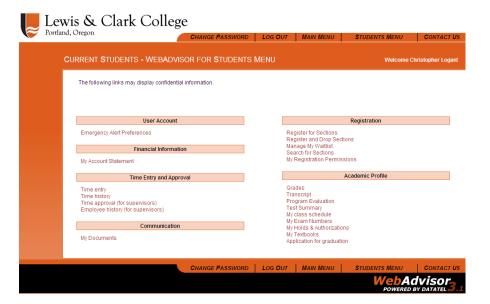
## **Web Time Entry for Students**

Go to the Web Advisor Home Page at <a href="https://webadvisor.lclark.edu">https://webadvisor.lclark.edu</a> (Use your email login and password)



- Click on Students
- This is where students gain access to all aspects of Web Advisor.



- Click on Time Entry under the Time Entry and Approval Menu
- Select the position if the student is employed in more than one position on campus

Time Entry												
Position Title  Student Labor - Non Work Study		Pay Period End Date 10/15/08		Pay Cycle Student Payroll		Department Finance Division Business	-	Location	Supervisor  Ms. Marietta H. Lawson		Complete Entry By 10/16/08 06:00PM	
Leave Type Leave Balance  Not Applicable												
Date	Day	Hours Worked	Ann Lea Ho		Sick Hours	Time	Othe Type:	r Time s	Shift Hours	Shif	t Туре	Insert Line
09/16/08	Tuesday							~			~	
09/17/08	Wednesday							*			~	
09/18/08	Thursday							~			~	
09/19/08	Friday							~			~	
09/20/08	Saturday							*			*	
Additional Time(Prior Period)												
Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval												
Supervisor Decision Pending Approval Supervisor Comments Supervisor's E-mail Address lawson@lclark.edu												
SUBMIT												

- Students are encouraged to enter time worked on a daily or weekly basis and save by clicking submit
- Submit to the supervisor in advance of time sheet due date each month by checking the electronic signature box at the bottom and clicking submit

## **NOTES**

- Your supervisor may approve or reject depending on hours worked. Supervisors may comment and email student employees upon submission of online time sheet
- Your supervisor will submit the time sheet to Payroll for processing