

Quick Reference Guide:

Clocking In/Out for Non-Exempt Employees (iPad Station)

Purpose:

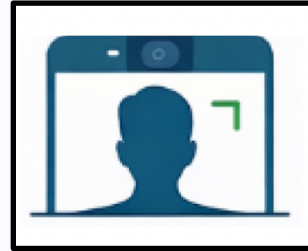
This Quick Reference Guide (QRG) outlines how non-exempt employees clock in and out using iPad CloudApper locations for WaveWorks, Tulane's timekeeping system effective March 20, 2026. Employees access WaveWorks through Gibson using Oracle Single Sign-On (SSO) and may clock in/out via computer, approved mobile app, or designated campus iPad stations.

Step-by-Step:

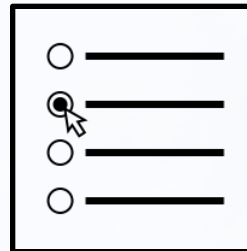
1. Tap the iPad CloudApper screen and select **Punch In** or **Punch Out**.



2. Face the **iPad CloudApper camera**. Remove any hats, masks, or sunglasses so face is fully visible.



3. Wait for the system to confirm punch, then select **Regular Pay** (or other pay code, if Applicable).



4. Wait for **confirmation message** that punch was recorded successfully.

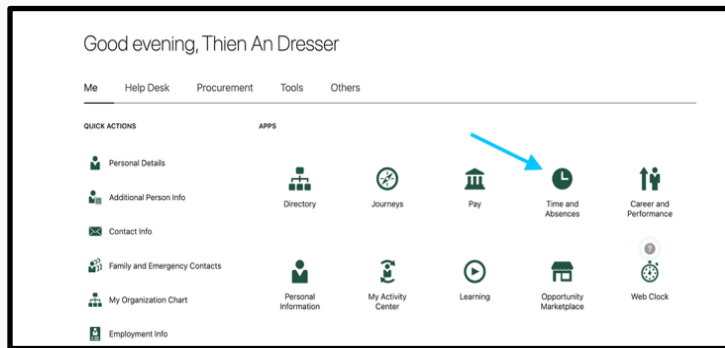


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5. For **Student Employees**: If you have more than one assignment, select the appropriate assignment before confirming.



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



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



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

