## Web Time Entry

## **Employees**

Log into webadvisor.regis.edu

Enter the **Employees** menu

## Enter **Time Entry**

Check the box for the position and the dates you wish to enter and click **Submit**. *Note: At the beginning of the new pay period, there will be two lines, one for the new pay period and one for the pay period that just ended.* 

Enter in your hours worked for the day and click **Submit**. *Note: The enter key will save your information. If entering more than one time, use the tab or mouse to navigate the screen.* 

Do not check the box next to: Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval. This box should only be checked when all time has been entered and is ready to be submitted to your supervisor.

Note: The Time Entry Status of Not Complete means that it has not been submitted to your supervisor. Time should only be submitted to your supervisor when all time worked has been entered.

An email will automatically be sent to your supervisor letting them know you have submitted a timecard.

Your Time Entry Status is now complete.