St. Lawrence University
Instructions for Using Web Time Entry to Enter Hours for Student Employees

Student employees may enter their time by accessing WebAdvisor from the start of the pay period until noon on Monday after the pay period closes. Time may be entered from any computer on campus or a computer off campus if using the Virtual Provide Network (VPN) service as described on the Information Technology webpage.

In order to enter time, student employees should select the SLU Portal from the St. Lawrence University page for students and log in with their network ID and password.

Once logged on to the Portal, students should select Time Entry and Approval as show below.

Select Time Entry and Approval

Select Time Entry

*Note: if the **Time Entry** option is not displayed, contact Connie Palmer at 5573 or cbpalmer@stlawu.edu.

Students who have more than one position will see multiple timesheets displayed and will generally need to complete a time sheet for each department in which they are employed. The employing department and supervisor is indicated for each timesheet as well as the deadline by which the timesheet must be completed and submitted for approval.

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
☐	10/25/10	11/07/10	Confidential 3 Business Office	07/01/91	Business Office	Ms. Carol T. Gable		11/08/10 11:00AM

SUBMIT

Select the timesheet and click Submit.

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

Below is an example of the timesheet screen that will be displayed. Students should enter their hours on the appropriate line for the date they worked in the column headed Hours Worked. Students should not enter data to any other column on the timesheet.

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
11/08/10	Monday					▾		▾	☐
11/09/10	Tuesday					▾		▾	☐
11/10/10	Wednesday					▾		▾	☐
11/11/10	Thursday					▾		▾	☐
11/12/10	Friday					▾		▾	☐
11/13/10	Saturday					▾		▾	☐
11/14/10	Sunday					▾		▾	☐
11/15/10	Monday					▾		▾	☐
11/16/10	Tuesday					▾		▾	☐
11/17/10	Wednesday					▾		▾	☐
11/18/10	Thursday					▾		▾	☐
11/19/10	Friday					▾		▾	☐

Once hours have been entered, students should save their timesheet by clicking on SUBMIT at the bottom of the screen. Any error and warning messages will be displayed at the top of the screen. Error messages will prevent the timesheet from being processed and must be corrected. Warning messages should be noted and corrections made if required, but will not prevent the timesheet from being updated.

If there are no errors, a Confirmation message will be displayed indicating the time entry is successfully completed. Students should click OK at the bottom of the screen. If data entry is complete, students should log out of WebAdvisor by clicking Log Out.

Once all hours for the pay period have been correctly entered, students should electronically sign their time timesheet by clicking the box on the line displayed at the bottom of the entry screen and clicking Submit.

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	

SUBMIT

A Confirmation message that the timesheet has been forwarded for supervisor approval will be displayed. Once a timesheet has been signed, it can not be updated unless rejected by the supervisor.

Once a student's supervisor has approved or rejected an employee's timesheet, the student will receive a notification email. If the timesheet was rejected, a reason will be noted in the email and the student should access the timesheet again to make the necessary corrections and resubmit. This is done using the same screens as when initially entering time.