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The screenshot shows the Rhode Island School of Design Web Advisor homepage. At the top, the header reads "RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR" with navigation links for "LOG IN", "MAIN MENU", and "CONTACT US". A secondary navigation bar highlights "Guests and Prospective Students". The main content area includes a "Welcome Guest!" message, a detailed description of WebAdvisor's administrative functions, and instructions for logging in. A vertical "main menu" label is visible on the left. The footer contains links for "Account Information" and "Password Information", along with "LOG IN", "MAIN MENU", and "CONTACT US" buttons, and the "WebAdvisor 3.1" logo powered by DATATEL.

1. Click on LOG IN – will bring you to screen to enter *Username & password*

The screenshot shows the Rhode Island School of Design Web Advisor homepage for an employee. The header is identical to the previous screenshot, but the navigation links are "LOG OUT", "MAIN MENU", and "CONTACT US". The secondary navigation bar highlights "Employees". The main content area includes a "Welcome Patricia!" message, the same description of WebAdvisor's functions, and login instructions. The vertical "main menu" label is present. The footer is identical to the previous screenshot, including the "WebAdvisor 3.1" logo.

2. Click on *Employees*

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RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

Welcome Patricia!

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 \(for supervisors\)](#)

LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

3. Click on [Time Entry](#) link

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES

Welcome Patricia!

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="text"/>	09/20/14	10/03/14	Payroll Coordinator	11/02/13	Controller's Dept	Ms. Cynthia M. Driscoll		10/07/14 03:30PM

SUBMIT

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

4. Click on this box to choose your position, then click on *Submit*.

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Date	Day	Time In	Time Out	Annual Leave Hours	SICK Hours
09/20/14	Saturday				
09/20/14	Saturday				
09/21/14	Sunday				
09/21/14	Sunday				
09/22/14	Monday	08:30AM	01:30PM		
09/22/14	Monday	02:00PM	05:00PM		
09/23/14	Tuesday	08:45AM	01:15PM		
09/23/14	Tuesday	02:00PM	04:30PM		
09/24/14	Wednesday	08:30AM	01:00PM		
09/24/14	Wednesday	02:00PM	04:30PM		
09/25/14	Thursday	08:30AM	01:00PM		
09/25/14	Thursday	02:00PM	04:00PM		
09/26/14	Friday	08:30AM	01:00PM		
09/26/14	Friday	02:00PM	04:30PM		
09/27/14	Saturday				
09/27/14	Saturday				
09/28/14	Sunday				

- Enter your times; there are two lines per day – if working over 6 hours employees Must take a lunch break.

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09/29/14	Monday						
09/30/14	Tuesday	09:00AM	01:00PM				
09/30/14	Tuesday	02:00PM	04:30PM				
10/01/14	Wednesday	09:00AM	01:30PM				
10/01/14	Wednesday	02:00PM	04:30PM				
10/02/14	Thursday	08:45AM	01:30PM				
10/02/14	Thursday	02:00PM	04:45PM				
10/03/14	Friday	08:30AM	01:00PM				
10/03/14	Friday	02:00PM	04:30PM				

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 cdriscol@risd.edu

SAVE

[LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#)

6. Check the box after all hours for the 2 week pay period has been filled in, this will generate an e-mail to your supervisor alerting that your time is ready for approval.

Note: once you have clicked this box you will no longer have access to make changes to your hours. Only click this box when you have inputted all your hours for the pay period; if you need to make changes after you electronically sign your time, you would need to ask your supervisor to make any adjustments for you.

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LOG OUT | MAIN MENU | EMPLOYEES MENU

EMPLOYEES

Confirmation


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

Pay Period End Date 10/03/14
Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	63.50
Annual Leave Hours	0.00
Sick Hours	0.00
Personal	7.00
Total Hours	70.50

OK

LOG OUT | MAIN MENU | EMPLOYEES MENU



This screen shows your total hours submitted; click OK to go back to the menu.

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RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

LOG OUT

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

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Time Entry and Approval

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Building Access
RISD Alert Fac
emergency.risd

Search for Sec
Course Catalog

LOG OUT

On pay day, you can click on **Pay Advices** to view your pay stub.