

Quick Reference Guide: Student Employees – Navigating Your Timecard

Purpose:

This Quick Reference Guide (QRG) provides student employees with step-by-step instructions to access WaveWorks, review their timecard, make any necessary edits, and submit their timesheet.

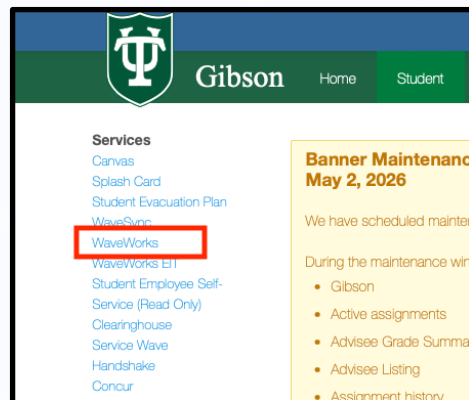
Students can update their time directly on the timecard—there is no need to submit a Time Change Request. After making changes, select **Save and Close**. Once all time for the pay period has been entered, complete the attestation and submit the timecard.

After submission and approval, student employees will receive a Tulane email and a notification in the bell notification area in WaveWorks. Line Managers (supervisors) will receive audit reports for submitted timecards.

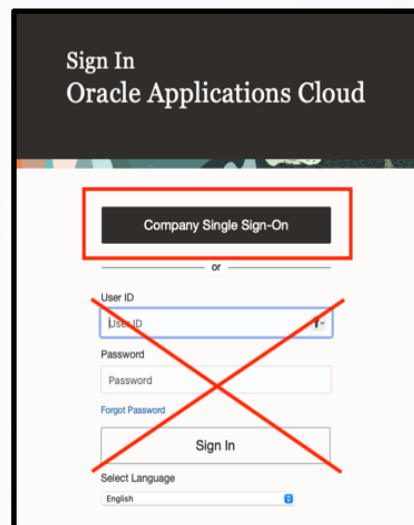
Note: A timecard is automatically generated with the first Web Clock punch of the pay period.

Step-by-Step:

1. Log in to Tulane's **Gibson** portal and navigate to the **WaveWorks** menu item.

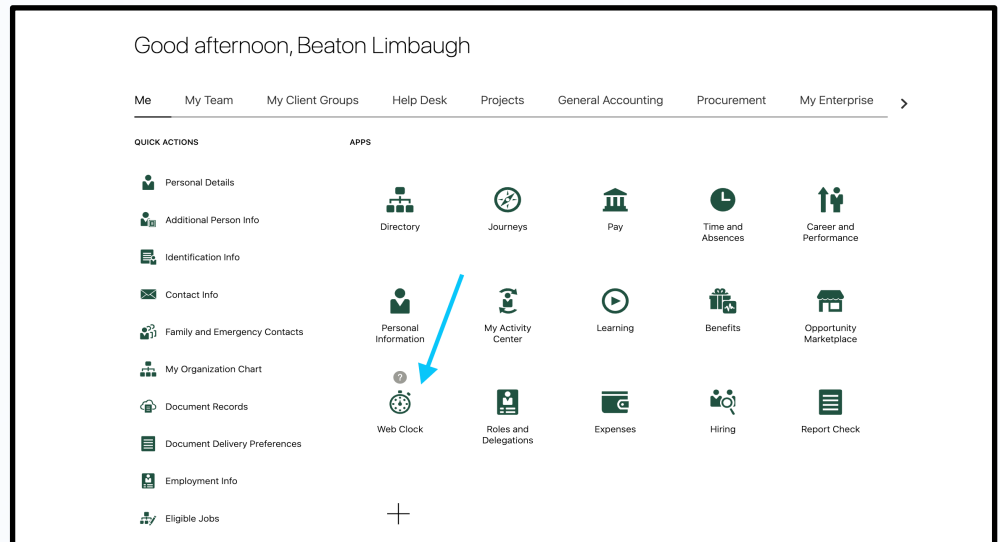


2. Sign in to **WaveWorks** using **Single Sign-On (SSO)**. Since you're already logged in to Tulane Gibson, SSO will sign you in automatically - no need to re-enter your username or password.

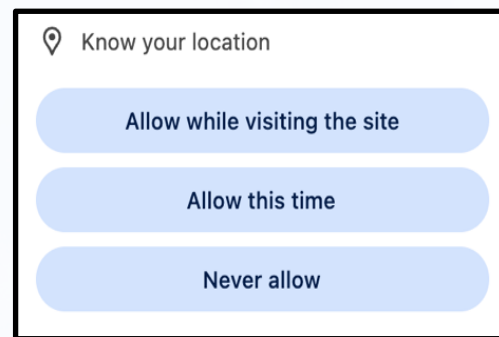


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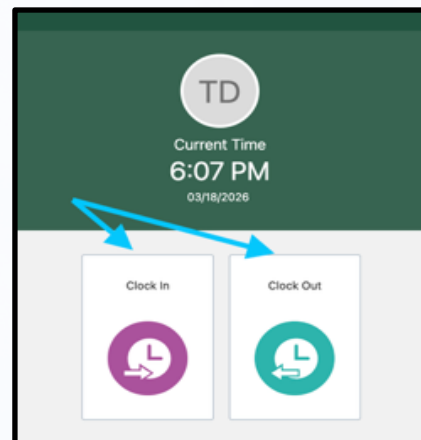
3. To clock in/out use the Web Clock icon.



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

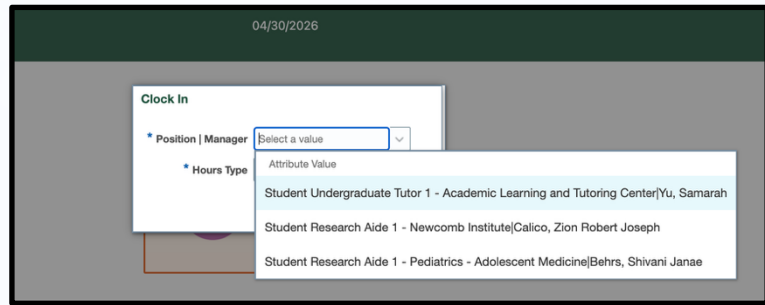


5. Select **Clock In** or **Clock Out** icon.

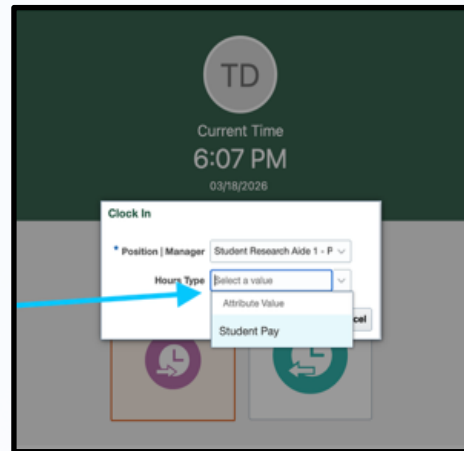


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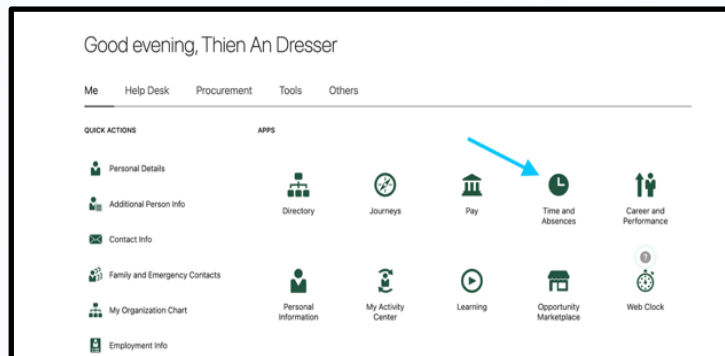
6. *Note:* if you have more than one student position, after clicking the appropriate clock in/out icon, select your **Position/Manager** from the dropdown menu.



7. Select **Student Pay** under Hours Type and click **Submit** to complete the clock in/out process for multiple student positions

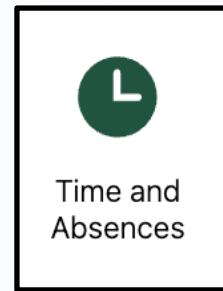


8. Verifying Your Time (optional): Return to the WaveWorks **Homepage**.



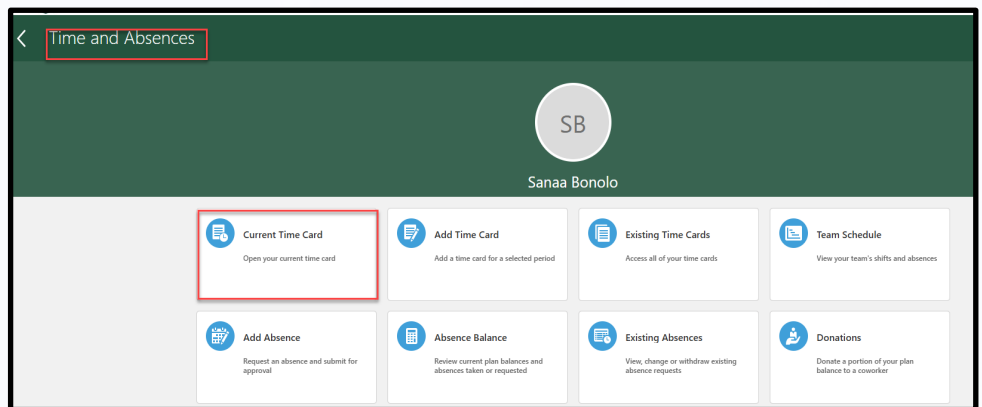
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9. Select **Time and Absences** icon and review your timecard (updates within 2 minutes).

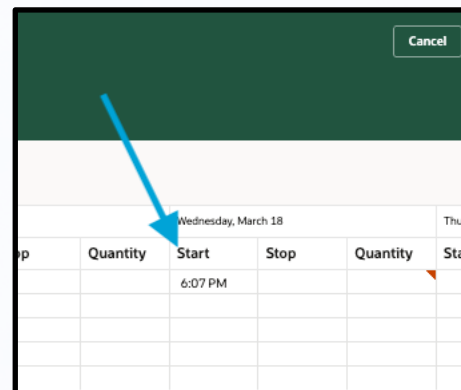


10. The **Time and Absences** page displays.

Select the **Current Time Card**.



11. View your Web Clock punches on **Current Time Card**.



- [illegible]

- 

TULANE UNIVERSITY

FD

FD

Time Card

Freyja Demaske

Entered

Close

Submit

Person Number 116405 Time Card Period 04/03/2026 to 04/16/2026

▲ The unanswered attestations need to be completed. (HWM-3750211) X

[View Attestations](#) [Cancel](#)

			Friday, April 03			Saturday, April 04			Sunday, April 05				
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Sta	Total
Student Research Aide 1 -	Student Pay		10:04 AM	10:58 AM	0.905	3:03 PM	4:51 PM	1.796	1:57 PM	3:10 PM	1.219	11:	7.316 hours
Student Research Aide 1 -	Student Pay		1:36 PM	1:55 PM	0.317				9:46 PM	10:20 PM	0.573	7:1	2.32 hours
Student Undergraduate Tutor 1 -	Student Pay		3:00 PM	3:36 PM	0.603								1.113 hours
													0 hours
													0 hours
													0 hours
													0 hours
													0 hours
													0 hours
Total Hours					1.825 hours			1.796 hours			1.792 hours		

- | | Sunday, April 12 | | |
|---|------------------|---------|----------|
| y | Start | Stop | Quantity |
| | 5:25 PM | 5:44 PM | 0.326 |
| | 6:10 PM | 6:44 PM | 0.558 |

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15. Double-click the cell that needs to be edited.

Sunday, April 12			
Entity	Start	Stop	Quantity
	5:25 PM	5:44 PM	0.326
	6:10 PM	6:44 PM	0.558

16. Delete the incorrect punch time.

Sunday, April 12				Mo
Entity	Start	Stop	Quantity	Sta
	5:25 PM	5:44 PM	0.326	
	6:10 PM		0.558	

17. Enter the correct punch time.

Sunday, April 12				
Entity	Start	Stop	Quantity	
	5:25 PM	5:44 PM	0.326	
	6:10 PM	7:00pm	0.558	

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18. To add a comment for your Line Manager and University Payroll, right-click the cell to open the menu, then select **Add Comment**.

			Delete Row
Sunday, April 12			
Quantity	Start	Stop	Ungroup Entries
	5:25 PM	5:44 PM	
	6:10 PM	7:00 PM	Add Comment

19. Enter your comment message (*see sample*) and click **Save**.

When all edits have been made on the Time Card, select **Save** and **Close**.

			Row 2, Student Research Aide 1 - Pediatrics - Adolescent Medicine Behrs, Shivani Janae	
			Sunday, April 12	
			required to stay an additional 16 minutes by line manager.	
Sunday, April 12				
Start	Stop	Totals		
5:25 PM	5:44 PM	7.316 hours		
6:10 PM	7:00 PM	2.595 hours		
		1.113 hours		

20. To remove a **lunch deduction**, click the drop down under **Lunch Hours** and select **No**.

Click **Save** and **Close**.

View Time Totals View Calculated Time Attestations															
03/20/2026 - 04/02/2026				Friday, March 20				Saturday, March 21				Sunday, March 22			
Scheduled Hours				7.5				0				0			
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Totals
1 Credentialed	Regular		8:00 AM	3:20 PM	7.33							9:20 AM	10:02 AM	0.7	8.03 hours
2		No													0 hours
3															0 hours
4															0 hours
5															0 hours
Total Hours				7.33 hours				0 hours				0 hours			
												0.7 hours			

21. To **review your timecard** before Payroll is due, scroll through the pay period to check your hourly totals and punches. *As a best practice, review your timecard daily or at least one day before the end of the pay period.*

me Card

Entered

Cancel

Save and Close

Save

Demskie

116403

Time Card Period 04/03/2026 to 04/16/2026

Print

View Time Totals

View Calculated Time

...

2026			Friday, April 03			Saturday, April 04			Sunday, April 05		
Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
Aide 1 -	Student Pay		10:04 AM	10:58 AM	0.905	3:03 PM	4:51 PM	1.796	1:57 PM	3:10 PM	1.219
Aide 1 -	Student Pay		1:36 PM	1:55 PM	0.317				9:46 PM	10:20 PM	0.573
Student Tutor 1 -	Student Pay		3:00 PM	3:36 PM	0.603						
						</					

22. Use the **View Time Totals** or **View Calculated Time** buttons to review your hours and totals.

FD

Time Card

Entered

Freya Demskie

Person Number 116403 Time Card Period 04/03/2026 to 04/16/2026

View Time Totals

View Calculated Time

...

04/03/2026 - 04/16/2026		
Position Manager *	Hours Type *	Lunch Hours
1 Student Research Aide 1 -	Student Pay	
2 Student Research Aide 1 -	Student Pay	
3 Student Undergraduate Tutor 1 -	Student Pay	
4		

23. The **View Calculated Time** buttons allows you to do review of the pay period's calculated hours and totals.

FD

Time Card:Calculated Time

Entered

Freya Demskie

Search by attribute column headers

Student Research Aide 1 - Pediatrics - Adolescent Medicine|Behrs, Shivanj Janae Student Undergraduate Tutor 1 - Academic Learning and Tutoring Center|Yu, Samarah

View Time Totals

1	Hours Type	Lunch Hours	Friday, April 03				Saturday, April 04				Sunday, April 05					
			Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	Reported Quantity	Calculated Quantity		
	Student Pay		10:04 AM	10:58 AM	0.905			3:03 PM	4:51 PM	1.796			1:57 PM	3:10 PM	1.219	7.316 hours

Time Totals

	Reported	Calculated	Friday, April 03		Saturday, April 04		Sunday, April 05		Monday, April 06		Tuesday, April 07		Wednesday, April 08	
			Reported	Calculated	Reported	Calculated	Reported	Calculated	Reported	Calculated	Reported	Calculated	Reported	Calculated
Total Hours	10.749	10.749	1.825	1.825	1.796	1.796	1.792	1.792	2.7	2.7	0	0	1.536	1.536
Student Pay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0

24. If the timecard is correct, click **Submit**.

Cancel

Save and Close

Save

Submit

Saturday, April 04			Sunday, April 05			Mon	Totals
Start	Stop	Quantity	Start	Stop	Quantity	Sta	
3:03 PM	4:51 PM	1.796	1:57 PM	3:10 PM	1.219	11:	7.316 hours
			9:46 PM	10:20 PM	0.573	7:1	2.32 hours
							1.113 hours
							0 hours
							0 hours
							0 hours
							0 hours

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25. When you click **Submit**, the **Attestation** question will appear.

Attestations
1 of 1

Attestation Generated On:
04/03/2026 3:06 PM

Attestation Applies To:
04/03/2026 to 04/16/2026

2

I attest that my time records are accurate and complete. I have recorded all hours worked, including meals/breaks and overtime, have had the opportunity to make necessary changes or have reported any discrepancies to my supervisor. I understand that maintaining accurate records is my responsibility and that failure to comply with Tulane policies may lead to disciplinary action up to and including termination of employment.

Yes

Cancel Submit and Close

26. Select **Yes** to affirm the attestation, then click **Submit and Close**.

Attestations
1 of 1

Attestation Generated On:
04/03/2026 3:06 PM

Attestation Applies To:
04/03/2026 to 04/16/2026

2

I attest that my time records are accurate and complete. I have recorded all hours worked, including meals/breaks and overtime, have had the opportunity to make necessary changes or have reported any discrepancies to my supervisor. I understand that maintaining accurate records is my responsibility and that failure to comply with Tulane policies may lead to disciplinary action up to and including termination of employment.

Yes

Cancel Submit and Close

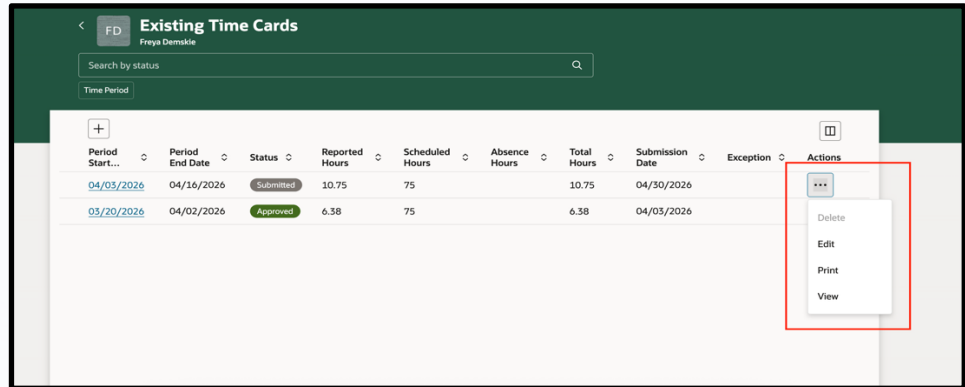
27. Your timecard is now **Submitted**. Your **Line Manager** will review and approve your timecard for **Payroll**.

Period Start...	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
04/03/2026	04/16/2026	Submitted	10.75	75		10.75	04/30/2026		...



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28. If a submitted timecard needs additional edits, go to the timecard line item and click the ellipsis (...) to open the menu. Select **Edit**, **Print**, or **View**. Be sure to include a comment on the Time Card for your Line Manager explaining the reason for the change.



The screenshot shows the 'Existing Time Cards' interface. At the top, there is a header with 'FD' and 'Freya Demoskie'. Below this is a search bar labeled 'Search by status' and a 'Time Period' filter. The main content is a table with columns: Period Start..., Period End Date, Status, Reported Hours, Scheduled Hours, Absence Hours, Total Hours, Submission Date, Exception, and Actions. Two rows are visible: one with status 'Submitted' and another with status 'Approved'. The 'Actions' column for the 'Submitted' row is highlighted with a red box, showing a dropdown menu with options: Delete, Edit, Print, and View.

Period Start...	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
04/03/2026	04/16/2026	Submitted	10.75	75		10.75	04/30/2026		...
03/20/2026	04/02/2026	Approved	6.38	75		6.38	04/03/2026		...