

Timesheet Information

- Only enter actual hours worked; falsifying a timesheet is grounds for termination
- Pay periods are the 1st – 15th and the 16th – end of the month
- Timesheets must be submitted and approved by the “Web Timesheet Deadline” (see below)
- Timesheets must be approved by the timesheet approver

Logging Worked Hours

- Go to <https://inside.ewu.edu/>
- Click on the “Employees” tab at the top right of the screen, a drop down menu will be displayed
- Click on “Timesheets for Staff and Students” under the “Employment” section located in the left column of the page.
- Log in with your EWU Net ID and password; if you do not know your EWU Net ID and/or password, follow the instructions on the sign-on page to obtain or reset it.
- Select “Timesheet” (you will see Employee Dashboard /Timesheet), the pay period dates will appear.
- Then select “Start Timesheet” for the current pay period.
 - If you have more than one on-campus position, you will need to select the position that you are entering hours for according to the title, department, budget number, or position number.
 - Please note that although you may only hold one position, there can be more than one timesheet due to different budget numbers specified by your supervisor. In this case, please contact your supervisor to verify which hours to log on which timesheet.
- In your timesheet, you will be able to view your Title and Number, Department and Number, Time Sheet Period, and Submit By date. Please verify that these are correct before entering your timesheet.
- Select the day of the week on the calendar you want to add hours to, then select the start time that pops up. You must select the clock in the right-hand corner and scroll with your mouse or arrows on your keyboard to the time of the day and for am/pm to enter the hours worked on the specific date. Then select “set” and move to the leave time.
 - Remember to exclude lunch breaks (required when working over 5 hours in a shift).
 - Select “+ Add More Time” to add hours when taking a lunch break.
 - Shifts should be entered at intervals of 15 minutes in the 00:00 format (i.e. 10:00, 10:15, 10:30, 10:45.)
 - Click the “Save” button before you leave the page or submit your timesheet.

1/01/2020 - 11/15/2020 | 27.00 Hours | Pending | Submitted On 11/10/2020, 02:53 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 6.00 Hours	2 2.00 Hours	3 2.00 Hours	4 2.50 Hours	5 3.00 Hours	6 3.00 Hours	7 3.00 Hours

Add Earn Code

Earn Code	Start Time	End Time	Hours
State Work Study	09:00 AM	12:00 PM	3.00
	01:00 PM	hh:mm a	0.00

Add More Time

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- When taking sick leave, see “Leave Balances in the top right-hand corner. To enter sick leave, go to the calendar date then select “+Add Earn Code” in the middle of the page under the calendar. Use the arrow key and select “sick leave”
- On the last day worked of the pay period, verify that the hours on the timesheet are correct and select “Preview” button in the right-hand corner.
- The “Submit” button comes up and then select to send your timesheet to your timesheet approver.
- Your timesheet should show as Pending.
- Your timesheet approver will verify that the hours reported are correct and approve your timesheet. It is then automatically routed to Payroll who will generate your pay check.
- You are unable to enter hours once the “Web Timesheet Deadline” has been reached. In this case, you will need to fill out a paper timesheet, get it approved and signed by your timesheet approver, and turned into Payroll.

Employee Dashboard

You are now able to change your address in your profile in your Dashboard.

- Select “Employee Dashboard”
- Select “My Profile”
- Select the pen on the right-hand side of the page, the page opens to edit your profile.
- Select the portion of your profile you would like to select, by clicking your mouse on the pen “edit” next to the section you want to correct.
- You will see your “Mailing Address” and “Permanent Address”. Your check will go to your “Mailing Address”. Please make sure you select the right address to change.

Eastern Washington University Pay Schedule

2020

Year	PR	No.	Pay Period	Pay Date	HRS/ PP	Web Timesheet Cutoff 3:00pm	PR Runs	Holiday
2020	SM	1	Dec 16-31	10-Jan	96	3-Jan	7-Jan	12/25/19
2020	SM	2	Jan 1-15	24-Jan	88	16-Jan	21-Jan	01/01/20
2020	SM	3	Jan 16-31	10-Feb	96	3-Feb	5-Feb	01/20/20
2020	SM	4	Feb 1-15	25-Feb	80	18-Feb	20-Feb	
2020	SM	5	Feb 16-29	10-Mar	80	3-Mar	5-Mar	02/17/20
2020	SM	6	Mar 1-15	25-Mar	80	17-Mar	20-Mar	
2020	SM	7	Mar 16-31	10-Apr	96	2-Apr	7-Apr	
2020	SM	8	Apr 1-15	24-Apr	88	17-Apr	21-Apr	
2020	SM	9	Apr 16-30	11-May	88	4-May	6-May	
2020	SM	10	May 1-15	22-May	88	18-May	19-May	
2020	SM	11	May 16-31	10-Jun	80	2-Jun	5-Jun	05/25/20
2020	SM	12	Jun 1-15	25-Jun	88	17-Jun	22-Jun	
2020	SM	13	Jun 16-30	10-Jul	88	2-Jul	7-Jul	
2020	SM	14	Jul 1-15	24-Jul	88	17-Jul	21-Jul	07/03/20
2020	SM	15	Jul 16-31	10-Aug	96	3-Aug	5-Aug	
2020	SM	16	Aug 1-15	25-Aug	80	18-Aug	20-Aug	
2020	SM	17	Aug 16-31	10-Sep	88	2-Sep	4-Sep	
2020	SM	18	Sep 1-15	25-Sep	88	17-Sep	22-Sep	09/07/20
2020	SM	19	Sep 16-30	9-Oct	88	2-Oct	6-Oct	
2020	SM	20	Oct 1-15	26-Oct	88	19-Oct	21-Oct	
2020	SM	21	Oct 16-31	10-Nov	88	3-Nov	5-Nov	
2020	SM	22	Nov 1-15	25-Nov	80	17-Nov	20-Nov	11/11/20
2020	SM	23	Nov 16-30	10-Dec	88	2-Dec	7-Dec	11/26 & 11/27/20
2020	SM	24	Dec 1-15	24-Dec	88	17-Dec	21-Dec	

Please remember:

Web time cutoff for timesheets is set for 3:00 PM to submit and 6:00 AM the next morning for approval, but supervisors need to let employees know that submit deadlines will be whatever time works for them to have it approved during their work schedule

For hourly employees: confirm that hours reported on holiday were actually worked.

Time worked on a holiday by **work study students** must be paid from a departmental index.