How to Enter Time Away Hours
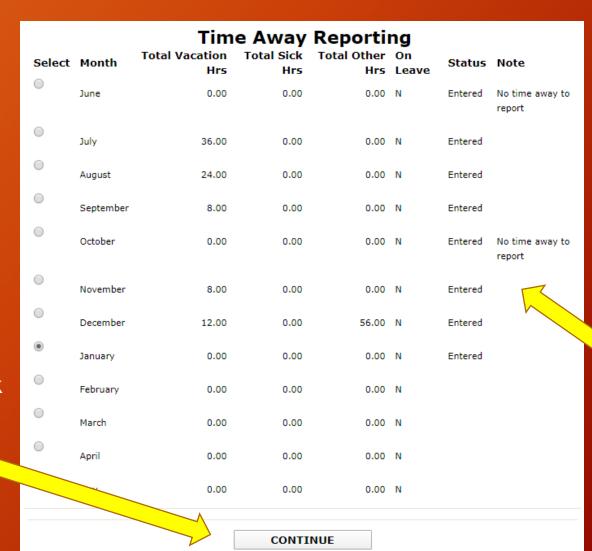
Exempt (Salaried) Staff

Step 1: Log Into WebAdvisor

Step 2: Click into "Time Away Reporting"

Employee HR Information

Benefit Enrollment
Current Benefits Summary
Leave Plan Summary
Payroll Time Entry
Payroll Time View History
Time Away Reporting
Total Compensation Package
View Pay Information
W2 Statement

Step 3: Select month to enter data and click "Continue" at the bottom of the page.

As you enter months, you will notice its status to the right

Time Away Reporting

Select	Month	Total Vacation Hrs	Total Sick Hrs	Total Other Hrs	On Leave	Status	Note
○	June	0.00	0.00	0.00	N	Entered	No time away to report
○	July	36.00	0.00	0.00	N	Entered	
○	August	24.00	0.00	0.00	N	Entered	
○	September	8.00	0.00	0.00	N	Entered	
○	October	0.00	0.00	0.00	N	Entered	No time away to report
○	November	8.00	0.00	0.00	N	Entered	
○	December	12.00	0.00	56.00	N	Entered	
⦿	January	0.00	0.00	0.00	N	Entered	
○	February	0.00	0.00	0.00	N		
○	March	0.00	0.00	0.00	N		
○	April	0.00	0.00	0.00	N		
		0.00	0.00	0.00	N		

CONTINUE

Step 4:

Enter time away for the month.
- Vacation and Sick enter in 4 or 8 hour increments
- Use "Other" drop down for reasons outside of vacation or sick
- Use the boxes at the top if appropriate

To save time away entry:
- Click the SAVE button at the bottom

Time Away Reporting - Daily

Enter in your time away below. Vacation and Sick time are entered in 4 or 8 hour increments. Please select an "Other Type" reason when using "Other Hours.

I HAVE NO TIME AWAY TO REPORT FOR THIS MONTH .

I WAS ON A FAMILY MEDICAL LEAVE FOR THIS ENTIRE MONTH.

Date	Day of week	Vacation	Sick	Other Hours	Other Type
10/01/18	Monday				
10/02/18	Tuesday	8.00 - hrs			
10/03/18	Wednesday		4.00 - hrs		
10/04/18	Thursday				
10/05/18	Friday			2.00 - hrs	JUR - Jury Duty

12/28/19	Saturday				
12/29/19	Sunday				
12/30/19	Monday			8.00 - hrs	HOL - Holiday
12/31/19	Tuesday			8.00 - hrs	HOL - Holiday

SAVE