Timecard (O.A.T.S) Set-Up and Submission

Step 1:
Log onto the Westmont College website @ www.westmont.edu
Click on Current Students
Click on Timecard (OATS)
Enter your email username and password to Log-In

Step 2:
You will see the following screen (example below)
Select “My Jobs” at the top of the screen.
Click on “Add a New Job”

Step 3:
Type in the appropriate information for your job (see screen example below)
Job Title: History Dept. Office Assistant, Cold Spring Classroom Aides, etc.
Account number: xx-xxxx-xxxxx (this will be provided by your supervisor)
Supervisor’s Name: Sam Supervisor
Supervisor’s Email: ssupervisor@westmont.edu
Department Name: Athletics, Physical Plant, etc
Employment Type: Regular or Work Study
Automatic Clock: NO
Pay rate: Leave this blank
* Click “Update/Add This Job”
Step 4:
Click on “Personal Information” (see screen example below)
Enter the appropriate personal information
Click on “Update Personal Info” when you have completed the form.

Step 5:
Click on “My Timecard” (see screen example below)
Select Show/Modify Timecard
Select your job and the appropriate pay period.
Enter your hours worked, being sure to select the correct pay period.
When you have completed entering your hours, click on “GO”
NOTE: Enter your hours worked DAILY, do not leave it to the end of the week, as you may not remember your hours worked accurately.
Step 6: Processing your Timecard
Log onto the O.A.T.S. system as you normally would
Select Timecard (see screen example below)
Select Process for Submission
Click on GO!

Welcome, [username]. Please Choose An Action.
Step 12 (Mon.) 2013, 4:05pm
- Clock In/Out
- Show/Modify Timecard
- Timecard Summary
- Load Timecard from Template
- Process Timecard for Submission

Select Job
Select Time Period

Step 7: Printing your Timecard
DO NOT PRINT THIS PAGE, this is NOT your timecard. (see screen example below)
Double check your timecard and then select the LINK at the bottom of the page.
The screen that appears after is your OFFICIAL timecard.
Please print and sign your timecard, have your supervisor sign it, and bring it to the business office in Kerrwood hall.