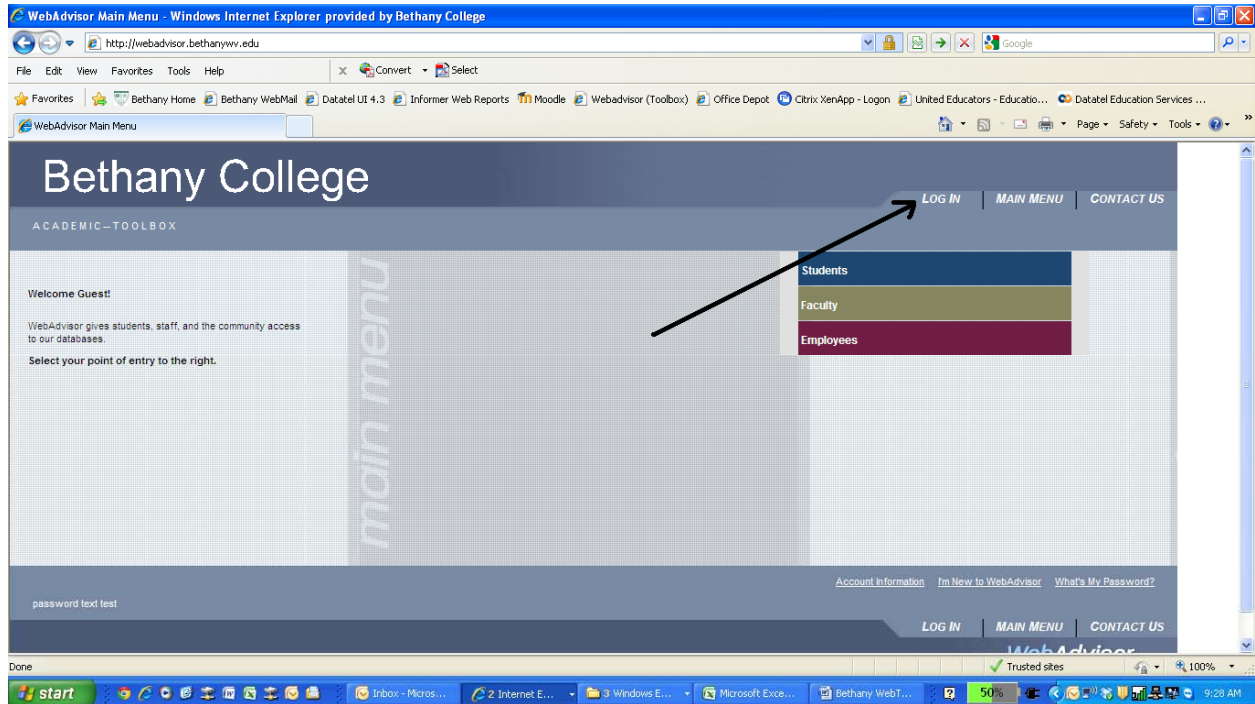


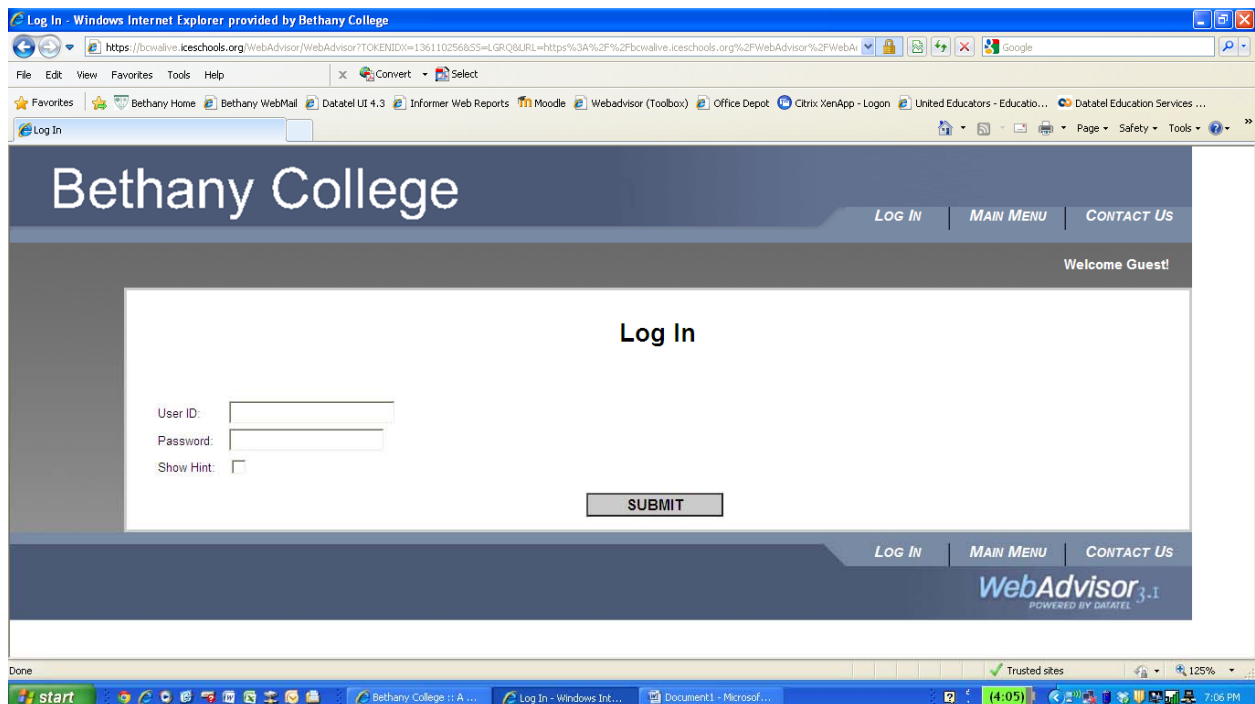
Personnel Services and Student Payroll

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

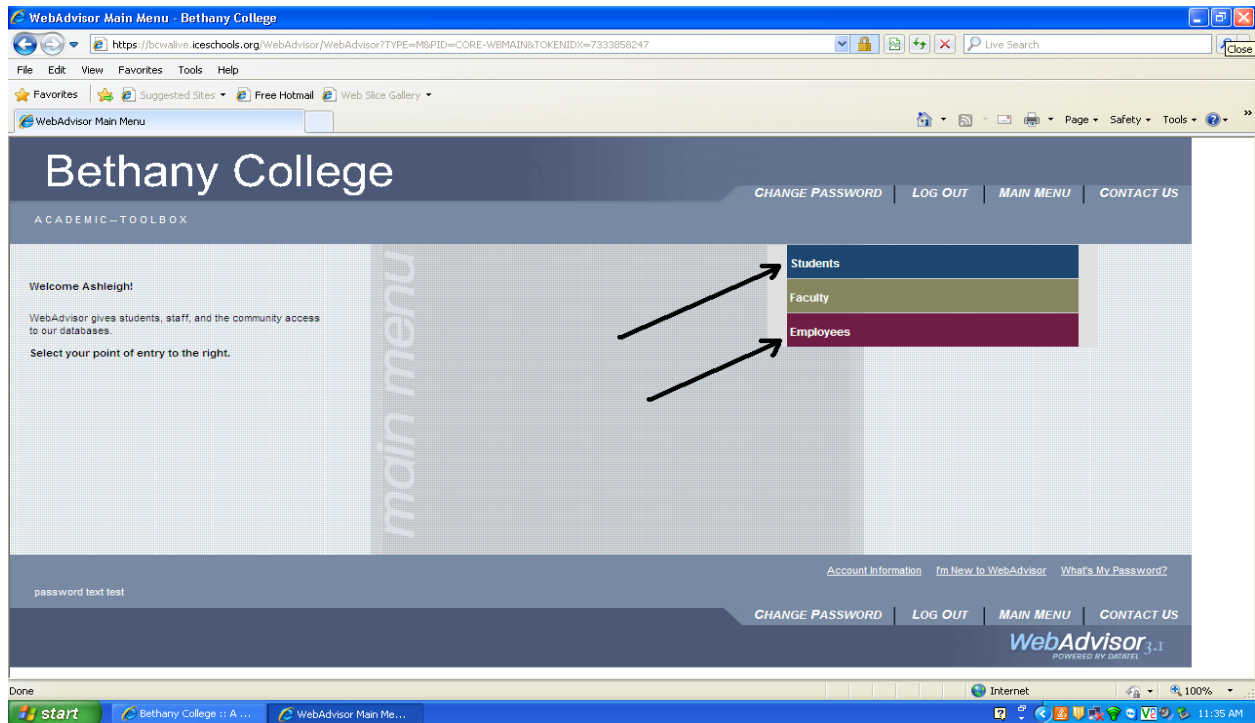
1. To access WebTime, go to Bethany's Web Advisor web page (<http://webadvisor.bethanywv.edu>) and click Log In.



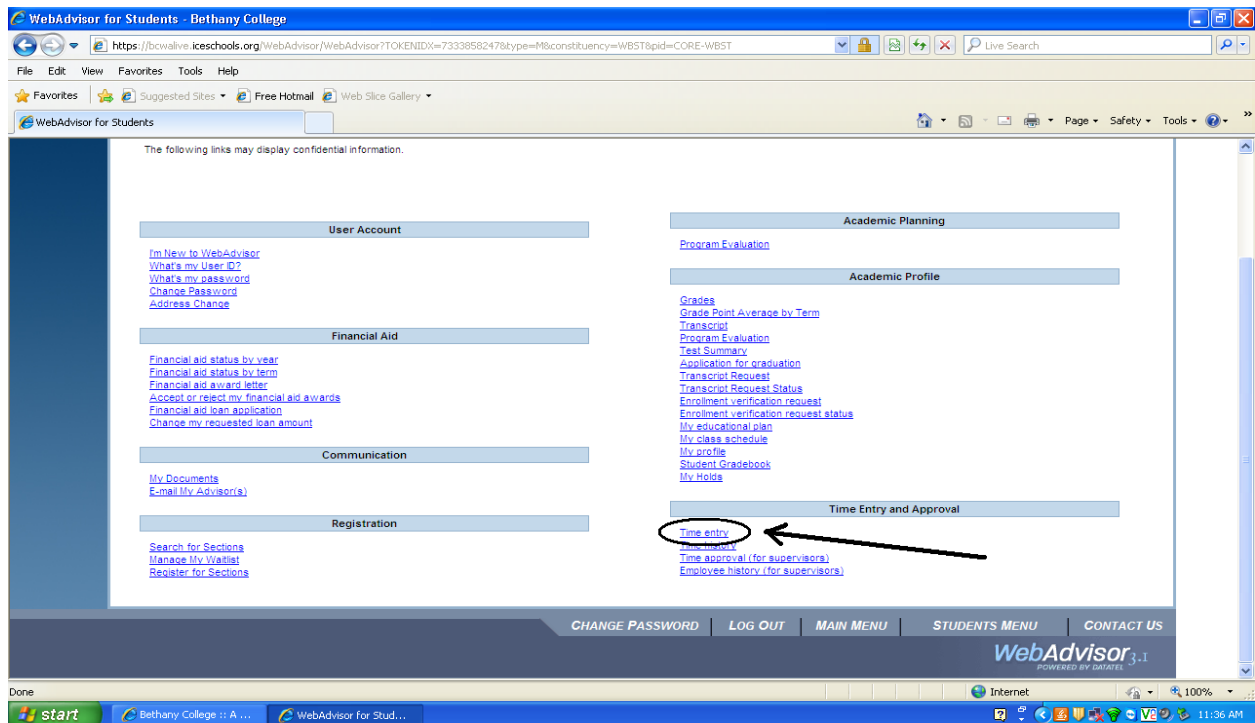
2. Use your network ID and password to enter.



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.

Time entry - Bethany College

https://bcwvalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENID=7333858247855=1&APP=HR&CONSTITUENCY=WEBST

File Edit View Favorites Tools Help

Time entry

Bethany College

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Ashleigh

Time entry

Choose Only	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	10/14/12	10/27/12	Student FWS Business Office	08/01/12	Business Office	Mrs. Melissa D. Yates	Main Campus	10/30/12 11:59PM

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done

start | Bethany College :: A ... | Time entry - Bethany ...

Internet | 100% | 11:37 AM

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 include 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 click the Submit button at the bottom of the page.

Time Entry - Bethany College

https://bcalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENID=7333858247&SS=2&APP=HR&CONSTITUENCY=WBST

File Edit View Favorites Tools Help

Time Entry

CURRENT STUDENTS Welcome Asheight!

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student FVS Business Office	10/27/12	Biweekly Payroll	Business Office	Main Campus	Mrs. Melissa D. Yates	10/30/12 11:59PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
10/14/12	Sunday							<input checked="" type="checkbox"/>
10/14/12	Sunday							<input checked="" type="checkbox"/>
10/15/12	Monday							<input checked="" type="checkbox"/>
10/15/12	Monday							<input checked="" type="checkbox"/>
10/16/12	Tuesday							<input checked="" type="checkbox"/>
10/16/12	Tuesday							<input checked="" type="checkbox"/>
10/17/12	Wednesday							<input checked="" type="checkbox"/>
10/17/12	Wednesday							<input checked="" type="checkbox"/>
10/18/12	Thursday							<input checked="" type="checkbox"/>
10/18/12	Thursday							<input checked="" type="checkbox"/>
10/19/12	Friday							<input checked="" type="checkbox"/>

Done

start Bethany College :: A ... Time Entry - Bethany ...

Internet 100% 11:38 AM

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.

Time Entry - Bethany College

https://bcwvalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENIDX=7333858247855=2&APP=HR&CONSTITUENCY=WBST

File Edit View Favorites Tools Help

Time Entry

Date	Day	Hours	Rate	Amount	Notes	Sign
10/23/12	Tuesday					
10/23/12	Tuesday					
10/24/12	Wednesday					
10/24/12	Wednesday					
10/25/12	Thursday					
10/25/12	Thursday					
10/26/12	Friday					
10/26/12	Friday					
10/27/12	Saturday					
10/27/12	Saturday					

Additional Time(Prior Period) ☐

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address myates@bethanywv.edu

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done

start Bethany College :: A ... Time Entry - Bethany ...

Internet 100%

11:40 AM

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

Confirmation - Bethany College

https://bcwvalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENIDX=8506804314855=3&APP=HR&CONSTITUENCY=WBST

File Edit View Favorites Tools Help

Confirmation

Bethany College

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome Ashleigh!

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 10/27/12

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	0.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	0.00

OK

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

start Confirmation - Beta...

Internet 100%

11:49 AM

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.

Time Entry - Bethany College

https://bcwvalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENID=7333858247&SS=2&APP=HR&CONSTITUENCY=WBST

File Edit View Favorites Tools Help

Time Entry

Date	Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
10/23/12	Tuesday																															
10/23/12	Tuesday																															
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10/26/12	Friday																															
10/26/12	Friday																															
10/27/12	Saturday																															
10/27/12	Saturday																															

Additional Time(Prior Period) ☐

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address myates@bethanywv.edu

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY GATEWAY

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.

Time Entry - Bethany College

https://bcvalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENID=8506804314&SS=2&APP=HR&CONSTITUENCY=WBST

File Edit View Favorites Tools Help

Time Entry

Date	Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
10/23/12	Tuesday																															
10/23/12	Tuesday																															
10/24/12	Wednesday																															
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10/25/12	Thursday																															
10/26/12	Friday																															
10/26/12	Friday																															
10/27/12	Saturday																															
10/27/12	Saturday																															

Additional Time(Prior Period): ☐

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☒

Supervisor Decision: Pending Approval

Supervisor Comments:

Supervisor's E-mail Address: myates@bethanyvv.edu

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1

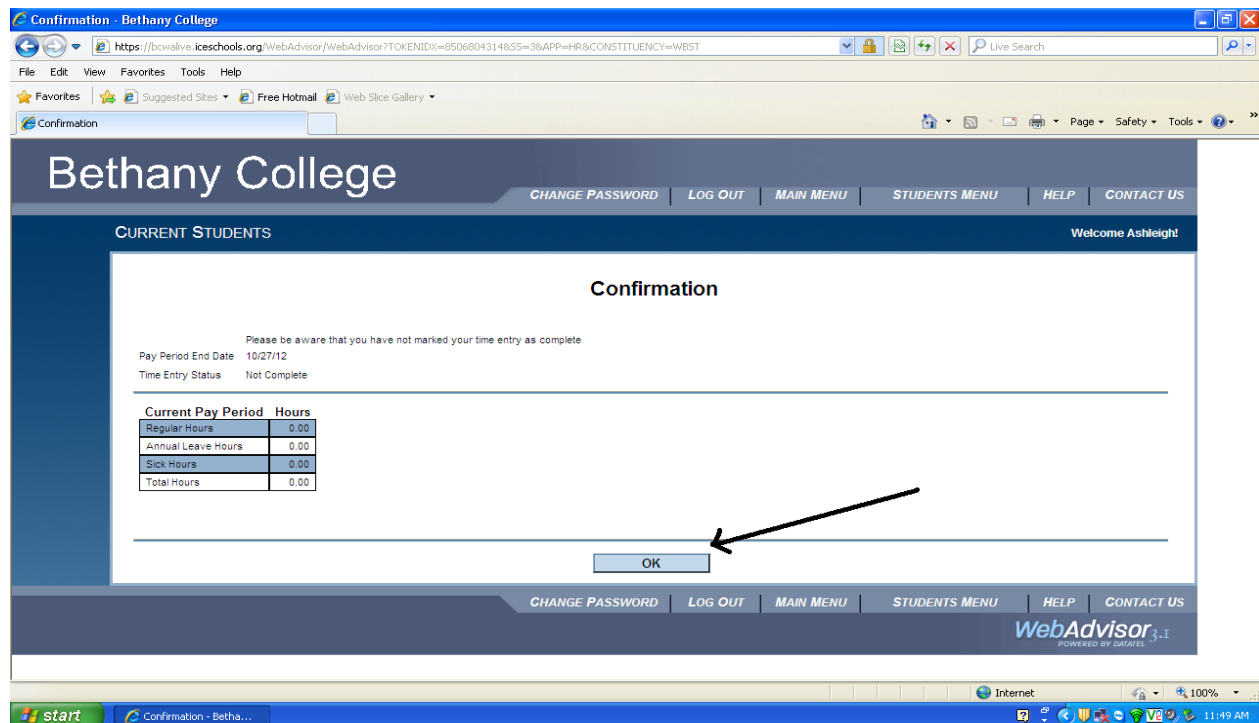
Done

start Time Entry - Bethany ...

Internet 100%

11:49 AM

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



- Please log out of Web Advisor when finished.

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