Entering Time via WebAdvisor

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

Select Payroll Time Entry from the Student Employment section

Select the position you wish to enter time for and then click on Submit.

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:

<table>
<thead>
<tr>
<th>Actual Minutes</th>
<th>Round to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 thru 07 past the hour</td>
<td>00</td>
</tr>
<tr>
<td>08 thru 22</td>
<td>15</td>
</tr>
<tr>
<td>23 thru 37</td>
<td>30</td>
</tr>
<tr>
<td>38 thru 52</td>
<td>45</td>
</tr>
<tr>
<td>53 thru 59</td>
<td>00</td>
</tr>
</tbody>
</table>
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.