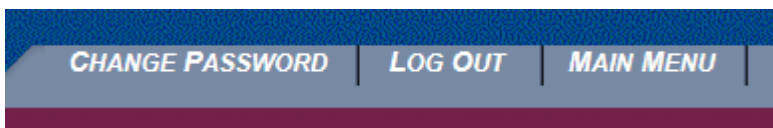


SCCC WebAdvisor Walkthrough

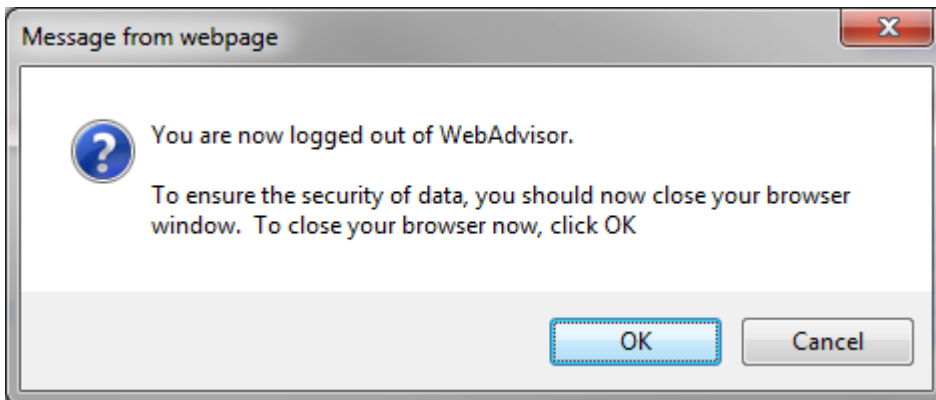
Important Information

As you begin to use the WebAdvisor platform for tasks related to Payroll (Time Entry and Approval) and to Finance (Requisition Creation and Approval), please adhere to the following two-step shutdown procedure in the order illustrated.

- 1) Click the **Log Out** link at the top of the Screen when your tasks have been completed.



- 2) Click the **OK** button to close the Web Browser used to access the WebAdvisor platform

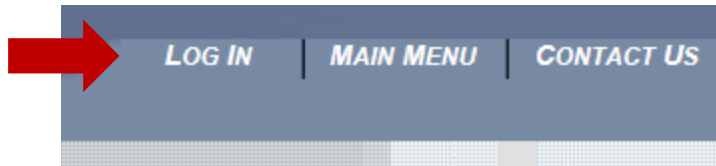


Please make sure to click the **Log Out** link immediately after your work is completed, and then close the Web Browser with the **OK** button as soon as you log out of WebAdvisor. Do not close WebAdvisor without logging out first. Failure to follow this two-step shutdown procedure in the proper order may compromise the security of the system, and could result in operational problems with the Web Browser.

You are encouraged to call our IT Hotline at extension 2333 (973-300-2333) with any questions or concerns.

Login to WebAdvisor

- 1) Open an Internet Browser session and enter the following URL in the browser's address bar: <https://webadvisor.sussex.edu>
- 2) Click on the **LOG IN** tab.



- 3) Enter your User ID and Password and click the **SUBMIT** button. Your User ID will be your first initial (lower case) followed by your entire last name (lower case), excluding apostrophes but including hyphens. For example, if your name is Charlene O'Connor-Davidson your User ID will be **coconnor-davidson**.

Welcome Guest!

Log In

User ID:

Password:

Show Hint:



If you are already a WebAdvisor user – that is, if you have used the system for Requisition Submission and Approval work, or for entering a Reimbursement Voucher – please use your existing Password. If you are a new WebAdvisor user, enter the last six digits of your Social Security Number (excluding the dash) as a temporary Password. For example, if your Social Security Number is 123-45-6789 your temporary Password will be **456789**.

After you click the **SUBMIT** button you will be required to create a new Password of your own choosing. Your new password must be 6 to 9 characters in length and include both letters and numbers. Enter it in the New Password field and again in the Confirm Password field (see **Change Password** screen below) then click the **SUBMIT** button for a final time to record your new Password selection.

Change Password

Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = Required


User ID:*

Old Password:*

New Password:*

Confirm Password:*

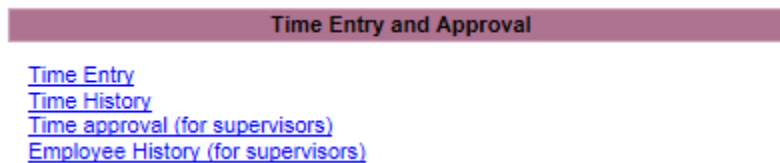
My password hint:



4) Click on the **Employees** link.



5) The **Time Entry and Approval** section is now available for Employee Time Entry and Supervisor Time Approval.



Time Entry documentation begins on Page 4 and Time Approval documentation begins on Page 8 of this document.


Employee Time Entry



- 1) Click on the **Time Entry** link to begin. You will see the following:

Time Entry

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"/>	11/01/15	11/15/15	Director of Management Information Systems	09/05/07	Information Tech	Frank Nocella		01/14/16 12:00PM
<input type="checkbox"/>	11/16/15	11/30/15	Director of Management Information Systems	09/05/07	Information Tech	Frank Nocella		01/29/16 12:00PM
<input type="checkbox"/>	12/01/15	12/15/15	Director of Management Information Systems	09/05/07	Information Tech	Frank Nocella		02/13/16 12:00PM



Check the box next to the Pay Period for which you wish to enter time. Pay special attention to the Pay Period Start and End Dates to ensure you select the proper Pay Period and Position Title for time entry. If you have multiple active positions, you will need to enter time separately for each position as a timecard is routed to the appropriate Supervisor for approval, and the time entered is expensed to the proper department's budget.

Click the **SUBMIT** button to begin entering time for the selected Pay Period and Position Title.

- 2) Based on your Position Title, you will be prompted to enter time worked in one of two ways; **Hours Worked per Day**, or **Time In and Time Out per Day**.
- 3) **Screenshot A** illustrates time entry for an employee in Salaried Non-Exempt position demonstrating the **Hours Worked per Day** method (this screenshot would also apply to a Salaried Exempt employee having these same exceptions in the second week of the pay period).

Time entries for the first week (11/02 through 11/06) show a standard work week of 7.00 Hours Worked per Day. Monday (11/09) has a 7.00 Hour entry in Annual Leave Hours (Vacation Time), Tuesday (11/10) has a 9.00 Hour entry in Hours Worked (reflecting two hours of overtime), and Wednesday (11/11) records a Personal Leave

entry of 7.00 Hours in the Other Time Hours column. Thursday (11/12) and Friday (11/13) illustrate a return to a standard 7.00 Hours Worked per Day to complete the Pay Period.

Screenshot A – Hours Worked per Day

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
11/01/15	Sunday								<input type="checkbox"/>
11/02/15	Monday	7.00							<input type="checkbox"/>
11/03/15	Tuesday	7.00							<input type="checkbox"/>
11/04/15	Wednesday	7.00							<input type="checkbox"/>
11/05/15	Thursday	7.00							<input type="checkbox"/>
11/06/15	Friday	7.00							<input type="checkbox"/>
11/07/15	Saturday								<input type="checkbox"/>
11/08/15	Sunday								<input type="checkbox"/>
11/09/15	Monday		7.00						<input type="checkbox"/>
11/10/15	Tuesday	9.00							<input type="checkbox"/>
11/11/15	Wednesday				7.00	Personal Leave			<input type="checkbox"/>
11/12/15	Thursday	7.00							<input type="checkbox"/>
11/13/15	Friday	7.00							<input type="checkbox"/>
11/14/15	Saturday								<input type="checkbox"/>
11/15/15	Sunday								<input type="checkbox"/>

Overtime Entry to account for 2 hours of overtime

4) **Screenshot B** illustrates time entry for an employee in an Hourly position demonstrating the **Time In and Time Out per Day** method.

Based on an employee scheduled to work 21.0 hours per week, Time entry for Monday (11/09) shows a work day of 7.00 hours with two Time In/Time Out components; 8:00AM to 12:00PM (4.00 hours) and 1:00PM to 4:00PM (3.00 hours) for a total hours worked of 7.00 for the day. Tuesday (11/10) demonstrates a two-hour off schedule, extra time entry based on the employee’s weekly planned hours; 8:00AM to 12:00PM (4.00 hours) and 1:00PM to 6:00PM (5.00 hours) for a total hours worked of 9.00 for the day. Wednesday (1/11) shows a return to a regularly scheduled 7.00 hours.

Make sure to adhere to the following time entry conventions:

- Enter time with the proper AM and PM designation or enter time in a 24-hour format using four digits (8:00AM is 0800 and 4:30PM is 1630) and the system will convert time to the AM/PM format.
- Enter only actual hours worked.
- Leave the date entry blank if you did not work on a particular day and do not have a vacation day, sick day or personal leave balance available to cover the time.

Screenshot B – Time In and Time Out per Day

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
11/07/15	Saturday							<input type="checkbox"/>
11/07/15	Saturday							<input type="checkbox"/>
11/08/15	Sunday							<input type="checkbox"/>
11/08/15	Sunday							<input type="checkbox"/>
11/09/15	Monday	08:00AM	12:00PM					<input type="checkbox"/>
11/09/15	Monday	01:00PM	04:00PM					<input type="checkbox"/>
11/10/15	Tuesday	08:00AM	12:00PM					<input type="checkbox"/>
11/10/15	Tuesday	01:00PM	06:00PM					<input type="checkbox"/>
11/11/15	Wednesday	08:00AM	12:00PM					<input type="checkbox"/>
11/11/15	Wednesday	01:00PM	04:00PM					<input type="checkbox"/>
11/12/15	Thursday							<input type="checkbox"/>
11/12/15	Thursday							<input type="checkbox"/>
11/13/15	Friday							<input type="checkbox"/>
11/13/15	Friday							<input type="checkbox"/>

- 5) ALL EMPLOYEES: Before signing and submitting the electronic timecard for a given Pay Period, click the **SUBMIT** button at the bottom of the screen to validate your entries.

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 jtensen@sussex.edu




SUBMIT

Any errors in time formatting and overdrawn leave balances will be identified in **RED** at the top of the screen. In addition, clicking the **SUBMIT** button will save your entries for review if you are entering time on a daily basis. You may continue to work with your timecard (making corrections and additions) in this fashion before final submission to your Supervisor for approval and pay processing.


Signing and Submitting an Employee Timecard

To complete time entry for a given Pay Cycle and submit the electronic timecard to your Supervisor for approval, execute the following steps:

- 1) Electronically sign your timecard by checking the signature box highlighted below (**GREEN ARROW**).
- 2) If necessary, enter a comment in the Supervisor Comments field.
- 3) Click the **SUBMIT** button at the bottom of the screen to finalize your timecard.
- 4) By clicking the **SUBMIT** button with the signature box checked, an email will be sent to your Supervisor requesting that your timecard be reviewed, approved and submitted for payment.

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

Supervisor Decision	Pending Approval
Supervisor Comments	<input type="text" value="Note to Supervisor goes here if needed"/>
Supervisor's E-mail Address	jtensen@sussex.edu

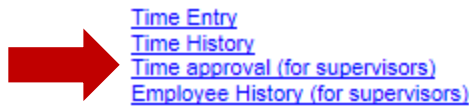


IMPORTANT NOTE: Once the timecard is signed (via checking the signature box) and submitted, only your Supervisor or the SCCC HR Department may alter the entries. If you check the signature box accidentally, contact your Supervisor immediately and he/she will Reject the timecard which will allow you to continue time entry.

A Confirmation message will be displayed after the **SUBMIT** button has been clicked.

Supervisor Time Approval

Time Entry and Approval



- 1) Upon receipt of the email to approve, click on the **Time approval (for supervisors)** link to begin. You will see the following:

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 checked="" type="checkbox"/>	11/01/15	11/15/15	01/14/16 05:00PM	Donna R. Richards		Scheduling Coordinator	Learning Center		16.00
<input type="checkbox"/>	<input type="checkbox"/>	11/16/15	11/30/15	01/29/16 05:00PM	Donna R. Richards		Scheduling Coordinator	Learning Center		0.00
<input type="checkbox"/>	<input type="checkbox"/>	12/01/15	12/15/15	02/13/16 05:00PM	Donna R. Richards		Scheduling Coordinator	Learning Center		0.00

Security Access Messages

None

Approve time entries on behalf of



Check the Review Entry box corresponding to the Pay Period and Employee/Position Title you wish to review. If the employee has signed his/her timecard, the Review Entry box will be automatically checked.

Click the **SUBMIT** button to review the selected timecard.

- 2) After you click **SUBMIT**, a summary level time entry screen for the employee's hours for the Pay Period will be displayed (see **Screenshot C**). You may adjust the summary time entries – Regular Hours and Overtime Hours along with corrections to Annual Leave, Sick and Other Time Hours – as appropriate.

If the employee is in an Hourly position involving Time In/Time Out data, the following message will appear and the box may be checked to display these data (see **Screenshot D**).


The employee has time in/out data. To review it, check the box

- 3) Approve or Reject the employee's timecard by using the Supervisor Decision dropdown box, add any comments as appropriate in the Supervisor Comments field, and click the **SUBMIT** button.

Employee has electronically signed the time entry as complete Yes
 Supervisor Decision: Approve ▾
 Enter E-mail Subject: Time Approved for 11/15/2015
 Supervisor Comments:

Supervisor comments go here if needed

 Employee Email Address: cmackey@sussex.edu


SUBMIT

An email message will be sent to the employee advising him/her of the timecard approval or rejection decision.

If the employee contacts you indicating the signature box was checked before time entry was completed, Reject the timecard. This action will reopen the timecard and enable the employee to continue time entry work.

- 4) A Confirmation message will be displayed after the **SUBMIT** button has been clicked.
- 5) When revisited, the initial **Time approval (for supervisors)** screen will indicate, via the check in the Approve box, that the timecard has been approved.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	11/01/15	11/15/15	01/14/16 05:00PM	Donna R. Richards		Scheduling Coordinator	Learning Center		16.00

- 6) Supervisor approval will be required in order for the timecard to be processed and reflected in the paycheck. Prompt attention must be paid to ensure that accurate paychecks are issued. If a supervisor is to be out of the office during timecard approval times, a delegate should be assigned or other arrangements made for that specific purpose.

Screenshot C – Summary-Level Time Review (Time In/Time Out Data)

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
11/07/15	Saturday						
11/08/15	Sunday						
11/09/15	Monday	7.00					
11/10/15	Tuesday	9.00					
11/11/15	Wednesday	7.00					
11/12/15	Thursday						
11/13/15	Friday						

Screenshot D – Detail-Level Time Review (Time In/Time Out Data)

Date	Day	Time In	Time Out	Insert Line	Prior Pay Period Date	Overtime Hours
11/07/15	Saturday			<input type="checkbox"/>	Not Applicable	
11/08/15	Sunday			<input type="checkbox"/>		
11/09/15	Monday	08:00AM	12:00PM	<input type="checkbox"/>		
11/09/15	Monday	01:00PM	04:00PM	<input type="checkbox"/>		
11/10/15	Tuesday	08:00AM	12:00PM	<input type="checkbox"/>		
11/10/15	Tuesday	01:00PM	06:00PM	<input type="checkbox"/>		
11/11/15	Wednesday	08:00AM	12:00PM	<input type="checkbox"/>		
11/11/15	Wednesday	01:00PM	04:00PM	<input type="checkbox"/>		
11/12/15	Thursday			<input type="checkbox"/>		
11/13/15	Friday			<input type="checkbox"/>		