

## 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 Private 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.

The screenshot shows the St. Lawrence University website. At the top, there is a navigation bar with tabs for 'Information for...', 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Visitors'. Below this is a secondary navigation bar with various links such as 'Academic Departments', 'Advising', 'Athletics', 'Bookstore', 'Calendars', 'Career Services', 'Catalog', 'Counseling', 'Financial Services', 'Find People', 'Information Technology', 'Libraries', 'Registrar', 'Safety and Security', 'Student Life', 'Student Organizations', 'E-mail', and 'QuickLinks'. The main content area is titled 'Links for Current Students' and includes a 'LOGIN' button for the 'SLU portal'. A welcome message states: 'Welcome to the page with links collected especially with students in mind. This page connects you to all parts of the University's programs and services.' Below this are three bullet points: 'Links in the blue navigation bar connect you to most frequently accessed pages', 'Quick links is an alphabetical listing of most links on this page', and 'Topical links organize pages according to themes.' A section titled 'SLU Wire' contains the text: 'Keep up to date on events, news and sports on campus.' The bottom of the page is divided into four columns of links: 'Academic Resources' (APR, Academic Achievement, Academic Departments, Academic Support, Adirondack Semester, Brush Art Gallery, Catalog, Community-Based Learning, Course Registration, Credit from transfer and AP, CSTEP), 'Campus Life' (Advice about Campus Life, Advocates Program, Alumni Networking and Info, Athletics, Bus Service, Campus events, Campus map, Career Services, Center for Civic Engagement and Leadership, Chaplain's Office), 'Financial Aid' (Financial Aid Homepage), 'Financial Services' (Community-wide account balance, Health insurance, Meal plans, On-line tuition payments, Paying your bill, Services for International Students), 'Personal Resources' (Advocates Program, Chaplain's Office, Counseling services, Emergency assistance: 24-hour crisis line, Flu Preparedness, Health Center), and 'Technology resources' (A-V Setup requests, Configure your computer).

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

ST. LAWRENCE UNIVERSITY portal

Welcome Carol Gable | My Site

All Sites

St. Lawrence University Portal > Faculty and Staff

You have 116 unread messages.

My Week

Today's Date: Monday, January 17, 2011

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |

Announcements

No announcements found.

My Team Sites

Expand All Collapse All

Other

Search Center

Colleague Web Access

- Employee Profile
- Time Entry and Approval**
- My Budget
- Payments
- Purchase Orders
- Requisitions

Employee Links

Select Time Entry and Approval

ST. LAWRENCE UNIVERSITY portal

Welcome Carol Gable | My Site

All Sites

St. Lawrence University Portal > Faculty and Staff

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My Week

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| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

Announcements

No announcements found.

My Team Sites

Expand All Collapse All

Other

Search Center

Colleague Web Access

- Main Menu
- Time Entry and Approval**
  - Time entry
  - Time History
  - Time approval (for supervisors)
  - Employee History (for supervisors)

Employee Links

Colleague

Note - this is a link to the main Datatel system do NOT have access to this resource.

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.

EMPLOYEES welcome karen:

## 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="checkbox"/> | 10/25/10              | 11/07/10            | Confidential 3<br>Business Office | 07/01/91   | Business<br>Office | Ms. Carol T.<br>Gable |          | 11/08/10<br>11:00AM |

**SUBMIT**

[CHANGE PASSWORD](#) | 
 [LOG OUT](#) | 
 [MAIN MENU](#) | 
 [EMPLOYEES MENU](#) | 
 [HELP](#) | 
 [CONTACT US](#)

Select the timesheet and click Submit.

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    | <input type="text"/> | <input type="checkbox"/> |
| 11/09/10 | Tuesday   | <input type="text"/> | <input type="checkbox"/> |
| 11/10/10 | Wednesday | <input type="text"/> | <input type="checkbox"/> |
| 11/11/10 | Thursday  | <input type="text"/> | <input type="checkbox"/> |
| 11/12/10 | Friday    | <input type="text"/> | <input type="checkbox"/> |
| 11/13/10 | Saturday  | <input type="text"/> | <input type="checkbox"/> |
| 11/14/10 | Sunday    | <input type="text"/> | <input type="checkbox"/> |
| 11/15/10 | Monday    | <input type="text"/> | <input type="checkbox"/> |
| 11/16/10 | Tuesday   | <input type="text"/> | <input type="checkbox"/> |
| 11/17/10 | Wednesday | <input type="text"/> | <input type="checkbox"/> |
| 11/18/10 | Thursday  | <input type="text"/> | <input type="checkbox"/> |
| 11/19/10 | Friday    | <input type="text"/> | <input type="checkbox"/> |

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 <input type="checkbox"/> |                  |
| Supervisor Decision  | Pending Approval |
| Supervisor Comments  |                  |
| Supervisor's E-mail Address  |                  |
| <input type="button" value="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.