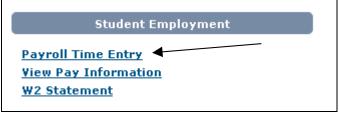
Entering Time via WebAdvisor

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.

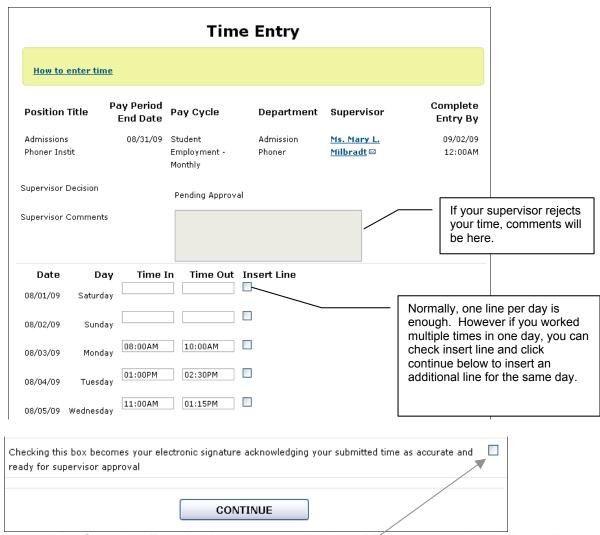
Date time must be entered by.

	D	D	Payroll	Time	Entry		
Select	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Complete By Date
0	08/01/09	08/31/09	Institutional	09/01/08	Biology	Mr. David W. Maas	09/02/09 12:00AM
•	08/01/09	08/31/09	Admissions Phoner Instit	09/01/07	Admission Phoner	Ms. Mary L. Milbradt	09/02/09 12:00AM
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:

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



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		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.		Thank you. Your time entry is complete and ready for approval.
Pay Period 08/31/09			Pay Period End Date 08/31/09
End Date Time Entry	End Date Time Entry		Time Entry Status Complete
Status	Not Complete		Current Pay Period Hours
Regular Hou	ay Period Hours rs 5.00		Regular Hours 8.25
Total Hours	5.00		Total Hours 8.25
	OK	or	ОК