

# Web Advisor Time Entry

## Instructions for Student 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
- 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	Student Aide	09/01/11	Athletics	Jeffrey Weaver	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) 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"/>
---	-------------------------------------

4) When the supervisor reviews the time, an e-mail will be sent stating your time is 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/01/12	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/02/12	Monday	08:00AM	12:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/02/12	Monday	12:30PM	04:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/03/12	Tuesday	08:00AM	12:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/03/12	Tuesday	12:30PM	04:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/04/12	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/04/12	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/05/12	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/05/12	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/06/12	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/06/12	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/07/12	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07/07/12	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**