WEBTIME ENTRY

INSTRUCTIONS

FOR

SUPERVISORS
Access CULSnet from the law school website.

Log in to WebAdvisor using your full email address and current 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.
Review employee hours.

Available Vacation (Annual) and Sick leave hours *

Annual Leave Hours refers to vacation.

Sick Hours refers to both sick and personal days.

**NOTE:** Regular time should be reduced by the number of vacation or sick hours used.

* Student employees are not eligible for vacation/sick time.
If information is... Correct AND employee 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 employee noting why time was not approved.

Click on **Submit**.

The timesheet will be returned to the employee for correction.

**NOTE:** After the employee has made and submitted the correction(s), an email will be automatically generated notifying you to review and approve the entry.
Hours worked on paid Holidays by eligible staff

Enter hours worked under “Other Time Hours”

Designate as “Employee Holiday X 1.50” under “Other Time Types”
NOTES:

• You will receive an email when your employee has completed their timesheet.
• Make sure you are choosing the correct pay period when reviewing entries.
• Have employees make edits to their own timesheets whenever possible.
• If you must edit an employees timesheet, make sure you keep documentation regarding any edits you make.
• Non-working Paid Holidays are entered as regular hours
• Hours worked on paid Holidays by eligible staff are entered under “Other Time Hours” and designated as “Employee Holiday X 1.50” under “Other Time Types”