

WEB TIME APPROVAL FOR STUDENT SUPERVISORS

Go to the Web Advisor Home Page at <https://webadvisor.lclark.edu> Log in with your regular LC user ID and password.

Select the Employees section.

Welcome Christopher Logan!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

For best results, Safari or Firefox browsers are recommended.

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Prospective Students

Students

Faculty

Employees

All student supervisors should log in to the “Employees” section, including faculty

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

On the next screen, click on Time Approval (for supervisors) under the Time Entry and Approval Menu

User Account

Emergency Alert Preferences
Emergency Contact Information

Employee Profile

Total Compensation
Pay Advices
Labor Audit Report

Time Entry and Approval

Time history
Time Approval (for supervisors) ←
Employee history (for supervisors)

Financial Information

Bank Information (U.S.)
My Account Statement

Counselor Information

My advisees

Click the "Approve time entries on behalf of" drop-down menu to select the primary supervisor.

Time Approval (for supervisors)

Approved	Review	Start	End	Approve By	Name	Access	Position Title	Department	Rate	Total Hours
	<input type="checkbox"/>	07/01/12	07/31/12	08/02/12 06:00PM	Alec F. Kerry		OTLB - Human Resources	Human Resources	9.00	0.00

Security Access Messages
None

Approve time entries on behalf of

This brings up a list of employees. If the "Review" box isn't checked, check it and click 'Submit' to bring up the student's time entry.

Time Approval (for supervisors)

Approved	Review	Start	End	Approve By	Name	Access	Position Title	Department	Rate	Total Hours
	<input checked="" type="checkbox"/>	07/01/12	07/31/12	08/02/12 06:00PM	Alec F. Kerry		OTLB - Human Resources	Human Resources	9.00	0.00

Security Access Messages
None

Approve time entries on behalf of

Make sure the 'Review' box is checked, and click 'Submit'

If the times are correct, select "Approve" from the Supervisor Decision drop box and click "Submit."

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Alec F. Kerry	OTLB - Human Resources	07/31/12	Student Payroll	Human Resources		08/02/12 06:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
07/01/12	Sunday						▼
07/02/12	Monday						▼
07/03/12	Tuesday						▼
07/04/12	Wednesday						▼
07/05/12	Thursday						▼

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

Select "Approve" from the Supervisor Decision Dropdown, and click Submit

If the student needs to add more hours, select "Reject" and click Submit

NOTES

- Students are encouraged to enter time daily or weekly and save by clicking submit
- Students submit to the supervisor by the time sheet due date by checking the electronic signature box and clicking submit. Primary supervisors will receive an email alerting them that student's time sheet is ready for approval
- Supervisor may choose to approve or reject depending on hours worked. Supervisor may comment and email student employee upon submission of online time sheet.
- The Approve checkbox always comes up checked after it has previously been approved by the supervisor. Do not uncheck the Approve checkbox after it is checked in the system.
- The Review checkbox gets checked for all students who have reported time, so you must uncheck the boxes to review time for a particular student.