

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

Time Entry

[How to enter time](#)

Position Title	Pay Period End Date	Pay Cycle	Department	Supervisor	Complete Entry By
Admissions Phoner Instit	08/31/09	Student Employment - Monthly	Admission Phoner	Ms. Mary L. Milbradt	09/02/09 12:00AM
Supervisor Decision		Pending Approval			
Supervisor Comments					

Date	Day	Time In	Time Out	Insert Line
08/01/09	Saturday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
08/02/09	Sunday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
08/03/09	Monday	08:00AM	10:00AM	<input type="checkbox"/>
08/04/09	Tuesday	01:00PM	02:30PM	<input type="checkbox"/>
08/05/09	Wednesday	11:00AM	01:15PM	<input type="checkbox"/>

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 insert line and click continue below to insert an additional line for the same day.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

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