

WebAdvisor Supervisor Approval

When the 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 current employees will be displayed. Select an employee, or group of employees, for the correct payroll reporting period by checking the “Review Entry” box

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	08/15/06	08/21/06 12:00AM	Evan S. Harmon		STUDENT ASST - BUSINESS OFFICE	Business Office		38.50
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	08/15/06	08/21/06 12:00AM	Zachary D. Kerr		STUDENT ASST - BUSINESS OFFICE	Business Office		46.50
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	08/15/06	08/21/06 12:00AM	Brock T. Wyatt		STUDENT ASST - BUSINESS OFFICE	Business Office		29.50

Security Access Messages
None

Approve time entries on behalf of

and click on “Submit” to review hours worked.

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

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 In” and “Time Out” columns

Time In/Out

Employee: Brock T. Wyatt | Position Title: STUDENT ASST - BUSINESS OFFICE | Pay Period End Date: 08/15/06 | Pay Cycle: STUDENT PAYROLL | Department: Business Office | Location: Business Office | Approve By Date: 08/21/06 12:00AM

Leave Type: Not Applicable | Leave Balance: []

Date	Day	Time In	Time Out	Insert Line
07/16/06	Sunday			<input type="checkbox"/>
07/17/06	Monday	08:00AM	12:00PM	<input type="checkbox"/>
07/17/06	Monday	01:00PM	05:00PM	<input type="checkbox"/>
07/18/06	Tuesday	09:00AM	12:00PM	<input type="checkbox"/>
07/18/06	Tuesday	01:00PM	05:00PM	<input type="checkbox"/>
07/19/06	Wednesday	08:00AM	12:00PM	<input type="checkbox"/>
07/19/06	Wednesday	01:00PM	05:00PM	<input type="checkbox"/>
07/20/06	Thursday	08:00AM	02:30PM	<input type="checkbox"/>
07/21/06	Friday			<input type="checkbox"/>
07/22/06	Saturday			<input type="checkbox"/>
07/23/06	Sunday			<input type="checkbox"/>
07/24/06	Monday			<input type="checkbox"/>
07/25/06	Tuesday			<input type="checkbox"/>
07/26/06	Wednesday			<input type="checkbox"/>
07/27/06	Thursday			<input type="checkbox"/>
08/11/06	Friday			<input type="checkbox"/>
08/12/06	Saturday			<input type="checkbox"/>
08/13/06	Sunday			<input type="checkbox"/>
08/14/06	Monday			<input type="checkbox"/>
08/15/06	Tuesday			<input type="checkbox"/>

Prior Pay Period Date: Not Applicable | Overtime Hours: []

Non-Exempt Other Position Hours: 0.00 | Exempt Other Position Hours: 0.00

Employee has electronically signed the time entry as complete: Yes

Supervisor Decision: []

Enter E-mail Subject: []

Supervisor Comments: []

Employee's E-mail Address: bwyatt@nebneswlesyan.edu

SUBMIT

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.

Time approval (for supervisors)

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<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	08/15/06	08/21/06 12:00AM	Zachary D. Kerr		STUDENT ASST - BUSINESS OFFICE	Business Office		46.50
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/16/06	08/15/06	08/21/06 12:00AM	Breck T. Wyatt		STUDENT ASST - BUSINESS OFFICE	Business Office		29.50

Security Access Messages
None

Approve time entries on behalf of

SUBMIT

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”.

Absence request forms must still be filled out, approved by the supervisor, and forwarded to the Payroll Department.

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@nebwestleyan.edu