

Viewing Time History

Log into WebAdvisor

Employees: <http://gustavus.edu/go/webadvisor/employees>

Students: <http://gustavus.edu/go/webadvisor/students>

Select Payroll Time View Time History from either the Employee HR Information or Student Employment section.

Employee HR Information

[Employee Account Summary](#)
[Employee Benefit Statement](#)
[Leave Plan Summary](#)
[Payroll Time Entry](#)
[Payroll Time View History](#)
[View Pay Information](#)
[W2 Statement](#)

Student Employment

[Payroll Time Entry](#)
[Payroll Time View History](#)
[View Pay Information](#)
[W2 Statement](#)

Select the year for the pay period you wish to review.

View Time history

* = Required

Select year*

SUBMIT

Select Pay Period /Position you wish to review and submit. Only one may be selected at a time.

Select Pay Period/Position

Name

Select One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor
<input checked="" type="checkbox"/>	12/01/09	12/31/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	11/01/09	11/30/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	10/01/09	10/31/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt
<input type="checkbox"/>	09/01/09	09/30/09	Institutional	Mathematics & Computer Science	Ms. Linda L. Hewitt

SUBMIT

The Time History for the Pay Period/Position selected will display. No changes can be made, this is only for viewing.

Time History

Name

Position

Pay Period End Date

Department

XXXXXXXXXX

Institutional

12/31/09

Mathematics & Computer Science

Employee completed

Date

Time

Yes

12/16/09

11:52PM

Supervisor Decision

Date

Time

Approve

12/17/09

09:27AM

Supervisor Comments

 None

Summary by Date

Date	Day	Regular Hours	Overtime	PTO	ESL	Other Time	Type
12/07/2009	Monday	3.00					
12/08/2009	Tuesday	3.00					
12/11/2009	Friday	1.00					
12/16/2009	Wednesday	6.00					

This section shows the daily summary of hours entered.

Detail by Date

Date	Day	Time In	Time Out
12/07/2009	Monday	05:45PM	08:45PM
12/08/2009	Tuesday	12:15PM	03:15PM
12/11/2009	Friday	03:30PM	04:30PM
12/13/2009	Sunday	10:00AM	03:00PM
12/16/2009	Wednesday	06:00PM	12:00AM

For students, this section will show the in/out times for each date (if available).

OK

Clicking on OK will return you to the menu.