Quick Reference Guide:
Staff – Navigating Your Timecard

WaveWorks
TRANSFORMATION IN MOTION

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

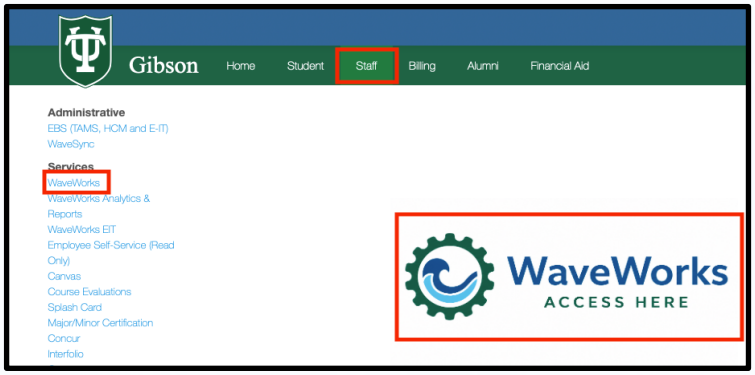
Staff can update their time directly on the timecard—there is no need to submit a Time Change Request (unless your department processes require them). After making changes, select **Save and Close**. Once all time for the pay period has been entered, complete the attestation and submit the timecard.

After submission and approval, 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.

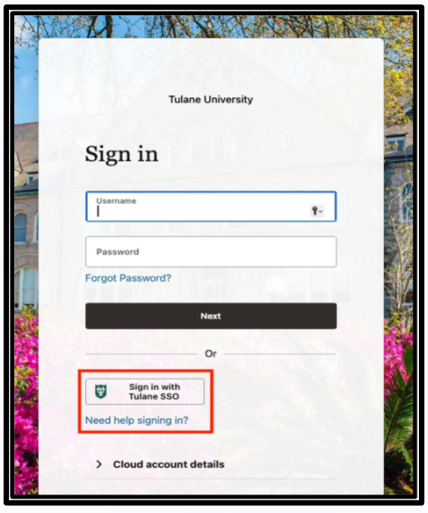
Step-by-Step:

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

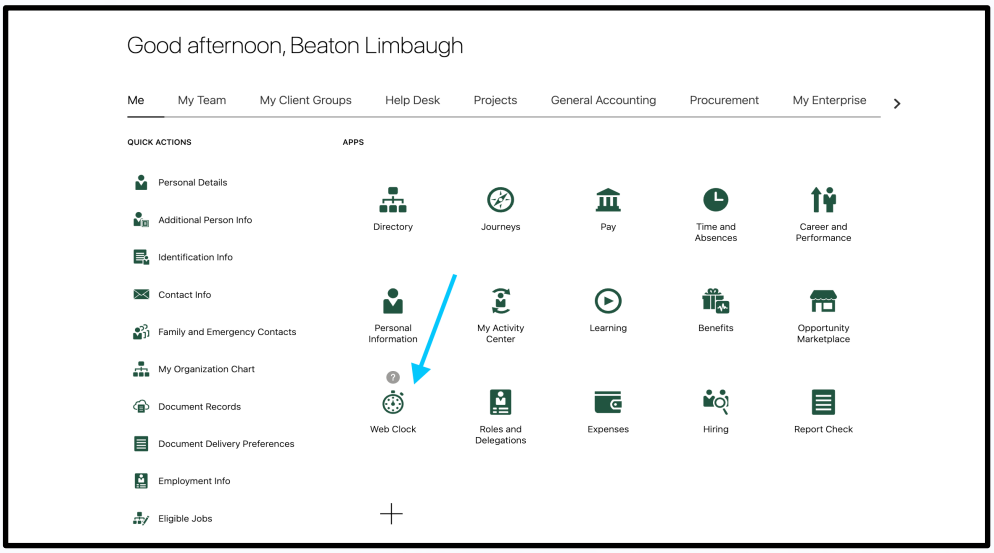


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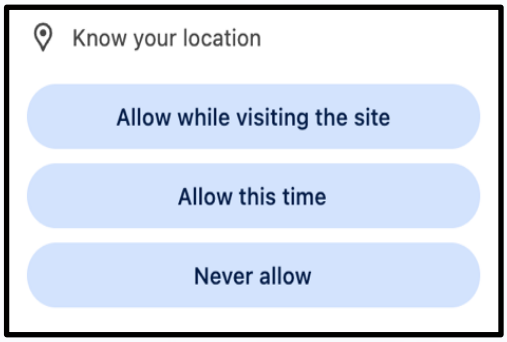
2. Sign in to **WaveWorks** using **Sign-in with Tulane SSO**. Since you're already logged in to Tulane Gibson, SSO will sign you in automatically - no need to re-enter your username or password.



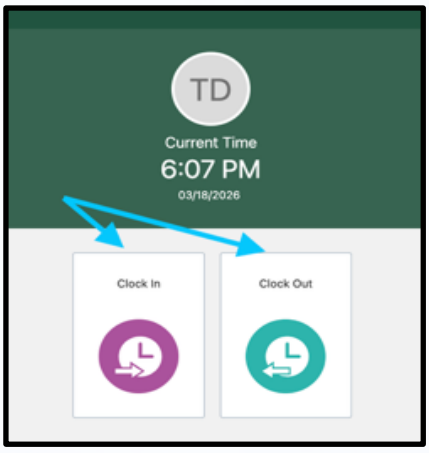
3. To clock in/out use the Web Clock icon.



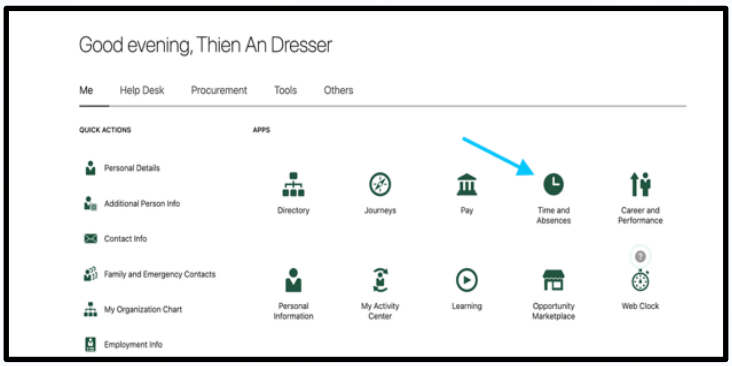
4. When prompted, select **Allow for location** access.



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



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

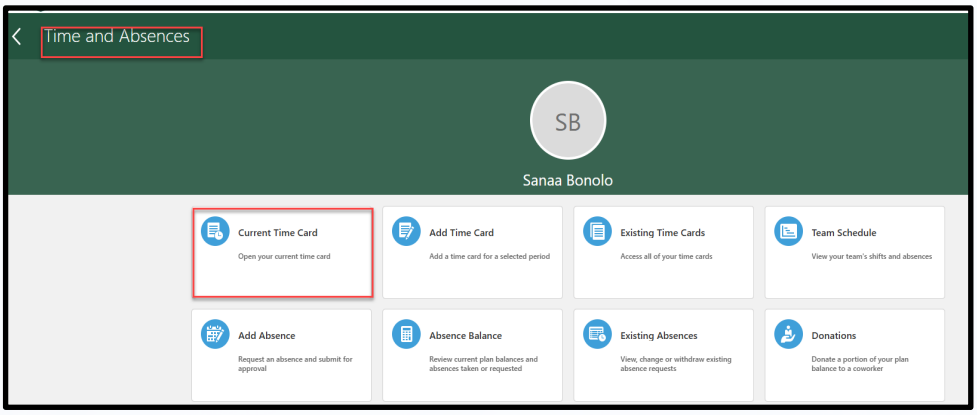


7. Select **Time and Absences icon** and review your timecard (updates within 2 minutes).

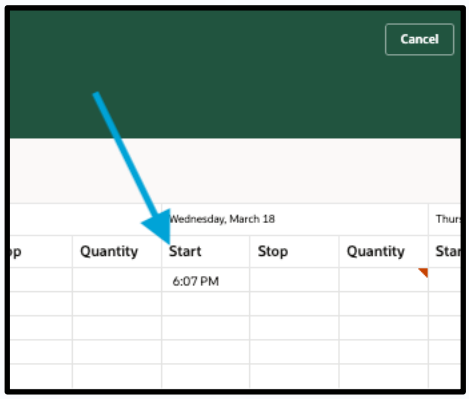


8. The **Time and Absences** page displays.

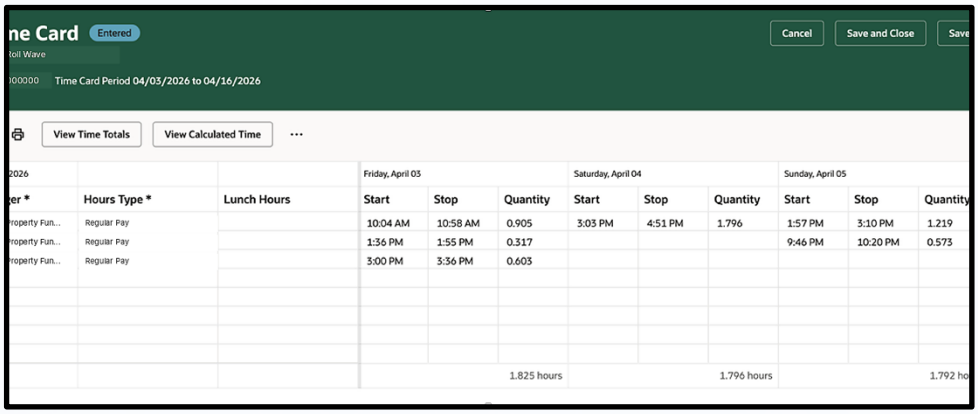
   Select the **Current Time Card**.



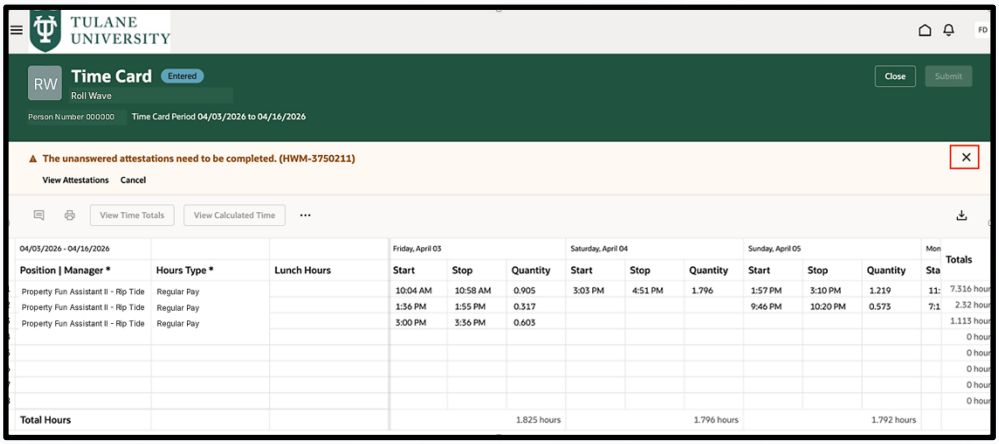
9. View your Web Clock punches on **Current Time Card**.



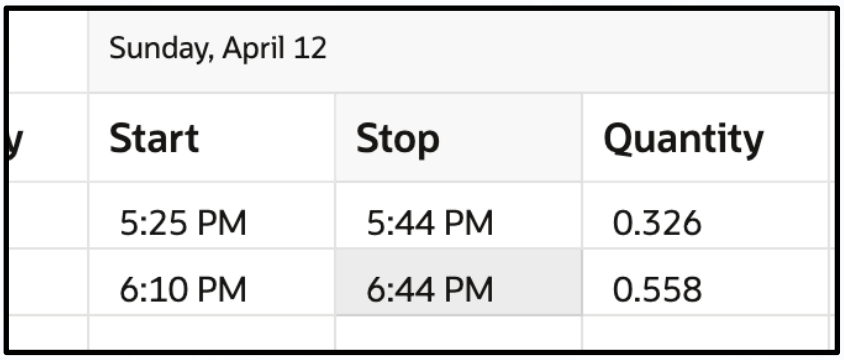
10. In **Current Time Card**, you can review, edit, or submit your timecard.



11. Before making any edits, close all attestation and warning messages on the timecard by clicking the **X**.

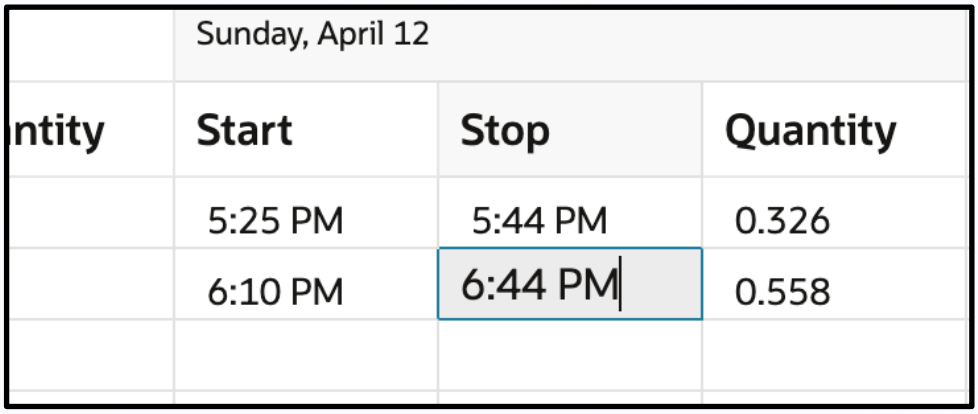


12. In the **Current Time Card**, review your time and make edits as needed. If any In or Out punches are missing, use the following steps. Select the cell for the time entry you want to update.



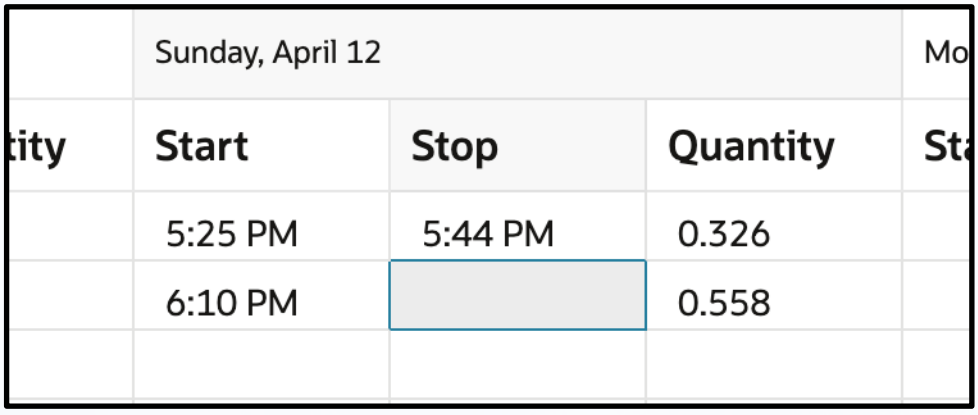
	Sunday, April 12		
y	Start	Stop	Quantity
	5:25 PM	5:44 PM	0.326
	6:10 PM	6:44 PM	0.558

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



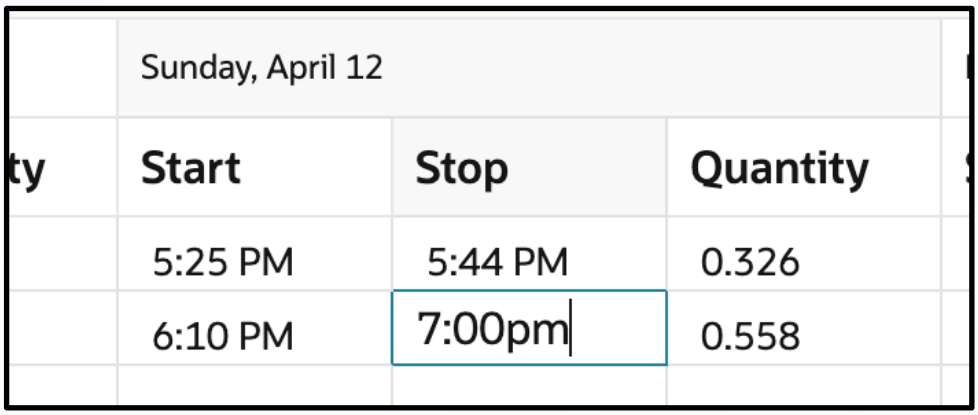
	Sunday, April 12		
ntity	Start	Stop	Quantity
	5:25 PM	5:44 PM	0.326
	6:10 PM	6:44 PM	0.558

14. Delete the incorrect punch time.



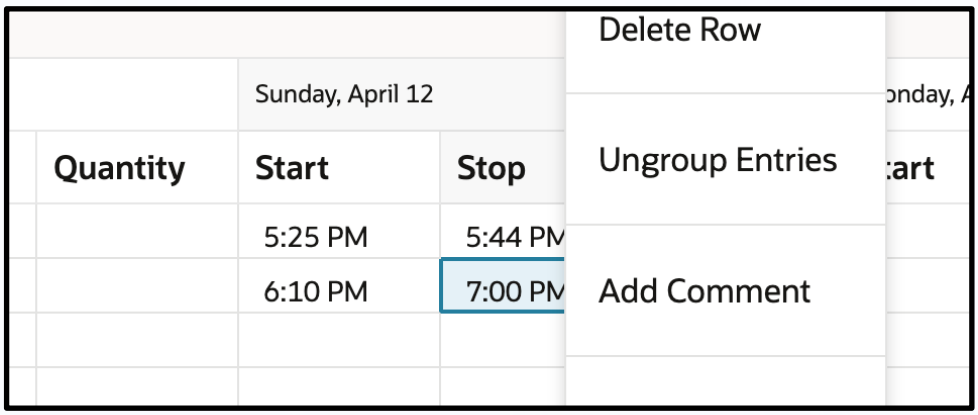
	Sunday, April 12			Mo
ity	Start	Stop	Quantity	St
	5:25 PM	5:44 PM	0.326	
	6:10 PM		0.558	

15. Enter the correct punch time.



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

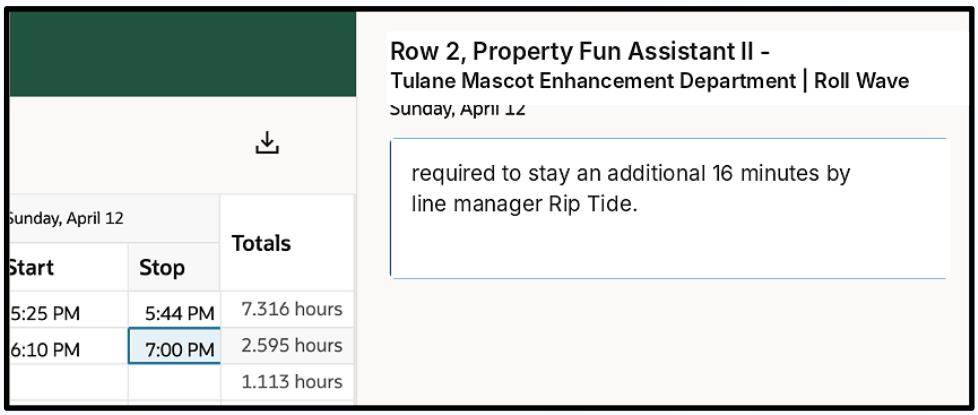
16. To add a comment for your Line Manager and University Payroll, right-click the cell to open the menu, then select **Add Comment**.



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

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

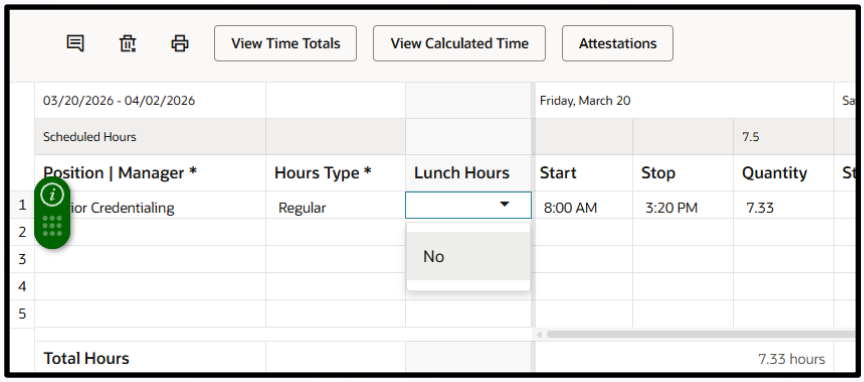


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18. To remove a **lunch deduction**, click the drop down under **Lunch Hours** and select **No**.

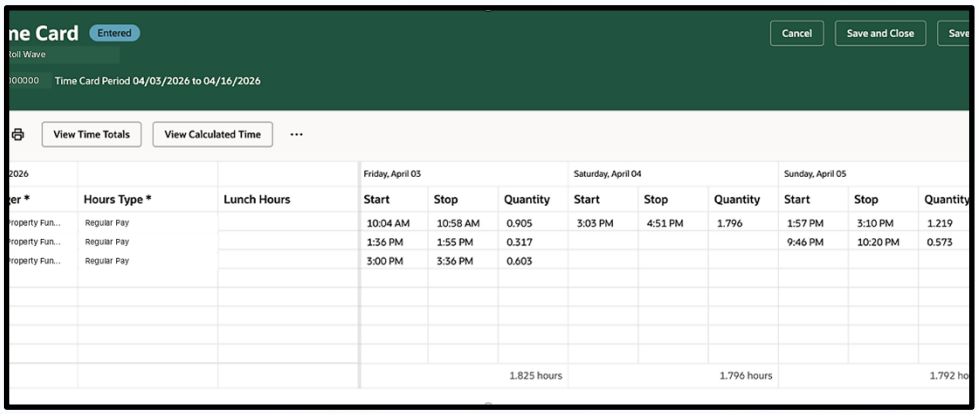
    Note: If lunch needs to be removed for just one date, the create a separate line for that date, entering your punches, and removing those punches from the original line.

    When finished editing, click **Save** and **Close.**



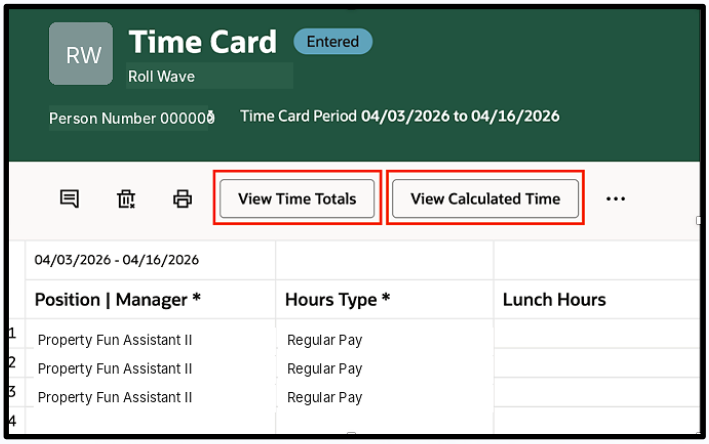
19. To **review your timecard** before Payroll is due, scroll through the pay period to check your hourly totals and punches. Make sure your in/out times are accurate and that no punches are missing or duplicated.

    As a best practice, review your timecard daily or at least one day *before* the end of the pay period.



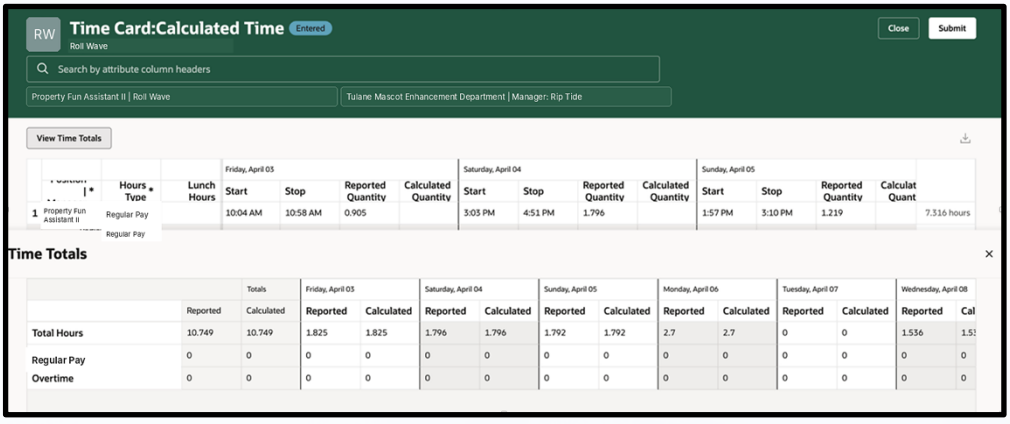
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20. Use the **View Time Totals** or **View Calculated** Time buttons to review your hours and totals.

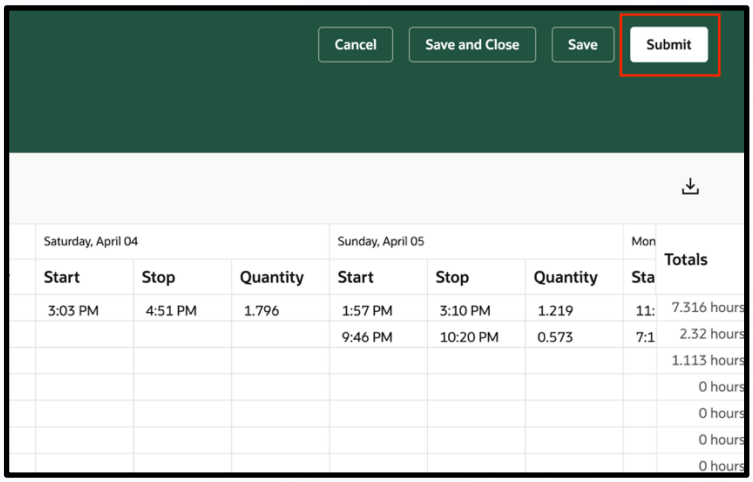


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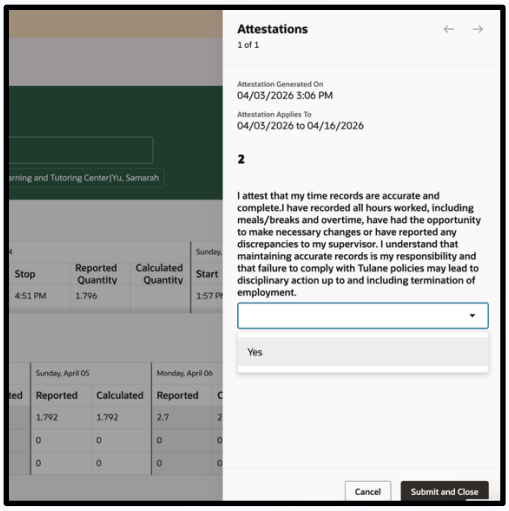
21. The **View Calculated Time** buttons allows you to do review of the pay period's calculated hours and totals.



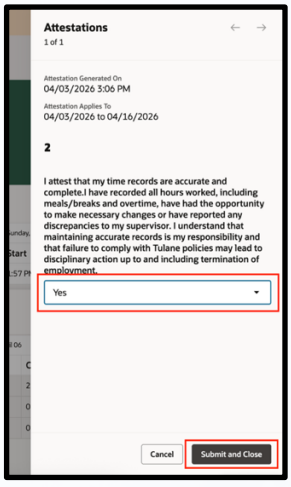
22. If the timecard is correct, click **Submit**.



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



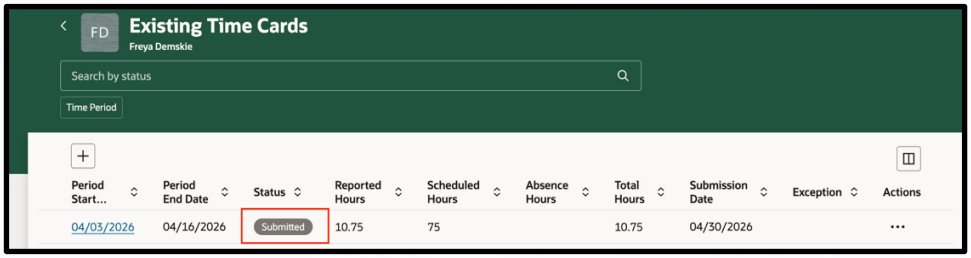
24. Select **Yes** to affirm the attestation, then click **Submit and Close**.



25. Your timecard is now **Submitted**.

    Your **Line Manager** will review and approve your timecard for **Payroll**.

    Remember that Saved does not mean Submitted. A timecard showing Entered or Saved has *not* been submitted for approval.



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26. 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.

