

Timecard (O.A.T.S) Set-Up and Submission

Step 1:

Log onto the Westmont College website @ www.westmont.edu

Click on Current Students

Click on Timecard (OATS)

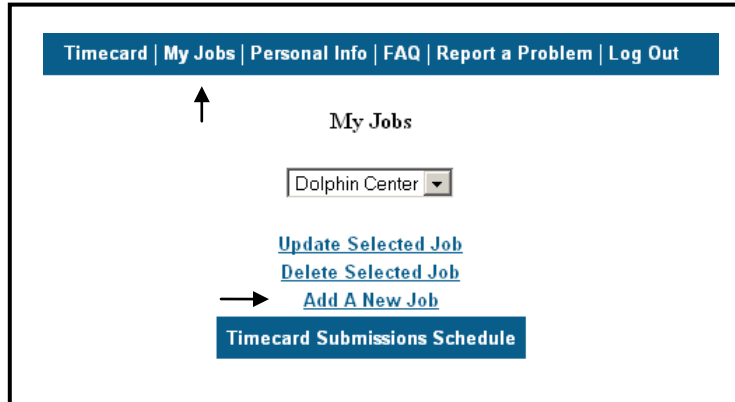
Enter your email username and password to Log-In

Step 2:

You will see the following screen (example below)

Select "My Jobs" at the top of the screen.

Click on "Add a New Job"



The screenshot shows the 'My Jobs' page. At the top, there is a navigation bar with links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below this, the page title is 'My Jobs'. There is a dropdown menu currently set to 'Dolphin Center'. Below the dropdown are three links: 'Update Selected Job', 'Delete Selected Job', and 'Add A New Job'. An arrow points to the 'Add A New Job' link. At the bottom of the page, there is a button labeled 'Timecard Submissions Schedule'.

Step 3:

Type in the appropriate information for your job (see screen example below)

Job Title: *History Dept. Office Assistant, Cold Spring Classroom Aide, etc.*

Account number: *xx-xxxx-xxxxx (this will be provided by your supervisor)*

Supervisor's Name: *Sam Supervisor*

Supervisor's Email: *ssupervisor@westmont.edu*

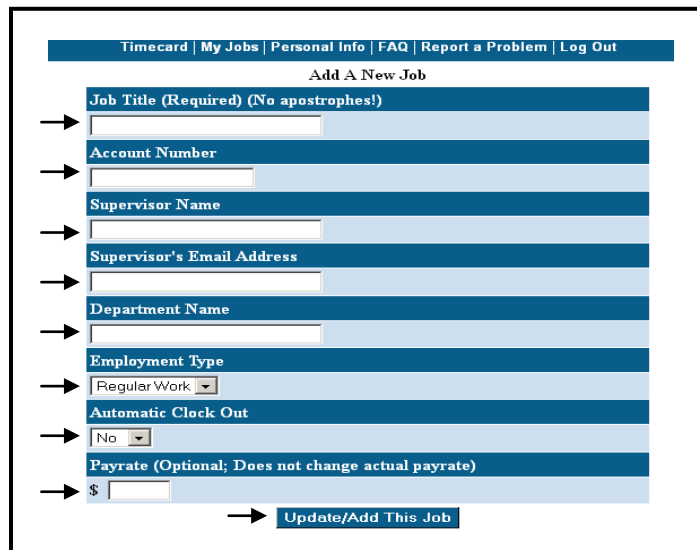
Department Name: *Athletics, Physical Plant, etc*

Employment Type: *Regular or Work Study*

Automatic Clock: *NO*

Pay rate: *Leave this blank*

* Click "Update/Add This Job"



The screenshot shows the 'Add A New Job' form. At the top, there is a navigation bar with links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below this, the page title is 'Add A New Job'. The form consists of several input fields, each with a blue header and a white input area: 'Job Title (Required) (No apostrophes!)', 'Account Number', 'Supervisor Name', 'Supervisor's Email Address', 'Department Name', 'Employment Type' (with a dropdown menu set to 'Regular Work'), 'Automatic Clock Out' (with a dropdown menu set to 'No'), and 'Payrate (Optional; Does not change actual payrate)' (with a '\$' symbol and an input field). At the bottom right of the form, there is a button labeled 'Update/Add This Job'.

Step 4:

- Click on "Personal Information" (see screen example below)
- Enter the appropriate personal information
- Click on "Update Personal Info" when you have completed the form.

The screenshot shows a web application interface with a navigation bar at the top containing links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below the navigation bar is the title "Personal Information". The form contains several input fields, each with a blue header and a white input area: "Full Name", "Email Address", "ID Number", "Mailbox Number", and "Default Job". The "Default Job" field is a dropdown menu currently showing "Dolphin Center". To the right of the form is a blue button labeled "Update Personal Info". Arrows point to each input field and the button.

Step 5:

- Click on "My Timecard" (see screen example below)
- Select Show/Modify Timecard
- Select your job and the appropriate pay period.
- Enter your hours worked, being sure to select the correct pay period.
- When you have completed entering your hours, click on "GO"
- NOTE: Enter your hours worked DAILY, do not leave it to the end of the week, as you may not remember your hours worked accurately.

The screenshot shows a web application interface with a navigation bar at the top containing links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below the navigation bar is the text "Welcome, Ibanez. Please Choose An Action." and the date/time "Jun 20 (Mon.) 2011, 12:41pm". There is a list of radio buttons next to the following options: "Clock In/Out", "Show/Modify Timecard", "Timecard Summary", "Load Timecard from Template", and "Process Timecard for Submission". Below this list are two dropdown menus: "Dolphin Center" for "Select Job" and "06/12/2011 - 06/25/2011" for "Select Time Period". At the bottom is a blue button labeled "Go!". Arrows point to the "Show/Modify Timecard" radio button, the "Dolphin Center" dropdown, the "06/12/2011 - 06/25/2011" dropdown, and the "Go!" button.

Step 6: Processing your Timecard

Log onto the O.A.T.S. system as you normally would
 Select Timecard (see screen example below)
 Select Process for Submission
 Click on GO!

Step 7: Printing your Timecard

DO NOT PRINT THIS PAGE, this is NOT your timecard. (see screen example below)
 Double check your timecard and then select the LINK at the bottom of the page.
 The screen that appears after is your OFFICIAL timecard.
 Please print and sign your timecard, have your supervisor sign it, and bring it to the business office in Kerrwood hall.

Westmont College Timecard for

Starting Date: _____ Ending Date: _____
 ID Number: _____ Mailbox Number: _____
 Job Title: Office Assistant Supervisor Name: _____
 Department Name: _____ Account Number: _____

Week 1

	In (1)	Out (1)	In (2)	Out (2)	In (3)	Out (3)	Total Hours
Sun. (09/04)							0:00
Mon. (09/05)							0:00
Tue. (09/06)							0:00
Wed. (09/07)							0:00
Thu. (09/08)							0:00
Fri. (09/09)							0:00
Sat. (09/10)							0:00
Total Hours:							0

Week 2

	In (1)	Out (1)	In (2)	Out (2)	In (3)	Out (3)	Total Hours
Sun. (09/11)							0:00
Mon. (09/12)							0:00
Tue. (09/13)							0:00
Wed. (09/14)							0:00
Thu. (09/15)							0:00
Fri. (09/16)							0:00
Sat. (09/17)							0:00
Total Hours:							0
Grand Total:							0

 Student Supervisor

[above card is UNOFFICIAL! Do Not Print It!](#)

→ [Click here to display your Official Timecard, which you must print and submit to Payroll.](#)