



Eastern Kentucky University

Web Time Entry

Non-Exempt (Hourly) Employees

Contents

Welcome to myEKU.....	3
Setting up and logging in to myEKU.....	4
Web Time Entry.....	5-12
Questions.....	13

Welcome to myEKU

EKU

Employee

Self-Service

- [Employee Dashboard](#)
- [Enter Leave Report](#)
- [Web Time Entry](#)

Human Resources

- [EKU Job Search](#)
- [HR Homepage](#)
- [Online Employment System \(OES\)](#)

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](#)

Web Links



Add quick links

Use the + icon to create links to your most important pages.

Registration

Student Advising

Student Services

Logging in to myEKU

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

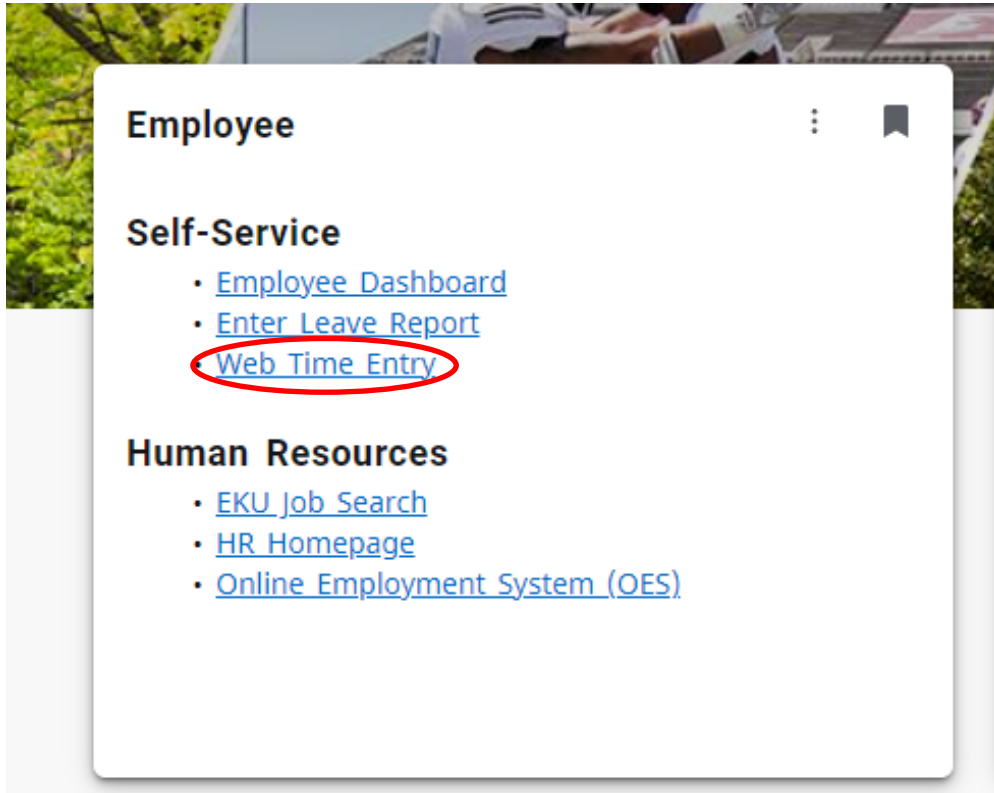
- Go to EKU's home page (eku.edu), click on the dropdown menu on the right side and choose "myEKU".

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.

Web Time Entry



- Locate the Employee box in myEKU.
- Under Self-Service, locate and click on “Web Time Entry” to enter regular hours, sick, vacation, floating holiday, EKU time, or bereavement time.

Web Time Entry

All current positions should appear under the current pay period.

Click on “**Start Timesheet**” to enter regular hours, sick, vacation, floating holiday, EKU time or bereavement time.

Employee Dashboard • Timesheet

Timesheet

Approvals

Pay Period	Hours/Units	Submitted On	Status	
Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: null				Prior Periods
01/23/2022 - 02/05/2022			Not Started	Start Timesheet

- Click on the day you need to enter time worked.
- Use the Start Time and End Time boxes to enter all hours worked for that day. **Use arrow keys to help select time.**
- Use the “**Add More Time**” box to add additional Start and End Time fields (i.e. morning vs. afternoon hours).

The screenshot displays the EKV Timesheet interface. At the top, there is a navigation bar with the EKV logo, a settings icon, a user profile icon, and a notification icon. Below the navigation bar, a breadcrumb trail shows the path: Employee Dashboard > Timesheet > Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000. A green notification box indicates "Timesheet successfully created." Below this, the job details are repeated: Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000. On the right side, there are links for "Restart Time" and "Leave Balances". The main area shows a calendar for the period 01/23/2022 - 02/05/2022. The calendar is currently on Tuesday, 02/01/2022, which is highlighted in blue. Below the calendar, there is a section for adding time worked. It includes a dropdown for "Earn Code" (currently set to "Hourly Input - Taxable Local"), a "Start Time*" field (hh:mm a), an "End Time*" field (hh:mm a), and a "Hours" field. A red arrow points to the "Hours" field. Below these fields, there is a dashed box containing an "Add More Time" button, which is circled in red.

Employee Dashboard • Timesheet • Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000

Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000

01/23/2022 - 02/05/2022 | In Progress Submit By 02/07/2022, 10:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5

⊕ Add Earn Code

Earn Code: Hourly Input - Taxable Local



Start Time*: hh:mm a

End Time*: hh:mm a

Hours: [Red Arrow]

⊕ Add More Time

If you need to add a comment, click on the comment quote box icon (top left).

03/20/2022 - 04/02/2022   In Progress Submit By 04/04/2022, 10:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
20	21	22	23	24	25	26

[+ Add Earn Code](#)

Earn Code: Start Time*: End Time*: Hours:

[Exit Page](#)

After entering all time worked that day, click “Save”.

The screenshot shows a time entry form with the following fields:

Start Time*	End Time*	Hours
08:00 AM	11:00 AM	3.00
12:00 PM	04:30 PM	4.50

Below the table is a dashed box containing a button: [+ Add More Time](#)

At the bottom right of the form are three buttons: [Cancel](#), [Save](#) (circled in red), and [Preview](#).

The screenshot shows a calendar view for the period 01/23/2022 - 02/05/2022. The selected date is Tuesday, 02/05/2022, which shows 7.50 hours worked. Below the calendar is a summary of the hourly input:

Hourly Input - Taxable Loca

08:00 AM - 11:00 AM	3.00 Hours
12:00 PM - 04:30 PM	4.50 Hours

Below the summary is a dashed box containing a button: [+ Add More Time](#)

All entered hours will save and appear below the selected date.

The status of your timesheet and deadline to submit will display in the top right corner.

When you are ready to submit, click **“Preview”**.

Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000 Restart Time Leave Balances

01/23/2022 - 02/05/2022 | 7.50 Hours i 🗨 In Progress Submit By 02/07/2022, 10:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5

+ Add Earn Code

Hourly Input - Taxable Loca 🕒 08:00 AM - 11:00 AM | 3.00 Hours
| 🕒 12:00 PM - 04:30 PM | 4.50 Hours

+ Add More Time

Total: 7.50 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

Review your Timesheet Summary and click “Submit” before the deadline.

Timesheet Detail Summary

Test Job, TEMPCL-00, E, 600400, Human Resources , Rate: \$0.000000

Pay Period: 01/23/2022 - 02/05/2022 | 7.50 Hours | In Progress | Submit By 02/07/2022, 10:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
02/01/2022	HRS, Hourly Input - Taxable Local	1	7.50 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
02/01/2022	HRS, Hourly Input - Taxable Local	1	3.00	08:00 AM			11:00 AM		
02/01/2022	HRS, Hourly Input - Taxable Local	1	4.50	12:00 PM			04:30 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
HRS, Hourly Input - Taxable Local	1		7.50	7.50 Hours
Total Hours			7.50	

Routing and Status

Name	Action	Date & Time
Last Name, First Name	Originated	02/01/2022, 11:04 AM
Supervisor	In the Queue	

Comment (Optional):

Add Comment



Return

Submit

Successful submissions will see a success message in the top right corner.

\$0.000000

Progress Submit By 02/07/2022, 10:00 PM

 The timesheet has been successfully submitted. 

	Shift	Total
Local	1	7.50 Hours

Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
3.00	08:00 AM			11:00 AM		
4.50	12:00 PM			04:30 PM		

Week 2	Total
7.50	7.50 Hours
7.50	

on	Date & Time
minated	02/01/2022, 11:04 AM

If you need to make corrections after a timesheet has been submitted, click **“Recall Timesheet”**.

Test Job, TEMPCL-00, E, 600400, Human Resources, Rate: \$0.000000 Leave Balances

01/23/2022 - 02/05/2022 | 7.50 Hours ⓘ Pending Submitted On 02/01/2022, 11:26 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 7.50 Hours	2	3	4	5

Hourly Input - Taxable Loca ⓘ 08:00 AM - 11:00 AM | 3.00 Hours
| 12:00 PM - 04:30 PM | 4.50 Hours

Total: 7.50 Hours | [Account Distribution](#)

Exit Page [Recall Timesheet](#) [Preview](#)

Questions may be directed to the
Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu



www.hr.eku.edu