

**STUDENT TRAINING:**

Log into Ramlink using your windows login Ex. rcsmith-sw.  
Once logged in, click on “Employees”

Texas Wesleyan University

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Changes to the main page are coming soon. The main page will have GUESTS menu only. Please LOGIN first, and then select your point of entry.

**Welcome Lisa!**

Welcome to Texas Wesleyan's Ramlink home page. Ramlink is a web interface that allows you to securely access the University's Administrative database. Ramlink provides direct web access to select portions of student's academic and financial records. The faculty component provides course rosters, grading and advisee information. Ramlink gives students, staff, and the community access to our databases.

**LOGIN first then select your point of entry to the right.**

**main menu**

- Guests
- Undergraduate Applicants
- Students
- Faculty
- Employees**

[Account Information](#) | [I'm New to WebAdvisor](#) | [What's My Password?](#)

VeriSign has routed, processed, and secured your payment information.

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EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Lisa!

Be aware that the links below may display confidential information.

<b>User Account</b>	<b>Communication</b>
<a href="#">What's my User ID?</a> <a href="#">What's My Password</a> <a href="#">Change Password</a> <a href="#">Address Change</a>	<a href="#">My Documents</a>
<b>Employee Profile</b>	<b>Financial Information</b>
<a href="#">Leave Plan Summary</a> <a href="#">My Stipends</a>	<a href="#">Budget selection</a> <a href="#">Budget summary</a>
<b>Time Entry and Approval</b>	
<a href="#">Time entry</a> <a href="#">Time history</a> <a href="#">Time approval (for supervisors)</a> <a href="#">Employee history (for supervisors)</a>	

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Under Time Entry and Approval, click on “Time Entry”

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EMPLOYEES Welcome Lisa!

### Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	01/18/09	01/31/09	Payroll Specialist	09/01/04	Financial Services	Caron W. Patton	Main Campus	02/02/09 08:00AM

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**WebAdvisor**<sup>3.1</sup>  
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To enter time into your timesheet, click in the box under “Choose Only One”  
Then click on SUBMIT.

### Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Federal Work Study Student Worker	02/28/09	Biweekly Payroll	Financial Services	Main Campus	Lori M. Logan	03/02/09 10:00AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/15/09	Sunday							<input type="checkbox"/>
02/15/09	Sunday							<input type="checkbox"/>
02/16/09	Monday							<input type="checkbox"/>
02/16/09	Monday							<input type="checkbox"/>

When entering Time in/Time out, you must enter “a” for a.m. and “p” for p.m...

Please use exact start times in the Time In/Time Out boxes. Ex. Enter 1:03p for Time In and 4:59p for Time Out. Do not round time up or down.

If you have missed a pay period, you cannot enter a prior pay period electronically. You must submit a paper timesheet, which can be found on the Main campus webpage under Quick Links/Business Office/Payroll.

**NOTE: Students are not eligible for vacation/sick/break/holiday/funeral hours. Please do not enter hours into any of these boxes.**

https://ramlink.txwes.edu/webAdvisor/webAdvisor/?UKENIDX=5416444839&SS=3&AP

Time Entry

01/27/09	Tuesday								
01/27/09	Tuesday								
01/28/09	Wednesday								
01/28/09	Wednesday								
01/29/09	Thursday								
01/29/09	Thursday								
01/30/09	Friday								
01/30/09	Friday								
01/31/09	Saturday								
01/31/09	Saturday								

Additional Time(Prior Period)

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 cpatton@txwes.edu

**SUBMIT**

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### **STOP – READ CAREFULLY**

Once you have entered two weeks of time, click on SUBMIT. If there are errors, a message will flash up at the top of the screen in red print letting you know what must be corrected. Once your timesheet is corrected and no error messages have appeared, a CONFIRMATION screen will appear. This is where you can check your overall hours entered. If any of the hours are not correct, click “OK” then start the process over to get back into your timesheet to make any corrections.

Once your timesheet is correct and ready to send to your supervisor, you must get back into your electronic timesheet and down at the bottom, click on the small box to the right that says, “**Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.**” YOU MUST CHECK THIS BOX FOR YOUR TIMESHEET TO BE SUBMITTED SO YOU WILL BE PAID!

Then click on Submit.

*NOTE: You may enter time in and time out on a daily basis. As long as you enter all of your time in by the date/hours notated at the top of your timesheet (Complete Entry By). You can click Submit and it will save your time entered on a daily/weekly basis. Once the time to enter has expired, you may not enter time in/time out.*

If you click on SUBMIT without checking the box, you still have the capabilities of retrieving your timesheet to make corrections or additions.

NOTE: Once you have checked the box and clicked on SUBMIT, you **cannot** retrieve your timesheet. It has now been sent to your supervisor for approval.

Email Reminders are sent out by Payroll and you may access these emails by logging onto Outlook Web Access located under Information Resources on the Main Webpage and entering the same Username/password that is used to log onto RamLink.

The screenshot displays the Texas Wesleyan University website. At the top, there is a navigation menu with the following items: Career Services, CETL, Facilities Operations, Homefile, Human Resources / Employment, Information Technology, Institutional Research, Office of Communications, Outlook Web Access (OWA), Purchasing, Security, WEMS, and West Library. Below the menu is a blue navigation bar with the following categories: ADVANCEMENT, ALUMNI, ATHLETICS, STUDENT SERVICES, INFORMATION RESOURCES, and STUDENT LIFE. The main content area is divided into two columns. The left column is titled 'WESLEYAN NEWS' and contains several news items: 'MORE SCENES FROM TEXAS WESLEYAN'S ROBBING CEREMONY', 'THREE COMMENCEMENT CEREMONIES HONOR ACADEMIC ACHIEVEMENT', 'FIVE TEXAS WESLEYAN STUDENTS NAMED SCHOLAR-ATHLETES', 'USA TABLE TENNIS NATIONAL TEAM TRIAL TO BE HELD AT TEXAS WESLEYAN', and 'TEXAS WESLEYAN LEGEND INDUCTED IN GGCA HALL OF FAME'. A link for 'MORE NEWS AND EVENTS...' is provided at the bottom of this column. The right column is titled 'ACADEMIC PROGRAMS' and has sub-sections for 'UNDERGRADUATE', 'GRADUATE', and 'CERTIFICATION / LICENSURE'. Below these sub-sections is a photo of two men, one in a yellow shirt and one in a blue shirt, with a dog. To the right of the photo is a text box that reads: 'Scoring higher grades on your finals by rubbing Willie's horns hasn't been proven. Yet.'

Texas Wesleyan University

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EMPLOYEES Welcome Desirae!

### Confirmation

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

Pay Period End Date 02/28/09  
Time Entry Status Not Complete

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Current Pay Period	Hours
Regular Hours	5.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	5.00

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Once you have entered your time and clicked on Submit, a Confirmation screen will pop up. Please verify your hours. If correct, then click on OK. If not correct, you will need to notify your supervisor that your timesheet is incorrect. Your supervisor will need to REJECT your timesheet. Once rejected by your supervisor, you may then go in and make any corrections.

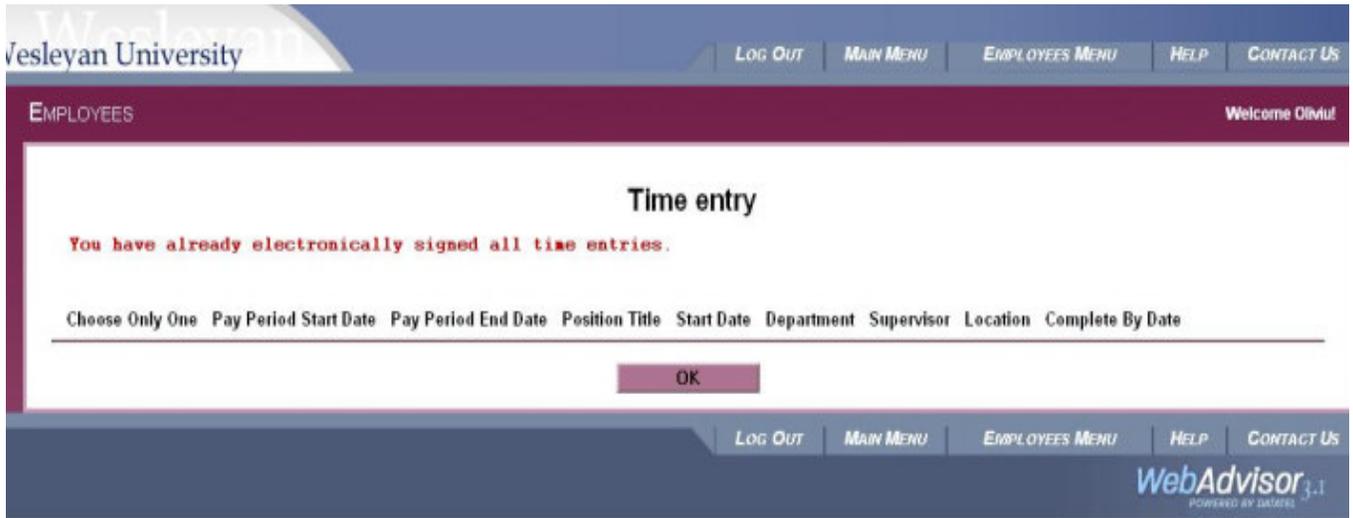
NOTE: This screen will let you know if your timesheet is not complete.  
(Students do not receive vacation/sick/holiday/break/funeral/overtime hours)

Once you have finished, remember to Log Out of Ramlink.

If you get the following error message, “You are not properly setup to run this process” **You will need to contact Human Resources.** Please let them know the error message you received.

The screenshot shows a web application interface with a dark red header. The header contains the word "EMPLOYEES" on the left and "Welcome Thomas!" on the right. The main content area is white and features the title "Time entry" in a bold, black font. Below the title, a red error message reads: "You are not properly setup to run this process." Underneath the error message is a horizontal line with several labels: "Choose Only One", "Pay Period Start Date", "Pay Period End Date", "Position Title", "Start Date", "Department", "Supervisor", "Location", and "Complete By Date". A single "OK" button is centered below this line. At the bottom of the page, there is a dark blue footer containing navigation links: "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT US". The "WebAdvisor" logo is also present in the bottom right corner of the footer.

If you receive this error message, “You have already electronically signed all time entries.”



You have signed your timesheet and it has now gone to your supervisor. Remember, if your timesheet is incorrect, you need to add more hours, etc., you can ask your supervisor to REJECT your timesheet so that you can correct it, OR, your supervisor can correct it for you.

Error for entering time in/time out incorrectly:

Wesleyan University

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EMPLOYEES Welcome Lisa!

### Time Entry

The start time must be earlier than the end time. Please be sure to specify either "AM" or "PM" for all times.

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Payroll Specialist	02/28/09	Biweekly Payroll	Financial Services	Main Campus	Caron W. Patton	03/02/09 10:00AM

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Leave Type	Leave Balance
Annual Leave	188.00
Sick	0.00

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Date	Day	Time In	Time Out	Vacation Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
02/15/09	Sunday							<input type="checkbox"/>
02/15/09	Sunday							<input type="checkbox"/>
02/16/09	Monday	08:00AM	11:00AM					<input type="checkbox"/>
02/16/09	Monday	12:00PM	05:00AM					<input type="checkbox"/>