

Web Time Entry Instructions (WTE) For Supervisors Approving Student Time Cards

To approve or reject time in WebAdvisor, follow the steps below:

- 1). Go to WebAdvisor - <https://webadvisor.hamilton.edu>
- 2). Click Login
- 3). Type User ID and Password (same as your windows User ID and Password)
- 4). Click on Employees
- 5). Click on Time Approval (for supervisors):
 - Review the Total Hours for each student employee. Time should be entered in quarter hours only.
 - If the Review Entry box is not already checked, check the box that applies to the student employee(s) for the current pay period. You can check multiple student employees at once.
 - Click Submit.

NOTE: If you check Approve and Submit from this screen, the time card will be submitted to Payroll without reviewing the detail entered by day.
- 6). Approving Time Card:
 - Review the totals hours entered by day.
 - To review the student employee's detail time in/time out, check the box next to "The employee has time in/out data. To review it, check the box". Click Submit.
 - Review the time in/time out by day.
 - Verify "Employee has electronically signed the time entry as complete" is Yes.
 - Click on the Supervisor Decision drop down box at the bottom of the screen.
 - Choose Approve.
 - The approved time card will be automatically sent to the Payroll Office for processing.
 - The employee will receive an email when the time card is approved.
- 7). Rejecting Time Card:
 - If you have found a problem in reviewing the time card, click on the Supervisor Decision drop down box.
 - Choose Reject.
 - Enter a comment as to the reason you are rejecting the time card. This is required.
 - The employee will receive an email explaining the reason why their time card was rejected.
 - The employee will need to login, correct their time, check the electronic signature box, and re-submit to their supervisor as soon as possible.
 - Once the time card is re-submitted, follow the Approving Time Card instructions above.
- 8). Unapproved Time Cards:
 - Employee time cards will not be processed or paid without supervisor approval.

Please contact the Payroll Office at x4316 if you have any questions or are experiencing difficulties.