



HARTWICK
est. 1797

WebAdvisor for Employees

WebAdvisor for Employees Instructions

Useful Tips

- Use the menu button (upper and lower right area of screen) to navigate
- When selecting items, SINGLE CLICK only
- If you are idle too long, the system will log you off, and you will need to log in again
- WebAdvisor provides an FAQ button (upper right area of screen) for general information about WebAdvisor

To Access WebAdvisor

1. From the 'Faculty & Staff' page on the Hartwick College web site, click the link for WebAdvisor (under Technology). This will take you to the WebAdvisor welcome page. This page contains information about system availability, and a link for WebAdvisor Main Menu and for WebAdvisor instructions.
2. Click the WebAdvisor Main Menu link on the welcome page.
3. Click the Log In button (upper right area of screen).
4. Enter your username (in lower case). This should match your Hartwick network username.
5. Enter your password and click submit.

Note: At first log in, you will use a pin# for your password, which you will receive in an e-mail to your Hartwick College account. At first log in, you will be required to set a new password which replaces the pin #.

If you have trouble logging in to WebAdvisor, you might try the links at the bottom of the log in page, or contact the Technology Services Center (x-4357) for assistance.

6. Once you are logged in, click the link for "WebAdvisor for Employees".

Logging Out of WebAdvisor

1. To leave WebAdvisor, click the Log Out button (upper right area of screen)
2. The system will process your request and return a confirmation that "you are now completely logged out of WebAdvisor".
3. It is now safe to close the browser window.

WebAdvisor for Employees

The following links are available in WebAdvisor for Employees

User Account

I'm new to WebAdvisor

Your username in WebAdvisor should match your Hartwick College network username. You should not need to use this link since your pin number will automatically be e-mailed to your Hartwick College e-mail account. Please check your e-mail for the pin information needed to access your WebAdvisor account. Follow the *To Access WebAdvisor* instructions at the top of this document.

What's my user ID?

If you have forgotten your WebAdvisor ID, you can use this link to check it. To determine your user ID :

1. Click the What's My User ID link.
2. You must fill in your last name and either your social security number OR your Colleague ID, which is the same as your Hartwick College ID number.
3. Click Submit.
4. Your user ID will be displayed.

What's my password?

This screen gives you three different options if you have forgotten your WebAdvisor password:

- Display your WebAdvisor password hint
- Reset your password. Following these links will cause a new temporary password to be e-mailed to your Hartwick College e-mail account.
- If you are completely new to WebAdvisor, please check your Hartwick College e-mail account for your personal pin number and follow the *To Access WebAdvisor* instructions at the top of this document.

Change password

1. Enter your WebAdvisor user name.
2. Enter your new password in two places, as requested. The new password must be 6-9 characters in length and contain both letters and numbers.
3. Click Submit.

Address change

This will update the employee's address with Hartwick's Human Resources Office.

1. Click the link for address change.
2. Edit any fields that have changed.
3. Adjust the start date .
4. Click submit.

Budgeting

My budget

Employees who have responsibility for budgets can view their budget information from this screen.

Employee Profile

Position summary

This screen will list the employee's present and past position titles, with start and end dates. The oldest position listed will be the one an employee held in January 1998, though it should show the employee's actual date of hire for the college as the start date. Positions titles with start and end dates prior to 1998 will not be displayed.

Leave plan summary

This screen will display leave (vacation, sick and/or personal time) information. It is as current as what has been entered into Datatel. Please note the following:

- The date 3/1/03 that is shown under "Leave Allowed Date" is the date the College began the automated process for the accounting of vacation, sick, and personal leave for all employees.
- Under the heading "Accrual Rate", please note that vacation time is accrued on a pay period basis, sick time is earned on a monthly basis, and personal time is earned on a quarterly basis.
- The information shown under "Current Balances" will not match the information on your pay stub until all of the "post payroll" processes are run (generally about 4 days).

My stipends

This screen will display current and past stipends, including single-time stipends such as retroactive wage adjustments.

Total Compensation

This screen will display salary information for the employee's current primary position as well as information on benefits and deductions.

Communication

My documents

This area will display a summary of Human Resource-related documents such as salary adjustment letters.

Work Orders

Request work order for maintenance and repairs

This link goes to the same Facilities work order request form which is available from the Hartwick web page.