

Approving Time via WebAdvisor (Employee)

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

Select Payroll Time Approval from the Department Information section

Department Information

- [Department Budget](#)
- [FY18 Budget Requests](#)
- [Payroll Time Approval](#)
- [Payroll Time Emp History](#)
- [Student Employees Class Schedules](#)
- [Student Employees](#)

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

Box will be checked if time has been previously approved. Check to approve time for one or more employee and submit.

To review time entered for one or more employee, check box and submit

Date time must be approved by

Y = the employee is finished entering their time and have ok'd it. They no longer can make any changes unless you reject it.

Payroll Time Approval (Supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Position Title	Department	Ok'd	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Keisha N. Bates	Admissions Phoner Instit	Admission Phoner		5.75
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Keisha N. Bates	Institutional	Admission	Y	8.25
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Jennifer Xuan T. Doan	Federal Office	Athletics	Y	120.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Derek J. Eddie	Intramurals Federal	Athletics	Y	1.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	Derek J. Eddie	Men Baseball Federal	Athlet		

Approve time entries on behalf of

SUBMIT

Total hours include regular, OT and any special hours, such as, PTO or Holiday, entered.

You may have been defined as an alternate supervisor in case the primary supervisor is unavailable. Select the person from the drop down in which you want to approve time on behalf of and submit. A new list of employees 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.

Time Approval Employee

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Approve By Date
Ms. Annalee L. Lokensgard	Accounts Payable Coordinator	09/05/09	Bi-Weekly - Hourly	Finance Office	09/07/09 12:00PM

Balance

PTO 8.49

Any 'regular hours' entered over 40 for a week is considered overtime.

Date	Day	Regular Hours	Overtime	PTO	ESL	Other Time Hours	Other Time Types
08/23/09	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>
08/24/09	Monday	<input type="text" value="6.75"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>
08/25/09	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>
08/26/09	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>
08/27/09	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>
08/28/09	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #f0f0f0;" type="text"/>

Employee has electronically signed the time entry as complete

No = Employee still can make changes
 Yes= Employee cannot make changes unless you reject their time

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

Select Approve or Reject from list and submit. An email will go to the employee with your decision. If approved, a generic email is sent. If rejected, an email subject and comments must be entered.

SUBMIT

Finally, a confirmation will display

Confirmation

Thank you for reviewing the time entries

OK