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

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											Welcome Kim!
				Time	e approval	(for sup	pervis	ors)			
	Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
		<u>त्र</u> य	07/16/06	08/15/06	08/21/06 12:00AM 08/21/06 12:00AM	Evan S. Harmon Zachary D.		STUDENT ASST - BUSINESS OFFICE STUDENT ASST -	Business Office Business		38.50
		2	07/16/06	08/15/06	08/21/06 12:00AM	Kerr Brock T. Wyatt		BUSINESS OFFICE STUDENT ASST - BUSINESS OFFICE	Office Business Office		29.50
		Access Messa	ges								
	None	entries on behalf	of 🔽								
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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.

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Non-E> Employee Superviso Enter E-ma Superviso	empt Other I nas electronically Decision	Position H	ours Exe	empt Oth	No Reject Approve	0.00	m.edu	X			

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.

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Brock T.V	Vyatt STUDE	NT ASST - BUSINE	ISS OFFICE		15/06 STUDENT P	AYROLL Busin	ess Office		08/21/06 12:00AM	
Leave Not Applic	ype Leave able	e Balance	/							
Date	Day	Time In	Time Out	Insert Line						
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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. γ

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Арргоvе	Review Entry	Pay Period Start Date		e approval	l (for su _{Name}	O rs) Position Title	Department	Location	Tota Hours
Г		07/16/06	08/15/06	08/21/06 12:00AM	Evan S. Harmon	STUDENT ASST - BUSINESS OFFICE	Business Office		38.50
Г	₹	07/16/06	08/15/06	08/21/06 12:00AM	Zachary D. Kerr	STUDENT ASST - BUSINESS OFFICE	Business Office		46.50
	1	07/16/06	08/15/06	08/21/06 12:00AM	Brock T. Wyatt	STUDENT ASST - BUSINESS OFFICE	Business Office		29.50
Security /	Access Mess entries on beh	sages			Wyatt				

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@nebrwesleyan.edu