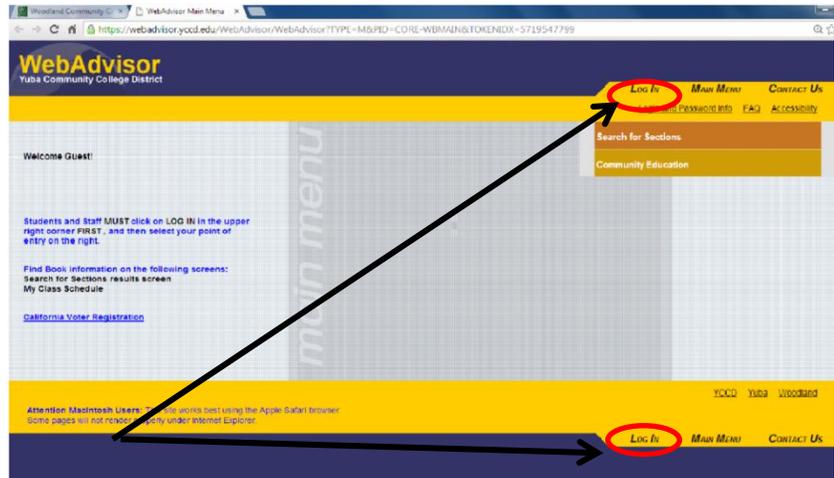


## Time Cards via the Web for Employees

Note: At this time, we are only using the Web Time Entry screens to enter hours for those employees currently using a paper time card.

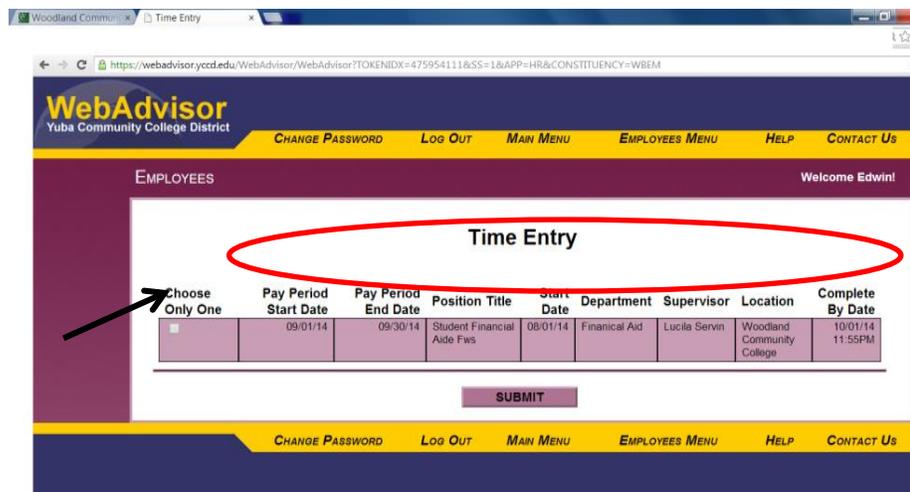
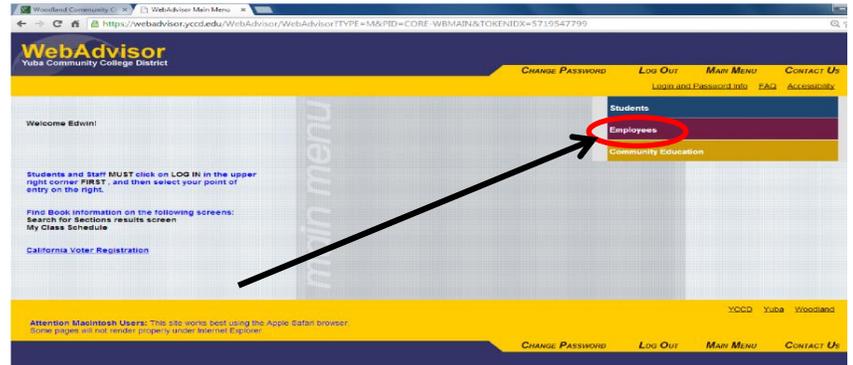
1. Access WebAdvisor at <https://webadvisor.yccd.edu>
2. Click on Log In
  - a. Your Login ID is the first initial of your last name (capitalize) + your 7 digit Student ID number (i.e. A0372516).
  - b. Your password is your birth date in the format MMDDYY (i.e. Jan 10, 1963 is 011063).
  - c. Click on the Submit Button



***\*\*One of the first things that we recommend you do is to change your password from the default one issued\*\****

After logging into Web Advisor:

1. Click on Web Advisor for employees
2. Click on Time Entry
3. Click on the Choose Only One option for the position you wish to enter hours for.
4. Click Submit
5. Check the Position Title to ensure that you are filling out the correct time card.
6. Enter your total hours worked for the day in the Hours Worked Column. Do not enter time in any other column, as you will not be paid for it.



**\*\*Note: An entry of 4.5 in this column represents 4 ½ hours worked, not 4 hours and 50 minutes\*\***

7. At the end of the pay period, or your last working day of the month, click on the electronic signature box to indicate you have completed your time card and it is already to be submitted to payroll.
8. Click Submit

A screenshot of a web browser displaying a time entry grid. The grid shows dates from 09/02/14 to 09/17/14. The '09/08/14' row has '4.5' entered in the time column. A red circle with 'OK!' is around the '4.5' entry, and a red circle with 'NO!' is around the '09/11/14' row. Arrows point from the 'OK!' circle to the '4.5' entry and from the 'NO!' circle to the '09/11/14' row.

Date	Day	Time	Time	Time	Time	Time	Time
09/02/14	Tuesday						
09/03/14	Wednesday						
09/04/14	Thursday						
09/05/14	Friday						
09/06/14	Saturday						
09/07/14	Sunday						
09/08/14	Monday	4.5					
09/09/14	Tuesday						
09/10/14	Wednesday	4.30					
09/11/14	Thursday						
09/12/14	Friday						
09/13/14	Saturday						
09/14/14	Sunday						
09/15/14	Monday						
09/16/14	Tuesday						
09/17/14	Wednesday						

**\*\*\*At this point you will no longer be able to access this time card. Your supervisor will be sent an automatic email indicating you have completed your time card of the month. Any changes will have to be done by the Supervisor\*\*\***

**\*\*\*After you enter your time throughout the month you will see the following display after clicking submit. It will display your accumulated hours worked\*\*\***

A screenshot of the submission screen. It features a checkbox for 'Additional Time(Prior Period)'. Below it is a checkbox for 'Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval'. The 'Supervisor Decision' is 'Pending Approval'. The 'Supervisor's E-mail Address' is 'lservin@yccd.edu'. A 'SUBMIT' button is highlighted with a red circle. A navigation bar at the bottom contains 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', 'HELP', and 'CONTACT Us'. Arrows point from the 'SUBMIT' button and the 'approval' checkbox to the text above.