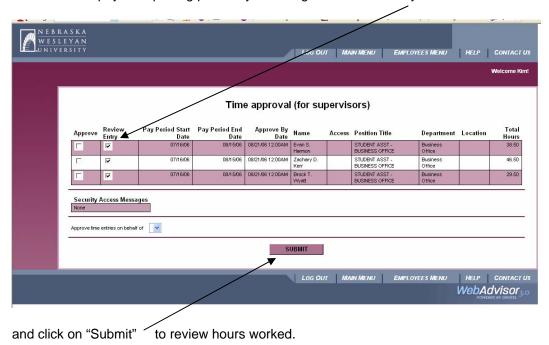
WebAdvisor Supervisor Approval for Students

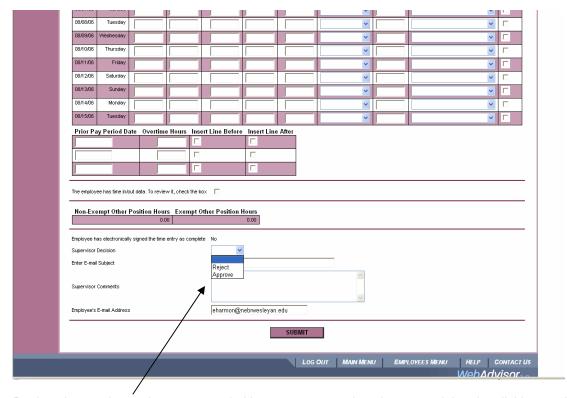
Note: Students cannot work nor be paid until they have been assigned to a position, and have filled out all the employment paperwork.

When your student employee has completed their time entry, you will receive an email from "Datatel Inc." stating that you have hours submitted for approval.

In WebAdvisor, select "Payroll" at the menu, and click on "Time Approval (for Supervisors)". A list of your current student employees will be displayed. Select an employee, or group of employees, for the correct payroll reporting period by checking the "Review Entry" box



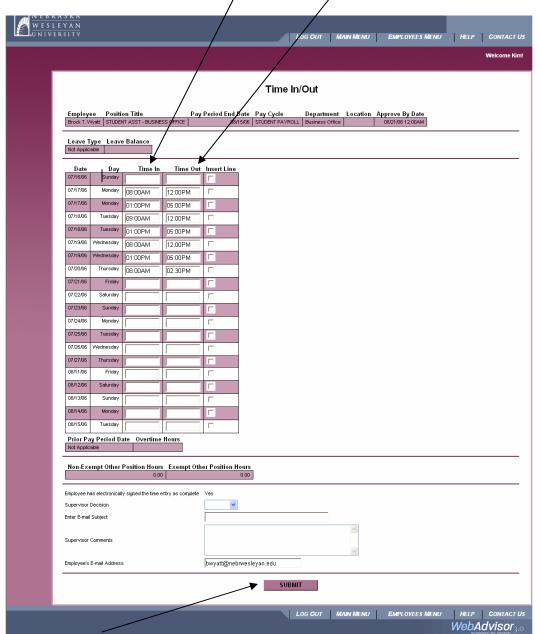
Note: Please watch the pay period dates, as if more than one pay period is open, the same employee might be listed multiple times.



Review the employee time entry, and either approve or reject the entered time by clicking on the drop down arrow by "Supervisor Decision". When rejecting time, enter text of the e-mail to notify the employee that the time entry was rejected, and why.

If the employee electronically signs their time sheet before the pay period ends, or if the wrong pay period is approved, you will need to reject the time and provide a comment as to why the rejection is being submitted.

If necessary, the supervisor can correct the time worked by checking "The employee has time input data. To review it, check the box" on the "Time Entry" screen.

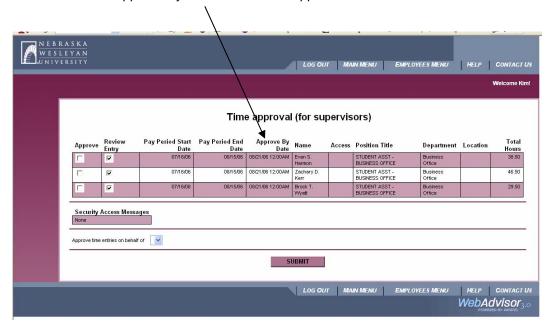


Enter needed corrections in the "Time Jn" and "Time Out" columns

and click on "Submit" to save changes.

Select time approval from the menu to proceed with approval. **Modifications must be made** through "Time In/Time Out" form. If not, WebAdvisor removes the changes made on the Time Entry form.

Please note the "Approve By Date" on the time approval screen.



Hours for the pay period need to be electronically approved by this date. Once the time is approved, it will automatically go to the Payroll Office for processing.

To look at employees' previous hours, select "Employee History (for Supervisors) from the menu. Supervisors can also review their employees' current time entries by selecting "Time Approval (for Supervisors)" or "Time Entry".

DO NOT USE THE "BACK" BUTTON ON YOUR BROWSER as this can cause problems --- use either the "Menu" or "Submit" to move around in WebAdvisor.

Paper time sheets will no longer need to be completed or turned in for hours entered in WebAdvisor.

Questions:

Kim Lehl 465-7527 klehl@nebrwesleyan.edu