

Student Employee Time Entry

Overview

This process documentation is to assist employees with time entry.

Step 1

- 1a. In a browser go to <http://wa.risd.edu> and log into WebAdvisor.
- 1b. Click on **Employees**.
- 1c. Click on the **Time Entry** link.

Step 2

The screenshot shows a web interface with a header 'EMPLOYEES' and a section titled 'Time entry'. Below this is a table with columns: Choose Only One, Pay Period Start Date, Pay Period End Date, Position Title, Start Date, Department, Supervisor, Location, and Complete By Date. A checkbox is checked under 'Choose Only One'. Below the table is a 'SUBMIT' button. An inset box on the right shows a close-up of the 'Choose Only One' checkbox with a checkmark.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	03/01/07	03/31/07	Student Worker, HR/Payroll	06/01/04	Human Resources/Payroll		Main Campus	04/01/07 05:00PM

SUBMIT

- 2a. Click the box under “Choose Only One” for the position for which you are entering time. (If you have more than one job, there will be multiple listings here.)
- 2b. Click on **Submit** to access time card.

Step 3

The following will be displayed. (The *Annual Leave*, *Sick*, *Other Time Hours* and *Other Time Types* columns do not apply to student employees.)

The screenshot shows a web interface with a header 'EMPLOYEES' and a section titled 'Time Entry'. Below this is a note: 'Note: Enter Time In and Time Out with either an 'AM' or 'PM''. Below the note is a table with columns: Position Title, Pay Period End Date, Pay Cycle, Department, Location, Supervisor, and Complete Entry By. Below this table is a 'Leave Type' section with a table for Leave Type and Leave Balance. Below that is a table for time entry with columns: Date, Day, Time In, Time Out, Annual Leave Hours, Sick Hours, Other Time Hours, Other Time Types, and Insert Line.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student Worker, HR/Payroll	03/31/07	Monthly - Student	Human Resources/Payroll	Main Campus		04/01/07 05:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
03/01/07	Thursday							<input type="checkbox"/>
03/01/07	Thursday							<input type="checkbox"/>

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3a. Enter Time In and Time Out for the appropriate dates.

Enter time with a or am, or p or pm.
 example: 9:00 in the morning is entered as 9:00am or 9a and 4:00 in the afternoon is entered as 4pm or 4p.

View 3a

Date	Day	Time In	Time Out
03/01/07	Thursday		

3b. (OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if you work in the same job three times in one day. Example: Work in the morning, go to lunch, work in the afternoon, leave to go to class, work again in the afternoon.

View 3b

Types	Insert Line
▼	<input type="checkbox"/>
▼	<input type="checkbox"/>

Step 4

Submit the time entered. [ENTER] or click on **SUBMIT**.

Note: Time may be entered each shift, at the end of the day, or at any time before the end of the month without “signing” the time card. However, we advise you, and your supervisor may require you, to enter your time as you work.

4a. The following appears when pressing [ENTER] or clicking on **SUBMIT**.

View 4a

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 03/31/07
 Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	3.50
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

Previous Pay Period	Hours
Not Applicable	0.00

OK

4b. Click **OK** to close.
 Log out.

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Step 5

Once all time is entered for the month you will “sign” the time card by clicking on the signature box.

View 5a (signature line with box)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

5b. Confirmation appears.

View 5b

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 02/28/07

Time Entry Status Complete

Current Pay Period Hours

Regular Hours	5.00
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

Previous Pay Period Hours

Not Applicable	0.00
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5c. Click **OK** to close.
Log out.

Step 6

Watch email for approval or rejection of time card.

View 6

Email in mailbox

datatel 03/13/2007 01:20 PM 2,519 Your Time Approved

Email text when opened

From: tjw@datatel.com
Subject: Your Time Approved

Your supervisor has approved your time card for Student Worker, HR/Payroll with period ending on 03/31/07.

You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected you will have to check your time card and repeat step 5 to reenter your time and sign the time card.