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

Recording Time Worked
- Quick clock in/out at https://secure.saashr.com/ta/i.assu.clock
- Click clock in/out button on timesheet

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

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