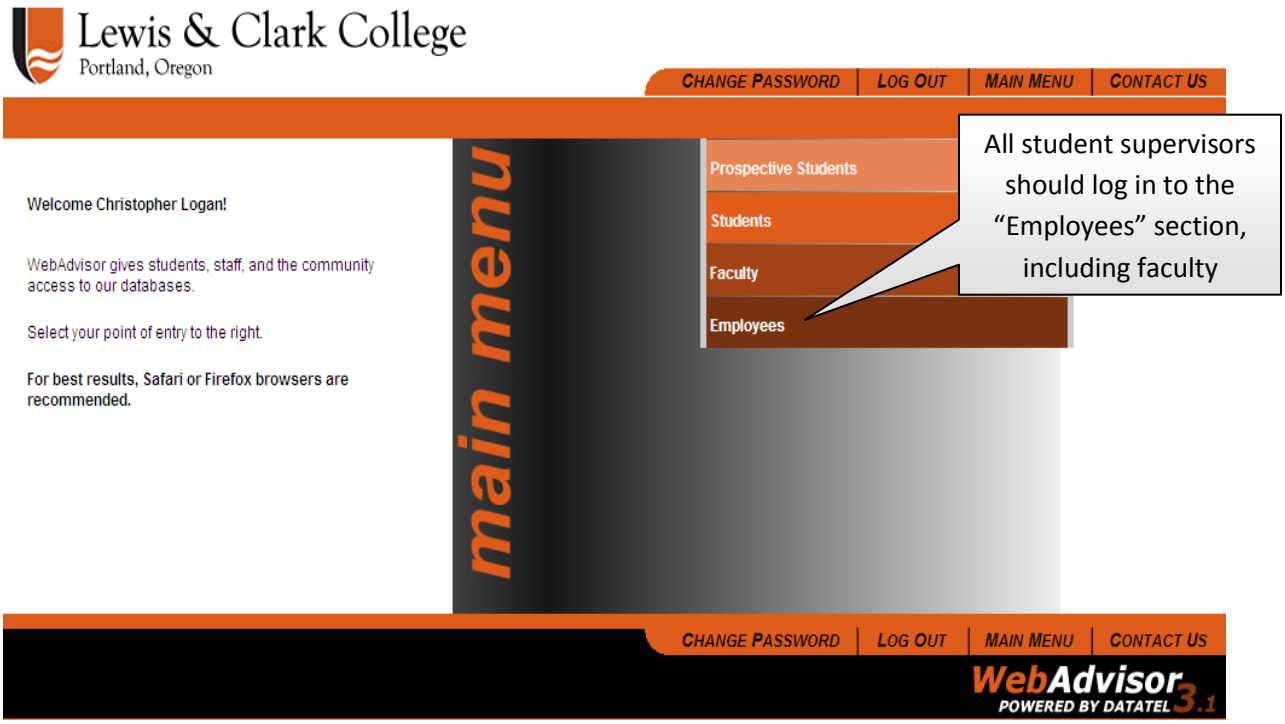
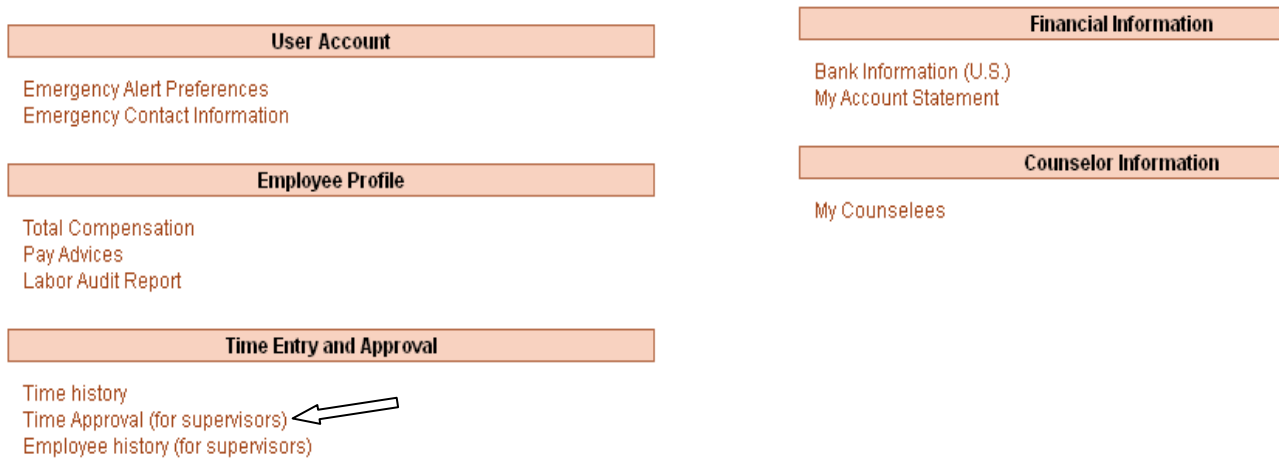
WEB TIME APPROVAL FOR STUDENT SUPERVISORS

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.



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



This brings up a list of your employees. If the employee has entered time, the "Review" box should be checked. If it isn't, check the box 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
	☐	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

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

Approve time entries on behalf of

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 akerry@lclark.edu

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

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

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.**