


Approving Bi-Monthly Time

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

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

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




Enter your NetID and Password

NetID:

Password:

Need your NetID or password?

2. From the MyEWU home page, click the **Employees** tab: 

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



Time Approval

Preferences

E,71000 , OIT Administrative-Operations
Semi-Monthly - 4, Period Ending : Feb 15,2013, Time Sheet

E,71107 , University Voice and Data Services
Semi-Monthly - 4, Period Ending : Feb 15,2013, Time Sheet

[Update Approval Proxies](#)

- If the approver approves for more than one department, all applicable departments display. Select the desired timesheet.

3. The **Department Summary** page displays.

- Click the desired employee ID to access the timesheet.

4. 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.

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.

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.