

AGENDA

Associated Students of Stanford WebTime Employee Training

Logging In

- Go to <https://secure.saashr.com/ta/i.assu.login>
 - Enter username (first initial/last name) and your initial password (last four digits of SSN#)
 - Change your password – must be at least 4 characters
 - Set your Security Question (My Account > My Settings) to enable use of the “Problems Logging In” feature to reset your own password
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Recording Time Worked

- Quick clock in/out at <https://secure.saashr.com/ta/i.assu.clock>
 - Click clock in/out button on timesheet
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Reviewing Timesheets

- Timesheet tab
 - Review punches
 - Enter notes – generates email to manager
 - Summary By Day tab – review summary hours
 - Use Previous Timesheet button to view past timesheets
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Requesting Punch Changes

- Click Change Request button at bottom of timesheet
 - Select type of change
 - Select specific punch
 - Enter comment and submit request
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