



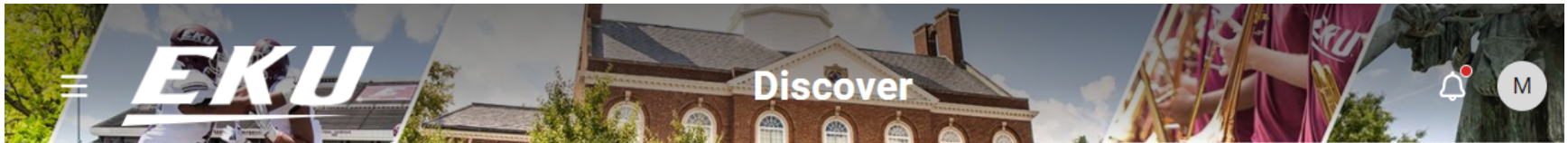
Eastern Kentucky University

Approving Timesheets

Contents

Welcome to myEKU.....	3
Log in to myEKU.....	4
Approving a Timesheet.....	5-10
Questions.....	11

Welcome to myEKU



Discover

Find cards

advisor accept awards action items add course admin advancements advisee advising alumni awards balance ba >

Advancement Officers

Self-Service

- [Searches](#)
- [Add a Contact](#)
- [Contacts](#)
- [My Prospects](#)
- [Moves Management](#)
- [Alumni Events Upload](#)
- [APASPUR Upload](#)
- [Inactivate Phone Upload](#)
- [PHRSP upload](#)

Advisor

Self-Service

- [Advising Search](#)
- [Degreeworks](#)
- [Advisor Roster & RAC](#)
- [The Loop - Student Information](#)
- [Progress Reports](#)

Resources

- [Advising Colleges](#)
- [Registration and Advising Dates](#)
- [Drop/Add semester deadlines](#)
- [Transfer Advising](#)

Communications & Brand Man...

After submitting a project request, a project manager from our team will contact you to conduct further assessment.

[Design Request](#)

I need help with ads, brochures, flyers, social media graphics, postcards or University-approved logos.

[Photo Request](#)

I need professional photos taken of people, programs or University events.

Logging in to myEKU

Log in here: <http://my.eku.edu>; or

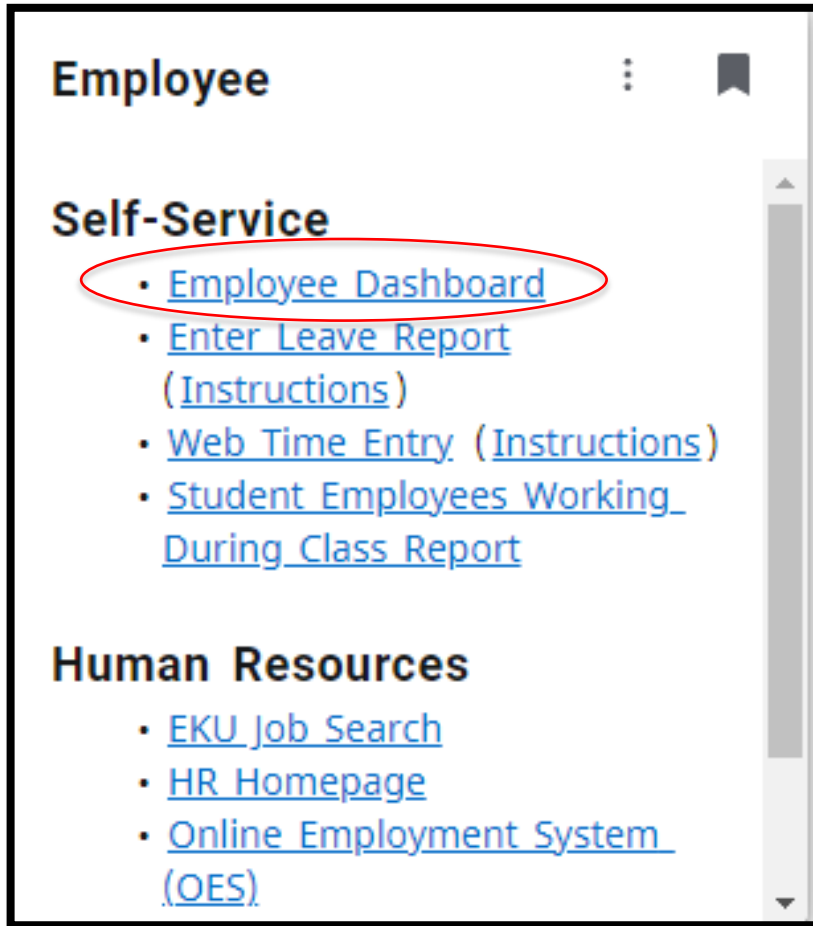
- Go to EKU's home page (eku.edu), click on the dropdown menu on the right side and choose "myEKU".

Find navigation help here:

<https://it.eku.edu/myekuinfo>

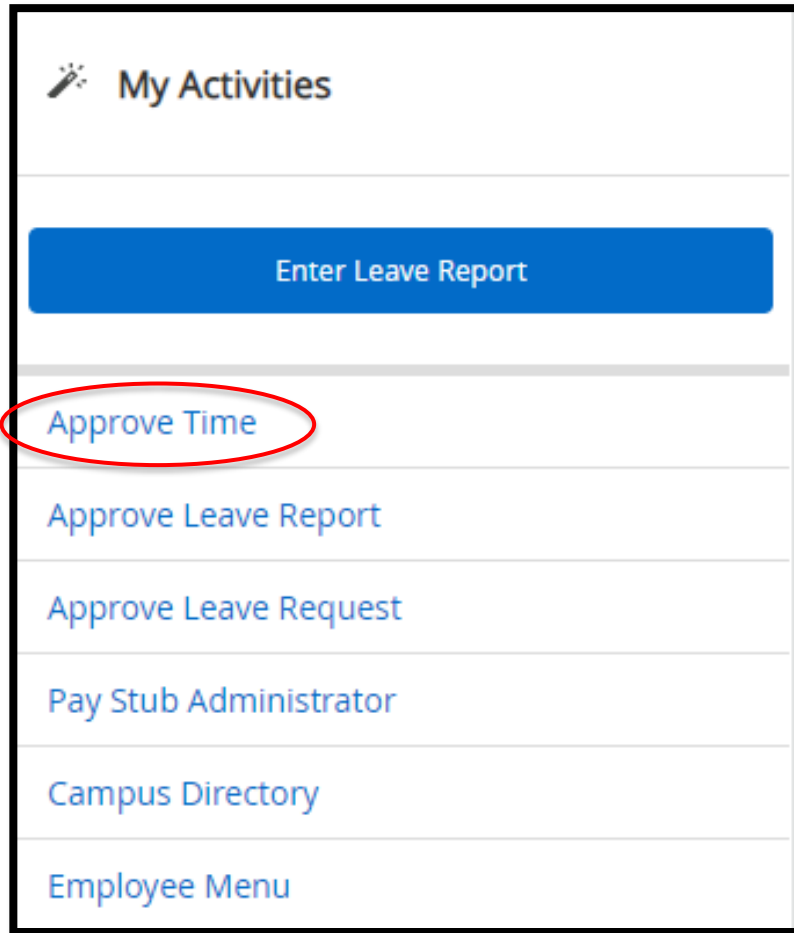
myEKU is a part of the Single Sign-On (SSO) and will automatically sign in the user logged into the computer.

Approving a Timesheet



- Locate the **Employee** box in myEKU.
- Under Self-Service, locate and click on “Employee Dashboard”.

Approving a Timesheet



- On the right side, under My Activities, click on “Approve Time”.

Select the **pay period in box 3** for which you need to approve time and **change the status (box 4)** to **“Pending”**. Then **click on your employee’s name** below to review and approve their timesheet.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet Proxy Super User Reports

Approvals Leave Report

Box 3 Box 4

Timesheet All Departments 02/06/2022 - 02/19/2022 (2022 BW 5) Pending - Pending Enter ID/Name


Pending 1

Employee Name	ID	Organization	Hours/Units
Employee Name Job Title, Position Number	901XXXXXX	E-Org Code, Department	75.00 Hours

1. Review the full timesheet for accuracy.
2. Click “**Approve**” if accurate.
3. Click “**Return for Correction**” for corrections.

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Job Title, Position Number, E, Org Code, Department Name, Pay Rate](#) • [Preview](#)

Timesheet Detail Summary

901XXXXXX, Employee Name 

Job Title, Position Number, E, Org Code, Department Name, Pay Rate

Pay Period: 02/06/2022 - 02/19/2022 | 75.00 Hours | Pending Submitted On 02/18/2022, 08:31 AM

Time Entry Detail


Date	Earn Code	Shift	Total
02/07/2022	REG, Regular Pay	1	7.50 Hours
02/08/2022	REG, Regular Pay	1	7.50 Hours
02/09/2022	REG, Regular Pay	1	7.50 Hours
02/10/2022	REG, Regular Pay	1	7.50 Hours
02/11/2022	REG, Regular Pay	1	7.50 Hours
02/14/2022	REG, Regular Pay	1	7.50 Hours
02/15/2022	REG, Regular Pay	1	7.50 Hours

[Return](#) [Details](#) [Return for correction](#) [Approve](#)

Once approved, a message will appear in the top right corner that the leave report is **successfully approved**. You may “Recall” the timesheet if you notice anything incorrect.

Employee Dashboard • [Time Entry Approvals](#) • [Job Title, Position Number, E, Org Code, Department](#) ✔ Timesheet successfully approved.

Timesheet Detail Summary

901XXXXXX, Employee Name 

Job Title, Position Number, E, Org Code, Department, Pay Rate

Pay Period: 02/06/2022 - 02/19/2022 | 75.00 Hours | Approved | Approved On 02/21/2022, 03:26 AM

Time Entry Detail

Date	Earn Code	Shift	Total
02/07/2022	REG, Regular Pay	1	7.50 Hours
02/08/2022	REG, Regular Pay	1	7.50 Hours
02/09/2022	REG, Regular Pay	1	7.50 Hours
02/10/2022	REG, Regular Pay	1	7.50 Hours
02/11/2022	REG, Regular Pay	1	7.50 Hours
02/14/2022	REG, Regular Pay	1	7.50 Hours
02/15/2022	REG, Regular Pay	1	7.50 Hours

[Return](#) [Details](#) [Recall](#)

Click on the **back arrow** or on **ellucian** in the top left corner to return to your dashboard.

employeeess.eku.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/preview

Apps Banner EKU Direct OES Footprints Argos Home | E-Verify HireRight PENGUIN COVID-19 Spreadsh... US Bank Procard Secure Email Reading list

ellucian Approver Name

Employee Dashboard • Time Entry Approvals • Job Title, Position Number, E, Org Code, Department, Pay Rate Preview

Timesheet Detail Summary

901XXXXXX, Employee Name

Job Title, Position Number, E, Org Code, Department, Pay Rate

Pay Period: 02/06/2022 - 02/19/2022 75.00 Hours Approved Approved On 02/21/2022, 03:26 AM

Time Entry Detail			
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02/10/2022	REG, Regular Pay	1	7.50 Hours
02/11/2022	REG, Regular Pay	1	7.50 Hours
02/14/2022	REG, Regular Pay	1	7.50 Hours
02/15/2022	REG, Regular Pay	1	7.50 Hours

Return Details Recall

Questions may be directed to the
Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu



www.hr.eku.edu