

# Web Time Entry for Employees

## Overview

This document will provide you with instructions for clocking in and out each day using Web Time Entry in WebAdvisor. **This document applies only to the Technology Services test** of Web Time Entry; you will use a different URL and your regular username/password to access the system when this product rolls out to the rest of the University.

## Logging in to Test WebAdvisor

You will need to log in to the test version of WebAdvisor for this pilot test:

<http://www.loyola.edu/watest>

Click Log in. Your username will be your regular Loyola username. Your password will initially be: Loynnnnnnn where nnnnnn will be the first 6-digits of your Colleague ID (Note: if you are reading your id-card, the do not include the first two zeroes. Please click “Change Password,” located on the upper right of your screen to change your password.

## WebAdvisor Time Entry Screen

On the WebAdvisor Module, click on the Employees Menu link, and then click on the Time Entry link under the Time Entry and Approval heading.

**Time Entry and Approval**

[Time entry](#)  
[Time history](#)  
[Time approval \(for supervisors\)](#)

Next, select the time period you want to enter time in by checking the box under the “Choose Only One” heading, and then clicking the Submit button.

Employees

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	06/28/14	07/11/14	Testing Specialist	04/18/12	Student Admin. Services	Mr. Taylor F. Test		07/22/14 05:00PM
<input type="checkbox"/>	07/12/14	07/25/14	Testing Specialist	04/18/12	Student Admin. Services	Mr. Taylor F. Test		08/05/14 05:00PM

SUBMIT

Once you've done this, the time entry sheet is displayed:

**Employees**

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Testing Specialist	08/22/14	Support Staff	Student Admin. Services		Mr. Bernard A. Maygers	09/02/14 05:00PM

  

Leave Type	Leave Balance
Annual Leave	25.04
Sick	74.13
Lost Time	-0.54
Personal Leave Hourly Ft	1.87

  

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
08/09/14	Saturday							
08/09/14	Saturday							
08/10/14	Sunday							
08/10/14	Sunday							
08/11/14	Monday	08:00AM	12:00PM					
08/11/14	Monday	02:00PM	04:00PM					
08/12/14	Tuesday							
08/12/14	Tuesday							
08/13/14	Wednesday							
08/13/14	Wednesday							
08/14/14	Thursday							
08/14/14	Thursday							
08/15/14	Friday							
08/15/14	Friday							

## Entering Your Time

You will need to either enter the time you came in and the time you left each day, or the number of hours of leave that you took that day. For example, on the first line for Monday, you would enter 8AM when you arrive and 4:30PM when you leave for the day.

If you need more than 2 lines for clocking in and out in a day, you would click on the Insert Line box on the right to have a new line for that day appear on the screen.

Lunch breaks do not have to be entered as they will be handled by the automatic lunch deduction process. The amount of time deducted for you for lunch will be entered in a separate process by your supervisor. Once that process has been run, you will see the split time on the screen.

At the bottom of the screen is a box for you to check when you have completed your time entry for the pay period.

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Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐

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Supervisor Decision Pending Approval  
Supervisor Comments   
Supervisor's E-mail Address ttest5@adtest.loyola.edu

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**SUBMIT**

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**When you check this box, you are electronically signing the time sheet and submitting it for approval.**

If you do not check this box, you will be able to return to this time entry period. If you want to return to the menu without submitting your timesheet for approval, click Submit to save all the information you entered.

If you are ready to submit the time sheet for approval, check the box and then click Submit. Once you do this, you will not be able to return to this screen for this pay period.

### **Need Help?**

If you need assistance with using WebAdvisor for Web Time Entry, please contact the Office of Technology Support at x5555 or [ots@loyola.edu](mailto:ots@loyola.edu).