



Eastern Kentucky University

Student Timesheet Guide

EKU Human Resources

EKU Payroll Calendar

Non-Exempt Submission Schedule 2021 Biweekly (BW) and Student (ST)

Submission Deadline: 11:00 A.M.

Employment forms received after the submission deadline time and date are processed for the next scheduled pay date.

<u>PAYROLL</u>	<u>PAY PERIOD</u>	<u>SUBMISSION DEADLINE</u>	<u>PAY DATE</u>
BW/ST- 01	12/13/20 - 12/26/20	12/14/2020	1/7/2021
BW/ST- 02	12/27/20 - 01/09/21	1/11/2021	1/21/2021
BW/ST- 03	01/10/21 - 01/23/21	1/26/2021	2/4/2021
BW/ST- 04	01/24/21 - 02/06/21	2/8/2021	2/18/2021
BW/ST- 05	02/07/21 - 02/20/21	2/23/2021	3/4/2021
BW/ST- 06	02/21/21 - 03/06/21	3/9/2021	3/18/2021
BW/ST- 07	03/07/21 - 03/20/21	3/22/2021	4/1/2021
BW/ST- 08	03/21/21 - 04/03/21	4/6/2021	4/15/2021
BW/ST- 09	04/04/21 - 04/17/21	4/20/2021	4/29/2021
BW/ST- 10	04/18/21 - 05/01/21	5/4/2021	5/13/2021
BW/ST- 11	05/02/21 - 05/15/21	5/18/2021	5/27/2021
BW/ST- 12	05/16/21 - 05/29/21	6/1/2021	6/10/2021
BW/ST- 13	05/30/21 - 06/12/21	6/15/2021	6/24/2021
BW/ST- 14	06/13/21 - 06/26/21	6/28/2021	7/8/2021
BW/ST- 15	06/27/21 - 07/10/21	7/9/2021	7/22/2021
BW/ST- 16	07/11/21 - 07/24/21	7/27/2021	8/5/2021
BW/ST- 17	07/25/21 - 08/07/21	8/10/2021	8/19/2021
BW/ST- 18	08/08/21 - 08/21/21	8/24/2021	9/2/2021
BW/ST- 19	08/22/21 - 09/04/21	9/7/2021	9/16/2021
BW/ST- 20	09/05/21 - 09/18/21	9/21/2021	9/30/2021
BW/ST- 21	09/19/21 - 10/02/21	10/5/2021	10/14/2021
BW/ST- 22	10/03/21 - 10/16/21	10/19/2021	10/28/2021
BW/ST- 23	10/17/21 - 10/30/21	11/2/2021	11/11/2021
BW/ST- 24	10/31/21 - 11/13/21	11/16/2021	11/25/2021
BW/ST- 25	11/14/21 - 11/27/21	11/30/2021	12/9/2021
BW/ST- 26	11/28/21 - 12/11/21	12/13/2021	12/23/2021

This calendar shows the pay dates as well as the deadlines to submit your time sheets.

Pay dates are on designated Thursday's (every other week).

Time sheets should always be submitted by 10:00pm on the Monday following a pay date.

To Begin: Access EKUDirect

521 Lancaster Ave, Richmond, KY 40475

859-622-1000

COVID-19 UPDATES



Make a Gift



MENU

LOGIN



New Student Orientation

Your Official Welcome to the Campus Beautiful

REGISTER NOW

Advising Login

Banner at ECU

Blackboard

DegreeWorks

EKUDirect

Email -
Employees

Email - Students

Engage
Calendar

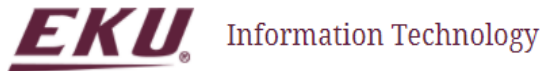
To access your timesheet, go to ECU's website at eku.edu

Click "Login" to expand the "Login" tab.

Click on the EKUDirect tab.



Accessing EKUDirect (cont.)



My EKU (EKU Direct Log In Page)

EKU Direct Login Links

»» Current Students, Faculty and Staff and New Employees
(Email login/password. Seamless Integration Login via Microsoft Azure)

- Pay Bill - Former EKU Students and Former Model Students
(EKU ID and PIN login)
- EKU Web4Parent Login
- Model Parents, Payment Via Infinite Campus - Current Students

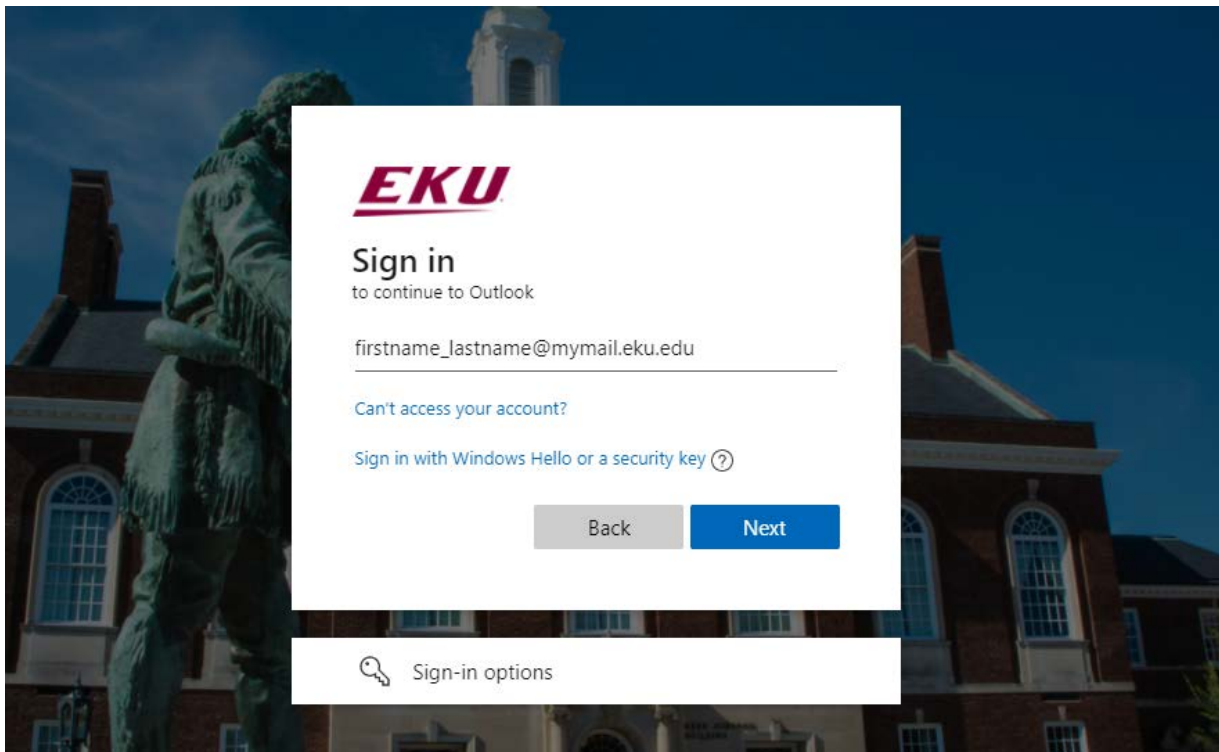
For directions and more information about accessing EKU Direct, please visit

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

There are 4 links to choose from and students should click the first link to access EKUDirect.



Accessing EKUDirect (cont.)



You will be directed to a login page.

Sign in using your complete EKU email (first name_ last name@mymail.eku.edu) and password.

You may also be asked to verify your account by entering a code sent via text.

Accessing Employee Timesheet

The screenshot shows the EKU Direct website interface. At the top, there is a dark blue header with the 'EKU Direct' logo. Below the header is a navigation bar with tabs for 'Main Menu', 'Personal Information', 'Student Services & Financial Aid', 'Employee', and 'EKU eForms'. A search bar is located on the left, and a 'SITE MAP' link is on the right. The main content area displays four vertical menu columns. The 'Employee' column is expanded, and the 'Time Sheet' option is circled in red with a red arrow pointing to it. Other options in the 'Employee' column include Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, Employee Benefits Summary, Leave Report, Billing Statement, Exit Interview, Student Employees Working During Class Report, WTE Email Calendar, HR Utilities, Degreeworks Petitions Management, Helpdesk Info Page, and Degreeworks Petition Admin.

Timesheets can be accessed by selecting Timesheet on the EKU Direct home page.

RELEASE: 8.9.1

Accessing Employee Timesheet (cont.)

The screenshot shows the EKU Direct website interface. At the top left is the **EKU Direct** logo. Below it is a navigation bar with tabs: **Main Menu**, **Personal Information**, **Student Services & Financial Aid**, **Employee** (highlighted with a red circle), and **EKU eForms**. Below the navigation bar is a search field with a "Go" button and links for **RETURN TO MENU**, **SITE MAP**, **HELP**, and **EXIT**. The main content area is titled "Employee" and contains a list of links. The **Time Sheet** link is highlighted with a red circle. Other links include **Benefits and Deductions**, **Pay Information**, **Tax Forms**, **Jobs Summary**, **Leave Balances**, **Employee Benefits Summary**, **Leave Report**, **Billing Statement**, **Exit Interview**, **Student Employees Working During Class Report**, **WTE Email Calendar**, **HR Utilities**, **Degreeworks Petitions Management**, and **Helpdesk Info Page**.

You can also select the “Employee” tab at the top of the page to select Time Sheet.

Timesheet Selection

EKU Direct

Main Menu Personal Information Student Services & Financial Aid **Employee** EKU eForms

Search Go SITE MAP HELP EXIT

Time Sheet Selection

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

Important Note: Falsifying information on time record may result in termination of employment.

Title and Department	My Choice	Pay Period and Status
HR Student Record Keeper , FEDWKS-00 Human Resources, 600400	<input type="radio"/>	May 02, 2021 to May 15, 2021 Completed ▾
HR Student Record Keeper, INSWKS-01 Human Resources, 600400	<input checked="" type="radio"/>	May 30, 2021 to Jun 12, 2021 In Progress ▾

RELEASE: 8.12.1.5

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From the drop-down menu, select the date range to complete your timesheet. You can also see the status of each timesheet as either “In Progress”, “Completed”, or “Not Started”.


Select the appropriate job. If you have more than one job, such as an Institutional Work-Study and Federal Work-Study, be sure to log the hours under each job as approved.

Once the job and pay period is selected, click “Time Sheet” to begin logging your hours.

Notes about FWS and IWS

- Students who qualify for Federal Work Study (FWS) are to log only a certain number of hours under that selection.
 - Consult your supervisor if you are unsure of how many hours to log.
- Federal Work-Study hours should be logged **FIRST** before completing your Institutional Work Study (IWS) timesheet.
- FWS hours worked must be logged for each week in the pay period. The same goes for IWS hours.

Time Sheet Selection

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

Important Note: Falsifying information on time record may result in termination of employment.

Title and Department	My Choice	Pay Period and Status
HR Student Record Keeper Human Resources, 600400	<input type="radio"/> FEDWKS-00	May 02, 2021 to May 15, 2021 Completed ▼
HR Student Record Keeper Human Resources, 600400	<input checked="" type="radio"/> INSWKS-01	May 30, 2021 to Jun 12, 2021 In Progress ▼

Entering Time

Begin entering time.

Click “enter hours” on the day(s) you need to enter time worked.

You can move between pay period weeks by clicking “next” or “previous” at the bottom of the page.

EKU Direct

Main Menu Personal Information Student Services & Financial Aid **Employee** EKU eForms

Search Go SITE MAP HELP EXIT

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: HR Student Record Keeper -- INSWKS-01
Department and Number: Human Resources -- 600400
Time Sheet Period: May 30, 2021 to Jun 12, 2021
Submit By Date: Jun 14, 2021 by 10:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 30, 2021	Monday May 31, 2021	Tuesday Jun 01, 2021	Wednesday Jun 02, 2021	Thursday Jun 03, 2021	Friday Jun 04, 2021	Saturday Jun 05, 2021
Stdnt Wage-Nontxble FICA,Local	1	0	51		Enter Hours	Enter Hours	8	8	8	Enter Hours	Enter Hours
Total Hours:			51		0	0	8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart **Next**

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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Entering Time (cont.)

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Tuesday, Jun 01, 2021

Earnings Code: Stdnt Wage-Nontxble FICA,Local

Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	4
1	12:30	PM	04:30	PM	4
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					8

Account Distribution

Earnings Code	Shift	Hours	
Stdnt Wage-Nontxble FICA,Local	1	8	Account Distribution

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Time must be entered as “00:00” and in 15-minute intervals (i.e., 12:00, 12:15, 12:30).

Change the AM to PM when necessary.

Multiple shifts can be entered on one day if any break is taken during the day (i.e. Lunch Break – per example)

After entering time, click “save” at the bottom of the page. Note, this does not submit your timesheet.

Click “time sheet” to return to the previous page or click “next day” to move between days.

Entering Time (cont.)

Once you have entered time for all days worked, click “submit for approval” to submit your time sheet to your supervisor.

To return to the main page to select a different job, click “position selection” at the bottom of the page.

EKU Direct

Main Menu | Personal Information | Student Services & Financial Aid | **Employee** | EKU eForms

Search SITE MAP | HELP | EXIT

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: HR Student Record Keeper -- INSWKS-01
Department and Number: Human Resources -- 600400
Time Sheet Period: May 30, 2021 to Jun 12, 2021
Submit By Date: Jun 14, 2021 by 10:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 30, 2021	Monday May 31, 2021	Tuesday Jun 01, 2021	Wednesday Jun 02, 2021	Thursday Jun 03, 2021	Friday Jun 04, 2021	Saturday Jun 05, 2021
Stdnt Wage-Nontxble FICA,Local	1	0	51		Enter Hours	Enter Hours	8	8	8	8	Enter Hours
Total Hours:			51		0	0	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) | [Comments](#) | [Preview](#) | [Submit for Approval](#) | [Restart](#) | [Next](#)

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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Entering Time (cont.)

Time Sheet Selection

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

Important Note: Falsifying information on time record may result in termination of employment.

Title and Department	My Choice	Pay Period and Status
HR Student Record Keeper , FEDWKS-00 Human Resources, 600400	<input type="radio"/>	May 02, 2021 to May 15, 2021 Completed ▼
HR Student Record Keeper, INSWKS-01 Human Resources, 600400	<input checked="" type="radio"/>	May 30, 2021 to Jun 12, 2021 In Progress ▼ May 30, 2021 to Jun 12, 2021 In Progress May 16, 2021 to May 29, 2021 Approved May 02, 2021 to May 15, 2021 Completed

RELEASE: 8.12.1.5

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The Time Sheet Selection page should have your position(s) listed as “In Progress” or “Completed”.

If more positions need time entered, select second position and the date range as needed and repeat the processes noted on previous slides.

Entering Time (cont.)

If you need to make a correction and your supervisor has not approved your timesheet yet, you can reset your time sheet by clicking “restart” at the bottom of the page. This will clear all information out of your time sheet.

If you need to make a correction and your timesheet has already been approved, ask your supervisor to return your time if they haven’t approved it yet.

EKU Direct

Main Menu Personal Information Student Services & Financial Aid **Employee** EKU eForms

Search Go

SITE MAP HELP EXIT

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: HR Student Record Keeper -- INSWKS-01
Department and Number: Human Resources -- 600400
Time Sheet Period: May 30, 2021 to Jun 12, 2021
Submit By Date: Jun 14, 2021 by 10:00 PM

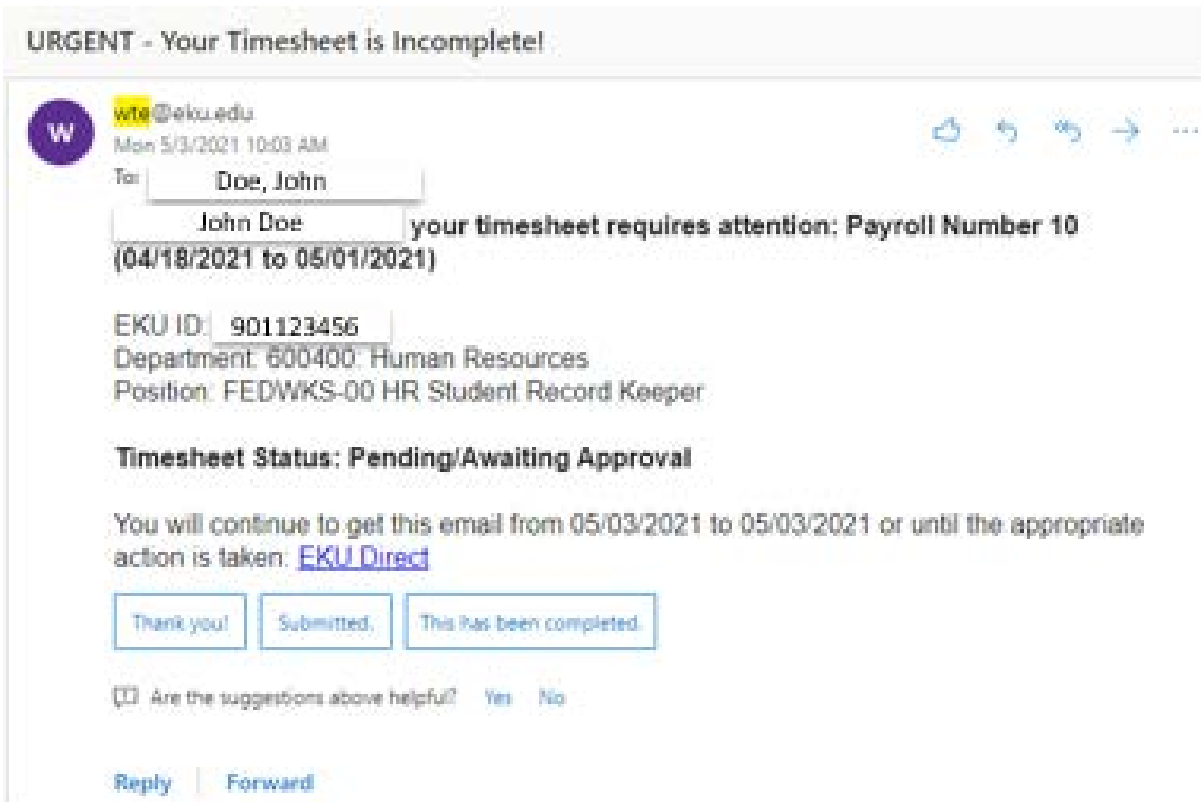
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday May 30, 2021	Monday May 31, 2021	Tuesday Jun 01, 2021	Wednesday Jun 02, 2021	Thursday Jun 03, 2021	Friday Jun 04, 2021	Saturday Jun 05, 2021
Stdnt Wage-Nontxble FICA,Local	1	0	51		Enter Hours	Enter Hours	8	8	8	Enter Hours	Enter Hours
Total Hours:			51		0	0	8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval **Restart** Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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WTE Emails



If an error occurs with the student's Web Time Entry (WTE), the student may receive an email about it.

Most common messages include the student has yet to fill out and submit their timesheet or the supervisor has not approved it.

Reasons for the email will be listed, some might require the student to reach out to their supervisor for help.

Questions?

EKU EASTERN KENTUCKY UNIVERSITY
Human Resources

A to Z Index Web People Search ECU

Explore

- COVID-19 Guidance for ECU Employees
 - Healthy at Work Mandates Effective May 11, 2020
 - IT Resources for Working Remotely
 - Tips for Working from Home [PDF]
 - Employee Assistance Program
 - Expanded Paid Sick Leave and Expanded FMLA
- Summer Schedule 2021
- Department Directory
- Find Your HR Rep
- Employment
 - Employment Opportunities
 - New Employees
 - Current Employees
 - Student Employment
 - Staff Handbook
 - Hiring Officials

EKU HUMAN RESOURCES

JONES BUILDING

Human Resources | Jones Building

Vision: To enrich the ECU Community and support a workplace culture of diversity, inclusion, and excellence.

Didn't find what you were looking for? Contact us at 859-622-5094 or e-mail our [HR Inbox](#).

EMPLOYMENT COMPENSATION BENEFITS

Assistance is available!

HR Website for Students:
<https://hr.eku.edu/student-employment-services>

HR Phone: 859-622-5094

HR Email:
human.resources@eku.edu