

Bi-Weekly Employee Self Service Web Time Entry

Start Here!

Enter Self Serve Banner through **PAWS**

Enter your EIU Net ID; and EIU Net Password

Select the **EMPLOYEE** tab

Select TIMESHEET

How do I report time?

Select JOB (My Choice)

Select current PAY PERIOD

Select TIMESHEET

Enter hours worked under appropriate EARNINGS CODE

SAVE each entry, use **COPY** button to autofill other dates

Select **NEXT** to access remainder of pay period

Add **COMMENTS** when applicable

I'm finished, what now?

PREVIEW for accuracy

Select FILE/PRINT from top menu bar (select landscape preference)

Select PREVIOUS MENU when done

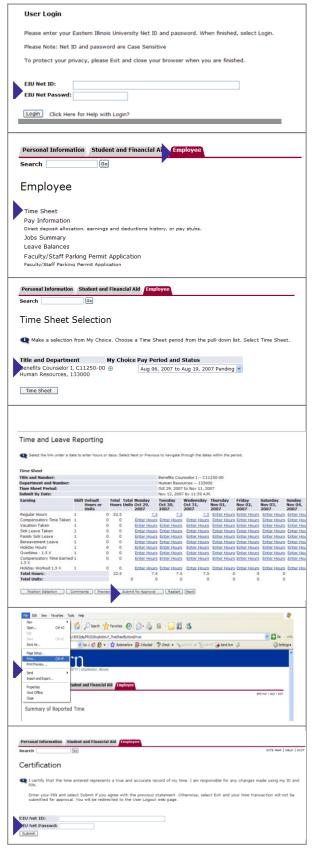
Select SUBMIT FOR APPROVAL*

*CAUTION: Only submit at the end of the pay period.

Be sure to make any necessary changes before you submit.

You will not be able to edit your entries afterwards.

CERTIFY by entering your EIU Net ID; and EIU Net Password again







Whoops! I submitted my time sheet too soon and need to make changes.

If your supervisor has not approved your timesheet yet, you may ask him/her to "return for corrections." However, if the timesheet has already been approved, your account manager must submit a written request for a revision to the timesheet.

What if I hold multiple jobs?

You will submit a separate timesheet for hours charged to each job. Each timesheet will be directed to the appropriate approver.

Comments

When adding comments, please ensure that the comments are professional in nature.

How do I find my EIU Net ID and EIU Net Password?

If you use a computer at work or have an EIU e-mail address, this is the ID and password that you use to log-in everyday. If you do not have a Net ID, please contact the ITS Help Desk at 581-HELP(4357)

Print a hard copy for my records

When printing a hard copy for your records, select FILE/PRINT from top menu. You will need to change your printer preferences to landscape; and possibly reduce the margins.

Definitions

APPROVAL QUEUE – This function is set-up through Payroll/Benefits office to authorize required approvals and acknowledgers to each timesheet that gets transmitted to the payroll office. Timesheets begin with an Originator, move to an Approver, possibly an Acknowledger, and final approval by the Account Manager.

APPROVER – The individual who has the ability to update, change, return, or approve the timesheet submitted by the originator. The approver may select a Proxy to approve on his/her behalf when out of the office.

ACKNOWLEDGER – An individual marked as FYI in the approval queue. An acknowledger cannot change records submitted by the originator but they can add comments.

ORIGINATOR – The creator of the timesheet in Employee Self-Service or the person who enters information. In most cases, this is the Employee.

Transaction Status

NOT STARTED – This is where we begin. You have not opened the timesheet or leave report.

IN PROGRESS – The timesheet has been opened and entries have begun.

ERROR – Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.

PENDING – Timesheet has been submitted; and is awaiting approval.

RETURNED FOR CORRECTION – Approver has returned the timesheet to Originator for correction and resubmittance.

APPROVED - Timesheet has been approved and will continue through the payroll process.

COMPLETED - Timesheet has been received and processed by the Payroll office.

