

Instruction Sheet for Student Web Time Entry

1. Go to WebAdvisor on the Washington College website. Click the “Log In” button on the top navigation bar and enter your WC username and password. Click “Submit.”
2. After logging in, you will be directed to the WebAdvisor Main Menu. Click the blue “Employees” button on the side navigation bar at the right.

After selecting the Employees Menu, your screen should look like this:

3. Under the “Time Entry and Approval” Menu in the right column, select the link for “Time Entry.”

After selecting the Time Entry Menu, your screen should look like this:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	08/08/15	08/21/15	Regular Student - Public Safety	08/14/15	Public Safety	Mrs. Susan M. Golinski		08/24/15 12:01PM
<input type="checkbox"/>	08/08/15	08/21/15	Summer Student - Summer Conferences	05/11/15	Food Services	Mrs. Shirley J. Loller		08/24/15 12:01PM
<input checked="" type="checkbox"/>	08/08/15	08/21/15	Summer Student- President's Office	05/11/15	President's Office			08/24/15 12:01PM

4. If you have more than one on-campus job, you will see multiple time sheets here. Look under the “Position Title” column to determine which time sheet corresponds with which position. To select the current time sheet for completion, verify the pay period start and end dates via their labeled columns and check the box next to that sheet. Then click “Submit.”

After selecting your current time sheet, your screen should look like this:

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Regular Student - Public Safety	08/21/15	Student Bi-Weekly	Public Safety		Mrs. Susan M. Golinski	08/24/15 12:01PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
08/08/15	Saturday							<input type="checkbox"/>
08/08/15	Saturday							<input type="checkbox"/>
08/09/15	Sunday							<input type="checkbox"/>
08/09/15	Sunday							<input type="checkbox"/>
08/10/15	Monday							<input type="checkbox"/>
08/10/15	Monday							<input type="checkbox"/>
08/11/15	Tuesday							<input type="checkbox"/>
08/11/15	Tuesday							<input type="checkbox"/>
08/12/15	Wednesday							<input type="checkbox"/>
08/12/15	Wednesday							<input type="checkbox"/>
08/13/15	Thursday							<input type="checkbox"/>
08/13/15	Thursday							<input type="checkbox"/>
08/14/15	Friday	09:00AM	12:00PM					<input type="checkbox"/>
08/14/15	Friday	12:30PM	04:00PM					<input type="checkbox"/>
08/15/15	Saturday							<input type="checkbox"/>
08/15/15	Saturday							<input type="checkbox"/>
08/16/15	Sunday							<input type="checkbox"/>
08/16/15	Sunday							<input type="checkbox"/>

5. Here’s how you complete the time sheet:
 - a. **Time In:** Type your work start time for this date here. Be sure to include AM or PM.
 - b. **Time Out:** Type your work end time for this date here. Be sure to include AM or PM.
 - c. **Annual Leave Hours:** Always leave this space blank (student employees do not have an annual leave allowance).
 - d. **Sick Hours:** Always leave this space blank (student employees do not have a sick leave allowance).
 - e. **Other Time Hours:** This will also usually be left blank.
 - f. **Other Time Types:** You will only select a time type from this drop-down menu if you qualify for other time types, as determined by your hiring department. This will usually be left blank.

6. When you have finished filling in your time sheet, check the box at the bottom to give your “signature” and then click “Submit” to send it to your supervisor for approval. **All time sheets MUST be completed and submitted to your supervisor by NOON on the Monday date that it is due.** Your supervisors will only have from noon to 3:00PM to approve your time sheet, so the earlier it is submitted, the better. If you have any questions about this process, please do not hesitate to contact your supervisor. **If the Business Office does not receive your approved time sheet on time, you will not be paid for this particular pay period.**