

STUDENT Instructions for Web Advisor Time Entry

What is the responsibility of the work study student?

Students are responsible to record hours worked. They will electronically sign and submit the time card to their supervisor. The student has three (3) calendar days to submit the time card to the supervisor. For example, if the student is submitting a time card for the period worked from January 1 to January 31, they have until February 3 at 12:00 noon to electronically sign and submit the time card to the supervisor.

Timecards will not be processed if the electronic signature box is not checked.

How do I use Web Time Entry?

1. Log into web advisor.
2. Click on Employees.
3. Click on Time Entry.
4. Login using your web advisor user name and password.
5. Open the appropriate time card for the position you are reporting time for.
6. Enter time in and time out for each day worked. You must use a.m. or p.m. (example 12:00 p.m.).
7. To save at anytime during the period click on the “SUBMIT” button at the bottom of the page.
You may open and record time worked at any time during the time period.
8. To sign the time card and send to the supervisor for approval, check the box at the bottom of the page which states “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval”.
9. You have until noon on the 3rd calendar day after the end of the period to sign and send you time card to your supervisor.
10. If the time card is rejected by the supervisor you will receive an email. Make your corrections as soon as possible, electronically resign the card and send again to the supervisor.
11. You will not be paid without the supervisor’s approval.