

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

### Step 1:

Log onto the Westmont College website @ [www.westmont.edu](http://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"

The screenshot shows the 'My Jobs' page. At the top is a navigation bar with links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below this, the page title is 'My Jobs'. There is a dropdown menu currently set to 'Dolphin Center'. Below the dropdown are three links: 'Update Selected Job', 'Delete Selected Job', and 'Add A New Job'. An arrow points to the 'Add A New Job' link. At the bottom of the page is a button labeled 'Timecard Submissions Schedule'.

### Step 3:

Type in the appropriate information for your job (see screen example below)

Job Title: *History Dept. Office Assistant, Cold Spring Classroom Aide, 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"

The screenshot shows the 'Add A New Job' form. At the top is a navigation bar with links: Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out. Below this is the title 'Add A New Job'. The form consists of several input fields, each with a blue header and a white input area: 'Job Title (Required) (No apostrophes!)', 'Account Number', 'Supervisor Name', 'Supervisor's Email Address', 'Department Name', 'Employment Type' (with a dropdown menu set to 'Regular Work'), 'Automatic Clock Out' (with a dropdown menu set to 'No'), and 'Payrate (Optional; Does not change actual payrate)'. The 'Payrate' field is preceded by a '\$' symbol. At the bottom right of the form is a button labeled '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.

Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out

Personal Information

Full Name

Email Address

ID Number

Mailbox Number

Default Job  
Dolphin Center

Update Personal Info

**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.

Timecard | My Jobs | Personal Info | FAQ | Report a Problem | Log Out

Welcome, lbanez. Please Choose An Action.  
Jun 20 (Mon.) 2011, 12:41pm

Clock In/Out

Show/Modify Timecard

Timecard Summary

Load Timecard from Template

Process Timecard for Submission

Dolphin Center Select Job

06/12/2011 - 06/25/2011 Select Time Period

Go!

**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!

**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.

Westmont College Timecard for

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
 ID Number: \_\_\_\_\_ Mailbox Number: \_\_\_\_\_  
 Job Title: Office Assistant Supervisor Name: \_\_\_\_\_  
 Department Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Week 1

	In (1)	Out (1)	In (2)	Out (2)	In (3)	Out (3)	Total Hours
Sun. (09/04)							0:00
Mon. (09/05)							0:00
Tue. (09/06)							0:00
Wed. (09/07)							0:00
Thu. (09/08)							0:00
Fri. (09/09)							0:00
Sat. (09/10)							0:00
Total Hours:							0

Week 2

	In (1)	Out (1)	In (2)	Out (2)	In (3)	Out (3)	Total Hours
Sun. (09/11)							0:00
Mon. (09/12)							0:00
Tue. (09/13)							0:00
Wed. (09/14)							0:00
Thu. (09/15)							0:00
Fri. (09/16)							0:00
Sat. (09/17)							0:00
Total Hours:							0
Grand Total:							0

\_\_\_\_\_  
 Student Supervisor

[above card is UNOFFICIAL! Do Not Print It!](#)

→ [Click here to display your Official Timecard, which you must print and submit to Payroll.](#)