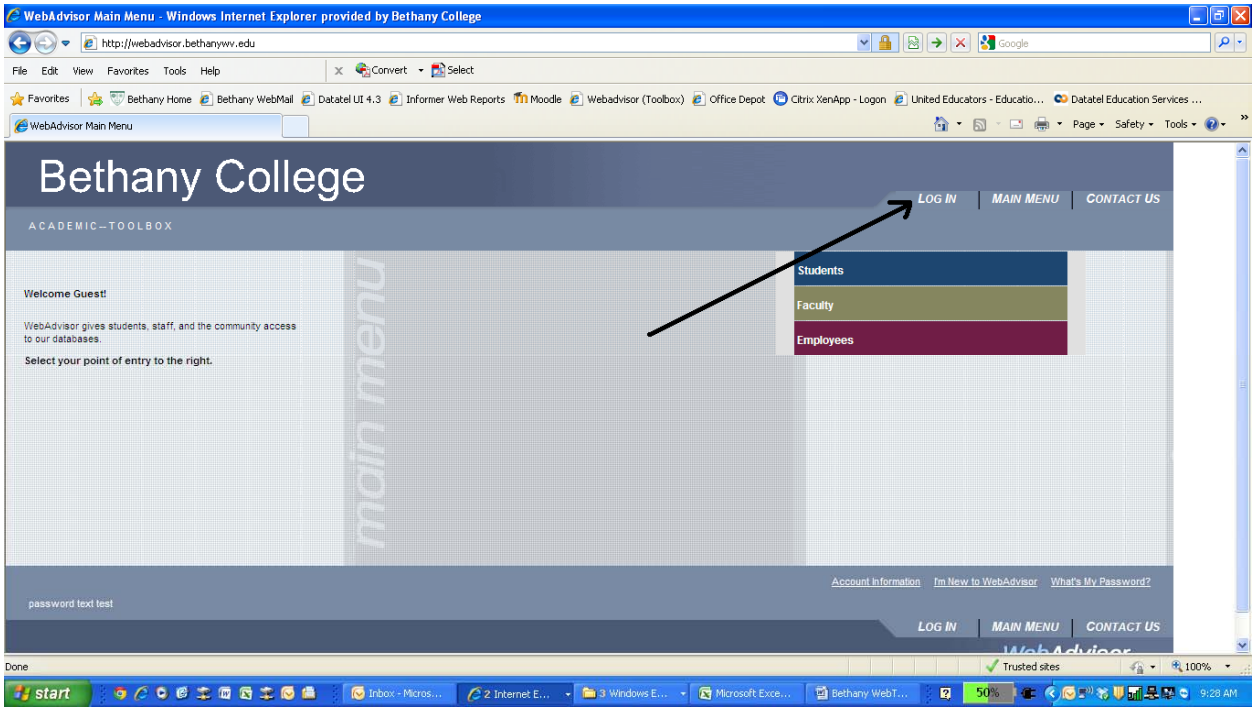
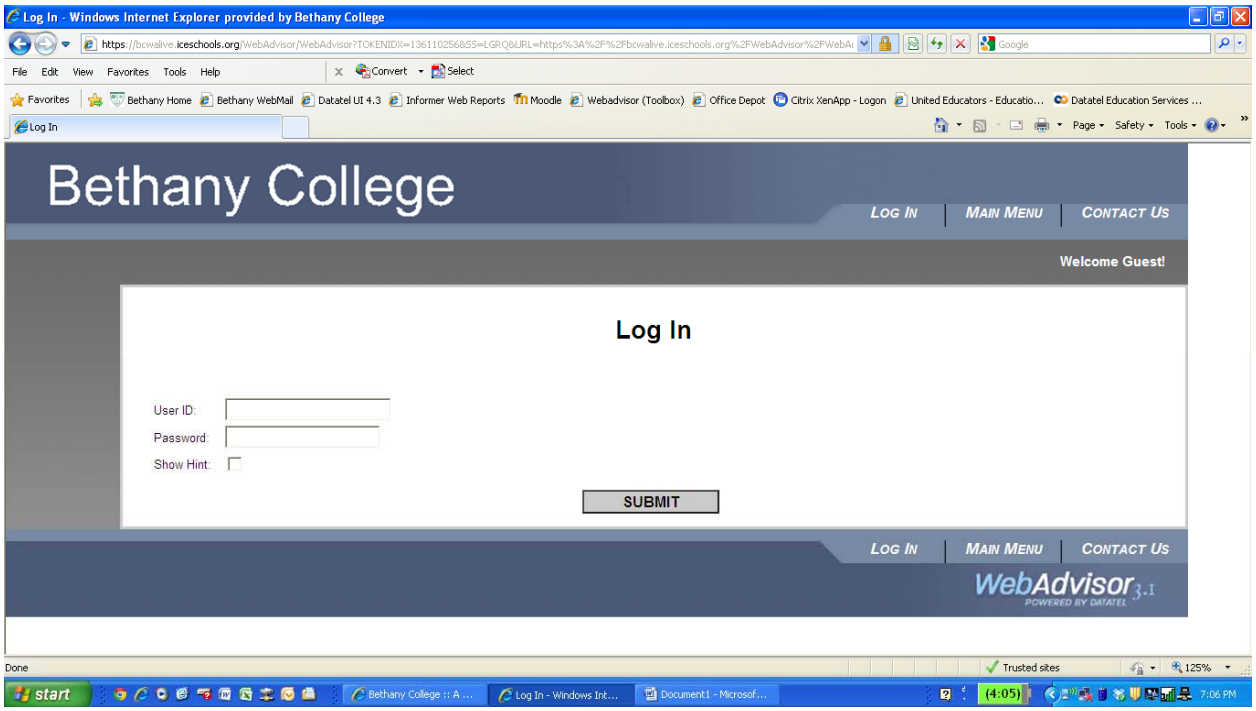
Personnel Services and Student Payroll

WebTime Entry: A Step-by-Step Manual for Students

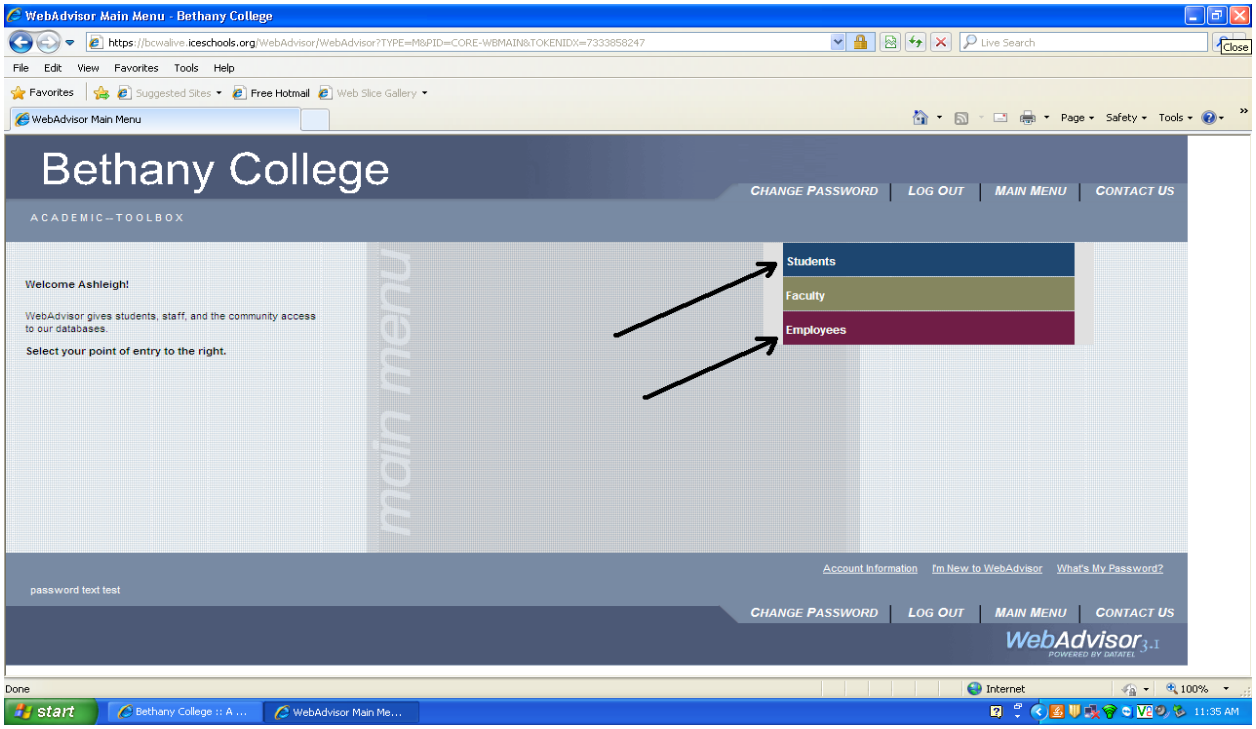
1. To access WebTime, go to Bethany's Web Advisor web page (http://webadvisor.bethanywv.edu) and click Log In.



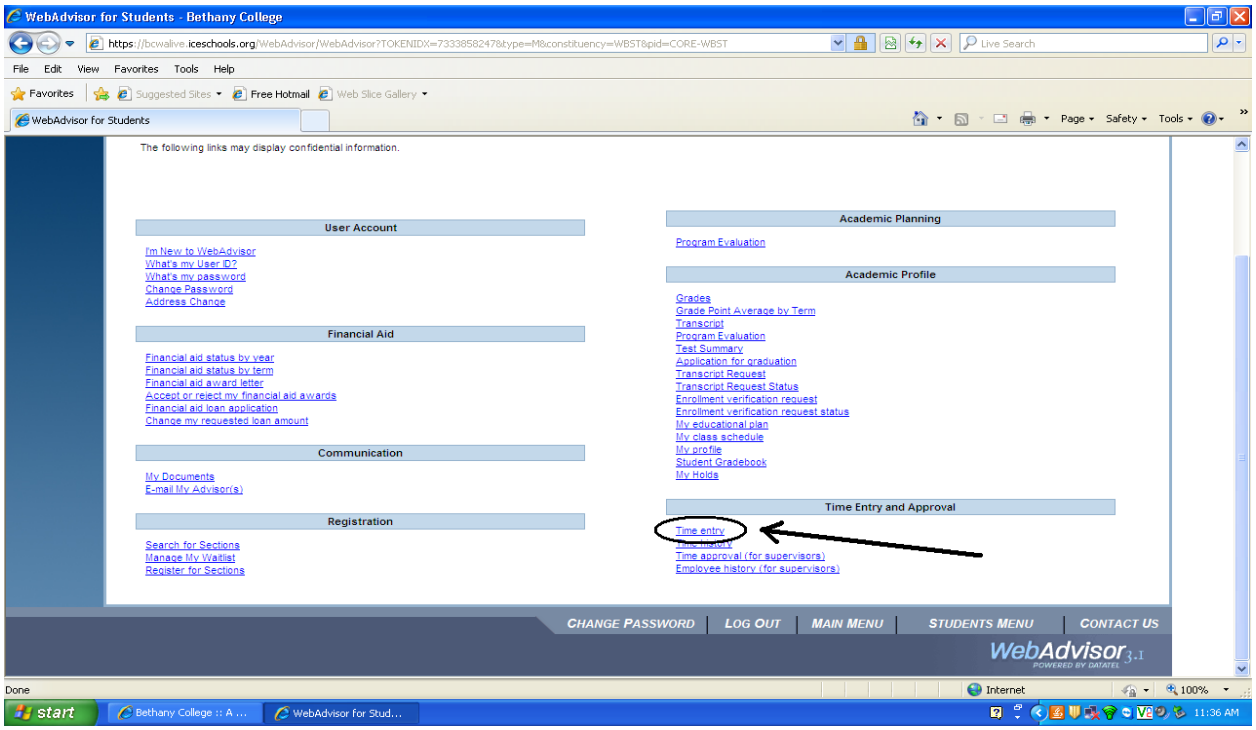
2. Use your network ID and password to enter.



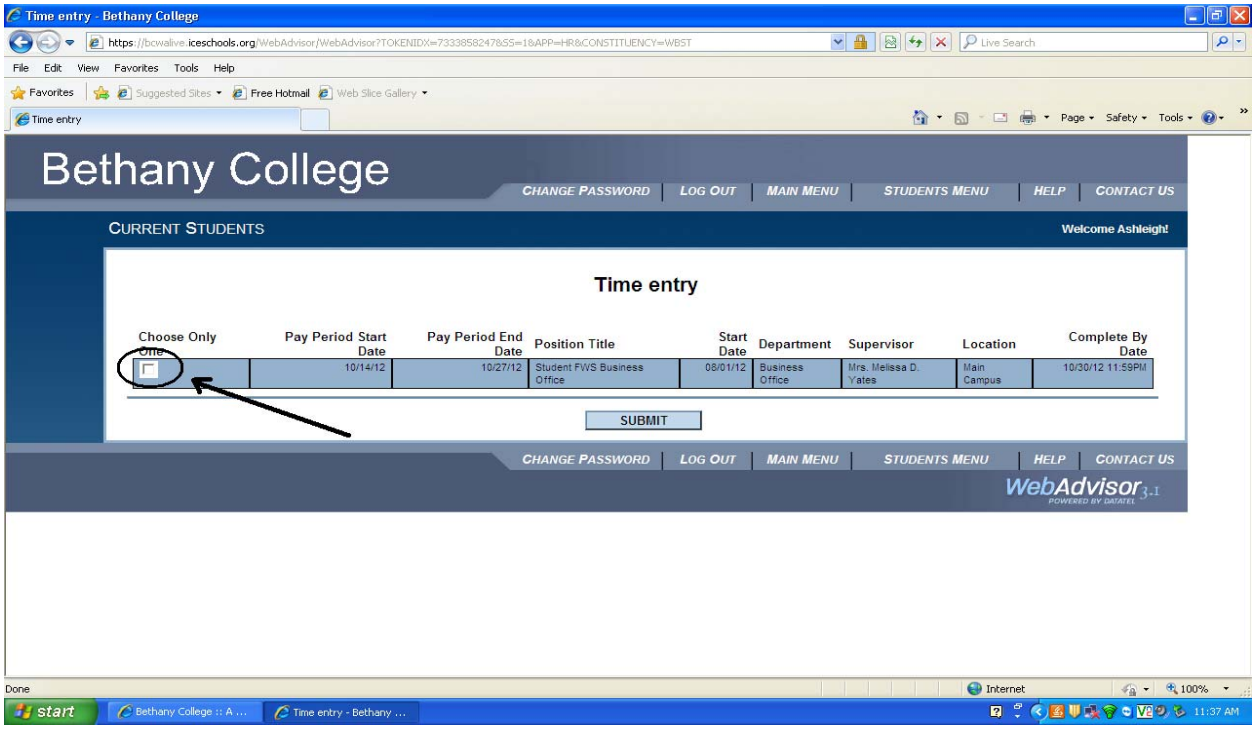
3. Depending on your status, select Students as your point of entry.



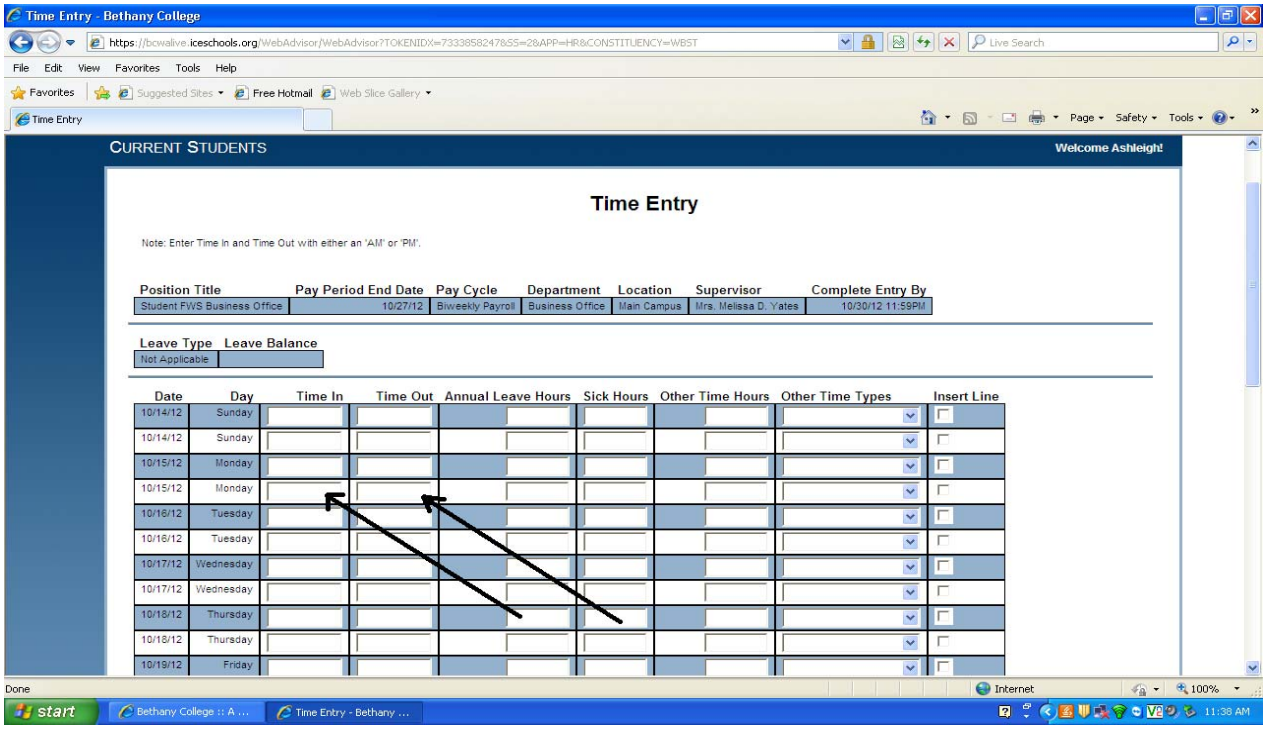
4. Under the Time Entry and Approval header, click Time Entry.



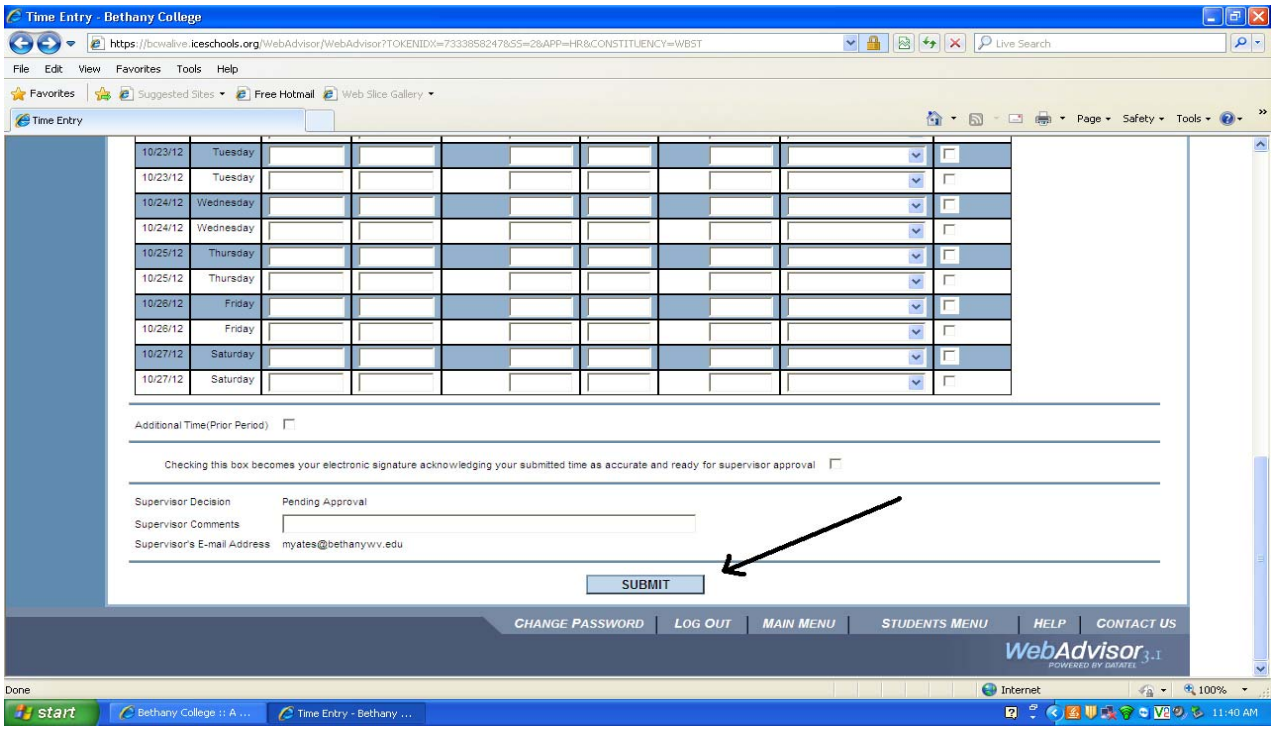
5. Check the box of the position for which you would like to enter time and click the Submit button at the bottom of the page. Please pay special attention to the pay period start and end dates for the position you select. If you have multiple positions, it is important to enter time separately for each position as the timecard is routed to the appropriate supervisor and the time entered is expensed to that department's budget.



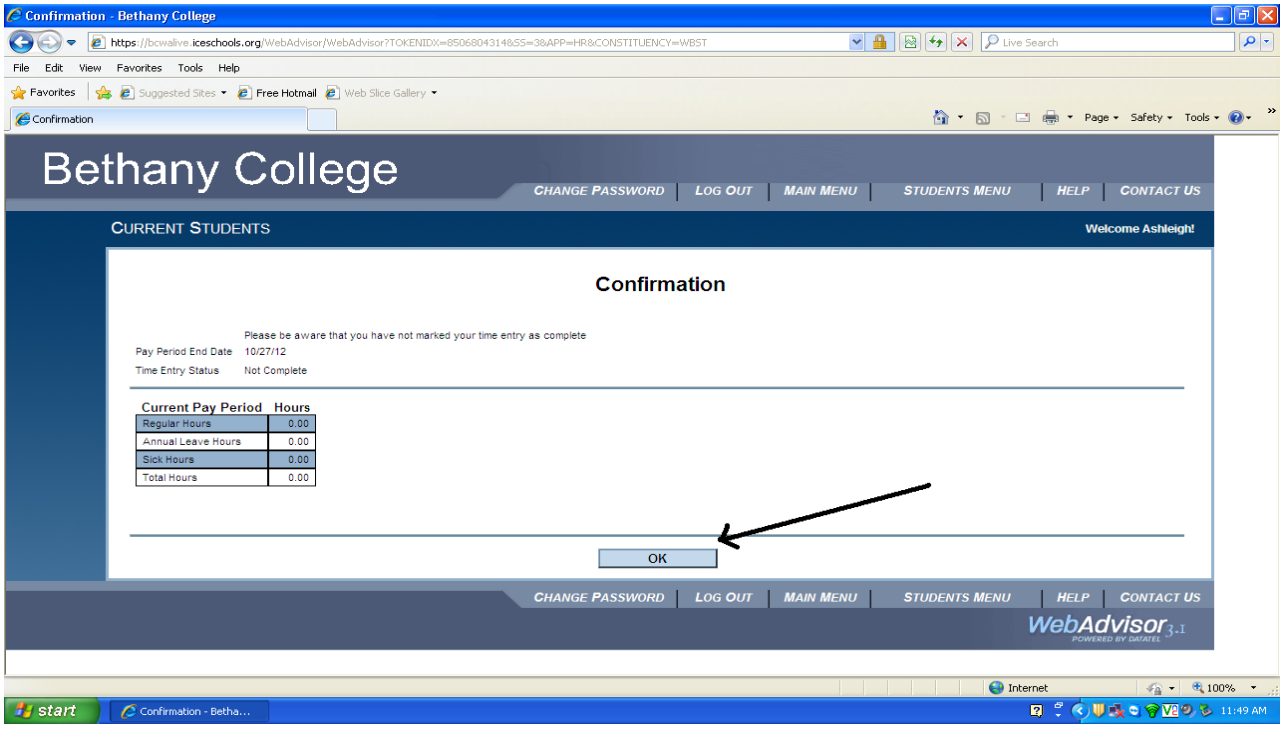
6. You will be prompted to either enter Times In or Times Out for each day worked.
    a. Please include AM or PM with your time. Do not included spaces in your time entry (i.e. 8:30AM, 4:30PM, 5:00PM)
    b. You are required by law to report actual time worked.
    c. Students may only work a maximum of 20 hours per week while taking classes, and therefore do not receive overtime pay.
    d. Your supervisor may review your time entry at any point during the pay period. We recommend entering your Time In as soon as you arrive to work and Time Out at the end of each day, prior to leaving the worksite.
    e. Remember to enter your Time In and Time Out for unpaid lunch breaks.
    f. If you did not work, please leave the field blank for the corresponding date.
    g. If additional lines per day are needed, check the Insert Line and clink the Submit button at the bottom of the page.



7. Save your electronic timecard by clicking the Submit button at the bottom of the page.
    a. **DO NOT electronically sign your timecard unless you have entered all time for the two week pay period.** A good way to remember when to sign is to wait until the Saturday after pay day to electronically sign your timecard.

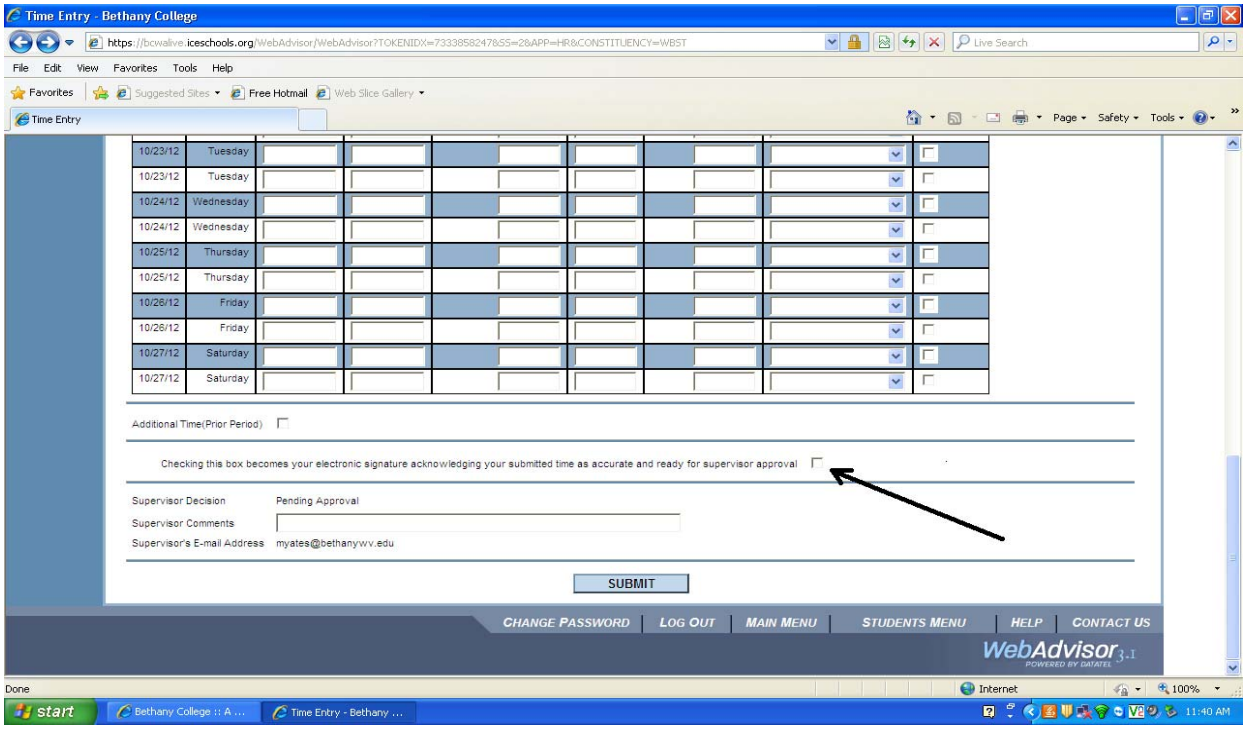


8. On the Confirmation screen, click the OK button to confirm the time you entered.



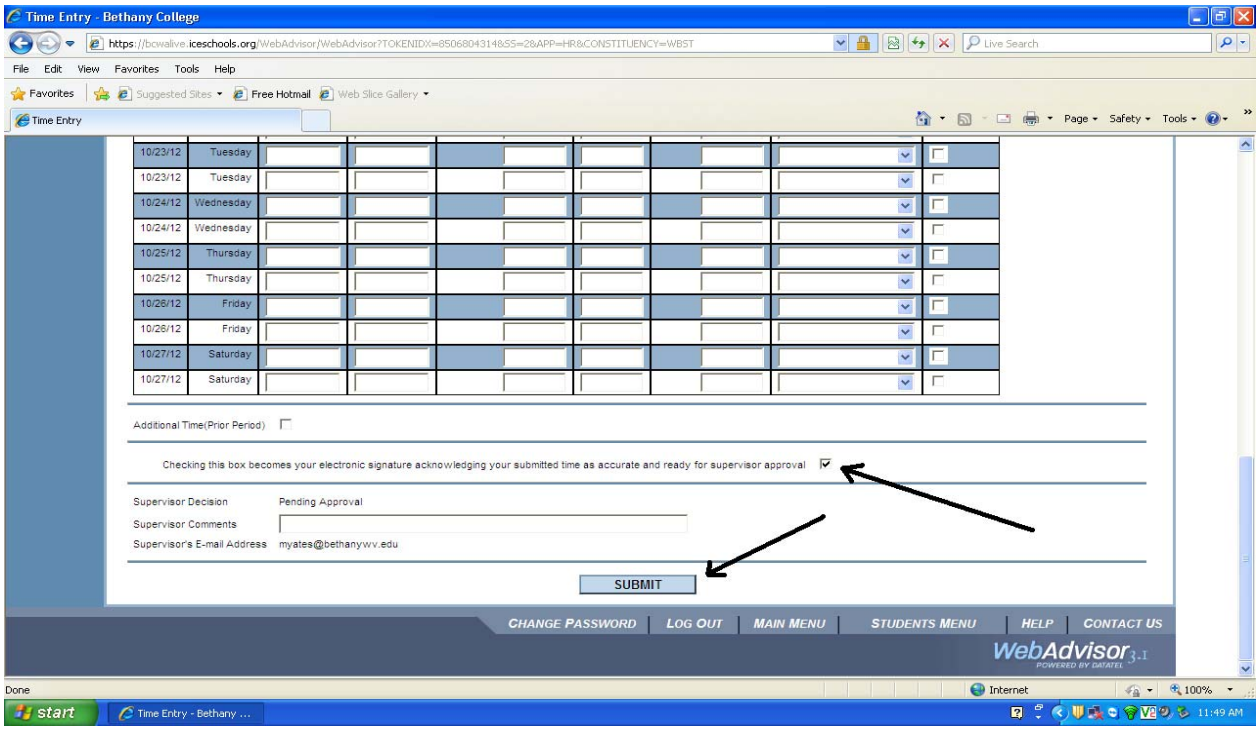
9. Repeat Steps 1-11 to enter time on a daily basis until your time for the pay period is complete.

10. Once all time for the pay period has been entered, you must electronically sign your timecard by checking the electronic signature box and typing any necessary comments to your supervisor regarding your time for the pay period.

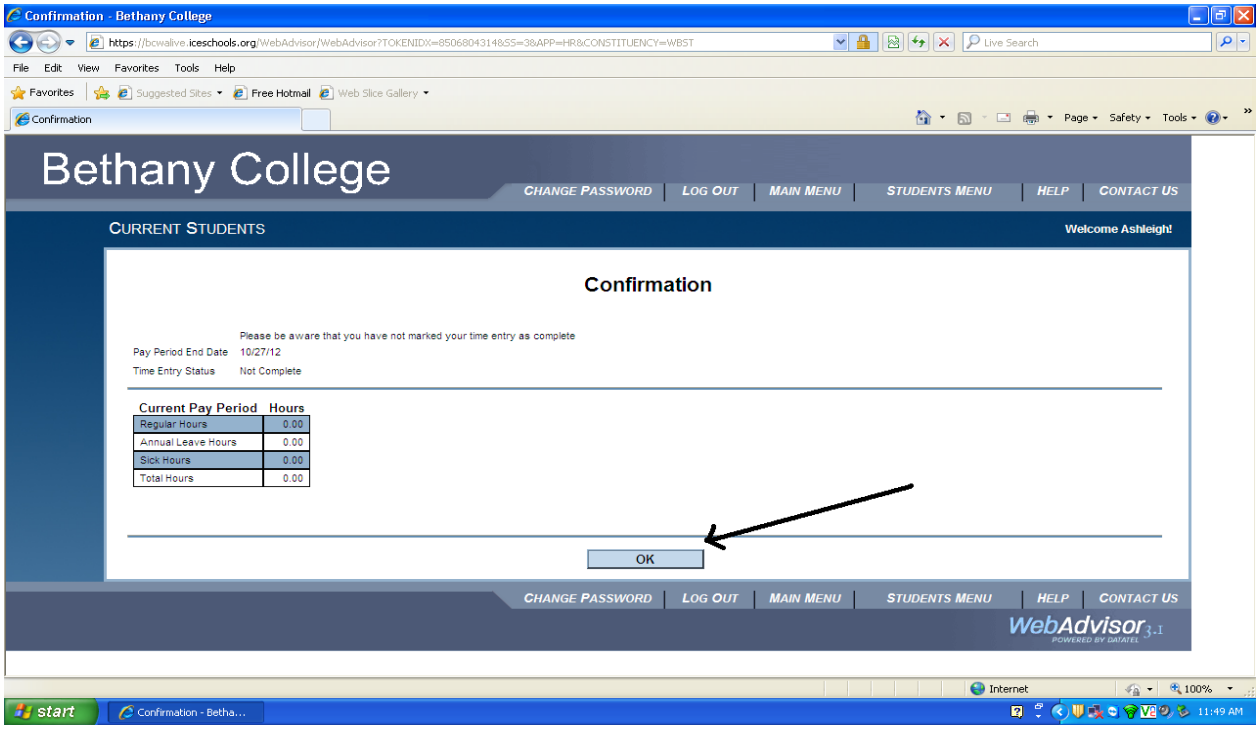


DO NOT electronically sign your timecard unless you have entered all time for the two week pay period. A good way to remember when to sign is to wait until the Saturday after pay day to electronically sign your timecard.

11. Click the Submit button to finalize your time entry for the pay period. An email will be automatically sent to your supervisor indicating that your time is ready to be reviewed and approved.
    a. Any comments indicated in the comment box will be automatically emailed to your supervisor.
    b. Once you have signed and submitted your timecard, it can be modified only by your supervisor or the Student Payroll Coordinator.
    c. It is the responsibility of you and your supervisor to ensure time entry is reported accurately according to the law and that the timecard is signed and approved by the due date established by the Office of Personnel Services. Manual checks will not be issued for late timecards.



12. Click the OK button on the Confirmation screen to confirm the time you submitted.



13. Please log out of Web Advisor when finished.

Congratulations, your time entry for the pay period is completed!