Web Time Entry (WTE) for Student Employees

Before you can begin working you must complete the appropriate paperwork with Human Resource. If you are unsure if you have completed your new hire paperwork, please contact Andrea Tally at Andrea.Tally@kzoo.edu or Julie Lewandowski at Julie.Lewandowski@kzoo.edu. It is your responsibility to verify that a time entry form has been set up before you begin working in a new position.

Using Web Time Entry

As a student 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](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. Do not begin or continue working without a time entry form. Note: If you have more than one student 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 midnight of the last day of the pay period) 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, payment may be delayed until the next pay date.

Your Supervisor’s Responsibility:

- The payroll deadline for supervisory approval is 5pm 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.