

WebAdvisor Payroll Time Entry for Semi-Monthly Employees

In WebAdvisor for Staff, select "Payroll" at the menu, and click on "Time Entry". Your current position will be displayed, select the position by checking the "Choose only one" box to enter hours worked and clicking on "Submit". There will be times when two pay periods are listed, be very careful to enter your hours worked for the correct pay period.

Enter hours worked each day in the "Time In" and "Time Out" boxes. You will need to indicate if the hours worked are AM or PM (12 noon = 12 PM).

NEBRASKA
WESLEYAN
UNIVERSITY

LOG OUT | MAIN MENU | STDS. CLAS MENU | HELP | CONTACT US

Welcome Brenda!

Time Entry

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
STUDENT ASST - BUSINESS OFFICE	08/15/06	STUDENT PAYROLL	Business Office		Mr. Benjamin Dahl	08/18/06 12:00AM

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
07/16/06	Sunday							<input type="checkbox"/>
07/16/06	Sunday							<input type="checkbox"/>
07/17/06	Monday	09:30AM	12:00PM					<input type="checkbox"/>
07/17/06	Monday	01:00PM	05:00PM					<input type="checkbox"/>
07/18/06	Tuesday	01:00PM	05:00PM					<input type="checkbox"/>
07/18/06	Tuesday							<input type="checkbox"/>

Additional Time(Prior Period)

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

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address bdahl@nebrwesleyan.edu

SUBMIT

LOG OUT | MAIN MENU | STDS. CLAS MENU | HELP | CONTACT US

WebAdvisor 3.0
POWERED BY DATATEL

IMPORTANT: Click on "Submit" to save your entry of hours worked.

Vacation hours are entered under the "Annual Leave Hours" column, and sick leave is entered in the "Sick Hours" column. Funeral and holiday leave is entered in the "Other Time Hours" column, and you must select the leave type from the drop down menu in the "Other Time Types" column. **Absence request forms must still be filled out, approved by your supervisor, and forwarded to the Payroll Department.** You no longer need to complete or turn in time sheets.

There are two lines for each day, if you need another line for a particular day, click on the "Insert Line" box. The total hours worked will be calculated for you, and summarized after submitting your hours.

Please note the "Complete Entry By" date in the upper right corner. Hours worked for the pay period need to be entered and electronically sent to your supervisor by this date. The supervisor will review the time and either approve or reject it. If time is approved, it will automatically go to the Payroll Office. If time is rejected, you will receive an email from your supervisor with further instructions.

NEBRASKA
WESLEYAN
UNIVERSITY

LOG OUT | MAIN MENU | STDS. CLAS MENU | HELP | CONTACT US

Welcome Brenda!

Time Entry

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
STUDENT ASST - BUSINESS OFFICE	08/15/06	STUDENT PAYROLL	Business Office		Mr. Benjamin Dahl	08/18/06 12:00AM

Leave Type: Not Applicable | Leave Balance:

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
07/16/06	Sunday							<input type="checkbox"/>
07/16/06	Sunday							<input type="checkbox"/>
07/17/06	Monday	09:30AM	12:00PM					<input type="checkbox"/>
07/17/06	Monday	01:00PM	05:00PM					<input type="checkbox"/>
07/18/06	Tuesday	01:00PM	05:00PM					<input type="checkbox"/>
07/18/06	Tuesday							<input type="checkbox"/>

Additional Time (Prior Period)

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

Supervisor Decision: Pending Approval

Supervisor Comments:

Supervisor's E-mail Address: bdahl@nebrwesleyan.edu

SUBMIT

LOG OUT | MAIN MENU | STDS. CLAS MENU | HELP | CONTACT US

WebAdvisor 3.0
POWERED BY ORACLE

At the end of the pay period, once you have completed and checked your hours for the pay period, check the box for "your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval". **Do Not** click on the electronic signature box until you have entered all your hours for the pay period, as once you have done this you will not be able to add hours for this pay period.

Questions:

Kim Lehl 465-7527

[klehl@nebrwesleyan.edu](mailto:klehr@nebrwesleyan.edu)