Starting Monday, August 20, Non-Exempt (Hourly) Employees will no longer use the online web clock!

Taking its place will be an online timesheet where non-exempt (hourly) employees will type in the number of hours worked each day. Department Time Administrators will approve the hours worked prior to the end of the pay period so that payment can be made.

How does this Affect you?

Starting Monday, you will record your hours in the online timesheet found at asu.edu/interactive. The form can be completed daily, once a week, or at the end of a pay period.

www.asu.edu/interactive

1. Click on Time Reporting.
2. Click on Timesheet.
3. If you work more than one job, select job here.
4. Enter your hours worked in boxes.
5. Select Reg Hours
6. Click Submit

Select different week here
Request time off in separate rows.
View Summary of Hours Reported
View Sick/Vacation Balances