



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

User Login

Please enter your Eastern Illinois University Net ID and password. When finished, select Login.

Please Note: Net ID and password are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

EIU Net ID:

EIU Net Password:

[Click Here for Help with Login?](#)

Personal Information Student and Financial Aid Employee

Search

Employee

Time Sheet
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Jobs Summary
Leave Balances
Faculty/Staff Parking Permit Application
Faculty/Staff Parking Permit Application

Personal Information Student and Financial Aid Employee

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department My Choice Pay Period and Status

Benefits Counselor I, C11250-00 Aug 06, 2007 to Aug 19, 2007 Pending

Human Resources, 133000

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Benefits Counselor I -- C11250-00
Department and Number: Human Resources -- 133000
Time Sheet Period: Oct 29, 2007 to Nov 11, 2007
Submitted By: New 12, 2007 by 11:59 AM.

Earning	Shift Default Hours or Units	Total Hours	Total Monday Oct 29, 2007	Tuesday Oct 30, 2007	Wednesday Oct 31, 2007	Thursday Nov 01, 2007	Friday Nov 02, 2007	Saturday Nov 03, 2007	Sunday Nov 04, 2007
Regular Hours	1	0 22.5	7.5	7.5	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Sick Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Recreation Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime - 1.5 X	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Earned 1.5 X	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5 X	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		22.5	7.5	7.5	7.5	0	0	0	0
Total Units:		22.5	7.5	7.5	7.5	0	0	0	0

Summary of Reported Time

Summary of Reported Time

Personal Information Student and Financial Aid Employee

Search

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

EIU Net ID:

EIU Net Password:

FAQs (frequently asked questions)



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.



Contact Payroll office at 581-2118