



## EMPLOYEE TIME ENTRY

### WEBADVISOR TIME ENTRY

#### OVERVIEW

- ▶ Employees can use the Time Entry Form to enter the hours they worked each pay period. When all time is entered, employees check a box to electronically sign the Time Entry Form, which indicates that their time is ready for approval.

Supervisors then review each employee's time entry and approve or reject it as appropriate.

- ▶ The contact for "Employee Time Entry" is the Payroll Office (783-2145)

#### LOGIN

- ▶ Login to WebAdvisor.

Please refer to Section 404 for information about logging in and out of WebAdvisor

## EMPLOYEE TIME ENTRY

#### MENU SELECTION

- ▶ From the **Employees WebAdvisor for Employees** menu, select **Time Entry**

Time Entry and Approval

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


- ▶ View pay periods available for time entry
- ▶ "Complete By Date" marks the time when an employee will no longer have access to enter hours for this pay period.

## EMPLOYEE TIME ENTRY

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Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	07/01/06	07/15/06	Director, Payroll	06/23/00	Payroll	Mr. Robert Redford	Morehead Campus	10/21/06 04:30PM
<input type="checkbox"/>	07/16/06	07/31/06	Director, Payroll	06/23/00	Payroll	Mr. Robert Redford	Morehead Campus	11/06/06 04:30PM
<input type="checkbox"/>	08/01/06	08/15/06	Director, Payroll	06/23/00	Payroll	Mr. Robert Redford	Morehead Campus	11/21/06 04:30PM
<input type="checkbox"/>	08/16/06	08/31/06	Director, Payroll	06/23/00	Payroll	Mr. Robert Redford	Morehead Campus	12/07/06 04:30PM
<input type="checkbox"/>	09/01/06	09/15/06	Director, Payroll	06/23/00	Payroll	Mr. Robert Redford	Morehead Campus	12/22/06 04:30PM

SUBMIT

► Checkmark the appropriate pay period and .

► You will then see the time entry form. There are two types of time entry forms:

- 1)\*Detail form is used for positions that require that time in and time out data be entered.
- 2) Summary form is used for positions that require entering only the total hours worked each day.

The type of form is assigned to each position. Employees who have the same position must have the same type of time entry form. This means that two building services personnel with the same position schema (job title) could not have one employee as Detail and one employee as Summary. See Time Entry for more information.

\*YOU ARE REQUIRED TO HAVE SPECIFIC TIME IN/TIME OUT DATA FOR ALL COLLEGE WORKSTUDIES. IF YOU USE A SUMMARY FORM ON WEB TIME ENTRY, YOU MUST HAVE DOCUMENTATED DATE/TIME WORKED FOR AUDIT PURPOSES.

**POSITION INFORMATION**

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- ▶ Position Title
- ▶ Pay Period End Date
- ▶ Pay Cycle
- ▶ Department and Location
- ▶ Supervisor Name
- ▶ Complete Entry by

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Workstudy (Federal)	07/15/06	Regular SM	Payroll	Morehead Campus	Ms. Demi Moore	10/21/06 04:30PM

**VACATION AND SICK LEAVE**

**LEAVE TYPE**

- ▶ Both the Detail and Summary form displays the employee's leave plans and the current balance of hours available in each.

Leave Type	Leave Balance
Not Applicable	

**ENTERING LEAVE**

- ▶ Both the Detail and Summary form contains columns for entering annual leave hours and sick hours. Employees who take annual leave or sick hours enter these hours in the appropriate column.

it	Annual Leave Hours	Sick Hours

- ▶ In order for an employee to enter leave hours, the leave plan

defined on the Leave Plan Definition (LEAD) form must be defined with an earnings type entered in the Earnings Type field. The Office of Human Resources will enter this when applicable.

### ENTERING TIME

#### DETAIL FORM

- ▶ The Detail Form is used when employees have unpaid breaks during the day and must enter their time in and time out multiple times.
- ▶ Additional blank lines can be inserted for each date to accommodate those employees who start and stop work several times a day.
- ▶ This will require them to enter their work hours in specific time increments; however, Entry Level/Alternate Supervisor and Supervisor will see the hours for each day in Summary form with the option of viewing the time/in and time/out data.

**NOTE: No time is defaulted into this form. Every employee who uses this form must enter time in and time out data for each day in the pay period.**

**If a workday spans more than one calendar day, such as from 11:00PM to 7:00AM, then the time in and time out for each portion of the shift must be entered on the day that it is worked.**

**For example, the time from 11:00PM to 12:00AM is entered for the first day, and 12:00AM to 7:00AM is entered for the second day.**

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
07/01/06	Saturday							<input type="checkbox"/>
07/01/06	Saturday							<input type="checkbox"/>
07/02/06	Sunday							<input type="checkbox"/>
07/02/06	Sunday							<input type="checkbox"/>
07/03/06	Monday							<input type="checkbox"/>
07/03/06	Monday							<input type="checkbox"/>
07/04/06	Tuesday							<input type="checkbox"/>
07/04/06	Tuesday							<input type="checkbox"/>
07/05/06	Wednesday	02:00PM	04:00PM					<input type="checkbox"/>
07/05/06	Wednesday							<input type="checkbox"/>
07/06/06	Thursday							<input type="checkbox"/>
07/06/06	Thursday							<input type="checkbox"/>

**SUMMARY FORM**

- ▶ When employees have a work schedule (known as Scheduled Positive), the Hours Worked column displays their scheduled hours for each day in the pay period. These hours can be modified as necessary to make adjustments for any non-work time – such as annual leave, sick leave, and any “Other Time Hours”.
- ▶ Employees who do not have such a work schedule (known as Positive) must enter the number of hours that they worked each day in the Hours Worked column.
- ▶ Although hours can be entered for more than 24 hours for a single workday, you must maintain adequate documentation in the event of a departmental audit.



### OVERTIME

- ▶ The employee time entry form should include all hours worked. Due to EQ and the semi-monthly pay period, Supervisors must designate the number of hours included on the time card, which are to be paid at the overtime rate by entering these hours in the overtime column. Supervisors must also reduce the regular hours worked by the number of EQ hours before approving the time card. An email will be automatically generated to the employee explaining the reduction. The Payroll Office will make adjustments to the employee pay information during processing when necessary.
- ▶ Exception time cards will not adjust pay due to hours entered.

**Employees who have 37.5 hour/week positions must be paid all hours worked over 40 during the work week as earned. The 2.5 hours between 37.5 and 40 are considered equivalent hours. All equivalent hours (EQ) earned are monitored within the department and depleted as the employee takes the hours off. EQ hours should be approved in the “Hours Worked” column only when payment is due.**

## COMPLETING TIME ENTRY

### SUBMITTING TIME

- ▶ Both the Detail and Summary form includes a box that employees click to electronically sign their Time Entry form.
- ▶ Clicking this box indicates that the employee’s time entry is complete and ready to SUBMIT for approval.
- ▶ The date and time displayed at the top of the form in the box marked “Complete Entry by” represents the deadline for the employee to enter all time worked and electronically sign the Time Entry form.

**NOTE: If the form is not signed by this deadline, its data is still included in payroll processing. Regardless of whether the employee electronically signs the Time Entry form or whether the supervisor approves or rejects the employee’s time entry, or takes no action at all, employees are always paid.**

## EMPLOYEE TIME ENTRY

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Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address d.moore@morehead-st.edu

**SUBMIT**

- ▶ Keep in mind that an employee can access the time card repeatedly and make any changes as long as they only click **SUBMIT** and the “Completed By Date” has not expired.
- ▶ Once they have checked the electronic signature section and **SUBMIT**, they can no longer access the Time Entry form. However, they can view the signed form by using the Time History option from the Employee Menu. An email will then be generated to notify supervisors when their employees complete their time entries.
- ▶ The Time History Option on the Employee Menu allows an employee to view previously submitted time cards and provide an electronic signature for time cards that were not “signed”. Time cards cannot be altered after they have been converted to history.



Last Revision: 09/15/06