Web Time Entry Instructions (WTE)

To begin entering your 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 Entry
6. Check the box that applies to the pay period.
7. Entering Time
   - Time can be entered each day or at the end of the week.
   - Time should be entered in 15 minute increments.
   - Regular Hours = Hours Worked
   - Enter vacation and sick hours in appropriate box.
   - Other hours include Jury, Bereavement, Personal, Holiday, and Double Time if applicable.
     - You will need to enter the hours then choose type from the drop down box.
     - Double Time = 7 consecutive day worked.
   - Submit time to save timesheet and review total hours for the week.
8. Approving Entered Time
   - Access your time card for the pay period.
   - Check the box for the electronic signature when completed for the week.
   - If you do not check the box, you will receive a message stating that your time was not sent to your supervisor.
     Time cards will not be processed if the electronic signature box is not checked.
   - If you are entering your time daily, you will also receive this message until you electronically sign your time card at
     the end of the week.
9. Supervisor Approval
   - Once you check the box for electronic signature, you will receive confirmation that your time has been sent to your
     supervisor for approval.
10. Rejected Time Card
    - If the time card is rejected by your supervisor, you will receive an email with a comment.
    - Log back in and correct your time entered as soon as possible.
    - Check the box for electronic signature to resubmit to your supervisor.
11. Approved Time Card
    - You will receive an email once your time has been approved by your supervisor.

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