



EAGLENET EMPLOYEE TIME ENTRY

Sign into **EAGLENET** with your SSO log on and go to **EMPLOYEE**, select **TIMESHEET**
After verifying the correct pay period select **START TIMESHEET**
(once **Timesheet** has been started it will be **IN PROGRESS**)

Employee Dashboard • Timesheet

Timesheet

Approvals **Timesheet**

Pay Period

Pay Period	Hours/Units	Submitted On	Status
HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office			In Progress

11/01/2020 - 11/15/2020 Prior Periods

Once you have started the Timesheet you will be directed to the calendar. Select the day you want to add hours to and it will be highlighted. Select **+Add Earn Code**

Employee Dashboard • Timesheet • HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office

HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office Restart Time Leave Balances

11/01/2020 - 11/15/2020 | 11.00 Hours Info Comments In Progress Submit By 11/17/2020, 03:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 6.00 Hours	5 6.00 Hours	6	7

+ Add Earn Code

Vacation Leave T 2.00 Hours
aken

Total: 2.00 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

Select the **Earn Code** from the drop-down menu.

The screenshot shows a web browser window with the URL `eaglenet-devl.ewu.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/calendar/626051`. The user is logged in as 'Marston, Nicki'. The page title is 'Employee Dashboard • Timesheet • HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office'. The main content is a calendar for the week of 11/01/2020 to 11/15/2020. The days are Sunday (1), Monday (2), Tuesday (3), Wednesday (4, 5.00 Hours), Thursday (5, 6.00 Hours), Friday (6), and Saturday (7). A blue bar at the bottom of the calendar has a '+ Add Earn Code' button. A dropdown menu is open, showing the following options: 'Select Earn Code', 'Vacation Leave Taken', 'Sick Leave', 'Personal Holiday', 'Compensatory Time Taken', and 'Civil/Jury Leave'. At the bottom right of the calendar area are buttons for 'Cancel', 'Save', and 'Preview'.

After selecting the **Earn Code** enter number of hours reporting in the **Hours Tab**. Once the **Earn Code** and **Hours** have been entered select the **SAVE** tab at the bottom of the page. (note: you can enter in more than one earn code, if necessary)

The screenshot shows the same web browser window as above. The page title is 'HR Consultant Assistant 1, C99203-00, E, 44000, Human Resources Office'. The main content is the same calendar. The blue bar at the bottom of the calendar now has a '+ Add Earn Code' button. A dropdown menu is open, showing the following options: 'Reported Hours Worked' (selected), 'Vacation Leave Taken', 'Sick Leave', 'Personal Holiday', 'Compensatory Time Taken', and 'Civil/Jury Leave'. The 'Hours' field is now visible and contains the number '8'. At the bottom left of the calendar area is a link for 'Exit Page'. At the bottom right are buttons for 'Cancel', 'Save', and 'Preview'.

After all time and hours have been entered and you are ready to submit go to the **PREVIEW** tab at the bottom of the page and **SUBMIT**.

The screenshot shows a 'Preview' dialog box with a close button (X) in the top right corner. The dialog contains a table with the following data:

Reported Hours Worked	1	8.00
Total Hours		8.00
Total Units		0.00

Below the table is a section titled 'Weekly Summary' with a light blue header. Underneath, there is a table with two columns: 'Week' and 'Total Hours'. The first row is labeled 'Week 1'.

Week	Total Hours
Week 1	

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.