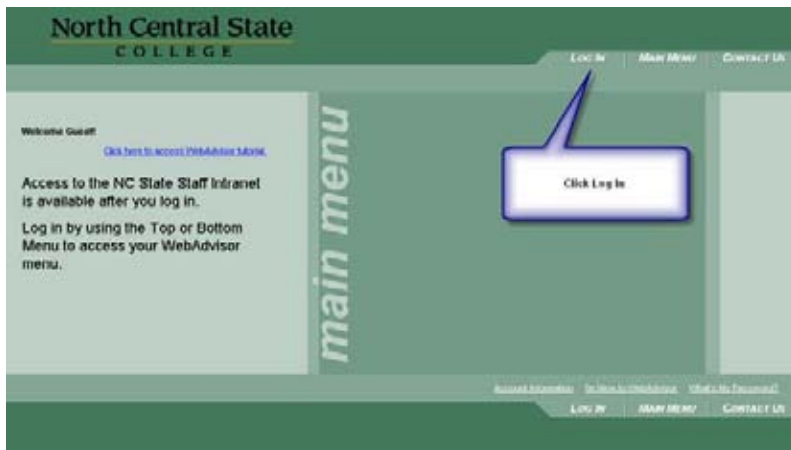


Web Time Entry

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.



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.

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.

- Employee hours default to 8 hours per day on form (6 hours for PT academic advisors)
- 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 to the right 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.

WebAdvisor

Time Entry

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Assistant Professor - Drama	05/30/03	Bi-Weekly Payroll	Drama	Monks Center	Mary Coxall	06/17/03 12:00AM

Leave Type	Leave Balance
1 Vacates	30.00
2 Sick	50.00

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Time
1 05/19/03	Sunday								<input type="checkbox"/>
2 05/19/03	Monday	8:00							<input type="checkbox"/>
3 05/20/03	Tuesday	8:00							<input type="checkbox"/>
4 05/20/03	Wednesday	8:00							<input type="checkbox"/>
5 05/20/03	Thursday	8:00		2.00					<input type="checkbox"/>
6 05/20/03	Friday	8:00							<input type="checkbox"/>
7 05/20/03	Saturday								<input type="checkbox"/>
8 05/20/03	Sunday								<input type="checkbox"/>
9 05/20/03	Monday	8:00							<input type="checkbox"/>
10 05/20/03	Tuesday	8:00							<input type="checkbox"/>
11 05/20/03	Wednesday	8:00							<input type="checkbox"/>
12 05/21/03	Thursday	8:00							<input type="checkbox"/>
13 05/21/03	Friday	8:00							<input type="checkbox"/>
14 05/21/03	Saturday								<input type="checkbox"/>

Additional Time/Rate Period: 0

Checking this box indicates your electronic signature acknowledges your submitted time is accurate and ready for supervisor approval.

Supervisor Decision: Pending Approval

Supervisor Comments:

Supervisor's Email Address:

Submit

Figure 2-2: Summary Version of the Time Entry Form

WebAdvisor

Time History

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Drama Professor	05/30/03	Bi-Weekly Payroll	Drama	Monks Center	Drama Record

Employee has completed the electronic signature. Employee Complete Date: 06/02/03 Employee Complete Time: 10:58AM

Supervisor Decision: Supervisor Decision Date: Supervisor Decision Time:

Supervisor Comments:

Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
1 05/17/03	Sunday	8:00							
2 05/19/03	Monday	8:00							
3 05/19/03	Tuesday	8:50							
4 05/20/03	Wednesday	8:50							
5 05/21/03	Thursday	13:50							
6 05/22/03	Friday	9:50							

Date	Day	Time In	Time Out
1 05/17/03	Sunday	01:00PM	11:00PM
2 05/19/03	Monday	12:00PM	06:00PM
3 05/19/03	Tuesday	03:00AM	04:30PM
4 05/20/03	Wednesday	03:00AM	04:30PM
5 05/21/03	Thursday	03:00AM	04:30PM
6 05/21/03	Thursday	05:00PM	11:00PM
7 05/22/03	Friday	12:00PM	04:30PM
8 05/22/03	Friday	06:00PM	11:00PM

Action to take: [EDIT] - Next record

Submit

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				C596 - Family Medical Leave	
4 10/15/03	Wednesday	8.00				HCP - Holiday - Paid	
6 10/16/03	Thursday	8.00					
6 10/17/03	Friday	8.00					
7 10/18/03	Saturday						

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.