

Approving Time via WebAdvisor - Student

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
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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	<input style="width: 30px; height: 20px;" type="text"/>	Admissions Phoner Instit	Admission Phoner		5.75
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	<input style="width: 30px; height: 20px;" type="text"/>	Institutional	Admission	Y	8.25
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	<input style="width: 30px; height: 20px;" type="text"/>	Federal Office	Athletics	Y	120.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	<input style="width: 30px; height: 20px;" type="text"/>	Intramurals Federal	Athletics	Y	1.00
<input type="checkbox"/>	<input type="checkbox"/>	08/01/09	08/31/09	09/05/09 12:00AM	<input style="width: 30px; height: 20px;" type="text"/>	Men Baseball Federal	Athletics	Y	8.00

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 Student

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Approve By Date
<input type="text"/>	Admissions Phoner Instit	08/31/09	Student Employment - Monthly	Admission Phoner	09/05/09 12:00AM

Date	Day	Regular Hours
08/01/09	Saturday	<input type="text"/>
08/02/09	Sunday	<input type="text"/>
08/03/09	Monday	<input type="text" value="2.00"/>
08/04/09	Tuesday	<input type="text" value="1.50"/>
08/05/09	Wednesday	<input type="text" value="2.25"/>

BOTTOM OF DISPLAY.....

The employee has time in/out data. To review it, check the box

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee's E-mail Address

If you make any changes, an email will be sent to the employee.

To review the actual in/out times entered, check box and submit.

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

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.

Reviewing in/out time--- the bottom of this display is the same as above.

Time Approval In/Out

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Approve By Date
<input type="text"/>	Admissions Phoner Instit	08/31/09	Student Employment - Monthly	Admission Phoner	09/05/09 12:00AM

Date	Day	Time In	Time Out	Insert Line
08/01/09	Saturday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
08/02/09	Sunday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
08/03/09	Monday	<input type="text" value="08:00AM"/>	<input type="text" value="10:00AM"/>	<input type="checkbox"/>
08/04/09	Tuesday	<input type="text" value="01:00PM"/>	<input type="text" value="02:30PM"/>	<input type="checkbox"/>
08/05/09	Wednesday	<input type="text" value="11:00AM"/>	<input type="text" value="01:15PM"/>	<input type="checkbox"/>

If you make any changes, an email will be sent to the employee.

Finally, a confirmation message (not pictured) will display when all entries selected have been reviewed.