

Web Advisor Time Entry

Instructions for Salaried Employees

Electronic leave usage reports 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
- The Time Entry main screen will open. Verify the Pay Period Start Date and End Date are correct. Check the box next to the correct pay period and click Submit:

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	Tech. Specialist	09/01/11	Information Technology	Richard Evans	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) In the **Hours Worked** column, a 1.00 will populate for every day of your scheduled work week.
- 2) Exceptions to your regular schedule are recorded in the **Annual Leave, Sick, and Other Time** columns.
 - If recording days 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 ½ (0.5) day increments only.

3) 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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- 4) 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:

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
07/01/12	Sunday					
07/02/12	Monday	1.00				
07/03/12	Tuesday		1.00			
07/04/12	Wednesday	.50		.50		
07/05/12	Thursday				1.00	HP - Holiday - College Closed
07/06/12	Friday				1.00	JURY - Jury Duty
07/07/12	Saturday					
07/08/12	Sunday					
07/09/12	Monday	1.00				
07/10/12	Tuesday	1.00				
07/11/12	Wednesday	1.00				
07/12/12	Thursday	1.00				
07/13/12	Friday	1.00				
07/14/12	Saturday					

Additional Time(Prior Period)

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

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address evansrw@flcc.edu

Helpful Hint: Put a reminder in your Outlook calendar as a recurring entry to complete and submit your time entry form.

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.