

# WebAdvisor Student Time Sheet Instructions

1. After logging into WebAdvisor, select “Enter Student Time Sheet” under the heading Student Time Sheets.

The screenshot displays the Allegheny College WebAdvisor interface. At the top, the header includes the college name and logo, followed by navigation links: LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. Below the header, a banner reads "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU" and "Welcome [username]". The main content area is divided into several sections:

- Financial Information:** Includes links for TMS Student Account Center, Meal Plan Request WebForm, Vehicle Registration Request, Gator Cash Deposit WebForm, Gator Cash Transfer WebForm, Update Your Cell Phone Number, 1098T Tax Form, Cable TV Option, View Student Agreement, Insurance Form, and PHC Card Linking Authorization.
- Financial Aid:** Includes links for Financial aid status by year and Financial aid status by term.
- Communication:** Includes links for My Documents, Post Office Box Information, and Address/Phone Change Form.
- Registration:** Includes links for Search for Sections, Register and Drop Sections, Search/Register for Sections, and Textbook Price Information.
- Academic Profile:** Includes links for Grades, Grade Point Average by Term, View Transcript, Degree Audit, Test Summary, My class schedule, My profile, and Order Transcript.
- Placement Tests:** Includes a link for Math Placement.
- Student Time Sheets:** This section is highlighted with a red arrow pointing to the "Enter Student Time Sheet" link.
- Update Student Activities:** Includes a link for Update Campus Org Membership.

At the bottom of the interface, there is a footer with navigation links: LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. The footer also includes the text "WebAdvisor 3.0" and "POWERED BY DATATEL".

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2. Select the current academic year. If you are working during the summer, keep in mind it runs July 1<sup>st</sup> to June 30<sup>th</sup>. May and June hours fall in the previous academic year, while July and August hours will be under the upcoming academic year.

ALLEGHENY COLLEGE  
WebAdvisor

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome [Name]

View/Enter Time Sheet

\* = Required

Select the Academic Year\* 2017/2018 Academic Year ▼

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LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

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3. You may work more than one job, or the same job during different periods of the year (i.e. summer, academic year, or winter break), so you need to watch the job title or fall start date to select the correct job.

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LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome [Name]

View/Enter Time Sheet

Please select the job for which you wish to enter hours

Select	GL Number	Rate	Pay Code	Job Title	Supervisor	Department	Fall Start Date	Fall End Date	Spring Start Date	Spring End Date
<input type="radio"/>		24		Summer Intern	Eckart, Natasha N.	Financial Aid	07/01/2017	08/28/2017	07/01/2017	08/28/2017
<input type="radio"/>		11		Student Intern	Eckart, Natasha N.	Financial Aid	08/29/2017	12/19/2017	01/16/2018	05/08/2018

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4. Make sure to select the correct month to report your time, even if you are submitting them late. For example, if it is March and you are logging January hours, enter them in the January time sheet. *Do not add them to your March hours.*

You can also track your earning limits on this screen to make sure you don't reach the limit too early in the year. Remember the Earned Year to Date figure is as of your last payment, so it will be behind any hours you have worked since last month.

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WebAdvisor

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome

View/Enter Time Sheet

Rate Job Title Department  
Student Intern Financial Aid

Supervisor Name  
Eckert, Natasha M.

Earning Limit Earned Year to Date Remaining  
2,500.00 0.00 2,500.00

Sel	Status	Start Date	End Date	Pay Date
<input type="radio"/>	No Time Sheet	07/01/2017	07/31/2017	08/15/2017
<input type="radio"/>	No Hours	08/01/2017	08/31/2017	09/15/2017
<input type="radio"/>	No Hours	09/01/2017	09/30/2017	10/13/2017
<input type="radio"/>	No Hours	10/01/2017	10/31/2017	11/15/2017
<input type="radio"/>	No Hours	11/01/2017	11/30/2017	12/15/2017
<input type="radio"/>	No Hours	12/01/2017	12/31/2017	01/12/2018
<input type="radio"/>	No Hours	01/01/2018	01/31/2018	02/15/2018
<input type="radio"/>	No Hours	02/01/2018	02/28/2018	03/15/2018
<input type="radio"/>	No Hours	03/01/2018	03/31/2018	04/13/2018
<input type="radio"/>	No Hours	04/01/2018	04/30/2018	05/15/2018
<input type="radio"/>	No Hours	05/01/2018	05/31/2018	06/15/2018
<input type="radio"/>	No Time Sheet	06/01/2018	06/30/2018	07/13/2018

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5. You may enter and edit your hours whenever you want as long as you only click on the “Submit” button. Once you check the box “Submit to Supervisor” and click the “Submit” button, you can no longer edit your time sheet. It has gone to your supervisor for their approval, so if you need hours revised, you can tell them. Once they approve the time sheet though, there are no further changes they can make, so contact the Financial Aid Office at [fao@allegheny.edu](mailto:fao@allegheny.edu) and copy your supervisor with any revisions.

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

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

ALLEGHENY COLLEGE  
WebAdvisor

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome [Name]

### View/Enter Time Sheet

Week of:	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Week Total
07/30/2017								0.00
08/06/2017								0.00
08/13/2017								0.00
08/20/2017								0.00
08/27/2017			0.00	0.00	0.00			0.00
								0.00

Monthly Total 0.00

Submitted ☒ Submit to Supervisor

Approved ☐ Approved by Supervisor

Current Status No Hours

Notes

**SUBMIT**

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

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