



A screenshot of the Ohio Dominican University website's navigation menu. The top navigation bar is yellow and contains "Visit", "Search", "Social", and "My Pages". Below this is a secondary navigation bar with links: "About Us", "Majors & Programs", "Admissions & Aid", "Athletics", "News & Events", and "Quick Links". A red arrow points to the "Quick Links" dropdown menu, which is open and shows options: "Helpdesk", "myODU", "ODU Online", "Email", "Webfile", "Angel", "Library", and "Bookstore". Another red arrow points to the "ODU Online" option. Below the navigation is a large banner image of students walking on a campus path. Text overlays on the banner include "Our Passion", "Come Visit Us", and "Make a Gift".

WebAdvisor Main Menu - Internet Explorer
https://odonline.ohiodominican.edu/WebAdvisor/WebAdvisor?TYPE=H&PFID=CORE-WEBADM&TOKENED=11

OHIO DOMINICAN UNIVERSITY

LOG IN | MAIN MENU | CONT/

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#). Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you.

Welcome Guest!

2015-2016 Course Catalog: [Click Here](#)
2014-2015 Course Catalog: [Click Here](#)
2013-2014 Course Catalog: [Click Here](#)
2012-2013 Course Catalog: [Click Here](#)
For catalogs dating back to 2005: [Click Here](#)

Students
Faculty
Employees
Search for Sections

Click on Log In.

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OHIO DOMINICAN UNIVERSITY

LOG IN | MAIN MENU | CONTACT US |

Welcome Guest!

Log In

User ID:
Password:

Enter ODU User ID and password, then click Submit.
This is your ODU User ID and password.

SUBMIT

LOG IN | MAIN MENU | CONTACT US

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Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#).
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Welcome Guest!

- 2015-2016 Course Catalog [Click Here](#)
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Students
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Click on the purple "Employees" tab above.

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LOG OUT | MAIN MENU | EMPLOYEES MENU

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

Employee Profile

- Position Summary
- My Stipends
- W-2 Electronic Consent
- W-2 Statements
- T4 Electronic Consent
- T4 Slips
- Leave Plan Summary
- Pay Advices
- Alert System Information

Budgeting

- Budget selection
- Budget summary

Time Entry and Approval

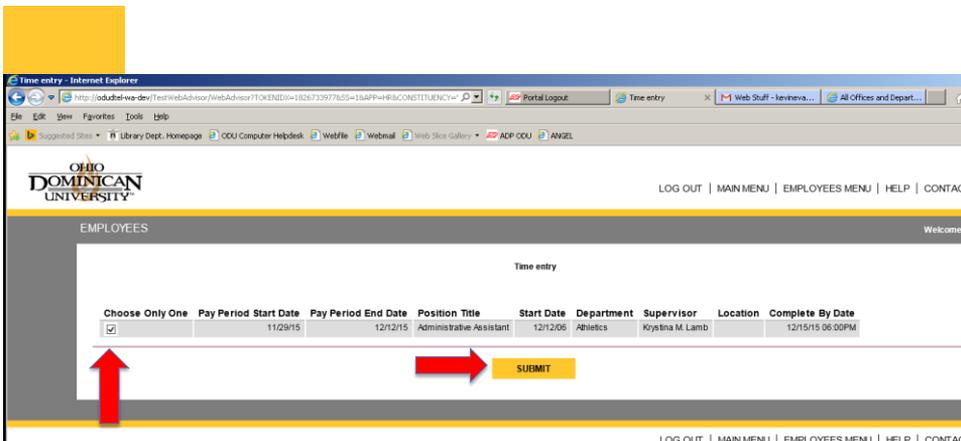
- Time entry Click on Time entry.
- Time history
- Time approval (for supervisors)
- Employee history (for supervisors)

Financial Information

- Bank Information - Accounts Payable Only

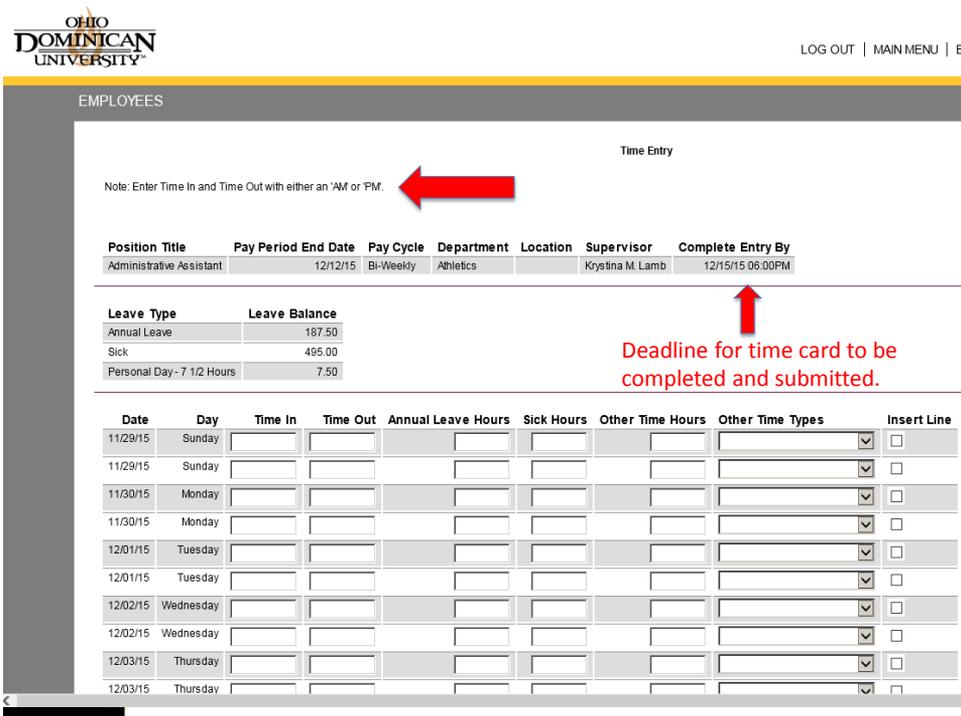
LOG OUT | MAIN MENU | EMPLOYEES MENU





1. Click box for "Choose Only One". This is to select the timecard you would like to modify.
2. Then click the Submit button.

Note: There can be more than one time card to choose from if you have more than one position (usually students), and /or if you have not completed your time card from the previous pay period and it is the beginning of a new pay period.



Deadline for time card to be completed and submitted.

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
11/29/15	Sunday							<input type="checkbox"/>
11/29/15	Sunday							<input type="checkbox"/>
11/30/15	Monday	8:30a	12:30p					<input type="checkbox"/>
11/30/15	Monday	1:30p	4:30p					<input type="checkbox"/>
12/01/15	Tuesday							<input type="checkbox"/>
12/01/15	Tuesday							<input type="checkbox"/>
12/02/15	Wednesday							<input type="checkbox"/>
12/02/15	Wednesday							<input type="checkbox"/>

In this example, the employee worked 8:30a.m. to 4:30p.m. and took one hour lunch from 12:30p.m. to 1:30p.m. for a total of 7 hours worked.

You must enter an "a" for a.m. and a "p" for p.m. for the system to calculate appropriately.

You must also be sure to type a colon between hours and minutes (unless recording whole hours).

This is the bottom half of the web time card.

12/10/15	Thursday							<input type="checkbox"/>
12/11/15	Friday							<input type="checkbox"/>
12/11/15	Friday							<input type="checkbox"/>
12/12/15	Saturday							<input type="checkbox"/>
12/12/15	Saturday							<input type="checkbox"/>

Additional Time(Prior Period) **Do not use! This function is not used to enter previous hours!**

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 lambi@ohiodominican.edu

Employee signs the time card here by check marking box. Avoid signing until all hours for the pay period are recorded.

Click Submit to record time! Hours are not submitted until this step is completed.

SUBMIT

EMPLOYEES

Confirmation

Please be aware that you have not marked your time entry as complete  Indicates employee has not signed time card.

Pay Period End Date 12/12/15
Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	7.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	7.00

 After clicking on Submit, the system records your hours appropriately.

OK

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Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
11/29/15	Sunday							<input type="checkbox"/>
11/29/15	Sunday							<input type="checkbox"/>
11/30/15	Monday	08:30AM	12:30PM					<input type="checkbox"/>
11/30/15	Monday	01:30PM	04:30PM					<input type="checkbox"/>
12/01/15	Tuesday							<input type="checkbox"/>
12/01/15	Tuesday							<input type="checkbox"/>
12/02/15	Wednesday							<input type="checkbox"/>
12/02/15	Wednesday							<input type="checkbox"/>
12/03/15	Thursday							<input type="checkbox"/>
12/03/15	Thursday							<input type="checkbox"/>
12/04/15	Friday							<input type="checkbox"/>
12/04/15	Friday							<input type="checkbox"/>
12/05/15	Saturday							<input type="checkbox"/>
12/05/15	Saturday							<input type="checkbox"/>
12/06/15	Sunday							<input type="checkbox"/>
12/06/15	Sunday							<input type="checkbox"/>
12/07/15	Monday							<input type="checkbox"/>

Enter vacation hours in this column.

Enter sick hours in this column.

Enter applicable other times in the "Other Time Types" column and label with appropriate leave type from the drop down menu.

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types
11/29/15	Sunday						
11/29/15	Sunday						
11/30/15	Monday	08:30AM	12:30PM				
11/30/15	Monday	01:30PM	04:30PM				
12/01/15	Tuesday			8			
12/01/15	Tuesday						
12/02/15	Wednesday	8a	12p		4		
12/02/15	Wednesday						
12/03/15	Thursday	8a	1p			3	Personal Time
12/03/15	Thursday						
12/04/15	Friday						
12/04/15	Friday						
12/05/15	Saturday						
12/05/15	Saturday						

Employee will not be able to go into a negative leave balance. From the example above the employee cannot use more than 7.5 hours of personal leave or the time card will error out.

Leave balances do not apply to students.



EMPLOYEES

Confirmation

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

Pay Period End Date 12/12/15
Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	16.00
Annual Leave Hours	8.00
Sick Hours	4.00
Personal Time	3.00
Total Hours	31.00

OK

This is the summary confirmation screen that will reflect all hours entered for the pay period.



Overview

- This is not a timeclock system. A.M. and P.M. are critically important!
- There is no military time used.
- Remember to click the “Submit” button at the bottom of your time card to record your time appropriately.
- For hourly staff, please record to the nearest quarter hour (15 minute increments, i.e. 8:07a would be 8:00a and 8:08a would be 8:15a.)
- Avoid signing time card until it is completed for the entire pay period.



Questions?????



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