

Entering Time via WebAdvisor

Log into WebAdvisor <http://gustavus.edu/go/webadvisor/students>

Select Payroll Time Entry from the Student Employment section

Student Employment

- [Payroll Time Entry](#) ←
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Select the position you wish to enter time for and then click on Submit.

Date time must be entered by.

Payroll Time Entry

Select	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Complete By Date
<input type="radio"/>	08/01/09	08/31/09	Institutional	09/01/08	Biology	Mr. David W. Maas	09/02/09 12:00AM
<input checked="" type="radio"/>	08/01/09	08/31/09	Admissions Phoner Instit	09/01/07	Admission Phoner	Ms. Mary L. Milbradt	09/02/09 12:00AM

Key points on entering time:

- Time entered must contain Hours, Minutes and whether it is AM or PM. Examples: 10:30AM 1:30PM
- AM = over night/morning hours starting at 12:00 AM = midnight PM = afternoon/evening hours starting at 12:00 PM = noon
- If AM/PM is not entered, it will default to AM. Ex: 9:00 = 9:00AM 1:45 = 1:45 AM
- AM/PM can be entered as just A or P (a or p works too). Ex: 0900a 0900A 1:45p 1:45P
- The colon between Hours and Minutes can be eliminated, but must have 4 digits. Ex: 1030AM 0130PM
- If your shift goes past 12:00AM MIDNIGHT – you must break up the shift into hours for both days. For example: If you started work on Friday night at 10:00 pm and ended on Saturday morning at 1:30 AM. This would be two entries: Friday in – 10:00PM out – 12:00AM Saturday in – 12:00AM out 1:30AM.
- ROUND MINUTES TO THE NEAREST QUARTER HOUR.** 7 minutes is the cut off on whether or not to round up or down. Use this as a guide:

Actual Minutes	Round to:
00 thru 07 past the hour	00
08 thru 22	15
23 thru 37	30
38 thru 52	45
53 thru 59	00

 REMEMBER TO CLICK ON SUBMIT AFTER YOU ARE FINISHED ENTERING DATA ON THIS PAGE OR YOUR DATA WILL NOT BE SAVED

Time Entry Detail

[How to enter time](#)

Position Title	Pay Period End Date	Pay Cycle	Department	Supervisor	Complete Entry By
Special Approval	04/30/10	Student Employment - Monthly	Physics	Ms. Linda L. Hewitt	01/22/13 10:00AM
Supervisor Decision	Pending Approval				
Supervisor Comments	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>				

Date	Day	Time In	Time Out	Add Additional Shift (check & submit)
04/01/10	Thursday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
04/02/10	Friday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Check the box to the right to send your time to your supervisor for approval. ONLY DO THIS WHEN ALL TIME IS RECORDED FOR THE PAY PERIOD. Once checked and submitted, you will not have access to make any changes or additions, unless your supervisor rejects it

If your supervisor rejects your time, comments will be here.

Normally, one line per day is enough. However if you worked multiple times in one day, you can check Add Additional Shift and click SUBMIT to insert an additional line for the same day.

You have until the Complete Entry By date to enter your time. You can enter time daily or all at one sitting. Once you have finished, you must ok it by checking this box. **ONCE YOU CHECK THIS BOX AND SUBMIT IT, YOU NO LONGER CAN MAKE CHANGES.** Your supervisor will be notified that you are finished and they can review it. You will get an email to let you know if they approve or reject your time. If they reject it, you will then be able to make adjustments and resubmit it.

A confirmation screen will display showing your total hours entered.

Time Entry - Confirmation

Please be aware that you have not marked your time entry as complete. If you would like to approve your time, use the back button to go back and mark the appropriate box.

Pay Period End Date: 08/31/09
 Time Entry Status: Not Complete

Current Pay Period	Hours
Regular Hours	5.00
Total Hours	5.00

OR

Time Entry - Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date: 08/31/09
 Time Entry Status: Complete

Current Pay Period	Hours
Regular Hours	8.25
Total Hours	8.25