

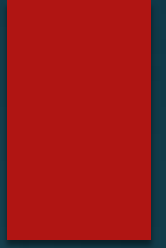


Web Time Entry

Eastern Oklahoma State College



Student Time



Log into Web Advisor as Usual

EASTERN OKLAHOMA STATE COLLEGE

[Log In](#)

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Welcome Guest!

Log In

User ID:

Password:

Show Hint:

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WebAdvisor^{3.1}
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[CHANGE PASSWORD](#)

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Students



Employees



[Account Information](#)

[I'm New to WebAdvisor](#)

[What's My P](#)



ing links may display confidential information.

User Account

[o WebAdvisor](#)
[y User ID?](#)
[y password](#)
[Change](#)



Employee Profile

[Position Summary](#)
[Pay Advices](#)

Time Entry and Approval

[Time entry](#)



Time entry



Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	08/01/15	08/31/15	Institutional Work Study	01/21/15	Athletics Admin	Mr. George V. Larson	Wilburton Campus	09/30/15 11:59PM



SUBMIT

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
Institutional Work Study	08/31/15	Institution/Federal Workstudy	Athletics Admin	Wilburton Campus	Mr. George V. Larson	09/30/15 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
08/01/15	Saturday							
08/01/15	Saturday							
08/02/15	Sunday							
08/02/15	Sunday							
08/03/15	Monday							
08/03/15	Monday							
08/04/15	Tuesday							
08/04/15	Tuesday	12:00PM	1:00PM					
08/05/15	Wednesday	1:36PM	2:21PM					
08/05/15	Wednesday							
08/06/15	Thursday	9:26AM	9:37AM					
08/06/15	Thursday							
08/07/15	Friday							
08/07/15	Friday							
08/08/15	Saturday							
08/08/15	Saturday							
08/09/15	Sunday							
08/09/15	Sunday							
08/10/15	Monday							
08/10/15	Monday							
08/11/15	Tuesday							
08/11/15	Tuesday							

08/23/15	Tuesday									
08/25/15	Tuesday									
08/26/15	Wednesday									
08/26/15	Wednesday									
08/27/15	Thursday									
08/27/15	Thursday									
08/28/15	Friday									
08/28/15	Friday									
08/29/15	Saturday									
08/29/15	Saturday									
08/30/15	Sunday									
08/30/15	Sunday									
08/31/15	Monday									
08/31/15	Monday									

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

glarson@eossc.edu

When month is done



SUBMIT

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

Pay Period End Date 08/31/15

Time Entry Status Not Complete

Current Pay Period Hours

Regular Hours	1.94
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	1.94

What if I work 3 or more DIFFERENT times during the day?

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
09/01/15	Tuesday	09:00AM	10:00AM					<input type="checkbox"/>
09/01/15	Tuesday	12:00PM	12:21PM					<input type="checkbox"/>
09/01/15	Tuesday	03:00PM	03:27PM					<input checked="" type="checkbox"/>
09/02/15	Wednesday							<input type="checkbox"/>
09/02/15	Wednesday							<input type="checkbox"/>

09/30/15	Wednesday							<input type="checkbox"/>
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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 glarson@eosc.edu



Supervisor Check

LOG INTO WEB ADVISOR AS USUAL

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Continuing
Education



Prospective
Students



Students



Faculty



Employees



Vendors



Advancement
Officers



Alumni and
Friends



Advisors

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[What's My Password?](#)

[CHANGE PASSWORD](#)

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User Account

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

Employee Profile

[Position Summary](#)
[Leave Plan Summary](#)
[My Stipends](#)
[Total Compensation](#)
[Pay Advices](#)
[View Pay Advices \(For Administrators\)](#)
[W-2 Electronic Consent](#)
[W-2 \(For Administrators\)](#)
[W-2 Statements](#)
[T4 \(For Administrators\)](#)
[T4 Electronic Consent](#)
[T4 Slips](#)

Time Entry and Approval

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

Communication

[My Documents](#)

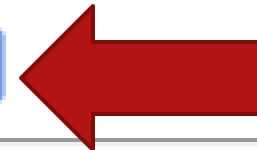
Approve Review Entry Pay Period Start Date Pay Period End Date Approve B

Security Access Messages


None

Approve time entries on behalf of

Mr. George V. Larson ▼



Employee Time Entries



Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	07/10/15	07/31/15	08/31/15 11:59PM	Ms. Brittany C. Adams		Institutional Work Study	Athletics Admin	Wilburton Campus	1.65
<input type="checkbox"/>	<input type="checkbox"/>	08/01/15	08/31/15	10/01/15 11:59PM	Ms. Brittany C. Adams		Institutional Work Study	Athletics Admin	Wilburton Campus	1.94

Security Access Messages

None

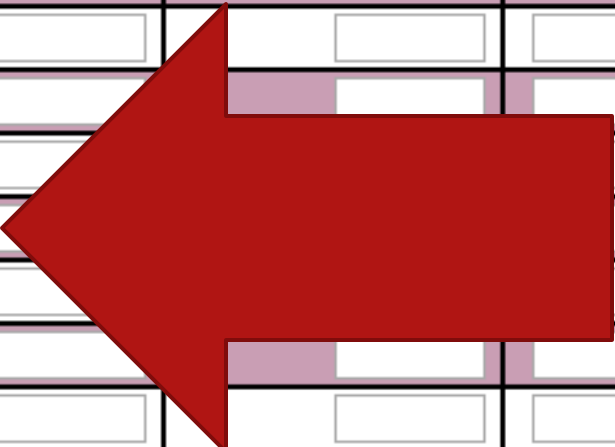


SUBMIT

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Ms. Brittany C. Adams	Institutional Work Study	08/31/15	Institution/Federal Workstudy	Athletics Admin	Wilburton Campus	10/01/15 11:59PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours
08/01/15	Saturday							
08/02/15	Sunday							
08/03/15	Monday							
08/04/15	Tuesday	1.00						
08/05/15	Wednesday	0.75						
08/06/15	Thursday	0.19						
08/07/15	Friday							
08/08/15	Saturday							
08/09/15	Sunday							
08/10/15	Monday							
08/11/15	Tuesday							
08/12/15	Wednesday							
08/13/15	Thursday							



08/27/15	Thursday									
08/28/15	Friday									
08/29/15	Saturday									
08/30/15	Sunday									
08/31/15	Monday									

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete Yes

Supervisor Decision

- Reject
- Approve



Enter E-mail Subject

Supervisor Comments

Employee Email Address


glarson@eosc.edu

SUBMIT


Non-Exempt Other Position Hours Exempt Other Position Hours

0.00 0.00

Employee has electronically signed the time entry as complete Yes

Supervisor Decision Approve 

Enter E-mail Subject Time approved 

Supervisor Comments You time sheet has been approved 

Employee Email Address glarson@eosc.edu

 SUBMIT