Cards

Past Sick Approve

View Employee Workflow

Workflow Change

Subsidiaries

Reviewer Access

Alternates Access

← All Professional & Classified Employees will be found under the Direct Reports Tab

← A Manager or Supervisor can assign an alternate supervisor and/or reviewer to approve Direct Reports Time Cards.

← If a Time Card is filled out and submitted and an employee needs to later make corrections, it can be revised and corrected for the next payroll period. Employees will be notified by Payroll once the managers approves, resubmits the updates, and the changes have been processed.

Managers/Supervisors can send an Email Reminder to your employees to submit their Time Cards

← All Hourly Adjunct Faculty and Hourly Special Payroll Employees will be found in the Subsidiaries Tab.

**\*\*NOTE: Managers/Supervisors can approve all employees Time Cards at once without looking at individual time cards. This is often done after an Administrative Assistant or Manager has reviewed all time cards\*\***