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WEBAVISOR: EMPLOYEES MENU

WebAdvisor is a real time web product used in conjunction with Datatel to provide the ability for every user on campus to create a work order for Facility Services.

LOCATING WEBAVISOR

Open the College of the Mainland website COM.EDU and scroll down the screen until you see Get Connected and click on the WebAdvisor Login.

LOG IN

Click on the Log In tab.

Type your network User ID and Password in the appropriate fields and click the SUBMIT button.
The screen will be personalized, click on the **Employees** button.
From the WebAdvisor for Employees menu click on the link **Enter request for maintenance/repairs/vehicles/custodial/room scheduling**.

Type required information in the fields marked with red asterisks. **Type a FULL DESCRIPTION of the required work**!! Hit the SUBMIT button when you have completed the form.

You will receive a confirmation e-mail.
Click on **Work Order Status Report.**

Work orders are in ascending order.

Click the Submit button or on Employee menu to go back to the previous screen.
A work order should be submitted only when work needs to be done, but not for emergencies. Work orders will be assigned every morning by 10 a.m. Any work orders received after 10:00 a.m. will be reviewed/assigned the following workday.

Here is a breakdown of each department's assignments:

- **Custodial** ~ Clean restrooms, classrooms, floors, writing services, spills, empty trash.
- **Maintenance** ~ replace lights, doors, hardware, swimming pool, parking lot lights, HVAC, electrical, general repairs, painting, hang pictures.
- **Car Rental** ~ Enterprise rental for cars, 7 and 15 passenger vans. COM rental van 36, 37, 38, 47 and 49.
- **Room Scheduling** ~ Campus and auxiliary room scheduling.
- **Automotive Repair** ~ Repair to COM vehicles, canoe trailer hook-up, vehicle inspections, ground equipment repair.
- **Facility Services** ~ Energy Management System, renovations, pest control.
- **Grounds** ~ campus lawn care and maintenance, moves furniture, set-ups.

Individual departments are responsible for submitting work orders. Facility services will not begin a project without a work order request.

**Facility Emergency Instructions**

Emergency issues that require immediate attention include but are not limited to:

- Overflowing toilets.
- All Bodily fluids (vomit, blood, urine, stools) are considered hazardous requiring specific clean up.
- Water leaks, pipes, ect.
- Blown breakers causing blackouts and power outages

Any calls before 8:00 a.m. and after 5:00 p.m. that need immediate attention please call the Police department at extension 403 or 599.

Emergency during the workday 8:00 a.m. – 5:00 p.m. direct to Facility Services ext. 8401.
**LEAVE PLAN SUMMARY**

The Leave Plan Summary encapsulates real time balances from Datatel/Colleague.

Click on Leave Plan Summary under the Employee Profile Section

The Leave Plan Summary is an inquiry only screen. You are not able to edit any of the information in the fields. If something is incorrect, please contact the Human Resources Department at ext. 8269.
**Update Employee Information**

It is incumbent upon the employee to maintain business and personal demographic information like the home address, all phone numbers, and campus location. Look under the Employee Profile section and click on Update Employee Information.

Update pertinent information in the correct fields and complete the process by clicking the Submit button.

**W-2 Thru WebAdvisor**

The Electronic Consent form will give you the freedom of maintaining & printing the W-2.

Under Employee Profile click on W2 Electronic Consent.
Click the radial button beside the best-suited selection for you. Click the Submit button.

**YOUR W2**

Under Employee Profile click on **W2 Statement**.

Click on the tax year and the chosen W-2 will appear on your screen ready to be printed.