Timesheet Entry for Supervisors

1. Email Notification - Watch your e-mail for an indication that your employee has submitted their timesheet. You will receive an e-mail for each employee.

2. Log on to Web Advisor- you must log in as an **Employee.**

3. Click on Time approval (for supervisors)

   *Alternate supervisors- At the bottom you will see "Approve time entries on behalf of." Select the supervisor you are approving time for from the drop down box. Alternates will not receive an e-mail, so if primary supervisors aren't available, they need to tell their alternates so they can go in and check for student timesheets.

4. Click on Review Entry for the position you are reviewing.

5. Click Submit - You will see the number of hours the student worked each day. If you want to see more details about the times they worked, you will see "The employee has time in/out data…" Check that box and you will see their times.

6. Check for Employee Signature - Towards the bottom of the page, you'll see "Employee has electronically signed the time entry as complete." If the box says No, reject it and have the student sign it. If you received the e-mail, it should be signed, and the box should say Yes.

7. Accept or Reject - Next to Supervisor Decision is a drop down box. Choose Accept or Reject. If you are rejecting the timesheet, you can enter comments as to why you are rejecting it so the student can make corrections.

   If you accidentally accept the timesheet before the pay period has ended and students still have time to enter, simply go to the drop down box again and hit reject. The students should be able to enter their hours for the remainder of the time period.

8. Click Submit - You'll get a confirmation, and the student will receive a confirmation e-mail as well.

Questions on timesheet entry should be directed to Chris Shaffer, Financial Aid Counselor, by phone (724-223-6019) or email (cshaffer@washjeff.edu), or Lee Ann Spencer, (724-250-6522) or lspencer@washjeff.edu.