WebAdvisor Supervisor Time Sheet Instructions

1. After logging into WebAdvisor, select EMPLOYEE (faculty, do not go under the “Faculty” tab).

2. Under the heading Student Supervisor Functions, you can either view all your students time sheets, pay history, and track their earning limits under “View Your Employed Students”. You cannot edit or approve time sheets though. In order to approve time sheets, select “Approve Student Time Sheets”. Students’ time sheets will only show under this heading if they have submitted their time sheet.
3. Select the current academic year. Please keep in mind the fiscal year actually runs July 1st to June 30th, so May and June hours fall in the previous academic year, while July and August hours will be under the upcoming academic year.

4. If you are under “Approve Student Time Sheets”, only the students that have submitted a time sheet to you will show.

If you went under “View Your Employed Students”, you can track your students’ earning limits on this screen to make sure they don’t reach their limit too early in the year. Remember the “Year to Date Earnings” is as of their last payment, so it will be behind any hours they have worked since last month.
5. Under “Approve Student Time Sheets” You may enter and edit your students’ hours whenever as long as you only click on the “Submit” button. Once you check the box “Approved by Supervisor” and click the “Submit” button, you can no longer edit their time sheet. Once you approve the time sheet though, for any additional changes you will have to contact the Financial Aid Office at fao@allegheny.edu.

Time is reported in 15 minute intervals. For example, if they work one hour and ten minutes, they would round to one hour and fifteen minutes, which is reported as 1.25.

The Notes section is helpful to remind yourself and your student of any changes to their schedule or exceptions in their time reporting.
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