

Time Approval for Supervisors

Augustana College - WebAdvisor (WebTime Entry)

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Entering and Approving Student Payroll

1. Open Web Advisor
2. Log in with your username and password
3. Click on the **Employee** link
4. Click on **Time Approval (for Supervisors)**

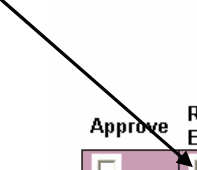
Note: Students cannot work nor be paid until they have been assigned to a position, and have filled out all of the employment paperwork in the payroll office. Please fill out the **Student Employee Hiring Notice** (attached) and forward to the payroll office.

5. To post hours for your student employees, find the pay period that you are posting to and select the **Review Entry** box for that employee. Click **Submit** at the bottom of the web page.

Time Entry and Approval

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Time approval (for supervisors)



Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Patricia A. Czech	Student Non Work Study	Olin Center		50.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Alexes A. Faulkner	Student Work Study	Olin Center		30.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Sarah A. Funk	Student Non Work Study	Olin Center		18.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Hope R. Hollingsead	Student Non Work Study	Olin Center		30.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Kristina E. Jansson	Student Non Work Study	Olin Center		10.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Mr Christopher N. Johnson	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Mr Christopher N. Johnson	Student Non Work Study	Academic Computing		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Ms Kimberly J. Kubillus	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/02/06	10/15/06	11/04/06 11:59PM	Mr Andrew R. Loth	Student Non Work Study	Olin Center		0.00

Note: Please watch the pay period dates and departments. If more than one pay period is open, or the student is employed in more than one area within a department, they will be listed multiple times.

6. Enter the total hours for week 1 on the Sunday of week 1. Enter the total hours for week 2 on the Sunday of week 2.

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Ms Alexes A. Faulkner	Student Work Study	10/15/06	Student Pay Cycle	Olin Center		11/04/06 11:59PM

Leave Type Leave Balance

Not Applicable	
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Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
10/02/06	Monday									
10/03/06	Tuesday									
10/04/06	Wednesday									
10/05/06	Thursday									
10/06/06	Friday									
10/07/06	Saturday									
10/08/06	Sunday									
10/09/06	Monday									
10/10/06	Tuesday									
10/11/06	Wednesday									
10/12/06	Thursday									

7. At the **Supervisor Decision** drop-down box, choose **Approve**. Hours entered **must be approved!!!**

Non-Exempt Other Position Hours	Exempt Other Position Hours
30.00	0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

Reject

Approve

SUBMIT

8. We are not using the e-mail function at this time. You will need to delete the **Employee's E-mail Address** before continuing.

9. Click **Submit** at the bottom of the page. This will bring you to the **Confirmation** page; click **OK**. This will return you to the **Employees Menu**.

Employee History (for Supervisors)

By selecting **Employee History (for Supervisors)** supervisors can choose whose time history they want to review by checking the **Review Entry** checkbox.

Click **Submit** at the bottom of the page.

Choose the current year as displayed in the drop-down list and click **Submit**.

The next page includes the past pay periods for which time history is available and the current pay period if the time entered is approved.


You may review, but you cannot change time on the history page.

Helpful Tips:

If you are entering payroll as a back-up supervisor...

<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Ms Marija Ristic	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Rafael E. Romero	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Timothy W. Shearouse	Student Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Andrew A. Sullivan	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Robert T. Sullivan	Student Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Leif E. Theden	Student Non Work Study	Academic Computing		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Jeffrey L. Trask	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Ms Pamela I. Uyanwune	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Mr Vytas A. Vaznelis	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Ms Pei-Chi Wang	Student Non Work Study	Olin Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Ms Pei-Chi Wang	Student Non Work Study	Academic Computing		0.00

Approve time entries on behalf of


Mrs Bonita H. Crossen

SUBMIT

You will need to choose who to **Approve time entries on behalf of** and click **Submit**. This will bring up the other supervisors student workers.

Helpful hints cont...

F5 will refresh your screen. If you think you have made a mistake and haven't submitted the page yet, F5 will refresh and you can start over.

There is a 10-minute timeout feature in WebAdvisor. If you start entering payroll and get sidetracked you may return to find your session terminated.

So everyone is on the same page, please use the **Payroll End Date** when communicating with the payroll office.

After you have approved all of your student employees hours you may want to print the page with the heading **Time approval (for supervisors)**. (There is an example attached to this documentation.) To make the entire page print you may have to change the format of the page.

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Location	Total Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/23/06	11/05/06	11/09/06 11:59PM	Ms Patricia A. Czech	Student Non Work Study	Olin Center		10.00

On your **Internet Explorer** menu click **File** then **Page Setup**. This will bring up a new window and in a section labeled orientation; you will be able to select **Landscape**. This will allow the **Total Hours** column to print.

If one of your student employees has overtime, you will need to call Kelly Hall at x7353 to let her know. All students will be paid straight time otherwise.

The approve by date is final. If you miss entering hours, they need to be added to the next payroll.