STUDENT EMPLOYEE
SUPERVISORS

WEBTIME ENTRY
APPROVAL
INSTRUCTIONS
Access WebAdvisor from the main web page.

Log in to WebAdvisor using your current user name and password.

Click on Employees.
Under Time Entry and Approval, click Time Approval (for Supervisors).
Review Entry, check the box located on the line with the appropriate pay period.

Click on Submit.

Note: Make sure you are choosing the correct pay period when reviewing entries.
You must review your students in/out times.

To open their in/out timesheet select this box
Review Student’s hours.

* Student employees are not eligible for vacation/sick time
If information is... Correct AND the student has electronically “signed” the time entry as complete

Then click on the drop-down menu under “Supervisor Decision,” and... Choose to Approve the timesheet

Click on Submit.
Incorrect and/or missing information:

Use the drop down menu to select **REJECT**

Enter email **subject line and Supervisor comments** to the student noting why time was not approved.

Click on **Submit**.

The timesheet will be returned to the student for correction.

**NOTE:** After the student has made and submitted the correction(s), an email will be automatically generated notifying you to review and approve the entry.
Returning a timesheet for changes after approval

Check both the APPROVED AND REVIEW ENTRY boxes.

This will allow you to open and REJECT the timesheet.

NOTE: this must be done before the Approve By Date.
NOTES:

• Students must enter their hours on a daily basis.
• You will receive an email when your student employee has completed their timesheet.
• Make sure you are choosing the correct pay period when reviewing entries.
• Students must correct errors and/or omissions on their own timesheets and re-submit them for approval.
• Allow ample time to complete the approval process prior to the deadline.
• Pay period ends every other Sunday, approvals are due by 10:00 a.m. on Tuesday.