

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.