

Quick Reference Guide: Clocking In/Out for Non-Exempt Employees (Computer)

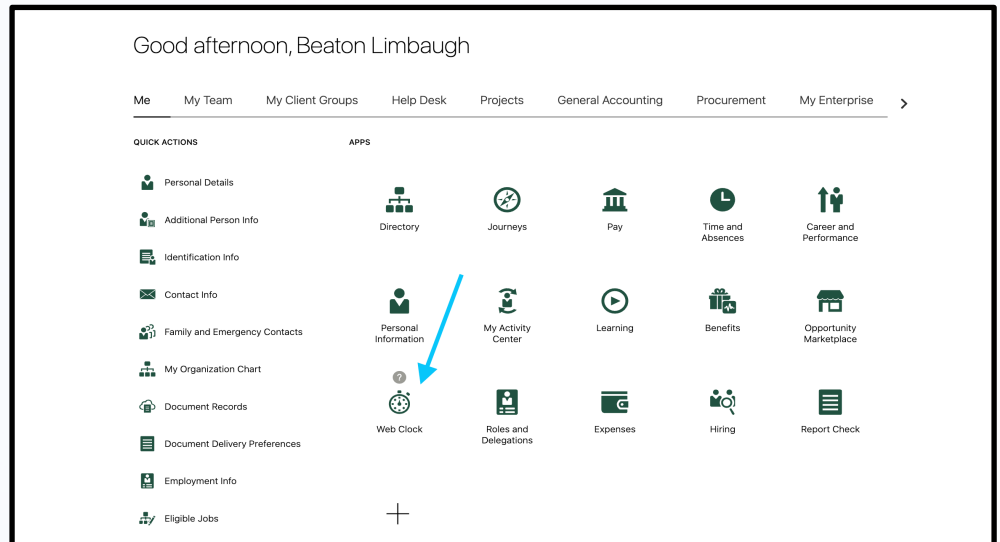


Purpose:

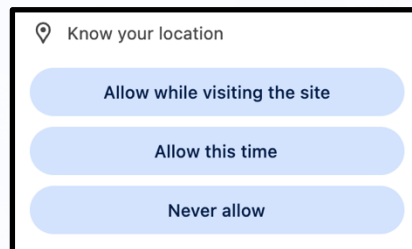
This Quick Reference Guide (QRG) provides step-by-step instructions for non-exempt employees to clock in and out using WaveWorks, which replaces Kronos as Tulane's official timekeeping system on 3/20/26. Employees will access WaveWorks through Gibson using Oracle Single Sign-On (SSO) and may clock in/out via computer, approved mobile app, or designated campus iPad stations.

Step-by-Step:

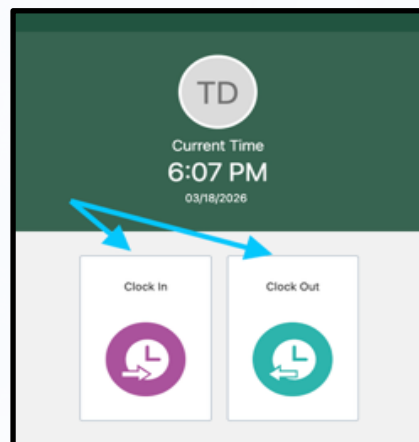
1. From the WaveWorks homepage, select the **Web Clock** icon.



2. When prompted, select **Allow for location** access.



3. Select **Clock In** or **Clock Out** icon.



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4. For **Student Employees**: after clicking the appropriate clock in/out icon, select **Position/Manager** from the dropdown menu.

The screenshot shows the WaveWorks interface with a dark green header. At the top, it displays 'TD' in a circle, 'Current Time 6:07 PM', and the date '03/18/2026'. Below this is a 'Clock In' modal window. The modal has two dropdown menus: '* Position | Manager' and 'Hours Type'. A blue arrow points to the '* Position | Manager' dropdown, which is open, showing a list of options including 'Student Research Aide 1 - Pediatrics - Infectious Diseases|Fallon, Angielena Wetherbee'. Below the dropdowns are 'Submit' and 'Cancel' buttons.

5. For **Student Employees**: Then select **Hours Type** from the dropdown menu.

The screenshot shows the WaveWorks interface with the 'Clock In' modal window. The '* Position | Manager' dropdown is now set to 'Student Research Aide 1 - P'. A blue arrow points to the 'Hours Type' dropdown, which is open, showing a list of options including 'Student Pay'. Below the dropdowns are 'Submit' and 'Cancel' buttons.

6. For **Student Employees**: Then select Submit to complete the clock in/out process.

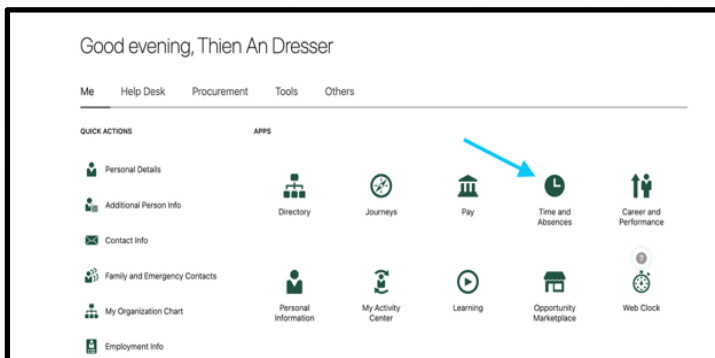
The screenshot shows the WaveWorks interface with the 'Clock In' modal window. The '* Position | Manager' dropdown is set to 'Student Research Aide 1 - P' and the 'Hours Type' dropdown is set to 'Student Pay'. A blue arrow points to the 'Submit' button, which is highlighted. The 'Cancel' button is also visible.



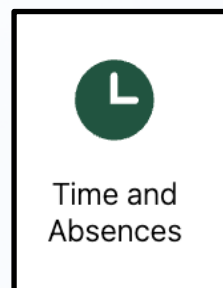
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7. Verifying Your Time (optional): Return to the WaveWorks **Homepage**.



8. Select **Time and Absences icon** and review your timecard (updates within 2 minutes).



9. View Web Clock punches on **timecard**.

A screenshot of the Web Clock timecard interface. It features a dark green header with a "Cancel" button. Below the header is a table with columns: "Quantity", "Start", "Stop", "Quantity", and "Start". The table is for "Wednesday, March 18". A blue arrow points to the "Start" column header. The first row shows a punch-in time of "6:07 PM".

Wednesday, March 18					Thurs
pp	Quantity	Start	Stop	Quantity	Start
		6:07 PM			

