

WEB ADVISOR APPROVALS

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

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Welcome Cynthia!

WebAdvisor is RISD's web access to administrative functions. For students it provides access to registration, records, class schedules, financial aid, billing information and more. For faculty, it provides access to class rosters, on-line grading, and information on student advisees. Department managers may access their yearly budget. We continue to add features that offer students, faculty, and staff self-services.

RISD students, faculty, and staff: Login using the "Log In" tab.

Guests and Prospective Students: click on the "Guests and Prospective Students" link to the right

Employees

Account Information | Password Information

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WebAdvisor 3.1
POWERED BY DATEL

Log into WebAdvisor and choose the EMPLOYEES Banner

WEB ADVISOR APPROVALS

The following links may display confidential information.

Employee Profile

[Position Summary](#)
[My Stipends](#)
[Pay Advices](#)
[View Pay Advices \(For Administrators\)](#)
[W-2 Electronic Consent](#)
[W-2 \(For Administrators\)](#)
[W-2 Statements](#)
[T4 \(For Administrators\)](#)
[Current Benefits](#)
[Benefit Enrollment](#)

Communication

[Building Access Code](#)
[RISD Alert Faculty-Staff](#)
[emergency.risd.edu](#)

Registration

[Search for Sections](#)
[Course Catalogs](#)

Time Entry and Approval

[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)



Please click on "Time approval (for supervisors)" to access your employee's time card

WEB ADVISOR APPROVALS

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

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EMPLOYEES Welcome Cynthia!

Web Time Approval

Pay Cycle Filter ST - Student Payroll
Pay Period Dates Filter 09/01/2014 to 09/30/2014

Choose Pay Period	Active Pay Cycles	Pay Cycle Start	Pay Cycle End
<input type="radio"/>	BI	08/23/2014	09/05/2014
<input type="radio"/>	ST	08/01/2014	08/31/2014
<input checked="" type="radio"/>	ST	09/01/2014	09/30/2014

Approve time entries on behalf of

SUBMIT

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Choose the pay cycle and pay period you are approving and click SUBMIT

If you are approving on behalf of someone you must choose them from the drop down list before you click SUBMIT

WEB ADVISOR APPROVALS

EMPLOYEES Welcome Cynthia!

Web Time Approval

Pay Cycle Filter: BI - Biweekly Payroll
Pay Period Dates Filter: 08/09/2014 to 08/22/2014

Active Pay Cycles	Pay Cycle Start	Pay Cycle End
BI	08/09/2014	08/22/2014
BI	08/23/2014	09/05/2014
ST	08/01/2014	08/31/2014
ST	09/01/2014	09/30/2014

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/09/2014	08/22/2014	09/05/14 10:00AM	[REDACTED]		[REDACTED]	Controller's Dept		0.00

Security Access Messages
None

WebAdvisor

You must check off the "Review Entry" box and click SUBMIT in order to review your employee's daily time card

WEB ADVISOR APPROVALS

08/12/14	Tuesday	7.00							
08/13/14	Wednesday	7.00							
08/14/14	Thursday	7.00							
08/15/14	Friday	7.00							
08/16/14	Saturday								
08/17/14	Sunday								
08/18/14	Monday	6.50							
08/19/14	Tuesday	7.50							
08/20/14	Wednesday								
08/21/14	Thursday								
08/22/14	Friday								

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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

You should ALWAYS check the box to review IN/OUT data for your employees. You should be reviewing their break times and work times for accuracy before you approve the time card. Click SUBMIT.

WEB ADVISOR APPROVALS

08/11/14	Monday	08:30AM	12:30PM	<input type="checkbox"/>
08/11/14	Monday	01:00PM	04:00PM	<input type="checkbox"/>
08/12/14	Tuesday	08:30AM	12:30PM	<input type="checkbox"/>
08/12/14	Tuesday	01:00PM	04:00PM	<input type="checkbox"/>
08/13/14	Wednesday	08:30AM	12:30PM	<input type="checkbox"/>
08/13/14	Wednesday	01:00PM	04:00PM	<input type="checkbox"/>
08/14/14	Thursday	08:30AM	12:30PM	<input type="checkbox"/>
08/14/14	Thursday	01:00PM	04:00PM	<input type="checkbox"/>
08/15/14	Friday	08:30AM	12:30PM	<input type="checkbox"/>
08/15/14	Friday	01:00PM	04:00PM	<input type="checkbox"/>
08/16/14	Saturday			<input type="checkbox"/>
08/17/14	Sunday			<input type="checkbox"/>
08/18/14	Monday	08:30AM	03:00PM	<input type="checkbox"/>
08/19/14	Tuesday	08:30AM	04:00PM	<input type="checkbox"/>
08/20/14	Wednesday			<input type="checkbox"/>
08/21/14	Thursday			<input type="checkbox"/>
08/22/14	Friday			<input type="checkbox"/>

1. Is your employee clocking in and out for lunch/break? If not, they need to do so when working more than 6 hours in a day.
2. Are these the hours they were scheduled to work for you? This is important because some students have multiple positions and sometimes input their hours incorrectly.
3. Are the AM and PM times correct?

WEB ADVISOR APPROVALS

08/14/14	Thursday	08:30AM	12:30PM	<input type="checkbox"/>
08/14/14	Thursday	01:00PM	04:00PM	<input type="checkbox"/>
08/15/14	Friday	08:30AM	12:30PM	<input type="checkbox"/>
08/15/14	Friday	01:00PM	04:00PM	<input type="checkbox"/>
08/16/14	Saturday			<input type="checkbox"/>
08/17/14	Sunday			<input type="checkbox"/>
08/18/14	Monday	08:30AM	03:00PM	<input type="checkbox"/>
08/19/14	Tuesday	08:30AM	04:00PM	<input type="checkbox"/>
08/20/14	Wednesday			<input type="checkbox"/>
08/21/14	Thursday			<input type="checkbox"/>
08/22/14	Friday			<input type="checkbox"/>

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

SUBMIT

If your employee has multiple positions the hours for the other positions will show under the box "Non-Exempt Other Position Hours"

WEB ADVISOR APPROVALS

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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 **Reject** ▼

Enter E-mail Subject

Supervisor Comments

Employee Email Address

SUBMIT

Please keep in mind you MUST follow through on any time you reject. Rejecting means that an action needs to take place by either the student or the approver. The incorrect time MUST be removed or adjusted. This is very important because all rejected hours will be paid. If the student's Web Time deadline has passed please be sure to make the necessary changes on their behalf.

WEB ADVISOR APPROVALS

08/15/14	Friday	08:30AM	12:30PM	<input type="checkbox"/>
08/15/14	Friday	01:00PM	04:00PM	<input type="checkbox"/>
08/16/14	Saturday			<input type="checkbox"/>
08/17/14	Sunday			<input type="checkbox"/>
08/18/14	Monday	08:30AM	03:00PM	<input type="checkbox"/>
08/19/14	Tuesday	08:30AM	04:00PM	<input type="checkbox"/>
08/20/14	Wednesday			<input type="checkbox"/>
08/21/14	Thursday			<input type="checkbox"/>
08/22/14	Friday			<input type="checkbox"/>

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 **Approve** ▼

Enter E-mail Subject

Supervisor Comments

Employee Email Address

SUBMIT

Please be sure to APPROVE your employee timecards before the deadline each month. Also, please encourage your student workers to fill out their time each week, so they are less likely to forget or make errors. We also encourage you to review the time weekly to catch any errors early. This will allow you time to make any updates before the payroll needs to be processed.