Eastern Kentucky University

Approving Timesheets

Contents

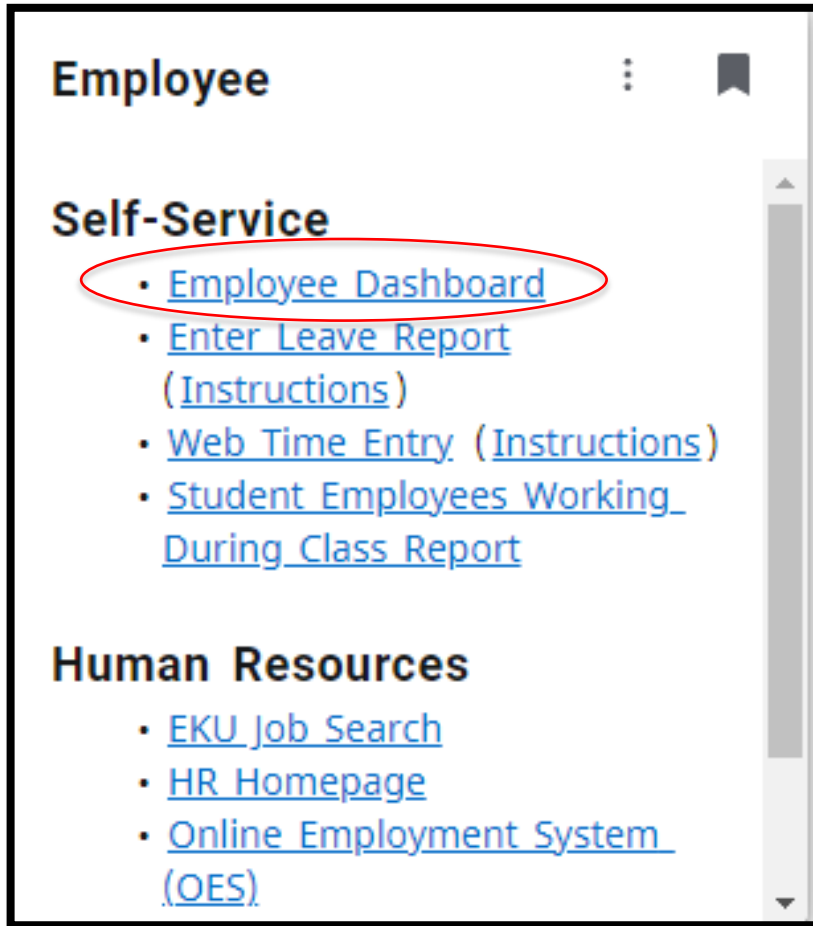# Welcome to myEKU

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

Employee

Self-Service
- Employee Dashboard
- Enter Leave Report (Instructions)
- Web Time Entry (Instructions)
- Student Employees Working During Class Report

Human Resources
- EKU Job Search
- HR Homepage
- Online Employment System (OES)

- Locate the **Employee** box in myEKU.

- Under Self-Service, locate and click on "Employee Dashboard".

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Approving a Timesheet
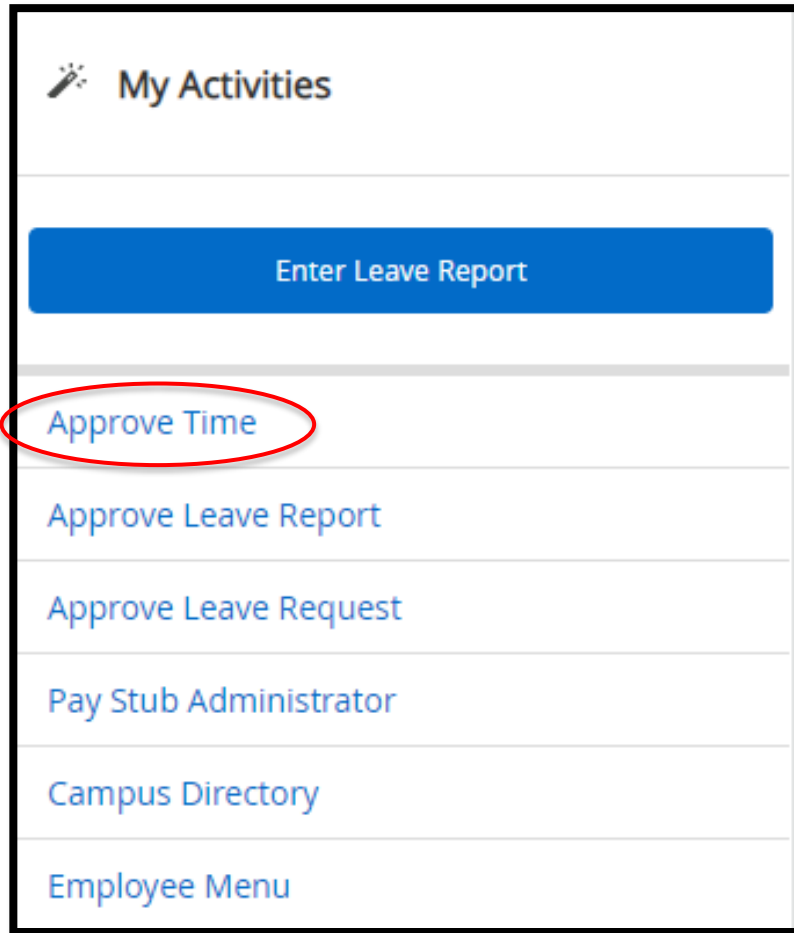
- On the right side, under My Activities, click on "Approve Time".

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	901XXXXXXX	E-Org Code, Department	75.00 Hours	ⓘ ⋮

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

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

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

Questions may be directed to the Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu

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www.hr.eku.edu