

Instructions for entering Advantis WebTime:

1. Go to www.advantistime.com
2. Your username and temporary password can be found in your timesheet instructions email.



Login

User Name:

Password:

[Forgot Password?](#)

3. The first time logging in you will be prompted to set up a new password.



Login

Your password has expired, please change it.

New Password:

Confirm New Password:

4. In the "Open Timesheets" box in the top left select "Create New..."

A horizontal banner for Advantis Global, identical to the ones above, featuring the logo, images of a watch movement, a person, and a washing machine, and a row of colored squares.

[Click here to log out.](#)

Open Timesheets

Create New...

Total: 0

Preferences

[Change Password](#)

Other Timesheets

You Have:

- 0 timesheets pending approval
- 0 timesheet that has been rejected
- 0 approved timesheets

[Review Timesheets](#)

Please Submit Your Timesheets every Friday before C.O.B to avoid payroll issues.
For Technical Support Contact Administrator: admin@webts.com

- Once the calendar pops up please select the Friday of the week you are submitting. For example: if you are submitting a timecard for WE 3/16/2013 you will click on Friday, March 15, 2013 on the calendar.

The screenshot shows the top navigation bar of the ADVANTIS GLOBAL website, including the logo and a 'Click here to log out.' link. Below the header is a 'Select Date' calendar for March 2013. The date '15' (Friday) is circled in red, indicating the selection. A 'Cancel' button is located below the calendar. A message box at the bottom of the screenshot reads: 'Please Submit Your Timesheets every Friday before C.O.B to avoid payroll issues. For Technical Support Contact Administrator: admin@webts.com'.

- After selecting the date you will be taken to the time entry screen.

The screenshot displays the time entry interface. At the top, it shows 'Timesheet Information' for Job: S111 - Web Developer, Date Range: 03/10/2013 - 03/16/2013, Customer: New, and Status: New. Below this is a table for entering time worked. The table has columns for Date, Pay Type, Hours, In, Out, In 2, Out 2, and Comments. The dates range from Sun, Mar 10 to Sat, Mar 16. A 'Total:' field is at the bottom left. At the bottom right, there are buttons for 'Save', 'Submit', 'Cancel', and 'Delete'.

Date	Pay Type	Hours	In	Out	In 2	Out 2	Comments
Sun, Mar 10	Regular	<input type="text"/>					
Mon, Mar 11	Regular	<input type="text"/>					
Tue, Mar 12	Regular	<input type="text"/>					
Wed, Mar 13	Regular	<input type="text"/>					
Thu, Mar 14	Regular	<input type="text"/>					
Fri, Mar 15	Regular	<input type="text"/>					
Sat, Mar 16	Regular	<input type="text"/>					
Total:		<input type="text"/>					

- Please start with the first "in" row and enter your time worked for each day. The system will automatically start with AM, so you can enter 8 and it will auto populate 8:00am.



[Click here to log out.](#)

Timesheet Information

Job: 5111 - Web Developer
Date Range: 03/ /2013 - 03/ /2013
Customer:
Status: New

Enter only actual hours worked.

Timesheet

Enter Time as: HR

Date	Pay Type	Hours	In	Out	In 2	Out 2	Comments
<input checked="" type="checkbox"/> Sun, Mar 17	Regular	<input type="text"/>					
<input checked="" type="checkbox"/> Mon, Mar 18	Regular	8.00	8:00a	12:00p	1:00p	5:00p	
<input checked="" type="checkbox"/> Tue, Mar 19	Regular	8.00	8:00a	12:00p	1:00p	5:00p	
<input checked="" type="checkbox"/> Wed, Mar 20	Regular	8.00	8:00a	12:00p	1:00p	5:00p	
<input checked="" type="checkbox"/> Thu, Mar 21	Regular	8.00	8:00a	12:00p	1:00p	5:00p	
<input checked="" type="checkbox"/> Fri, Mar 22	Regular	8.00	8:00a	12:00p	1:00p	5:00p	
<input checked="" type="checkbox"/> Sat, Mar 23	Regular	<input type="text"/>					
		Total: 40.00					

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8. After completing the timesheet you have 2 options
 - a. "Save" and return to it later (Please use this time if you are recording your hours worked at the end of every day)
 - b. "Submit" (Please ensure you submit hour works at the end of every week)
 - i. **IMPORTANT NOTE:** Once time is submitted it cannot be adjusted. Please make sure that all hours are accurate before submitting to your manager for approval. Please adjust for holidays as necessary to ensure only hours worked are submitted.
9. If you opt to "Save" your timesheet, you can access it again by selecting the timesheet in the "Open Timesheets" window



[Click here to log out.](#)

Open Timesheets

5111 - Web Developer
 03/10/2013 to 03/16/2013 (40)

Preferences

[Change Password](#)

Other Timesheets

You Have:
 timesheets pending approval
 timesheet that has been rejected
 approved timesheets
[Review Timesheets](#)

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10. Once you submit your timesheet you can view pending, approved and rejected timesheets in the “Other Timesheets” window on the bottom left of the home screen.

The screenshot shows the Advantis Global home screen. At the top left is the Advantis Global logo. Below it is a navigation bar with a "Click here to log out." link. The main content area has three panels: "Open Timesheets" with a "Create New..." button and "Total: 0"; "Preferences" with a "Change Password" button; and "Other Timesheets" which displays a summary: "You have: 1 timesheets pending approval, 1 timesheet that has been rejected, 0 approved timesheets". A red circle highlights the "1 timesheets pending approval" text. Below the panels is a grey banner with the text: "Please Submit Your Timesheets every Friday before C.O.B to avoid payroll issues. For Technical Support Contact Administrator: admin@webts.com".

The screenshot shows the Advantis Global timesheet management interface. At the top left is the Advantis Global logo. Below it is a navigation bar with a "Click here to log out." link. The main content area has a "Timesheets to show:" section with checkboxes for "Open", "Submitted" (checked), "Approved", and "Rejected". To the right is a "Date Range:" section with "From:" and "To:" dropdown menus. Below these are radio buttons for "Current timesheets" (selected) and "Archived timesheets". At the bottom left are "Search", "Done", and "Export" buttons. Below these is a table with the following data:

Drag a column header here to group by that column								
	Job ID	Job Desc	Customer ID	Customer	Employee Type	Start Date	End Date	Status
View	S111	Web Developer				03/10/2013	03/16/2013	Submitted

Below the table is a grey banner with the text: "Please Submit Your Timesheets every Friday before C.O.B to avoid payroll issues. For Technical Support Contact Administrator: admin@webts.com".

11. If a timesheet is rejected by your manager you can access it in the “Other Timesheets” window for correction. You will also receive an email notification that it has been rejected or approved.

PLEASE REACH OUT TO TIMESHEETS@ADVANTISGLOBAL.COM WITH ANY QUESTIONS OR CONCERNS.