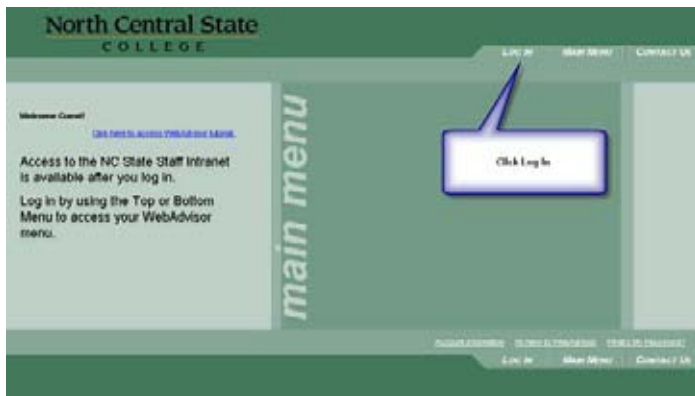


Web Time Entry

Employees will submit all hours worked and leave hours online through Web Advisor.

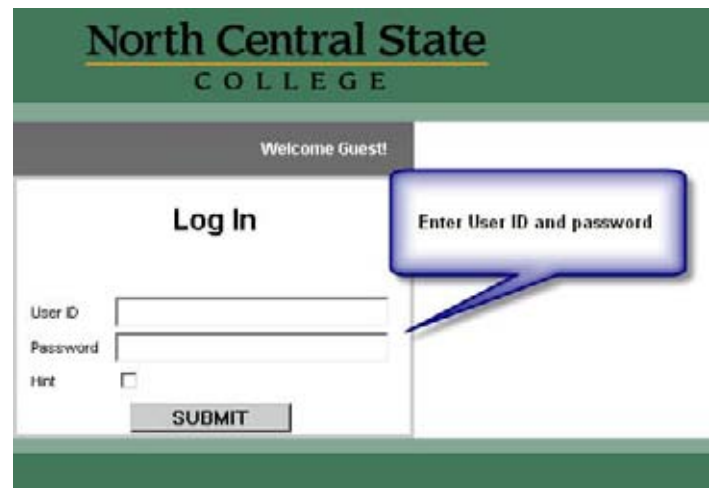
To access Web Advisor:

1. Logon to the NCState Home page at: www.ncstatecollege.edu
2. Select MyNCState Staff from the Faculty & Staff drop down menu.



3. Once the Web Advisor screen appears, click Log In.

4. Enter User ID and Password.
5. If you can't remember your password, enter User ID and check the Hint button to display the hint that you set when you created your password.



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Welcome Guest

Reset my password

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name *

SSN

OR

Colleague ID

Enter last name

Enter your social security number or your Encore ID

SUBMIT

HELP! I can't remember my password!

1. From the main menu above, choose **What's my Password** in the lower right corner.
2. Choose reset my password to get the screen to the left.
3. Enter your last name and either your ssn (without dashes) or your Encore ID (all 7 digits).
4. Choose your email address from the next screen
5. Your password will be sent to you and the system will require you to change it on your next session.
6. Passwords must be 6 to 9 characters, letters and numbers, and you may not reuse your last 5 passwords.

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CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Rebecca Matney

The following links may display confidential information.

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [Pay Advices](#)
- [Available W-2 Statements](#)

Time Entry and Approval

- [Time entry](#)
- [Time History](#)
- [Time approval \(for supervisors\)](#)
- [Employee History \(for supervisors\)](#)

Budgeting

- [Budget selection](#)
- [Budget summary](#)

Requisitions

- [Requisitions for Goods and Services](#)
- [Requisition status](#)

Purchase Orders

- [Purchase order status](#)

Menu Options

Employees can enter their time by choosing the Time Entry link from the Employee Menu above. The Time History link will show employees previously entered time.

- Time In and Time Out must be entered for each time an employee works.
- If you need an additional line for a day for entry, click the box to the right of the line and then click Submit.
- Leave time needs to be entered
 - See pg 4 for Leave entry
- If it is not the end of the pay period, click Submit to save.
- To complete entry at the end of the pay period, check the box below the entry screen to finalize the entry and then click Submit.
- Once the box is checked, time is sent to the supervisor for approval. At this point, you can no longer access this pay period unless the supervisor rejects your time.
- **Entries are due the Monday following the pay period by 11 PM. Time will no longer need to be submitted weekly.**
- If hours are not entered to be approved, pay WILL NOT be processed for this pay cycle.

Check this box to insert an additional line for a day

This box must be checked to finalize ENTIRE pay period

Figure 2-7: Time History Form for Employees

Time History View

Employees have the ability to see their previously entered time.

Leave Entry:

- Leave forms must be submitted to supervisors for approval ahead of time or immediately following in the case of sick time.
- Bereavement forms, including relationship to deceased, must be submitted to HR. For information regarding bereavement leave, please refer to the policy on our website.
<http://www.ncstatecollege.edu/offices/hr/absences.htm#BEREAVEMENTLEAVE>
- Vacation hours: Enter hours in Annual Leave hours column
- Sick hours: Enter hours in Sick Hours column
- Personal and additional types of leave: Enter hours in Other Time hours column and select appropriate leave from the Other Time Types.
- All salary employees will have an Other Time Type for Personal leave. All hourly employees will have an Other Time Type for Personal, Holiday and Calamity leave. If you need to enter a Time Type that does not exist, call HR to have this added to your record.
- Possible additional Time Types: Bereavement, Professional Development, Jury Duty, Military Leave, Unpaid Leave

	Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shi Hou
1	10/12/03	Sunday						
2	10/13/03	Monday				8.00	HCP - Holiday - Paid	
3	10/14/03	Tuesday	8.00					
4	10/15/03	Wednesday	8.00				C596 - Family Medical Leave HCP - Holiday - Paid	
5	10/16/03	Thursday	8.00					
6	10/17/03	Friday	8.00					
7	10/18/03	Saturday						

To enter leave other than vacation or sick time

Figure 2-12: Example of an Earnings Type Group on a Time Entry Form

Annual Leave Hours = Vacation Hours

Leave Type	Leave Balance
Annual Leave	117.06
Sick	288.30
Personal Leave Full-Time	1.00

Vacation

Leave Balances

Leave balances are updated on the second Wednesday of each pay period for the next pay period.

Leave accrued and leave used in the last pay period will be updated at this time.