

Quick Reference Guide:

Clocking In/Out for Non-Exempt Employees (Mobile)

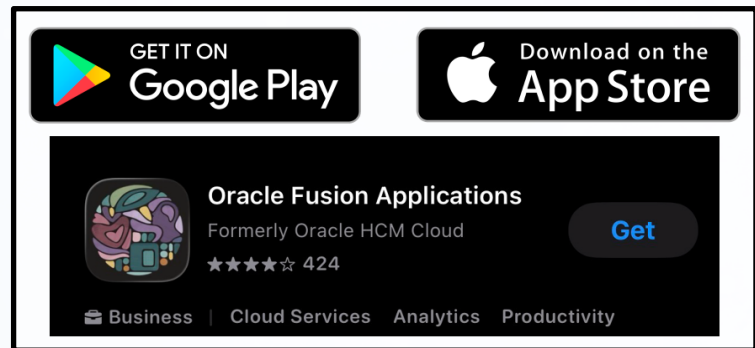
Purpose:

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. Access to WaveWorks Clock In/Out mobile access process must be approved by department.

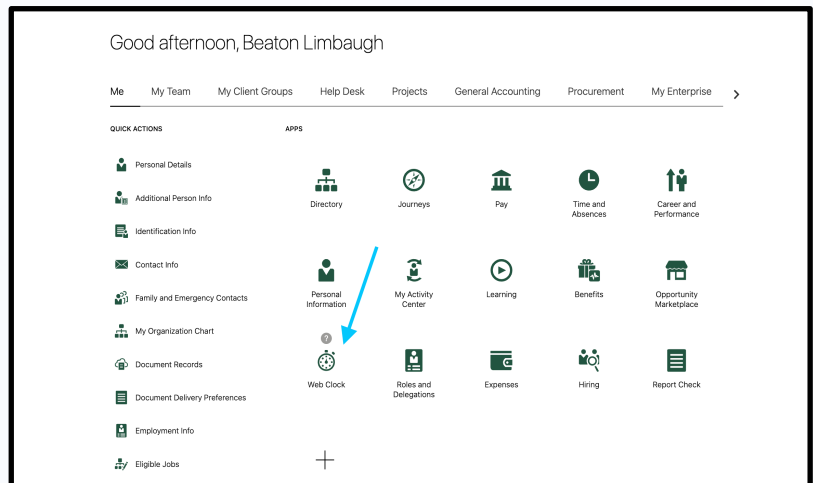
Step-by-Step:

One-Time

Setup: Download the Oracle Fusion mobile app (iOS or Android). Enter <https://wveworks.tulane.edu> and sign in with your username and password. See QRG *WaveWorks Mobile app* for guidance.



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



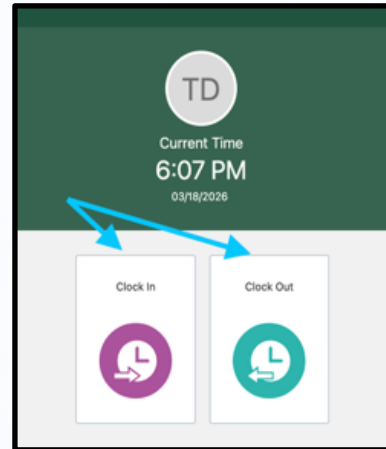
2. When prompted, select **Allow for location** access.



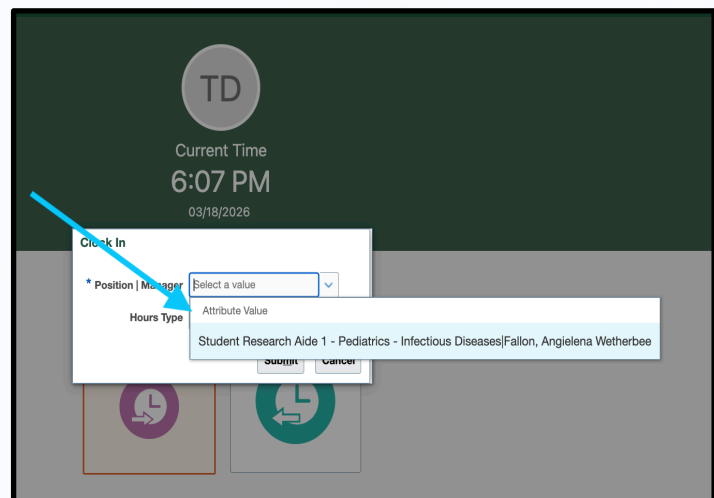
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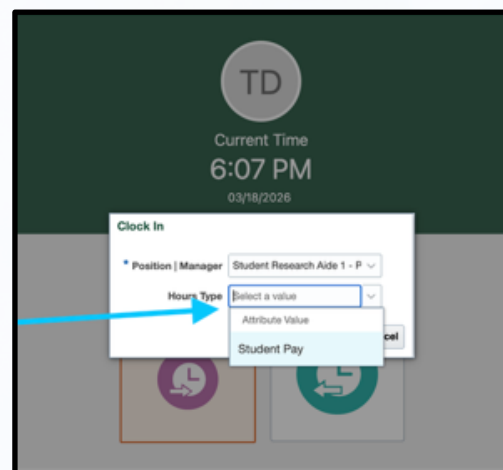
3. Select **Clock In** or **Clock Out** icon.



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



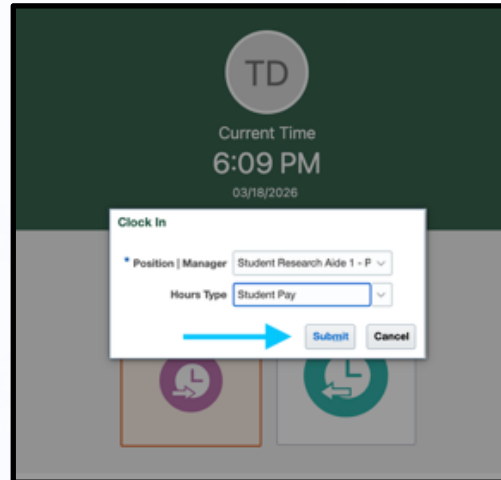
5. For **Student Employees**: Then select **Hours Type** from the dropdown menu.



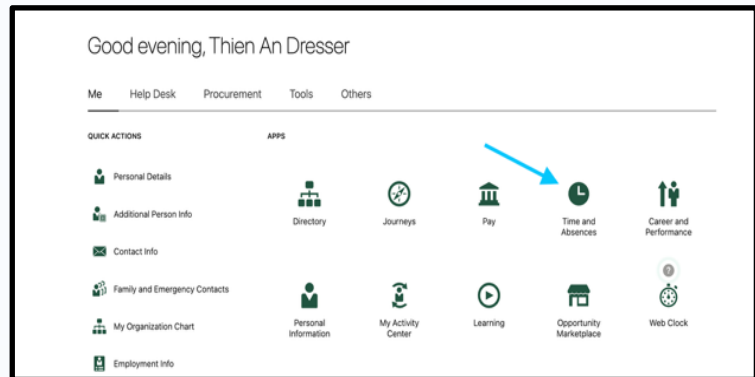
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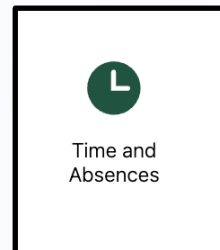
- 6. For Student Employees:**
Then select Submit to complete the clock in/out process.



- 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.**

