

## Timesheet Entry for Students

1. Log on to Web Advisor – you must log in as an **employee**. If employee is not listed, hit the log in button.
2. Click on Time Entry – it will be on the right hand side. If it is not there, look to the left under employee profile.

You will see your timesheet listed. Make sure you are choosing the correct timesheet if you have more than one position. The position title is listed as well as the department.

\* If you work shift hours, you will have one timesheet for your regular hours, and another for your shift hours.

3. Choose your timesheet – hit submit to see your timesheet. Again, make sure the correct timesheet is listed at the top.

At the top right, you will see **Complete Entry By** – this is the last date you will be able to see your timesheet. Do not wait until this day to enter your time, because if there is a mistake, you won't have enough time to make corrections. **Timesheets should be completed on the 16<sup>th</sup> and the last day of the month.**

4. Enter your time in and out for the day – if you leave and return several times throughout the day, choose insert line over to the far right. You can add as many lines as you need. Enter your time each day if possible. Use 15 minute increments. Once complete, hit submit at the bottom. **This is the same as saving your timesheet. You are not really submitting it to your supervisor until you have signed it.** After you submit it each day, you will be on the *confirmation page*. If you look under *time entry status*, it will say 'not complete'. Again, that is okay. It will say complete once you sign it and send it to your supervisor. If you accidentally sign it and send it to your supervisor before it's complete, simply ask your supervisor to reject it and send it back to you.
5. Sign your timesheet – once the pay period has ended, check the box to sign it electronically. When you submit it now, it will go to your supervisor.
6. Confirmation – you will receive a confirmation email saying your time has been submitted.

If there is a problem with your timesheet, your supervisor will send it back with an explanation. Simply make the corrections and re-submit it.

Questions on timesheet entry should be directed to Office of Financial Aid, (724) 223-6019 or [finaid@washjeff.edu](mailto:finaid@washjeff.edu), or Lee Ann Spencer, (724) 223-6522 or [lspencer@washjeff.edu](mailto:lspencer@washjeff.edu).