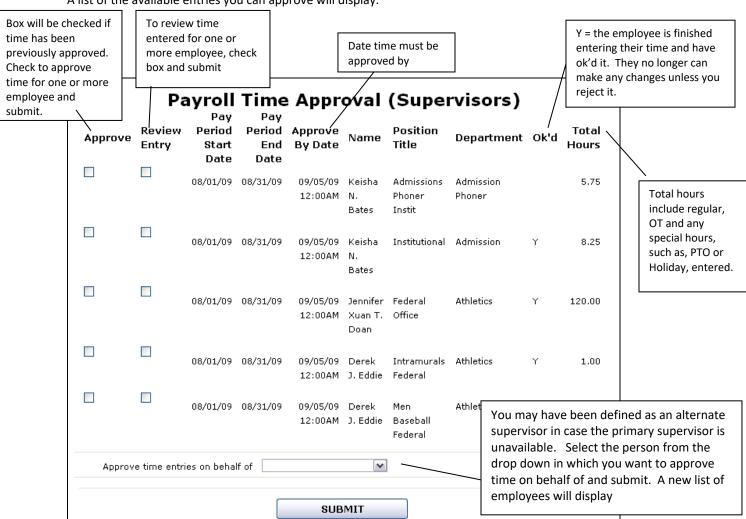
## Approving Time via WebAdvisor (Employee)

Log into WebAdvisor: <a href="http://gustavus.edu/go/webadvisor/employees">http://gustavus.edu/go/webadvisor/employees</a> OR http://gustavus.edu/go/webadvisor/faculty

Select Payroll Time Approval from the Department Information section



A list of the available entries you can approve will display.



Although you may approve time from this display, it is highly recommended to review employee time first. To review an individual employee's time entry, click the person's name to bring up detail of their submitted hours. You will be able to approve it from the review display also. If you approve time, an email will be sent to the employee(s) when you click on submit.

