Web Time Entry (WTE) for Employees

Using Web Time Entry
As a employee, you are responsible for accurate and timely reporting of time worked each pay period using Web Time Entry (WTE).

- Each day that you work, login to WebAdvisor from the College Portal web page using your College user name and password.
- https://portal.kzoo.edu
- Under “Web Advisor” click “Time Entry & Approval” then “Time Entry.”
- Open your time entry form for the current pay period. **If you do not find a time entry form available for the current pay period, contact payroll staff immediately.**  
  Note: If you have more than one employment position, you will have a separate web time entry form for each position. Be sure to report the correct times on each time entry form.
- Enter all times in and out for the day. If you stop working and start again on the same day, add a line to enter the additional work period. Total hours worked will calculate automatically. For example: On Monday Ms. Smith worked in the Business Office from 11:10am to 12:30pm, took a 30 minute lunch break, and worked again from 1:00pm to 2:10pm. She entered these times in and times out for a total of 2.5 hours worked.
- To move to the next screen or to save and exit, click Submit.
- **Electronically sign your time entry on the last day that you work in the pay period** (no later than 10am on the Monday following the end of the pay cycle) by checking the appropriate box at the bottom of the time entry form. You will not be able to change your time entry form after you sign it. If you discover after signing your time entry that you made an error or omitted time worked, tell your supervisor.
- Your supervisor will review and approve your time entry on the Monday following the last day of the pay period (always a Sunday). If your time entry is not approved by the payroll deadline, you will be notified the reason for rejection by email. Confer directly with your supervisor if you have questions about the reason he/she did not approve your time entry. Make any corrections **as soon as possible**, then check the box to again sign your time entry.

Your Supervisor’s Responsibility:
- The payroll deadline for supervisory approval is **12noon on Monday** for the two week pay period that ended on Sunday.
- Supervisory approval is required before you can be paid. If your time entry is not approved by the payroll deadline, payment may be delayed until the next pay date.