

St. Lawrence University

Instructions for Using Web Time Entry to Approve 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. Pay periods end on Sunday and the deadline for supervisors to approve time is 1 PM the following Monday. 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 approve time, supervisors should go to the url address <http://saintstest.stlawu.edu/facstaff/Pages/default.aspx> and then select the HR Simulation environment. Below are pictures of the log in screens supervisors will navigate to access timesheets.

Home - Faculty and Staff - Windows Internet Explorer provided by St. Lawrence University

http://saintstest.stlawu.edu/facstaff/Pages/default.aspx

Search

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Favorites Datatel User Interface 4 Information Technology St. Lawrence University H... SLU WebMail Get More Add-ons

Home - Faculty and Staff

Welcome April Wells

All Sites

St. Lawrence University Test Portal > Faculty and Staff

SSO credentials for user "STLAWU\awells" could not be found in application "Exchange Email" Enter your credentials.

Announcements

No announcements found.

My Feeds Campus News Campus Events

My Team Sites My Document Library

Expand All Collapse All

Other

Rhett Test Site

Search Center

Colleague Web Access

Employee Profile

Time Entry and Approval

Budgeting

Payments

Purchase Orders

Requisitions

My Bookmarks

Pictures of the Week

My Week

SSO credentials for user "STLAWU\awells" could not be found in application "Exchange Email" Enter your credentials.

Today's Date: Wednesday, December 08, 2010

S	M	T	W	T	F	S
28	29	30	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	30	31	1
2	3	4	5	6	7	8

Wednesday, December 08

Local intranet | Protected Mode: On

Inbox... Noki... Adob... Hom... S\Bu... appr... Hom... 3:36 PM

You may be asked for user network ID and password. (This is what you enter when you first log on in the morning.)

Log In

User ID:

Password:

Show Hint:

SUBMIT

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Enter your network ID and password as assigned by the IT department. Then click Submit.

Employee Profile

[Position Summary](#)

[Leave Plan Summary](#)

[My Stipends](#)

[View my employment action history](#)

[Total Compensation](#)

[Pay Advices](#)

[W-2 Electronic Consent](#)

[W-2 Statements](#)

[Available T4 Slips](#)

[Current Benefits](#)

[Benefit Enrollment](#)

Time Entry and Approval

[Time entry](#)

[Time History](#)

[Time approval \(for supervisors\)](#)

[Employee History \(for supervisors\)](#)

Communication

Click Time Approval. (If option not listed, contact Paula Sturge at 5559 or psturge@stlawu.edu)

A list of timesheets for student employees the supervisor is responsible for will be listed in alphabetical order as shown on the screen below. Supervisors should review each timesheet

before approving and may select several timesheets at once. The selected timesheets will then be displayed one after the other as each approval or rejection is submitted.

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Katherine A. Aseltine		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Evan D. Barbosa		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Mr. Benjamin T. Bills		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Adele M. Broberg		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Amy E. Calderwood		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Amy E. Calderwood		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Amy E. Calderwood		Admissions SLU Student Worker	Admissions		0.00
<input type="checkbox"/>	<input type="checkbox"/>	11/15/10	11/28/10	11/29/10 01:00PM	Ms. Amy E. Calderwood		Admissions SLU Student Worker	Admissions		0.00

Click the box in the column headed Review Entry for the employee's timesheet you wish to review.

Each student's timesheet will be displayed as shown below. Hours should only be entered in the Regular Hours column.

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Mr. Benjamin T. Bills	Admissions SLU Student Worker	11/28/10	Student	Admissions		11/29/10 01:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift
11/15/10	Monday								
11/16/10	Tuesday	4							
11/17/10	Wednesday								
11/18/10	Thursday								
11/19/10	Friday	5							
11/20/10	Saturday								
11/21/10	Sunday								
11/22/10	Monday								
11/23/10	Tuesday	6							

Supervisors should scroll down the screen and will see a drop down box as shown below to indicate their approval or rejection of the timesheet. If a timesheet is rejected, the supervisor should notify the student by entering the student's email address and comments in to the appropriate boxes. When finished entering data to this screen, Supervisors should click Submit.

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete No

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

SUBMIT

If several timesheets were selected for review, the system will move to the next timesheet. Once the final timesheet is submitted, the supervisor will receive a Confirmation message.

Supervisors may review timesheets they have approved by selecting Employee History from the Time Entry section shown below.

[My Notices](#)
[W-2 Electronic Consent](#)
[W-2 Statements](#)
[Available T4 Slips](#)
[Current Benefits](#)
[Benefit Enrollment](#)

Time Entry and Approval

[Time entry](#)
[Time History](#)
[Time approval \(for supervisors\)](#)
[Employee History \(for supervisors\)](#)

Communication

[My Documents](#)

[View/Modify/Void Requests for Payment](#)

Purchase Orders

[Enter a Purchase Order](#)
[View/Modify/Void Purchase Orders](#)
[Receive Goods and Services](#)

Requisitions

[Enter a Requisition for Goods and Services](#)
[View/Modify/Delete Requisitions](#)
[Requisition Approvals](#)

EMPLOYEES Welcome

Employee History (for supervisors)

Review Entry	Name	Access	Position Title	Department	Location
<input type="checkbox"/>	Mr. Benjamin T. Bills		Admissions SLU Student Worker	Admissions	
<input type="checkbox"/>	Ms. Adele M. Broberg		Admissions SLU Student Worker	Admissions	

Security Access Messages

None

SUBMIT

Select the student for which you wish to review timesheets and click Submit.

EMPLOYEES Welcome

Time History

* = Required

Choose time history with pay period end date in*

SUBMIT

Click Submit

Select Pay Period/Position

Name Mr. Benjamin T. Bills

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>	11/15/10	11/28/10	Admissions SLU Student Worker	Admissions	Mrs. Wendy L. Stowe	

SUBMIT

All timesheets the supervisor has approved for the student during the year will be listed and supervisors simply select the one they wish to review before clicking Submit.