

Alabama State University Payroll

TimeClock Plus

Login & FAQ's



Student 20-hour (Graduate Assistants, Stipends), Federal Work-Study

- Clock-In & Clock-Out at your reporting location with your supervisors.
- Click on the link to watch the video https://youtu.be/HvsvwQe3_m8
- How do you Clock-in and Clock-out?

Where do I go to clock-in?

Step 1 - Go to the ASU website and click on "My Hornets Access"

Step 2 - Click on the "TimeClock Plus (All Employees)"

Step 3 - Use your student # to clock-in and clock-out

ASU ALABAMA STATE UNIVERSITY Hello, sscatterfield

My Apps Search

BlackBoard
BlackBoard

CampusESP
A new way to stay involved with your student and ASU. Access for ASU families sponsored by the Academic Center for Educational Success (ACES)

HORNETSWEB
PeopleSoft
ASU
PeopleSoft is an e-business software product line owned by Oracle. These applications include human resource management systems (HRMS), customer relationship management (CRM), financials and

TimeClock Plus®
Time Clock Plus - (All Employees)
Time Clock Plus is a time and attendance software is designed to automate the time-keeping processes for the Faculty, Staff and Students at Alabama State University.

tcp
TimeClock Plus - (For Managers)
TCP's time and attendance software is designed to automate the time-keeping processes for Faculty, Staff and Students at Alabama State University.

EAB
EAB Navigate
Navigate, our Student Success Management System, is an enterprise-level technology that links administrators, advisors, deans, faculty, other staff, and students in a Coordinated Care Network

20-Hour Employment and Contact Information

Demond Moore

Human Resources Generalist
Alabama State University
wmoore@alasu.edu
www.alasu.edu
(334) 229-4206 Office
(334) 229-8752 Fax

Jacqueline Hill

HR/Data Human Resources Specialist
Alabama State University
jhill@alasu.edu
www.alasu.edu
(334)-229-4437 Office
(334)-229-8752 Fax

Federal-Work Study Employment and Contact Information

Antonio Brown

Financial Aid Counselor
Alabama State University
J. GARRICK HARDY STUDENT CENTER,
SUITE C2.52
abrown@alasu.edu
www.alasu.edu
(334)-229-4826

FREQUENTLY ASKED QUESTIONS

What's New

- University shutdowns such as (inclement weather, holidays, and administrative days per President Ross), students will not be paid on those days.
- ASU Stipend (additional pay) 20-Hour Students will remain the same. This means those students will complete a timesheet and turn it in on the last working calendar day, at the end of each month.
- Students must clock-in and clock-out in their assigned departments unless otherwise instructed by their supervisors.

Q. Who uses Time Clock Plus?

A. All employees and students must use the TimeClock Plus system.

Q. Will students who are paid monthly stipend/additional pay from grant-funded projects need to clock in and out?

A. No. Please continue submitting timesheets at the end of the month by e-mail to mcooper@alasu.edu.

Q. Will I be paid when the University is closed?

A. No.

Q. Am I paid based on my contract hours per week?

A. Yes. You will not be allowed to work past your contract hours total per week. Example: 20 hours/week or 25 hours/week.

Q. What do I do if I am unable to clock-in & clock-out because the web clock system is down?

A. Notify your supervisor for assistance.

Q. How often will I be paid?

A. You will be paid monthly by the 2nd Tuesday of each month by the student payroll schedule.

Q. What if the system will not allow me to clock-in & clock-out?

A. Contact your supervisor.

Q. How will I know when the payroll cycle begins and ends?

A. Please refer to the Payroll Schedule.