

## Approving Bi-Monthly Time

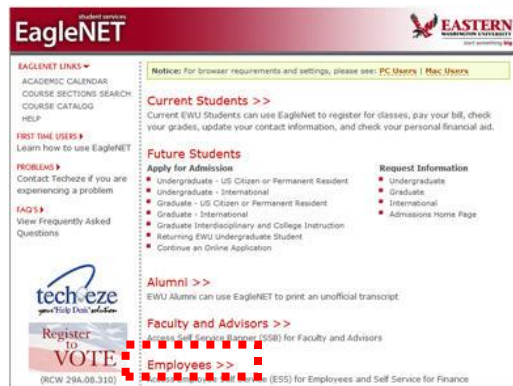
- Time sheets span the first two weeks of the pay cycle
- Approvals are automatically routed to the designated time approver
- The time approver is notified via email when a time sheet is waiting for approval
- Time approvers have the option of approving time or returning the time sheet to the employee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

1) Access EagleNET from the EWU main web page:

Click the EagleNET logo:



Click the **Employees** link:



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.



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.

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 Set Up](#)

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.

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**.

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.

