



Eastern Kentucky University

Web Time Entry Approval

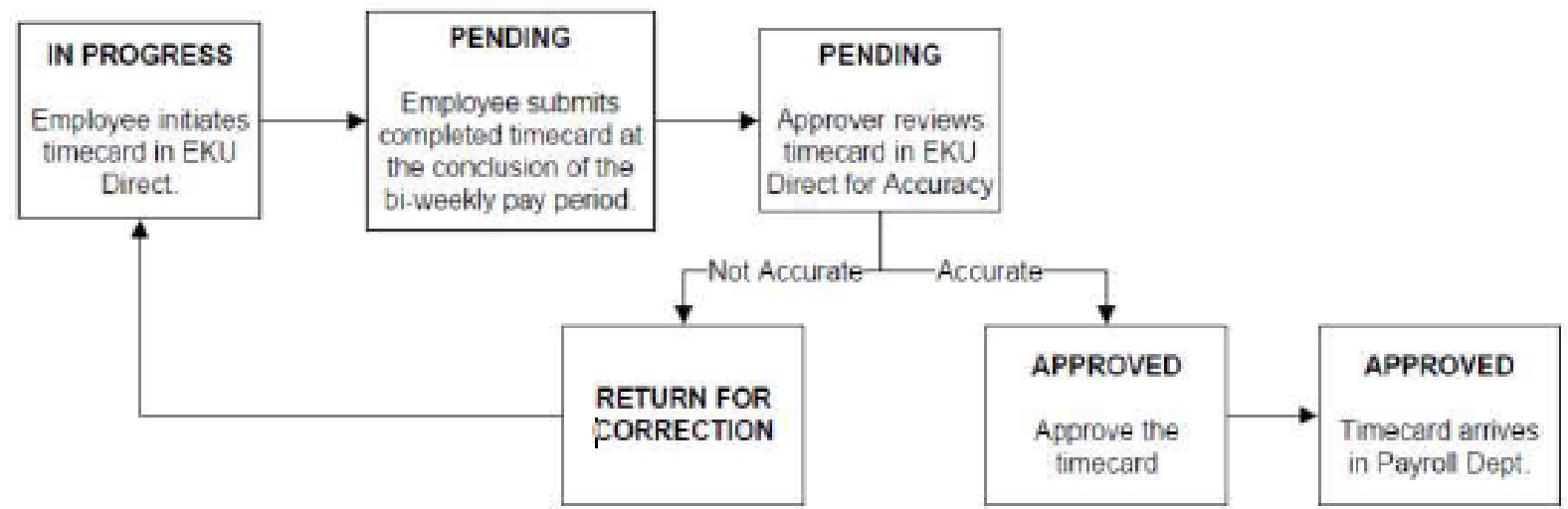
Student Supervisors

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Web Time Approval Flowchart

Web Time Entry Approval Process Flowchart



Timesheet Approval Deadlines

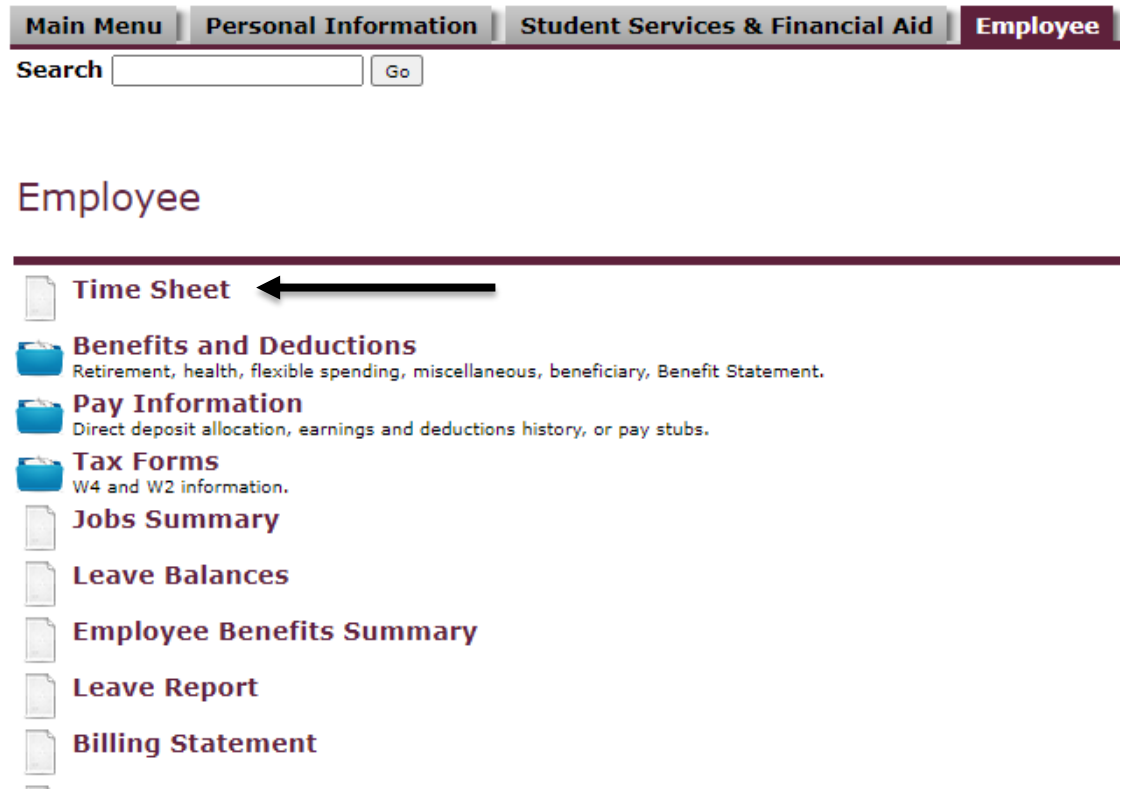
- All timesheets are submitted and approved in EKU Direct (<https://eku.edu> and locate the login).
- Student Employee must submit their timesheet by Monday before 10pm, (April 5th) following a Bi-Weekly (BW) pay day (April 2nd).
- Web Time Approver (WTE) has until Thursday by 10pm (April 8th) to approve the timesheet, following a BW pay day (April 2nd).

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	EKU BW	2
						3
						4
	→ X →	5	6	7	8	9
						10
11	12	13	14	SM	15	BW
						16
						17
18	X	19	20	21	•	22
						23
						24
25	26	EKU	27	28	BW	SM
						29
						30

Timesheet Selection

In EKU Direct, under the Employee tab, select “Time Sheet”.



The screenshot shows the EKU Direct interface. At the top, there is a navigation bar with four tabs: "Main Menu", "Personal Information", "Student Services & Financial Aid", and "Employee". The "Employee" tab is currently selected and highlighted in a dark red color. Below the navigation bar is a search field with a "Go" button. Underneath the search field, the word "Employee" is displayed in a large, dark red font. A horizontal line separates the "Employee" header from the list of options. The list includes: "Time Sheet" (with a document icon and a black arrow pointing to it), "Benefits and Deductions" (with a folder icon and subtext: "Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement."), "Pay Information" (with a folder icon and subtext: "Direct deposit allocation, earnings and deductions history, or pay stubs."), "Tax Forms" (with a folder icon and subtext: "W4 and W2 information."), "Jobs Summary" (with a document icon), "Leave Balances" (with a document icon), "Employee Benefits Summary" (with a document icon), "Leave Report" (with a document icon), and "Billing Statement" (with a document icon).

Time Reporting Selection

Under the Selection Criteria, select “Approve or Acknowledge Time”.

The Act as Proxy selection should be marked as “Self” (unless you are acting as a proxy).

Click Select.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

Approver Selection

Use the drop-down to select the correct pay period.

If you approve both BW and ST timesheets, the ST timesheets display beneath the BW timesheets.

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
E, 600400, Human Resources		BW, Apr 01, 2012 to Apr 14, 2012 BW, Apr 01, 2012 to Apr 14, 2012 ST, Apr 01, 2012 to Apr 14, 2012



Sort Order

	My Choice
Sort employees' records by Status then by Name:	
Sort employees' records by Name:	



Department Summary

The Department Summary lists all employees with the status of their timesheet.

Click the employee's name to view their timesheet.

Department Summary

Select the employee's name to access additional details.

CDA: E. Eastern Kentucky University
Department: 600400, Human Resources
Pay Period: Apr 18, 2021 to May 01, 2021
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until May 06, 2021, 10:00 PM

Change Selection

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
901123456	Jane Doe FEDWKS - 00 HR Student Record Keeper	12.00	.00		Leave Balances
901634321	John Doe FEDWKS - 00 HR Student Record Keeper	12.50	.00		Leave Balances

Multiple Timesheets

For students that have multiple timesheets (IWS & FWS), approver must approve **both** each pay period.

Department Summary

Select the employee's name to access additional details.

CQA: E, Eastern Kentucky University
Department: 600400, Human Resources
Pay Period: Apr 18, 2021 to May 01, 2021
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until May 06, 2021, 10:00 PM

Change Selection

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
901113456	Jane Doe INSWKS-00 HR Student Record Keeper	22.00	.00		Leave Balances
901113456	Jane Doe FEDWKS-00 HR Student Record Keeper	12.50	.00		Leave Balances

Employee Details

All hours reported by the employee will display – please review these carefully.

Use the “Next” button to review both weeks.

Employee Details

Employee ID and Name:
Title:

901123456 Jane Doe
FEDWKS-00 HR Student Record Keeper

Department and Description:
Transaction Status:

C 600400 Human Resources
In Progress

Previous Menu **Next**

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Apr 18, 2021	Monday , Apr 19, 2021	Tuesday , Apr 20, 2021	Wednesday, Apr 21, 2021	Thursday , Apr 22, 2021	Friday , Apr 23, 2021	Saturday , Apr 24, 2021	Sunday , Apr 25, 2021	Monday , Apr 26, 2021	Tuesday , Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday , Apr 29, 2021	Friday , Apr 30, 2021	Saturday May 01, 2021
Start Wage- Nonable FICA Local	1		22			7.5	7.5	3.5					3.5					
Total Hours:			22			7.5	7.5	3.5					3.5					
Total Units:				0														

Please review the “Time In and Out log” and the Timesheet in its entirety.

Employee Details

Employee ID and Name:
Title:

901123456 Jane Doe
FDCWKS 00 HR Student Record Keeper

Department and Description:
Transaction Status:

E 600400 Human Resources
In Progress

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Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Apr 18, 2021	Monday, Apr 19, 2021	Tuesday, Apr 20, 2021	Wednesday, Apr 21, 2021	Thursday, Apr 22, 2021	Friday, Apr 23, 2021	Saturday, Apr 24, 2021	Sunday, Apr 25, 2021	Monday, Apr 26, 2021	Tuesday, Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday, Apr 29, 2021	Friday, Apr 30, 2021	Saturday, May 01, 2021
Grant wage-portable FICA,Local	1		3.5			3.5	3.5	3.5					3.5					
Total Hours:			3.5			3.5	3.5	3.5					3.5					
Total Units:				4														

Time In and Out

Earnings	Sunday, Apr 18, 2021	Monday, Apr 19, 2021	Tuesday, Apr 20, 2021	Wednesday, Apr 21, 2021	Thursday, Apr 22, 2021	Friday, Apr 23, 2021	Saturday, Apr 24, 2021	Sunday, Apr 25, 2021	Monday, Apr 26, 2021	Tuesday, Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday, Apr 29, 2021	Friday, Apr 30, 2021	Saturday, May 01, 2021
Grant Wage-portable FICA,Local		08:30AM 12:00PM 12:30PM 08:30PM	08:30AM 12:00PM 12:30PM 09:30PM	08:30AM 12:00PM					08:30AM 12:00PM					

Routing Queue

Name	Action and Date
Jane Doe	Originated Apr 19, 2021 09:08 AM
John Doe	In The Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 18, 2021	100.00		313000	300200	615300	81				

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Time Sheet | Routing Queue | Account Distribution



Employee Details

If the information is inaccurate, choose the “Return for Correction” option. The employee will need to correct their timesheet and resubmit before the deadline, Monday 10pm. If all hours reported are accurate, click “Approve”.

Time In and Out

Earnings	Sunday , Apr 18, 2021	Monday , Apr 19, 2021	Tuesday , Apr 20, 2021	Wednesday , Apr 21, 2021	Thursday , Apr 22, 2021	Friday , Apr 23, 2021	Saturday , Apr 24, 2021	Sunday , Apr 25, 2021	Monday , Apr 26, 2021
Stair Wage-Nonable FICA,Local		09:00AM 12:00PM			09:00AM 12:00PM				

Routing Queue

Name	Action and Date
Jane Doe	Originated Apr 30, 2021 09:09 pm
Jane Doe	Submitted Apr 30, 2021 09:10 pm
Approver Name	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 18, 2021	100.00		213000	301200	615300	81				

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Time Sheet | Routing Queue | Account Distribution

Employee Details

Once Approved, a message will appear confirming that the approval was successful.

Employee Details

 **Time transaction successfully approved.**

Employee ID and Name:

901123456 Jane Doe

Title:

INSWKS-00 Student Worker

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Return Time

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Proxy Set Up

All approvers must add a proxy or multiple proxies.

A proxy approves your employee's timesheet in your absence.

Click "Proxy Set Up".

Choose a proxy from the drop-down menu, check the Add box, and click "Save".

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Proxy Set Up

Name	Add	Remove
Jane Doe, DOEJANE	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

[Leave Reporting Selection](#)

Definitions

BW: Bi-weekly or every two weeks.

FWS: Federal Work-Study.

IWS: Institutional Work-Study.

Proxy: another employee that can approve timesheets during your absence.

Return for Correction: returns the timesheet to the student to adjust any inaccurate time logs.

WTE: Web Time Approver, responsible for approving the student employee's timesheet in ECU Direct.