

# HOW TO LOG STUDENT EMPLOYEE TIME

**STEP 1: LOG INTO SELF SERVICE THROUGH WEBADVISOR.**

Sign In

User name  
j. schad@shu.edu

Password  
j. schad@shu.edu

Sign In

**STEP 2: CLICK ON THE EMPLOYEE TAB.**

**Employee**  
Here you can view your tax form consents, banking information, and timecards.

**STEP 3: CLICK ON THE TIME ENTRY TAB.**

**Time Entry**  
Here you can fill out your timecards.

**STEP 4: CLICK ON THE WORK STUDY TAB FOR WORK STUDY & STUDENT FOR OTHER STUDENT POSITIONS.**

**Time Entry**

Hourly **Work Study**

6/26/2017 - 7/2/2017  
Due by: 7/11/2017 5:00 PM  
Total: 40.28 Hours

**STEP 5: CLICK ON THE TAB FOR THE CURRENT WORK WEEK.**

8/7/2017 - 8/13/2017  
Due by: 8/23/2017 5:00 PM  
Total: 0.00 Hours  
IWS Computer Center IC  
IWS Human Resources Office

8/14/2017 - 8/20/2017  
Due by: 8/23/2017 5:00 PM  
Total: 0.00 Hours  
IWS Computer Center IC  
IWS Human Resources Office

**STEP 6: CLICK ON THE BOX FOR THE CORRECT POSITION.**

**WSIWSCOMP • IWS Computer Center IC**  
Schad, Ashley L. • Institutional Computing • Shenandoah University  
0.00

**WSIWSHRPR • IWS Human Resources Office**  
Schad, Ashley L. • Human Resources Office • Shenandoah University  
0.00

**STEP 6: ENTER THE TIME "IN" INTO THE TOP BOX.  
TIME "OUT" IN THE LOWER BOX.**

Week 8/14/2017 - 8/20/2017  
0.00 Total hours

WSIWSCOMP • IWS Computer Center IC  
Schad, Ashley L. • Institutional Computing • Shenandoah University  
0.00

| Earn Type                    | Mon 8/14 | Tue 8/15 | Wed 8/16 | Thu 8/17 | Fri 8/18 | Sat 8/19 | Sun 8/20 | Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| IWS Institutional Work Study | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 0.00  |
|                              | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM |       |
| Position Total Hours:        | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |

Comments Submit for Approval

**\*REPEAT STEPS 1-6 TO ENTER TIME**

**IMPORTANT** - If you have NO hours to submit on a given week, you must clock in on any one day of that week 12am and clock out on same day 12am and submit to your supervisor for approval.

| Earn Type              | Mon 9/18 | Tue 9/19 | Wed 9/20 | Thu 9/21 | Fri 9/22 | Sat 9/23 | Sun 9/24 | Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| CWS-Federal Work Study | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 12:00 AM |       |
|                        | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 12:00 AM |       |

AT THE **END OF THE WEEK** VERIFY ALL TIME WORKED IS CORRECT AND CLICK THE “SUBMIT FOR APPROVAL” BUTTON, WHICH THEN GETS FORWARDED TO YOUR SUPERVISOR FOR APPROVAL.

**DELAY IN PAY RESULTS IF:**

- **EMPLOYEE DOES NOT ENTER TIME AND CLICK SUBMIT FOR SUPERVISOR APPROVAL FOR BOTH WEEKS IN PAY PERIOD BY EMPLOYEE DEADLINE.**
- **SUPERVISOR DOES NOT CLICK EACH WEEK AND APPROVE THE WORK STUDIES TIMECARD BY SUPERVISOR DEADLINE.**

TIME MISSED BY THE EMPLOYEE OR SUPERVISOR WILL NEED TO BE SUBMITTED ON AN HOURLY ADJUSTMENT FORM AND SENT TO PAYROLL FOR NEXT PAYROLL CYCLE.

PAYROLL IS ONLY RESPONSIBLE FOR TIME ENTRY AND APPROVAL SUBMITTED BY DEADLINES.