

# Web Advisor Payroll Time Entry for Student Employees

**Note: You cannot work or be paid until you have been assigned to a position, and have filled out all your employment paperwork.**

In WebAdvisor for Students, select “Payroll” at the menu, and click on “Time Entry”. A list of your current positions will be displayed. Select a position by checking the “Choose only one” box to enter hours worked and clicking on “Submit”. Be **very** careful to enter your hours worked on the correct position and for the correct pay period. **A student may not work during hours he/she is scheduled to be attending class or participating with an athletic team, musical group, etc. The federal auditor is now required to check for possible violations of this regulation.**

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).

**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**

**IMPORTANT:** Click on “Submit” to save your entry of hours worked. 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.

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, the student will get an email from the supervisor with instructions.

At the end of the pay period, once you have completed 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 it will no longer show up in the list of positions. **You will no longer need to complete or turn in paper time sheets.**

**Questions:**

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