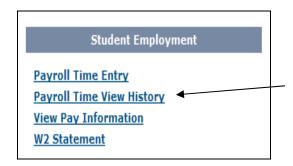# Viewing Time History

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.
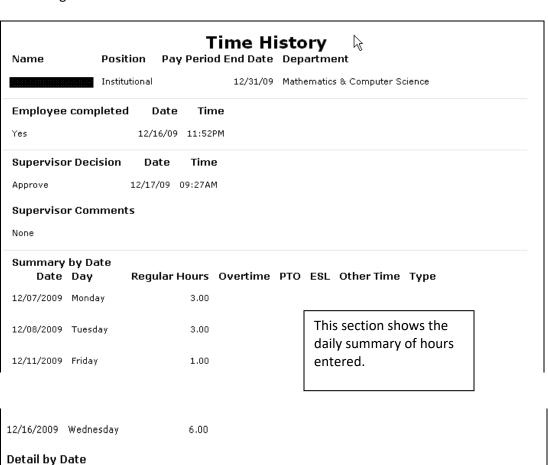

Select the year for the pay period you wish to review.

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

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
▓▓▓▓▓▓▓▓	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					

This section shows the daily summary of hours entered.

12/16/2009	Wednesday	6.00					

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.