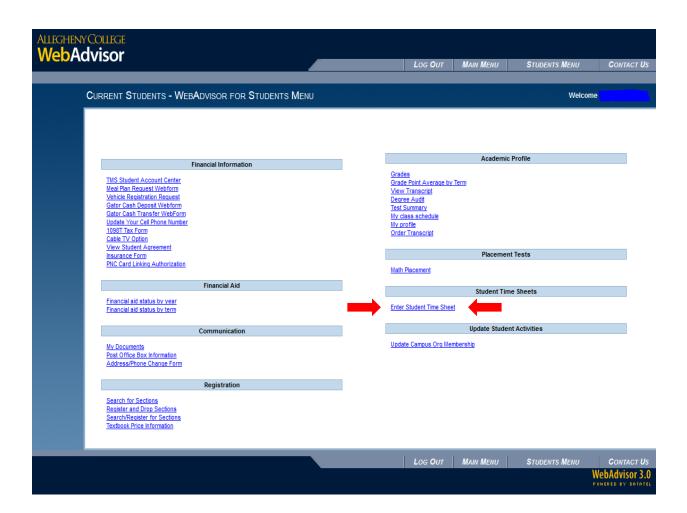
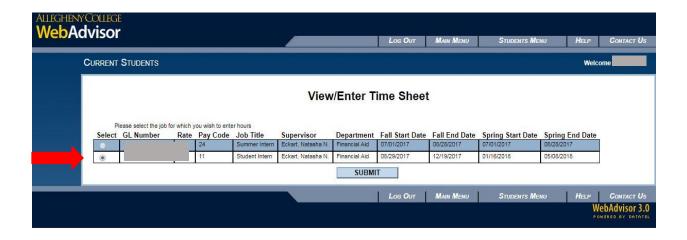
1. After logging into WebAdvisor, select "Enter Student Time Sheet" under the heading Student Time Sheets.



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.



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.



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.



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 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.

