

Web Advisor Time Entry

Instructions for Hourly Employees

Electronic time sheets are due no later than 12:00 noon on the Monday prior to a Friday pay day.

- Login to WebAdvisor <https://webadvisor.flcc.edu>
- Click on Employee menu
- Click Time Entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	07/01/12	07/14/12	Principal Account Clerk	09/01/11	Office of the Controller	Joseph Delforte	Canandaigua Campus	07/16/12 12:00PM

Note: During the pay period, there will be only one option available to select for web time entry. If it is a Monday when the time entry forms must be submitted, you will see both the prior and the current pay period listed on the Time Entry main screen.

- 1) Start and end times are entered in the **Time In** and **Time Out** columns. If you receive an unpaid meal break, include that in your time entry.

- 2) Time can be entered in a 12-hour or 24-hour (military time) format. The 12-hour format will default to AM unless a 'P' is typed after the time entry. Example: 1:30 PM can be entered by typing **0130P** or **1330**

- 3) Overtime will be calculated automatically, based on the number of hours entered.

- 4) Absences are recorded in the **Annual Leave**, **Sick**, and **Other Time** columns.
 - If recording time in the **Other Time** column, use the drop down to choose the appropriate code (Holiday, Funeral, Building Closed, Jury, etc.).
 - Time should be recorded in 15 minute increments only.

- 5) Once all time has been entered and reviewed, check the box at the bottom of the form to request supervisor approval:

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval	<input checked="" type="checkbox"/>
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- 6) When the supervisor reviews the time, an e-mail will be sent stating your days are approved or rejected.
 - If Time Entry is approved, no action is necessary
 - If Time Entry is rejected, the e-mail will include comments from your supervisor. Make corrections as necessary and resubmit.

Sample Time Entry form (one week shown):

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
07/01/12	Sunday						
07/01/12	Sunday						
07/02/12	Monday	08:00AM	12:00PM				
07/02/12	Monday	12:30PM	04:00PM				
07/03/12	Tuesday	08:00AM	12:00PM				
07/03/12	Tuesday	12:30PM	04:00PM				
07/04/12	Wednesday					3.75	HP - Holiday - College Closed
07/04/12	Wednesday						
07/05/12	Thursday						
07/05/12	Thursday						
07/06/12	Friday						
07/06/12	Friday						
07/07/12	Saturday						
07/07/12	Saturday						

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

For questions regarding Time Entry in Web Advisor, please refer to *Web Advisor Time Entry for Employees Frequently Asked Questions* or contact the payroll office at extension 1226.