

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	<input type="text"/>
<input type="checkbox"/>	11/01/09	11/30/09	Institutional	Mathematics & Computer Science	<input type="text"/>
<input type="checkbox"/>	10/01/09	10/31/09	Institutional	Mathematics & Computer Science	<input type="text"/>
<input type="checkbox"/>	09/01/09	09/30/09	Institutional	Mathematics & Computer Science	<input type="text"/>

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
██████████	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		Regular Hours	Overtime	PTO	ESL	Other Time	Type
Date	Day						
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		Time In	Time Out
Date	Day		
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).

Clicking on CONTINUE will return you to the menu.