

### Entering Bi-Monthly Time – Administrative Exempt

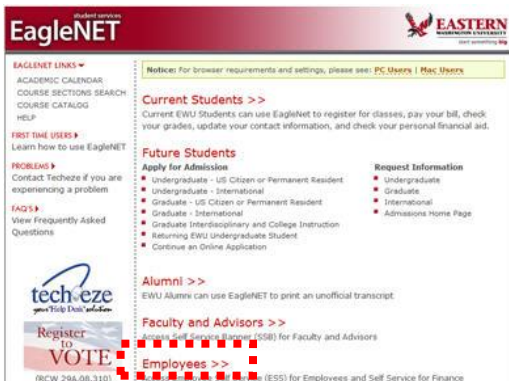
- Only leave time is entered
- Time sheets span the first two weeks of the pay cycle
- Time sheets must be submitted by the payroll deadline
- Time sheets must be approved by the Approver

1) Access EagleNET from the EWU main web page:

Click the EagleNET logo:



Click the **Employees** link:



5) 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.

**Time Sheet**

**Title and Number:** Accounting Manager -- E11111-00  
**Department and Number:** Human Resources, Rights & Risks -- 44000  
**Time Sheet Period:** Dec 16, 2008 to Dec 31, 2008  
**Submit By Date:** Jan 02, 2009 by 10:00 A.M.

Earning	Shift Default Hours or Units	Total	Total Tuesday Dec 16, 2008	Wednesday Dec 17, 2008	Thursday Dec 18, 2008	Friday Dec 19, 2008	Saturday Dec 20, 2008	Sunday Dec 21, 2008	Monday Dec 22, 2008
Vacation	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensable sick leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Holiday	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil/Jury Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Paid Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shared Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay-Cyclic	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay-no leave bal	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Reported Hours Worked	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		0 0	0	0	0	0	0	0	0
<b>Total Units:</b>		0 0	0	0	0	0	0	0	0

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 (June 18, 1972 is entered 061872).
  - If you do not know your PIN, contact the Service Desk at 359-2247.

6) 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.

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

3) The **Main Menu** displays:

- Click the **Employee** link.
- Click the **Time Sheet** link.
- The **Time Sheet Selection** page displays only the current pay period. Click the **Time Sheet** button.

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.