



SAN JUAN COLLEGE

Procedures for Web Time Entry
For WebAdvisor

Supervisor

Supervisor Approval



As a supervisor you can review your employees' time entries at any time, and approve or reject them as appropriate.

The supervisor's Time Approval workflow includes the forms listed in the table below. The forms that are listed are in the order in which they are used.

Form	Purpose	Comments
Employee Time Entries	<p>Provides a list of all employees who use WebAdvisor to enter time in the pay periods that are currently open for processing.</p> <p>Supervisors can approve an employee's time entry from this form.</p>	<p>A checkmark in the Review Entry column alerts supervisors to a time entry that should be reviewed.</p> <p>For employees to be listed, they must be working in a position that has been assigned a Time Entry form.</p>
Time Entry	<p>Review the employee's time entry.</p> <p>Approve or reject the time entry.</p>	<p>Allows supervisors to modify their employees' time entry.</p>
Time In/Out	<p>Review the times that the employee began and ended work each day.</p>	<p>This form is available only for those employees who enter time in and time out data.</p> <p>Allows supervisors to modify their employees' time entry.</p>

Approving a Time Entry



As a supervisor you can approve an employee's time entry on any of the following forms:

- **Employee Time Entries**. Clicking the Approve box for one or more time entry entries and then clicking the Submit button automatically approves those time entries.

If the Review Entry box is also clicked for a time entry, then the Time Entry form is displayed for you to review. "Approve" is already displayed in the Supervisor Decision box/however, you can change that decision if necessary.

- **Time Entry**. In the Supervisor Decision box, you can choose "Approve" and click the Submit button to approve the time entry. The next time that they access the Employee Time Entries form, the Approve box is checked to indicate the time entries that were approved.
- **Time In/Out**. In the Supervisor Decision box, supervisors choose "Approve" and click the Submit button to approve the time entry. The next time that they access the Employee Time Entries form, the Approve box is checked to indicate the time entries that were approved.

Regardless of the form that supervisors use to approve an employee's time entry, an e-mail automatically notifies the employee that the time entry is approved.

Rejecting a Time Entry



As a supervisor you can reject an employee's time entry *only* on the following forms:

- Time Entry
- Time In/Out

To reject an employee's time entry on either form, you as the supervisor must choose "Reject" in the Supervisors Decision box.

In addition, you *must do* the following:

- Enter comments in the Supervisor Comments box. These comments become the text of an e-mail that notifies the employee that the time entry was rejected and why.
- If the Employee's E-mail Address box is blank, enter the e-mail address for the employee whose time entry is being rejected.

When employees receive the notification that their time entry was rejected, they can change the time that they entered and re-sign the time entry as long as the deadline for completing the time entry has not passed.

Modifying an Employee's Time Entry

As a supervisor you can modify an employee's time entry on the following forms:

- **Time Entry.** Supervisors can change the number of hours worked each day.
- **Time In/Out.** Supervisors can change the time that an employee began or ended work for a day. When the beginning or ending time is changed, the employee's regular hours displayed on the Time Entry form for that day are automatically adjusted accordingly.

Whenever a supervisor modifies an employee's time entry, an automatic e-mail notifies the employee that the time entry was changed.

The Approval Forms



The Approval portion of the Time Entry and Approval workflow includes the following forms:

- Employee Time Entries
- Time Entry
- Time In/Out

Employee Time Entries

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Employee Time Entries

	Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
1	<input type="checkbox"/>	<input type="checkbox"/>	07/01/06	07/15/06	01/12/07 05:00PM	Savana L Bradley		Personnel Technician I (Temp/Hrly) - Human Resources	Personnel Office		0.00
2	<input type="checkbox"/>	<input type="checkbox"/>	08/01/06	08/15/06	08/21/06 05:00PM	Savana L Bradley		Personnel Technician I (Temp/Hrly) - Human Resources	Personnel Office		0.00

Security Access Messages
None

Approve time entries on behalf of

Submit

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This form provides a list of your employees who use WebAdvisor to enter their hours worked in the pay periods that are open for processing. Therefore, if more than one pay period is open, the same employee might be listed multiple of times. Likewise, if an employee holds multiple positions, then depending on the pay schedule for each position, that employee could be listed for different positions within the same pay period.

NOTE: Alternate supervisors, who need to approve the time entries for another supervisor's employees, choose the appropriate supervisor from a list provided in the "Approve time entries on behalf of" box. That supervisor's employees are then displayed on the form.

For an employee to be listed on this form, the position that the employee holds must be assigned a Time Entry form.

As a supervisor you can automatically approve time entries by clicking the Approve box for one or more of the time entries listed. An Approve box that is already checked indicates a time entry that the supervisor previously approved.

NOTE: A time entry cannot be rejected on this form. To reject a time entry you must use either the Time Entry or Time In/Out form.

The Review Entry box is used to select the time entries to be reviewed. A box that is automatically checked serves as a recommendation that you review a particular time entry before approving it. This box is automatically checked for the following situation:

- The time entered differs from the employee's work schedule as defined by the human resources department.

NOTE: **The Review Entry box is *not automatically* checked for those employees who enter an unusual number of hours worked but who do not have a work schedule assigned by the human resources department.**

After you have reviewed the time entry and enter a decision, the automatic checkmark is no longer displayed in the Review Entry box.

ATTENTION:

If you've approved hours for an employee and realized a mistake has been made or you need to do an update of hours. Notify Payroll Ext. 3245/3543 to cancel the approval and you can proceed to re-enter and do another correct approval.

Time Entry Form



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ALERT: To avoid data corruption, do not click the Back button on your browser. To return to the list of time entries to approve, click the Menu button and Time Approval (for supervisors).

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Savana L. Bradley	Personnel Technician I (Temp/Hrly) - Human Resources	07/15/06	Hourly Payroll	Personnel Office		01/12/07 05:00PM

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 Type	Insert Line
1	07/01/06	Saturday									<input type="checkbox"/>
2	07/02/06	Sunday									<input type="checkbox"/>
3	07/03/06	Monday	8.00								<input type="checkbox"/>
4	07/04/06	Tuesday	8.00								<input type="checkbox"/>
12	07/12/06	Wednesday	8.00								<input type="checkbox"/>
13	07/13/06	Thursday	8.00								<input type="checkbox"/>
14	07/14/06	Friday	8.00								<input type="checkbox"/>
15	07/15/06	Saturday									<input type="checkbox"/>

	Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>

The employee does not have time in/out data

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's E-mail Address

**If you are required or would like to keep a copy of a timesheet for your department record, use "Print Screen".*

This form displays the regular hours entered by the employee as well as any overtime, annual leave, sick leave, other time, and shift hours. However, NO TIME will be entered in those fields stated, other than the regular hour's field.

Using this form, you can do the following:

- Modify the employee's time entry.
***ALERT!** If the employee enters time in and time out data, then we recommend that you access the Time In/Out form and make your changes there. If you modify the regular hours entered on Time Entry form and then access the Time In/Out form without making the corresponding changes to the beginning and ending times, WebAdvisor removes the changes you made on the Time Entry form.*
- For positions that require time in and time out data to be entered, access the Time In/Out form to review this data. A message below the overtime hours for the prior period indicates whether time in and time out data is available for this employee's time entry.
- Approve or reject the employee's time entry.
- When rejecting time, enter the text of the e-mail that notifies the employee that the time entry was rejected and why.

Time In/Out Form

The form is available only for those employees who enter time in and time out data. These employees hold positions that are assigned the Detail version of the Time Entry Form.

You can access this form only from the Time Entry form.

Using this form, you can do the following:

Modify the times entered in the Time In and Time Out columns. When these times are modified, the hours displayed in the Regular Hours column on the Time Entry form are adjusted accordingly

***ALERT!** If you modified the regular hours entered on the Time Entry Form, you must make the corresponding changes to the beginning and ending times on the Time In/Out form. If you do not, then WebAdvisor removes the changes you made on the Time Entry form.*

Approve or reject the employee's time entry. You do not need to return to the Time Entry form to enter this decision.

When rejecting time, enter the text of the e-mail that notifies the employee that the time entry was rejected and why.

Employee History for Supervisors

As time entries are electronically signed and either approved or rejected, a snapshot is taken of the time entry. A snapshot is also taken whenever the payroll department modifies a time entry.

Using WebAdvisor, employees can view their time history records that are stored in this file, and electronically sign a history record that did not get signed before the deadline for completing the time entry.

You can view the time history records of your employees and approve a time history record that has not been either approved or rejected.

The Employee History (for Supervisors) workflow, includes the forms listed below. The forms are listed in the order in which they are used.

Form	Purpose	Comments
Employee History	Choose the employees whose time history the supervisor wants to review	Supervisors can choose as many employees they want. The Time History form for each selected employee is then displayed in the order in which the employees are listed
Time History: Choose Year	Choose the year that contains the time history to be reviewed.	The available years are displayed in a drop down list. The most recent year for which time history is available is displayed first.
Select Pay Period/Position	Choose the pay period and position for which to review the time history records.	The list includes the past pay periods for which time history is available and the current pay period only if the employee electronically signed the time entry form or a supervisor approved or rejected it.
Time History	Review time that was entered and, if necessary, approve the final record.	

View all iterations of a time history record. Using the “Action to take” box, choose either Previous or Next from the drop-down list to “scroll” through the iterations.

Approve the final record. To approve the time entry select “Approve” from the drop-down list in the Supervisor Decision box.

NOTE: Because the payrolls that pertain to these time history records have been processed. You cannot change any data that is displayed. Nor can you reject an unapproved time entry.