

WEBADVISOR: EMPLOYEES MENU

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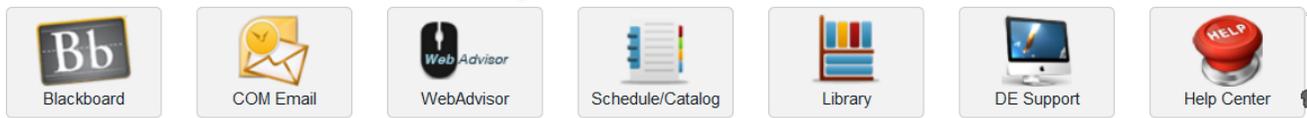
WEBADVISOR: EMPLOYEES MENU

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 WEBADVISOR

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.

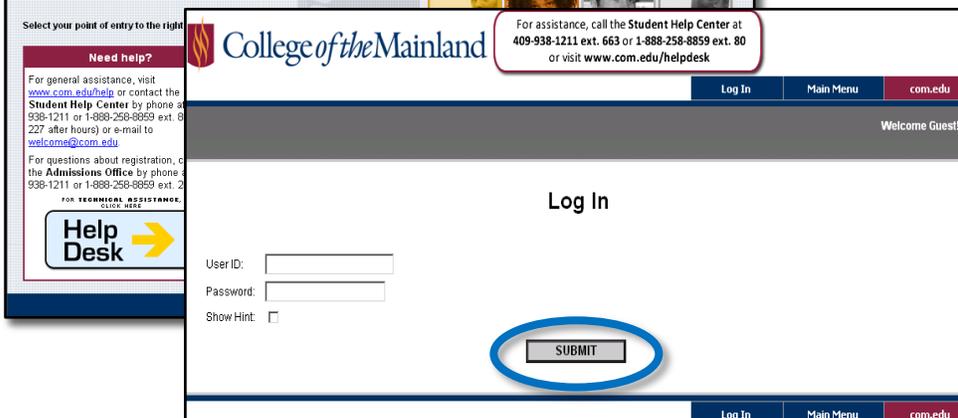
Get Connected — Online Resources



LOG IN



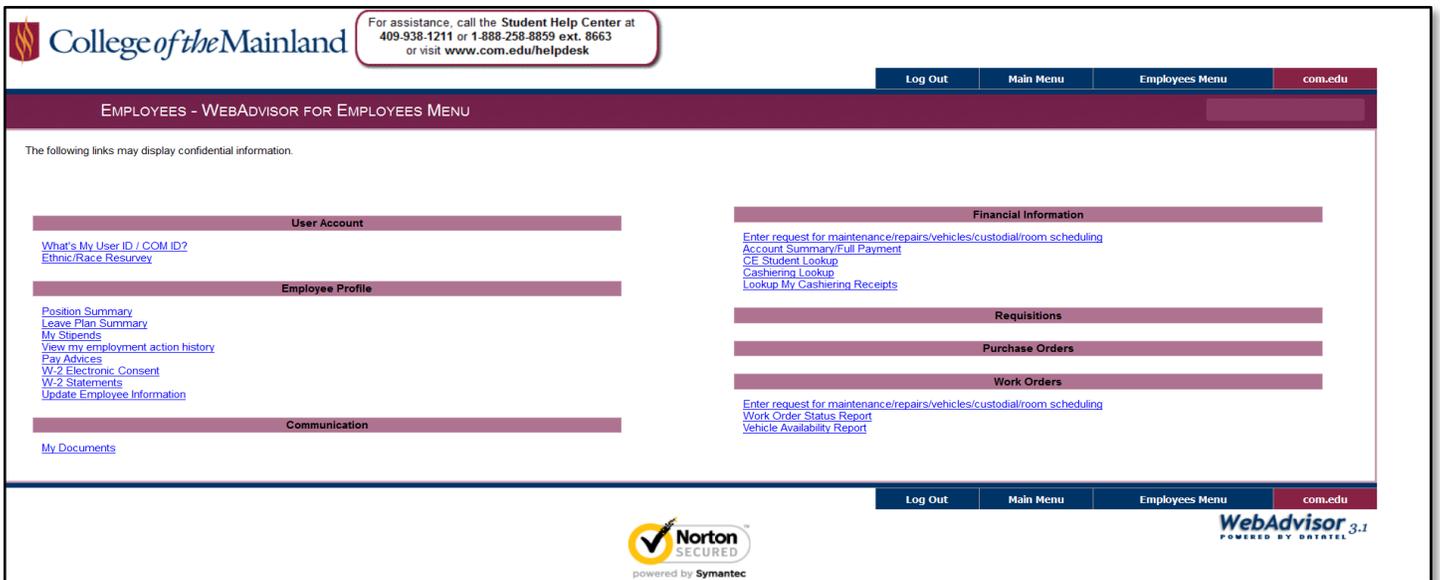
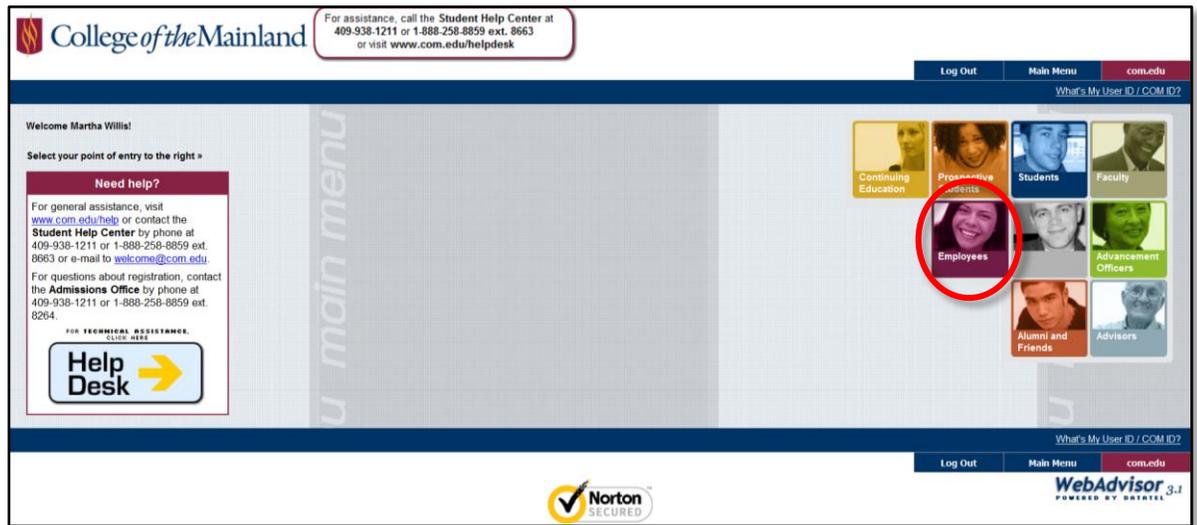
Click on the **Log In** tab.



Type your network User ID and Password in the appropriate fields and click the SUBMIT button

WEBADVISOR: EMPLOYEES MENU

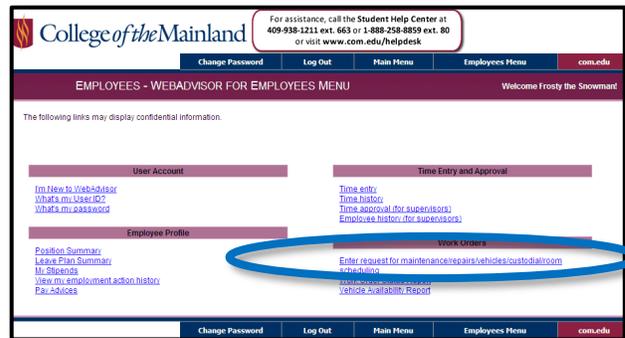
The screen will be personalized, click on the **Employees** button.



WEBADVISOR: EMPLOYEES MENU

FACILITIES WORK ORDER REQUEST

From the WebAdvisor for Employees menu click on the link [Enter request for maintenance/repairs/vehicles/custodial/room scheduling](#).



* = Required

Requestor* Martha E Crain
Contact Name* David Divine
Contact Phone/Extension* 111

Send Confirmation E-Mail

Requestor E-Mail Address mcraim@com.edu
Contact E-Mail Address (if different) ddivine@com.edu

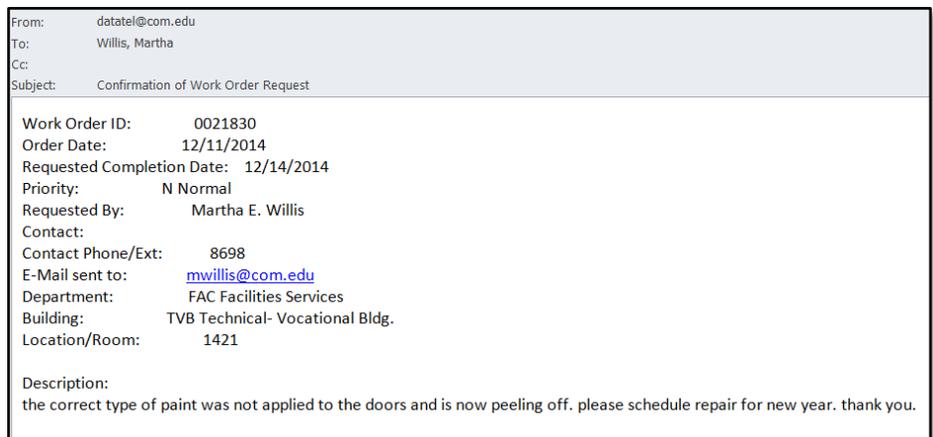
Physical Plant Information
Department* CUST - Custodial
Building TVB - Technical Vocational Bldg
Location/Room T127
Priority I - Immediate
Order Date 02/26/2009
Destination (vehicle requests only)
Account

Description of work to be done* The doors and windows need to be cleaned and the floor swept. Thank you.

SUBMIT

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.



WEBADVISOR: EMPLOYEES MENU

MONITOR FACILITIES WORK ORDER REQUEST

College of the Mainland

For assistance, call the Student Help Center at 409-938-1211 ext. 663 or 1-888-258-8859 ext. 80 or visit www.com.edu/helpdesk

Change Password Log Out Main Menu Employees Menu com.edu

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Frosty the Snowman!

The following links may display confidential information.

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [View my employment action history](#)
- [Pay Advice](#)

Time Entry and Approval

- [Time entry](#)
- [Time history](#)
- [Time approval for supervisors](#)
- [Employee history for supervisors](#)

Work Orders

- [Enter request for maintenance/repairs/vehicles/custodial/room schedule](#)
- [Work Order Status Report](#)
- [Vehicle.complaints/submit](#)

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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.

College of the Mainland

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EMPLOYEES Welcome Frosty the Snowman!

Work Order Status Report

Requestor Martha Crain

Work Order#	Date	Description	Dept	Bldg	Assigned	Date Completed	Comments
0000337	03/27/09	NO HOT WATER!!	MAINT	COS	03/31/09		
0000336	03/27/09	The commode is plugged up in the restroom next to room/closet 108	MAINT	COS	03/31/09		
0000309	03/26/09	Please come and dust my shelves and sweep the floor in front of my office. Thank you and have a lovely day.	CUST	TVB	03/26/09	03/26/09	
0000308	03/26/09	Please put some hot pink flowers in front of my office. Thank you and have a lovely day.	GROU	TVB	03/26/09		We will not have hot pink flowers for two weeks. We can put yellow flowers there if you like.
0000299	03/25/09	I would like pink flowers in front of my office.	GROU	TVB	03/25/09	03/26/09	this has been done. I hope you are happy!
0000258	03/23/09	Wednesday from noon to 2:00 to train grounds the new system. if the room is not available, please find me a lab. thank you.	ROOM	TVB	03/24/09	03/24/09	Due to conflicts on March 25, the W.O. Training has been scheduled for March 26 from noon - 2pm. B.Mitchell
0000257	03/23/09	one. restroom stall door is off the hinge in the ladies room closet to the front. two. Foyer going to ladies locker room there is a light out	MAINT	GYM	03/24/09		

WEBADVISOR: EMPLOYEES MENU

FACILITIES INFORMATION

- ❖ 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 departments 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.

WEBADVISOR: EMPLOYEES MENU

LEAVE PLAN SUMMARY

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

Click on Leave Plan Summary under the Employee Profile Section

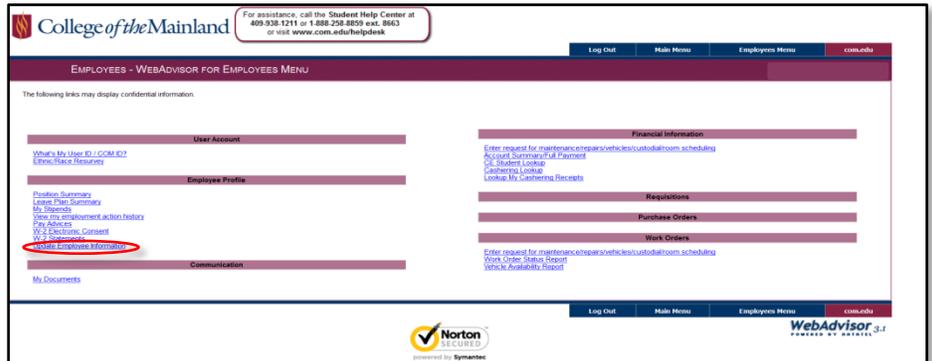
Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
V100	Vacation	04/01/06	13.3300		240.00	59.76
S100	Sick 100%	04/01/06	8.0000	960.00		257.50
P100	Personal Business - 100%	04/01/06	24.0000	24.00	0.00	20.00

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.

WEBADVISOR: EMPLOYEES MENU

UPDATE EMPLOYEE INFORMATION

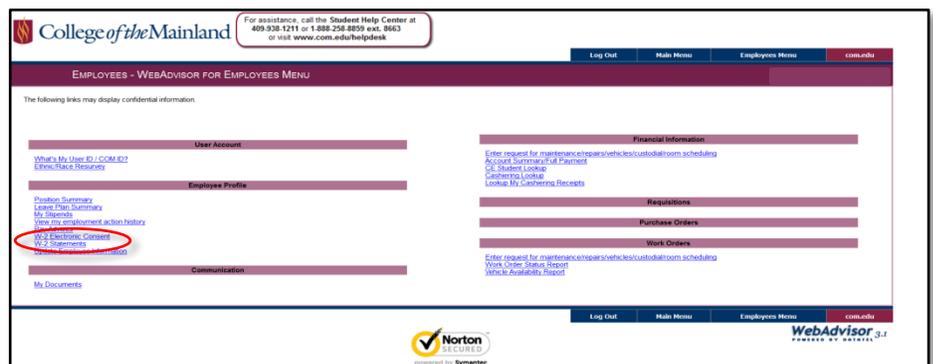
It is incumbent upon the employee to maintain business and personal demographic information like the home address, all phone numbers, and campus location. Look under the Employee Profile section and click on Update Employee Information.



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**.



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College of the Mainland

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EMPLOYEES

W-2 Electronic Consent

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Electronic W-2 Consent History
01/27/14 03:13:16PM - Consent Given

SUBMIT

Log Out Main Menu Employees Menu Help com.edu

Norton SECURED powered by Symantec About SSL Certificates

WebAdvisor 3.1 POWERED BY ORACLE

Click the radial button beside the best-suited selection for you. Click the **Submit** button.

YOUR W2

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

College of the Mainland

For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit www.com.edu/helpdesk

EMPLOYEES

W-2 Statements

Tax Year	Notation
2013	
2012	
2011	
2010	

Electronic W-2 Consent History
01/27/14 03:13:16PM - Consent Given

OK

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files.

Get ADOBE READER

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