

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

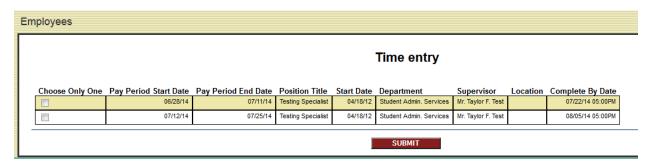
Click Log in. Your username will be your regular Loyola username. Your password will initially be: Loynnnnn where nnnnn will be the first 6-digits of your Colleague ID (Note: if you are reading your idcard, the do not include the first two zeroes. Please click "Change Password," located on the upper 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.



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.





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' Location Supervisor Complete Entry By Position Title Pay Period End Date Pay Cycle Department 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 74.13 Personal Leave Hourly Ft 1.87 Time Out Annual Leave Hours Sick Hours Other Time Hours Other Time Types Date Day Insert Line 08/09/14 Saturday 08/09/14 Saturday • Sunday 08/10/14 • 08/10/14 Sunday -08/11/14 Monday 08:00AM 12:00PM • 08/11/14 Monday 02:00PM 04:00PM v 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.



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

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.