

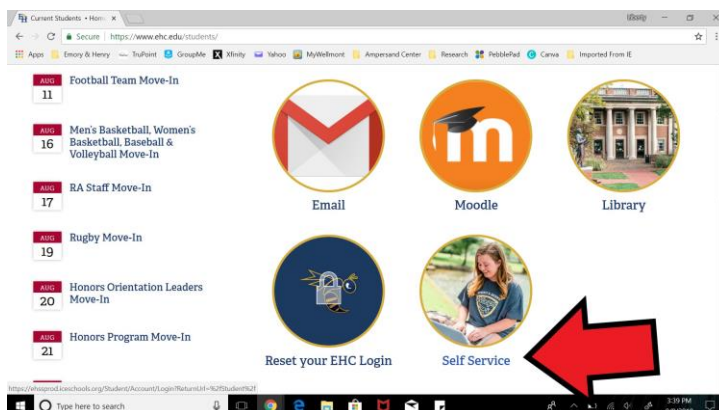
Go to the E&H website.



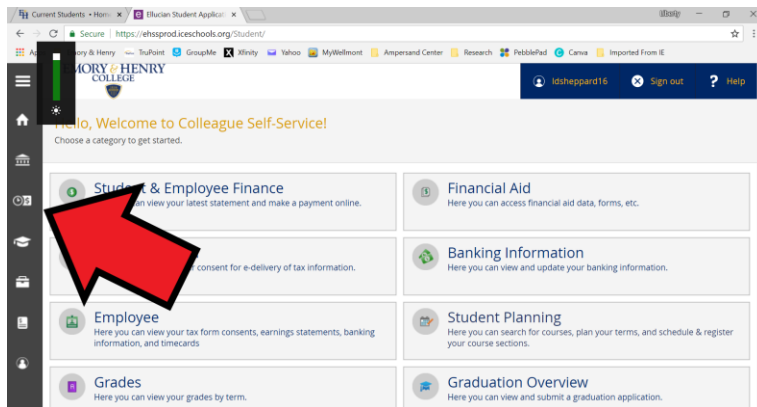
Click on the INFORMATION FOR drop down menu and select Current Students.



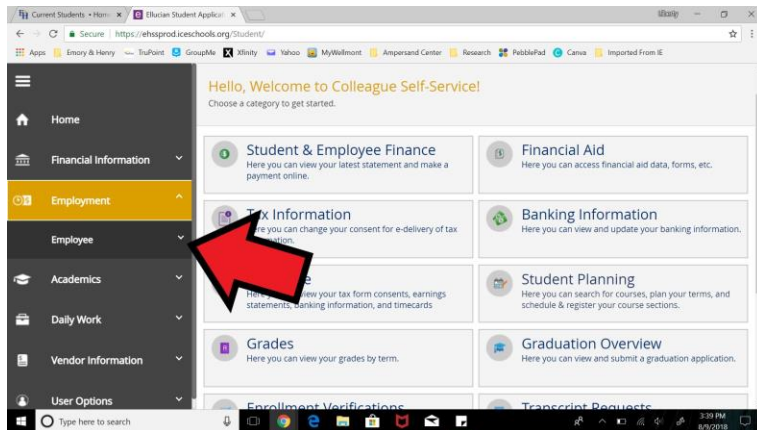
Click on Self Service and log in.



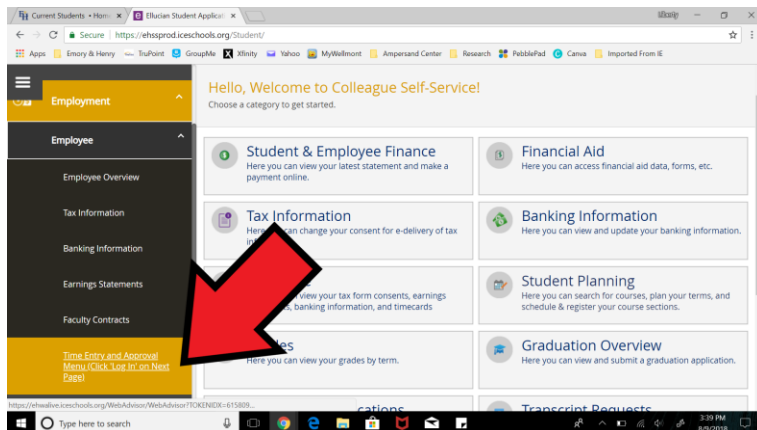
Click on the Employment icon.



Click on Employee.



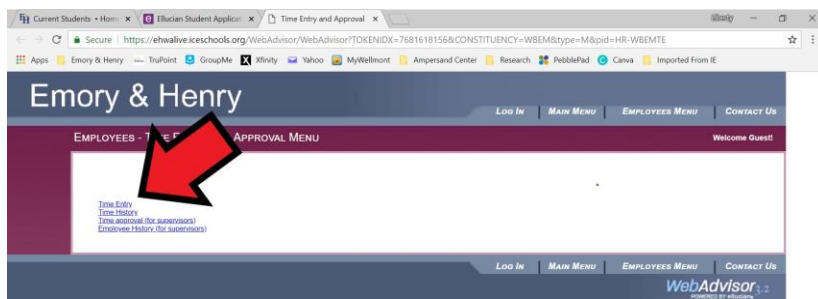
Click on Time Entry and Approval.



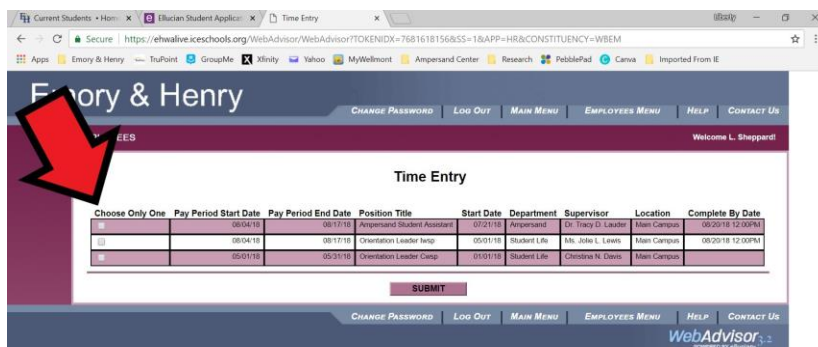
This will redirect you to **Web Advisor** where you will need to **log in again** with the same login and password that you used to log into the Self Service portal.



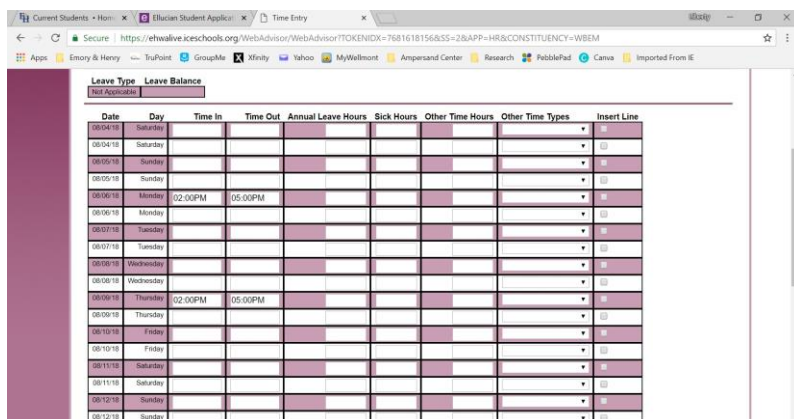
Once logged in, click on **Time Entry**.



Open the appropriate time card for the position you are reporting time for.



Enter time in and time out for each day worked. You must use **AM** or **PM** (example 12:00 PM).



To save your time entered, click the “SUBMIT” button at the bottom of the page. Please open and record time worked every day that you work.

The screenshot shows the 'Time Entry' page in the WebAdvisor system. At the top, there's a navigation bar with links like 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', 'HELP', and 'CONTACT Us'. Below this is a table for entering time worked, with columns for dates (08/13/18 to 08/17/18) and days of the week (Monday to Friday). Each date has a corresponding row with a dropdown menu and a text input field. Below the table, there's a section for 'Additional Time(Prior Period)' and a checkbox labeled 'Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval'. Below this, there are fields for 'Supervisor Decision' (set to 'Pending Approval'), 'Supervisor Comments', and 'Supervisor's E-mail Address' (set to 'tauder@ehc.edu'). At the bottom of this section is a 'SUBMIT' button. A large red arrow points to the 'SUBMIT' button.

To sign your time card and send to your supervisor for approval, check the box at the bottom of the page and then click submit.

This screenshot is similar to the one above, but with two red arrows and numbers indicating the steps for approval. Arrow 1 points to the checkbox labeled 'Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval', which is now checked. Arrow 2 points to the 'SUBMIT' button. The rest of the form, including the table and supervisor information fields, remains the same.

If your time card is rejected by your supervisor you will receive an email. Make your corrections as soon as possible, electronically resign the card and send again to your supervisor. Please note, you will not be paid without your supervisor's approval.