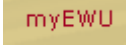



Entering Bi-Monthly Time – Classified and Administrative Non-Exempt

- Time sheets span the first two weeks of the pay cycle
- Time sheets must be submitted by the payroll deadline
- Time sheets must be approved by the Approver

1) Access MyEWU from the EWU Access main web page:

- Click the MyEWU logo: 
- Enter your single sign on user ID and password:



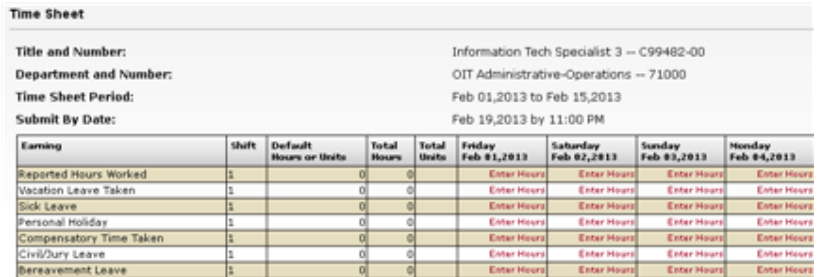
- From the MyEWU home page, click the **Employees** tab: 

- Select the applicable timesheet from the **Time Reporting** column:



3) Enter the following:

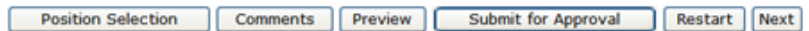
- Click the **Enter Hours** links for specific calendar dates for the applicable time reporting type. For example, Monday Oct 27 – Vacation.
- Enter the applicable hours (in no smaller than 15 minute increments) in the **Hours** field. For example 7.5 for 7 hours 30 minutes 8.25 for 8 hours 15 minutes.
- To copy hours to different dates, click **Copy**. Enter time on the applicable dates. Click **Time Sheet** to return to the **Time and Leave Reporting** page.
- Click **Save** to save the time entered.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 01, 2013	Saturday Feb 02, 2013	Sunday Feb 03, 2013	Monday Feb 04, 2013
Reported Hours Worked	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Holiday	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil/Jury Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours

4) Select the applicable option for processing the time:

- **Position Selection** – Returns to the **Time Sheet Selection** page and allows selection of another job (if applicable)
- **Comments** – Send comments to the Approver.
- **Preview** – View time already entered for all time reporting categories.
- **Submit for Approval** – Sends time to the Approver. Changes cannot be made after submitted, but the Approver can return the time sheet to the individual.
- **Restart** – Clears all entered time. **Restart** cannot be used if the time was already submitted to the Approver.
- **Next** – Displays the next week in the pay period.



2) The **Time and Leave Reporting** page displays.

- The **Time and Leave Reporting** page displays only the time reporting codes (vacation time, sick leave, etc.) that are applicable to the specific employee.

Approvals – 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. If time is returned by the time approver for correction or change, follow the steps above to resubmit.

Once time is submitted for approval it cannot be changed by the 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.