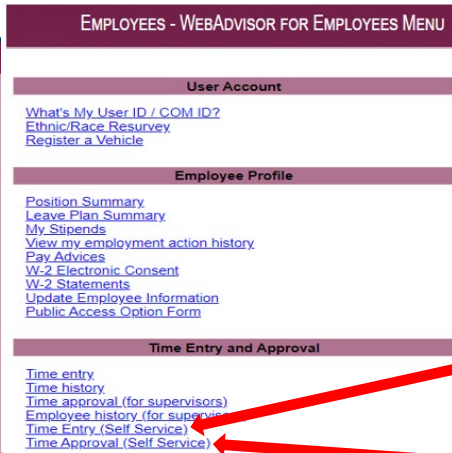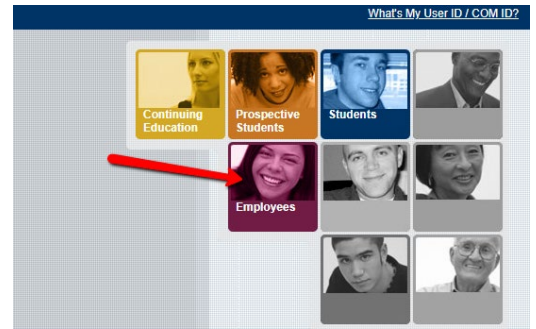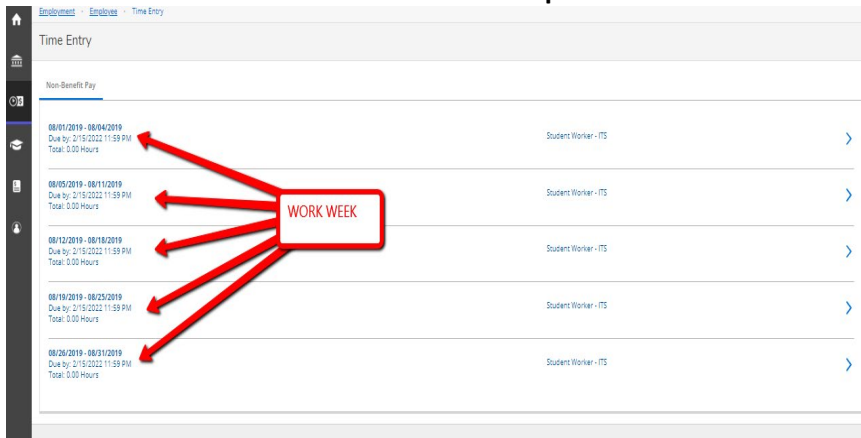# Time Entry (Self Service) for Full Time Employees

Log into WebAdvisor at webadvisor.com.edu and select the Employees tile. →

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

User Account
What's My User ID / COM ID?
Ethnic/Race Resurvey
Register a Vehicle

Employee Profile
Position Summary
Leave Plan Summary
My Stipends
View my employment action history
Pay Advices
W-2 Electronic Consent
W-2 Statements
Update Employee Information
Public Access Option Form

Time Entry and Approval
Time entry
Time history
Time approval (for supervisors)
Employee history (for supervisors)
Time Entry (Self Service)
Time Approval (Self Service)
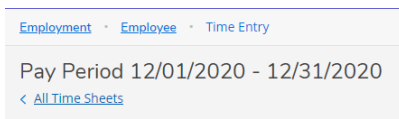
What's My User ID / COM ID?

← In the Employee menu, **employees** navigate to the section labeled "Time Entry (Self-Service)."

← **Supervisors** will use the "Time Approval (Self Service)" to approve employees' self-serve time entry.

Employment · Employee · Time Entry

Time Entry

Non-Benefit Pay

08/01/2019 - 08/04/2019
Due by: 2/15/2022 11:59 PM
Total: 0.00 Hours
Student Worker - ITS

08/05/2019 - 08/11/2019
Due by: 2/15/2022 11:59 PM
Total: 0.00 Hours
Student Worker - ITS

08/12/2019 - 08/18/2019
Due by: 2/15/2022 11:59 PM
Total: 0.00 Hours
Student Worker - ITS

08/19/2019 - 08/25/2019
Due by: 2/15/2022 11:59 PM
Total: 0.00 Hours
Student Worker - ITS

08/26/2019 - 08/31/2019
Due by: 2/15/2022 11:59 PM
Total: 0.00 Hours
Student Worker - ITS

WORK WEEK

←The timecard is separated by work week for the entire month. Each week will be approved independently. Select the week in which you want to enter time.

*If you have more than one position that is eligible for time entry in self-service you will have to choose a position using tabs at the top of the time card.

Employment · Employee · Time Entry

Pay Period 12/01/2020 - 12/31/2020
‹ All Time Sheets

‹ Week 12/01/2020 - 12/06/2020 ›
40.00 Total hours

← The Pay Period at the top left corner of your screen represents the applicable month.

← After selecting the work week, you will see information about the week being updated.

Below in the timecard, the boxes are separated into days with the date above the column for each week being completed. Notice the week begins with Monday and ends with Sunday. Lastly, there is a section for weekly totals. Always verify these totals are correct for each day and for the week.
*Greyed out boxes are not editable because those days are outside of the pay period.

Earn Type	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6	Total
Work Schedule Apply	8.00	8.00	8.00	8.00	8.00			40.00
Regular Pay	8.00							8.00
+ Additional Time								
Position Total Hours:	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Comments   Submit for Approval

Time Entry (Self Service) for Full Time Employees

The '**work schedule**' represents your typical work schedule during the week. If the work schedule hours are the same as your actual work hours, you can click on the blue "**Apply**" button to populate the hours into the "Regular Pay" boxes, which represent actual work hours.

If leave time was not used this week and the totals look correct, you can **submit for approval** to your supervisor.

If you need to add leave time (e.g. sick leave, holiday leave, etc.), click on the 'Additional Time' button for a drop-down menu of your leave options.

← Select the appropriate leave, then a new row with that leave description will appear in the timecard under the 'Regular Pay' row.

Time Entry (Self Service) for Full Time Employees

Earn Type	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Fri 1/1	Sat 1/2	Sun 1/3	Total
Work Schedule	8.00	8.00	8.00	8.00	8.00			40.00
Regular Pay								0.00
Holiday Leave	8.00	8.00	8.00	8.00				32.00
Remove Holiday Leave								

+ Additional Time

| Position Total Hours: | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 32.00 |

Comments   Submit for Approval

Be sure your total for any given day does not exceed 8 hours. If you are taking 8 hours of vacation leave one day, your regular pay hours should be 0. Once the timecard has been completed and submitted, you will see the 'Submitted' indicators for each week.

Benefit and Adjunct

12/01/2020 - 12/06/2020
Due by: 12/3/2020 11:59 PM
Total: 32.00 Hours   Submitted

12/07/2020 - 12/13/2020
Due by: 12/3/2020 11:59 PM
Total: 40.00 Hours   Submitted

12/14/2020 - 12/20/2020
Due by: 12/3/2020 11:59 PM
Total: 40.00 Hours   Submitted

12/21/2020 - 12/27/2020
Due by: 12/3/2020 11:59 PM
Total: 40.00 Hours   Submitted

12/28/2020 - 12/31/2020
Due by: 12/3/2020 11:59 PM
Total: 32.00 Hours   Submitted

Please contact Patty Rosenfield, Payroll Supervisor, at prosenfield@com.edu with any time entry/timesheet questions.