Web Time Entry in WebAdvisor – For Supervisors

Overview

This document will go over the screens that supervisors will need to use in WebAdvisor for Web Time Entry. You will learn how to approve time, how to set automatic lunch time deductions, and how to enter time for unscheduled closings.

Logging in to Test WebAdvisor

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

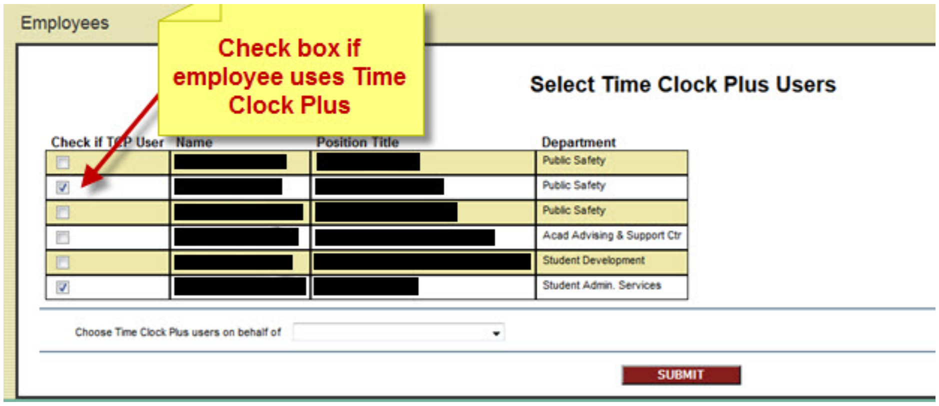
http://www.loyola.edu/watest

Click Log in. Your username will be your regular Loyola username. Your password will initially be: Loynnnnnn 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.

Selecting Users for Time Clock Plus

You will need to select which of your employees are using Time Clock Plus (instead of WebAdvisor) to log time. Under the "Time Entry and Approval" heading in WebAdvisor, click on "Select Time Clock Plus Users." Click on the box in the column labeled "Check if TCP User" for each employee who is a Time Clock Plus user. If an employee is going to use Web Time Entry on WebAdvisor, this box should remain unchecked. This field will be used to send the employees' information to the Time Clock Plus system. Click Submit when finished.

If you are an alternate supervisor for an employee, you can choose to select your alternate employees as well. Click the drop down box labeled "Choose Time Clock Plus users on behalf of," and select the main supervisor from the box. This will take you to a new screen listing that supervisor's employees that are available for you to select.



Employees

Check box if employee uses Time Clock Plus

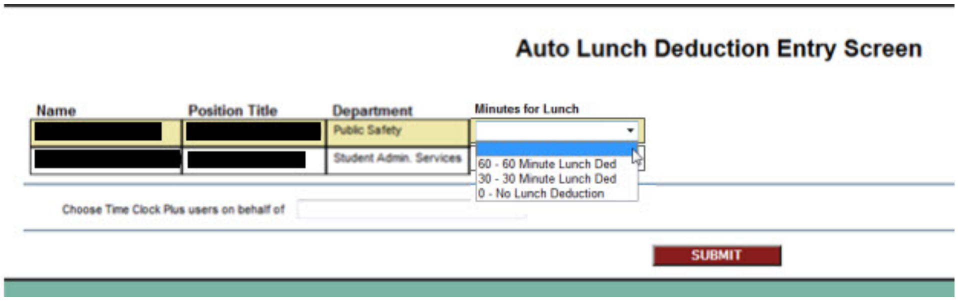
Select Time Clock Plus Users

Check if TCP User	Name	Position Title	Department
☐	[redacted]	[redacted]	Public Safety
☑	[redacted]	[redacted]	Public Safety
☐	[redacted]	[redacted]	Public Safety
☐	[redacted]	[redacted]	Acad Advising & Support Ctr
☐	[redacted]	[redacted]	Student Development
☑	[redacted]	[redacted]	Student Admin. Services

Choose Time Clock Plus users on behalf of

Automatic Lunch Deduction Selection Screen

On this screen, you will select how many minutes your employees will be assigned for an automatic time deduction for lunch. The current values are 0, 30, and 60 minutes. Make your selections, and then click Submit. You can also set this value for employees for which you are the alternate supervisor. You can do this by clicking on the drop down box at the bottom and then clicking on the name of the supervisor you wish to enter data for. This will then bring up a screen with that supervisor's employees.



Auto Lunch Deduction Entry Screen

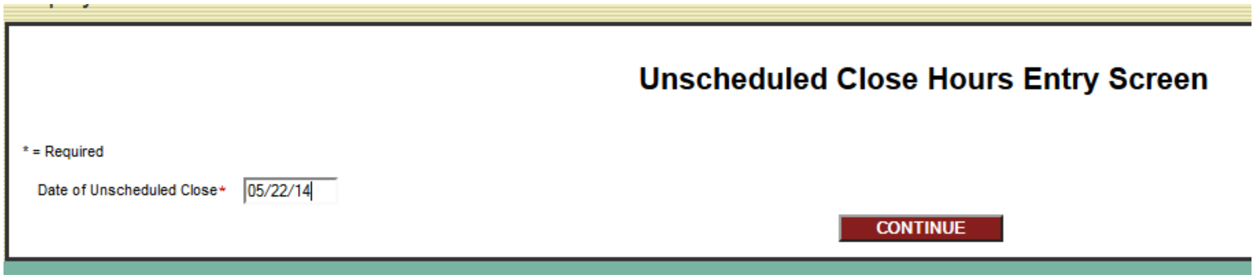
Name	Position Title	Department	Minutes for Lunch
[redacted]	[redacted]	Public Safety	
[redacted]	[redacted]	Student Admin. Services	

Choose Time Clock Plus users on behalf of

Unscheduled Closings

You will use this screen to enter unscheduled close hours for your employees. From the WebAdvisor Employee menu, under "Time Entry and Approval," click on "Unsched Close Hours Entry Screen."

Enter the date of the unscheduled closing, and click "Continue."



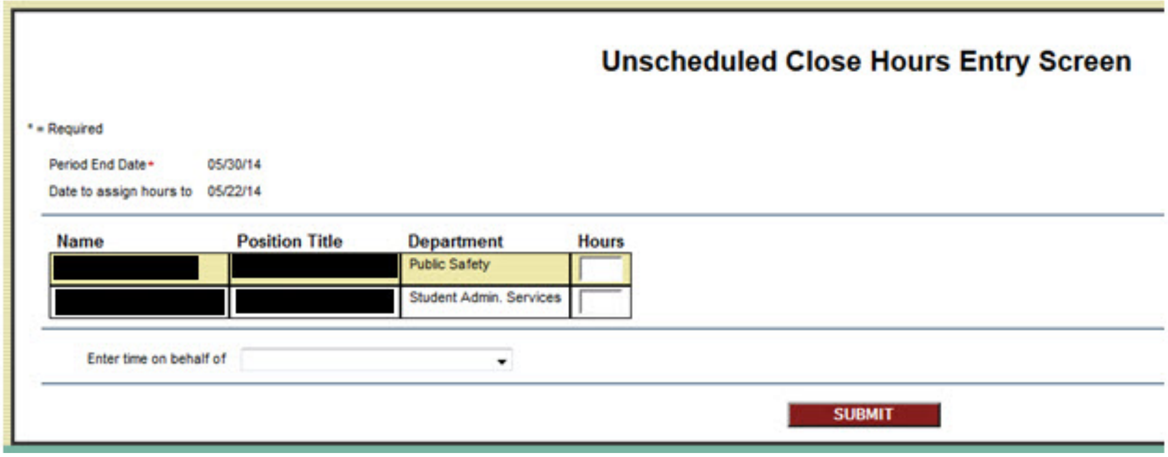
Unscheduled Close Hours Entry Screen

* = Required

Date of Unscheduled Close* 05/22/14

On the next screen, you will see a list of the employees that you need to enter time for. Enter the number of hours associated with each employee for the close, if the employee worked during the close, they would enter their time in the normal Web Time Entry screen for the employee. You can also enter the values for employees that you are the alternate supervisor for. This is done by clicking on the drop down box at the bottom and clicking on the name of the supervisor you wish to enter data for. This will then bring up a screen with that supervisor's employees listed.

Enter the unscheduled closing hours for each employee, and then click Submit.



Unscheduled Close Hours Entry Screen

* = Required

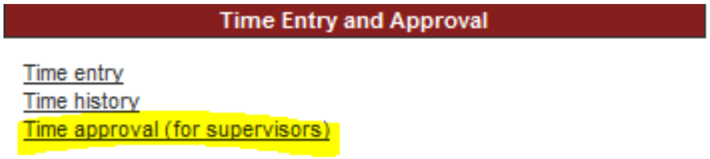
Period End Date* 05/30/14
Date to assign hours to 05/22/14

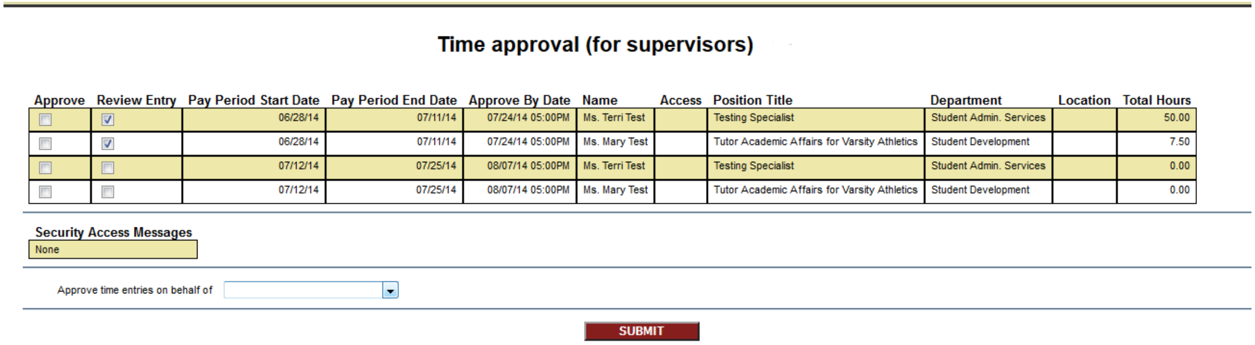
Name	Position Title	Department	Hours
[redacted]	[redacted]	Public Safety	
[redacted]	[redacted]	Student Admin. Services	

Enter time on behalf of

WebAdvisor Time Entry Approval Screen

To access the Time Entry Approval Screen, you need to log on to WebAdvisor, click on the Employees link and then click on the Time Approval (for Supervisors) link.


Time Entry and Approval
Time entry
Time history
Time approval (for supervisors)


Time approval (for supervisors)

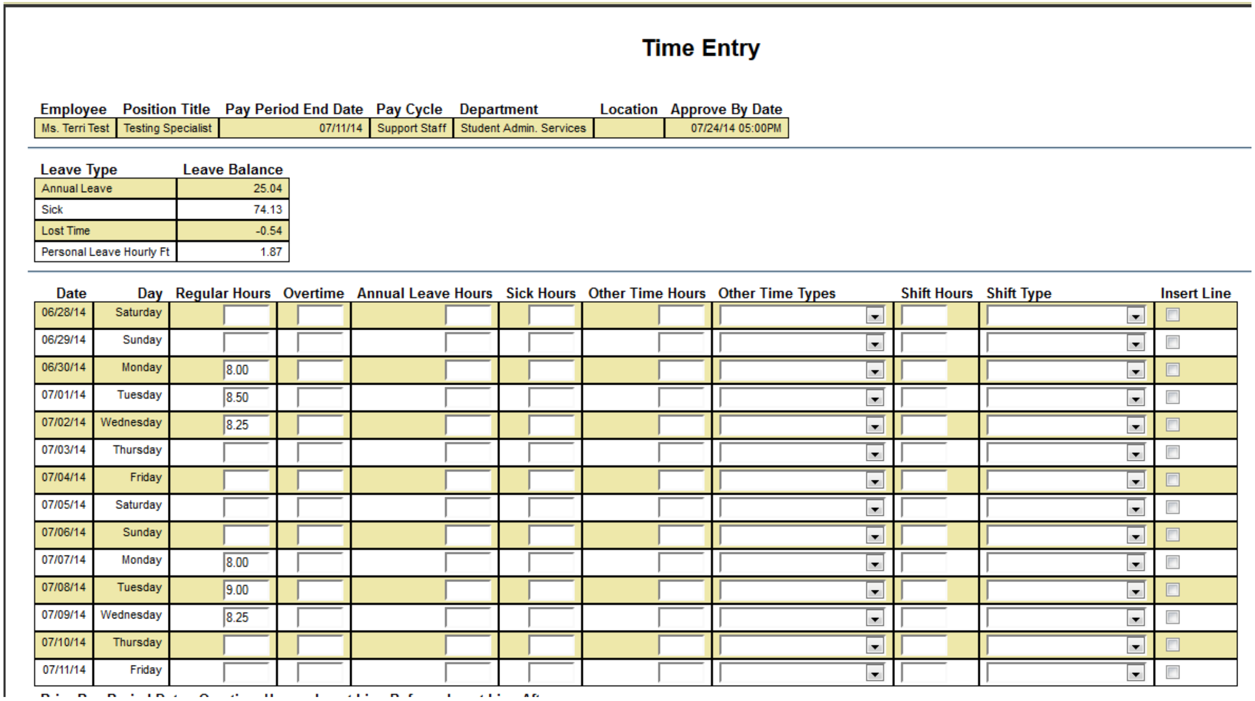
Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
☐	☑	06/28/14	07/11/14	07/24/14 05:00PM	Ms. Terri Test		Testing Specialist	Student Admin. Services		50.00
☐	☑	06/28/14	07/11/14	07/24/14 05:00PM	Ms. Mary Test		Tutor Academic Affairs for Varsity Athletics	Student Development		7.50
☐	☐	07/12/14	07/25/14	08/07/14 05:00PM	Ms. Terri Test		Testing Specialist	Student Admin. Services		0.00
☐	☐	07/12/14	07/25/14	08/07/14 05:00PM	Ms. Mary Test		Tutor Academic Affairs for Varsity Athletics	Student Development		0.00

Security Access Messages: None

Approve time entries on behalf of
SUBMIT

Once on the screen, you have several options. You can instantly approve the time for any employee on your list by clicking in the box under the Approve heading (and then clicking Submit). You can review the time entry for an employee by clicking on the Review Entry box (and then clicking Submit). You can also approve time entries for other supervisors if you are listed as an alternate supervisor.

When you check the Review Entry box and click Submit, you are brought to a new screen to view the employee's time entry.



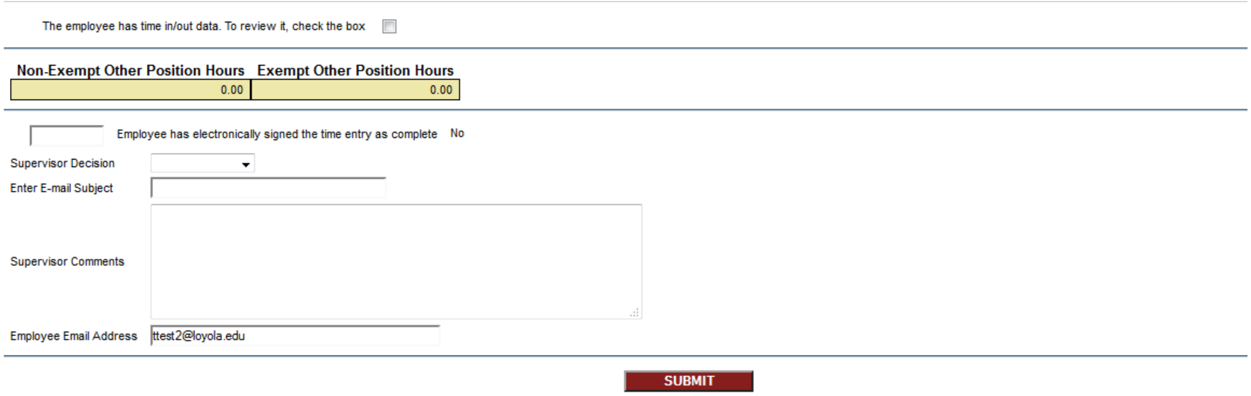
Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Ms. Terri Test	Testing Specialist	07/11/14	Support Staff	Student Admin. Services		07/24/14 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	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
06/28/14	Saturday									☐
06/29/14	Sunday									☐
06/30/14	Monday	8.00								☐
07/01/14	Tuesday	8.50								☐
07/02/14	Wednesday	8.25								☐
07/03/14	Thursday									☐
07/04/14	Friday									☐
07/05/14	Saturday									☐
07/06/14	Sunday									☐
07/07/14	Monday	8.00								☐
07/08/14	Tuesday	9.00								☐
07/09/14	Wednesday	8.25								☐
07/10/14	Thursday									☐
07/11/14	Friday									☐

The top of the screen shows the information entered and submitted by the employee (or that was received by the time clocks). As a supervisor, you do have the ability to change this information if needed.



The employee has time in/out data. To review it, check the box ☐

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

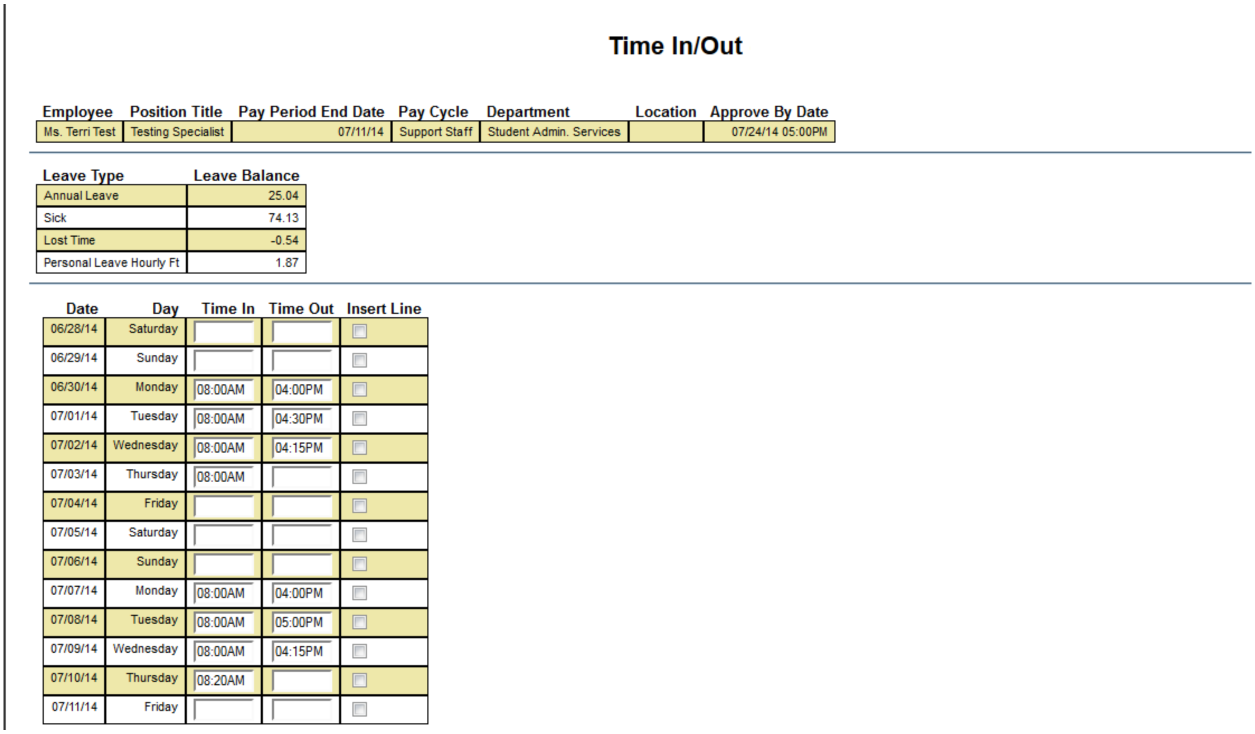
Enter E-mail Subject

Supervisor Comments

Employee Email Address ttest2@loyola.edu

The bottom part of the screen has a box to check for you to review in and out time entered by the employee if they are required to enter it or they use the time clock. If you wish to see this time, check the box and click on the Submit button. If you do not want to view the in and out times, you can approve or deny the time entry in the Supervisor Decision box. You can also see if the employee has signed and submitted this time sheet. If you reject the time entry or have other comments to make, you can send the employee an email by entering a subject and comments into the appropriate areas on the screen. Once everything is entered, click Submit to return to the list of employees to review. **You should only accept or reject the timesheet at the end of the pay period. You should not put in a status in the middle of the time period.**

If you check the box to view in and out times and click the Submit button, you are taken to the screen that displays these times.



Time In/Out

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Ms. Terri Test	Testing Specialist	07/11/14	Support Staff	Student Admin. Services		07/24/14 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	Insert Line
06/28/14	Saturday			☐
06/29/14	Sunday			☐
06/30/14	Monday	08:00AM	04:00PM	☐
07/01/14	Tuesday	08:00AM	04:30PM	☐
07/02/14	Wednesday	08:00AM	04:15PM	☐
07/03/14	Thursday	08:00AM		☐
07/04/14	Friday			☐
07/05/14	Saturday			☐
07/06/14	Sunday			☐
07/07/14	Monday	08:00AM	04:00PM	☐
07/08/14	Tuesday	08:00AM	05:00PM	☐
07/09/14	Wednesday	08:00AM	04:15PM	☐
07/10/14	Thursday	08:20AM		☐
07/11/14	Friday			☐

The top of the screen shows the information entered and submitted by the employee or from the time clocks. You have the ability to change this information if needed.

Need Help?

If you need assistance with Web Time Entry, contact the Office of Technology Support at x5555 or ots@loyola.edu.