How to Access the Workforce Timekeeping System

*Note: Access to the Workforce Timekeeping System is limited to UST computers and is not available off-campus.

1. Go to the University of St Thomas homepage (www.stthomas.edu)
2. Click on “Tools” on the top right side of the screen
3. Select “Employee Timekeeping”
4. Click on “Workforce Timekeeping”

If you are accessing the website as:

a. A supervisor or department administrator, click on the “Review & Approve Timesheets” button
b. A student employee using the web clock, click on the “Web Clock” button
c. An undergraduate student entering hours on a timesheet, click on the “Web Time Entry” button
d. An hourly staff member or a graduate student entering hours on a timesheet, click on “Web Elapsed Time Entry.”

5. Log in to Workforce using your Net Id and password. This is the same id and password you use to log in to a UST computer.