Bucks County Community College
Non-Exempt Employee
Web Time Entry

Datatel Colleague provides a feature where all employees of the college will enter their time worked in addition to leave time taken (if they are eligible for leave time), into an electronic time card through WebAdvisor. This document provides the directions to complete this process.

1. To begin entering your time worked into the Web Time Entry in WebAdvisor, log into WebAdvisor and then click the Employee button.

2. At the next window, click the Time Entry and Approval link located under the Employee Profile section followed by clicking the Time entry link at the next window.
3. After the Time entry window opens, click the check box under the Choose Only One column for the position which you are entering your time and then click the SUBMIT button at the bottom of the page. If you hold more than one position at the college, you will need to enter the time worked for each position, however, only one at a time.

4. The following Time Entry window that opens is the area where the employee will enter their time worked for the two week pay period. It is important that actual times of arrival and departure be entered as you are asked to sign the timesheet, attesting to its accuracy. For all non-benefit employees such as student workers and per-diem employees, only the Time In/Time Out needs to be entered for approval. The time entered can be in the military format or in the non-military format. However, if it is entered in the non-military format, the “am” and “pm” must be entered as well.
Employees can enter their time at any point during the two-week pay period. When doing so, the employee will simply click the SUBMIT button which then saves the time card allowing the employee to go back to enter additional hours throughout the two-week pay period. The final completed time card needs to be submitted to the supervisor by the Friday of the end of the time period.

5. Once the time worked has been entered and the time card is ready for approval, click the check mark box to the right of the statement below the time card. This represents your electronic signature. Then click the SUBMIT button at the bottom of the window. Additionally, a message may be sent to the supervisor when the time card is submitted for approval.

6. There may be a time when additional lines are needed to enter the amount of time worked for a particular day. In order to add additional lines to a day, click the check box in the Insert Line column (the last column) to the right of the last entry for that day and then click the SUBMIT button. When the window reappears, a new blank line is now added for additional time to be entered.

7. After submitting the time card, a Confirmation window opens displaying the total number of hours worked. For non-exempt employees who are eligible for benefits, the hours reported for leave and sick time, if taken during the that pay period, will be also be displayed. The Time Entry Status of the time card is also displayed. If the time card has been submitted for approval the status would be Complete. If the time card has not been sent to the supervisor for approval, the status would be Not Complete. After reviewing the total hours, click the OK button.
8. Once the time card is submitted for approval, the supervisor will verify the hours reported and either approve the time reported or reject the time reported. Either way, an email message is automatically sent to the employee letting them know the status of the reported time. If the time is rejected the employee will be able to access the time card and correct whatever needs to be corrected. After the corrections are completed, the employee will submit the time card again for approval.

Supervisor approval of the time card sends it electronically to Payroll where it is processed. Once processed, the checks are either sent to your direct deposit bank account or sent to you in the mail. **Checks will no longer be available for pick-up in Payroll.**