Instructions for Entering your Time

Please follow these steps to access Pay Advices.

2. Under Resources at the bottom of the page, click WebAdvisor.
3. Click Login at the top of the screen.
4. Enter your username and password.
5. Click Employees on the menu to the right.
6. Click Time Entry under the employee profile heading.
7. Click the check box for the appropriate pay period and click Submit.
8. Enter your hours under the appropriate heading.
9. When finished editing your time, click Submit.

**IF IT IS THE END OF THE PAY PERIOD, you must click the box that states “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.”** If this box is not checked, your time will not be submitted for approval for your supervisor and will not be processed for pay.