Approving Bi-Monthly Time

- Time sheets span the first two weeks of the pay cycle
- Approvals are automatically routed to the designated time approver
- The time approver is notified via email when a time sheet is waiting for approval
- Time approvers have the option of approving time or returning the time sheet to the employee for correction
- Time sheets must be approved by the payroll deadline

1) Access EagleNET from the EWU main web page:

   Click the EagleNET logo:

   ![EagleNET Logo](image)

   Click the Employees link:

   ![Employees Link](image)

2) The EagleNET login page displays:

   - Enter your EWU user ID in the User ID field. Your user ID is the last 8 digits of your EWU ID (for example, 00123456).
   - Enter your PIN in the PIN field and click the Login button.
     - Your PIN typically is your two digit birthday month, day, and year (for example; June 18, 1972 is entered 061872).
     - If you do not know your PIN, contact the Help Desk at 359-2247.

3) The Main Menu displays:

   - Click the Employee link.
   - Click the Time Sheet link.

   The Time Reporting Selection page displays only the current pay period.
   - Click the Approve or Acknowledge Time button.
   - Click Select.

4) If the approver approves for more than one department, all applicable departments display. Only the current pay period displays. The time sheet may be sorted by status or name. Select the desired sorting order radio button.

   Click Select.

   The Department Summary page displays. Each employees entered time displays. To view details of the time entered prior to approving, click the employee name link (in blue). The Employee Detail page displays. Click the applicable action for processing the time:

   - Previous Menu – Returns to the Department Summary page.
   - Approve – Approves the employees time.
   - Return for Correction – Returns the employees time sheet for correction.
   - Change Record – Accesses the employee’s time sheet where the approver can make changes.
   - Delete – Deletes the employee’s unapproved time.
   - Add Comment – Allows the approver to make comments that the employee will see. Used primarily when returning the time sheet for correction.
   - Next – Displays the next week in the pay period.

5) After the processing action is selected, click the Previous Menu link to return to the Department Summary page. Repeat the steps above for all additional employees listed.

6) Select a Proxy(a proxy is someone who has the authority to act for the Approver):

   - From the Time Reporting Selection page, click the Proxy Setup link:

     [Proxy Setup]

   The Proxy Setup page displays. Click the names drop down list and scroll to the name of the designated individual. Double click the name. Select the Add check box. Click the Save button. The proxy will stay in effect until removed.

   Once time has been approved it cannot be changed by the approver or employee. Corrections or changes to prior pay periods cannot be entered. Departments need to submit a hard copy time sheet to Payroll indicating the change supersedes the applicable time period. Payroll will enter the changes/corrections.