Welcome to Web Time Approval .................................................................................................................................3
Who Do I Contact For Help? .......................................................................................................................................3
Approving Bi-Monthly Time ........................................................................................................................................3
Approval Queues ..........................................................................................................................................................4
Proxy’s ........................................................................................................................................................................4
Logging Into EagleNET ................................................................................................................................................5
Approving Time ............................................................................................................................................................7
Selecting a Proxy ........................................................................................................................................................11
Time Sheet Status ........................................................................................................................................................14
Viewing Prior Period Approved Time Sheets ........................................................................................................14
Welcome to Web Time Approval

Welcome to EagleNET Web Time Approval User’s Guide. This guide is designed to provide you with the information you need to successfully navigate in EagleNET and approve hourly time and leave time and includes the following topics:

- Accessing EagleNET
- Accessing Time Sheets
- Approving Time
- Returning Time Sheets for Changes
- Selecting a Proxy

Who Do I Contact For Help?

If you have questions regarding time approval in EagleNET, contact the Payroll department.

Approving Bi-Monthly Time

Approvals are automatically routed to the designated time approver. The time approver is notified via email when a time sheet is waiting for approval (see below).

Time approvers have the option of approving time or returning the time sheet to the employee for correction. Once a time sheet has been approved the approver cannot return it to the employee for corrections or changes.
Time approvers also have the option of choosing a proxy or back-up approver. For more information, refer to the Proxy Set-Up and Selecting a Proxy sections in the Guide.

Corrections or changes to prior pay periods cannot be entered in EagleNET. Departments need to submit a hard copy time sheet to Payroll indicating the change supersedes the applicable time period. Payroll will enter the changes/corrections.

- Time sheets span the first two weeks of the pay cycle
- Time sheets must be submitted by the payroll deadline
- Time sheets must be approved by the Approver or their proxy

Approval Queues

Approval queues are driven by the approver's organizational structure in Banner. When time approvers initially access the Department Summary page to begin the approval process, there may be names listed for employees that will be approved by other approvers. This is a normal feature of Banner security. These employees do not have active links and you will not be able to view the timesheets for any employee other than those whom you have approver status. The approval queue process routes all other employees to the correct and appropriate approval queue.

Proxy’s

A proxy is a person who can approve timesheets on the approvers behalf if the approver is unable to do so. It is not mandatory to set a proxy. Multiple proxy's can be selected if desired or if applicable.

- In order for a proxy to see and approve timesheets only staff with the same organizational structure as the approver can be named as a proxy.
- Approvers must set up a proxy if they are unable to approve timesheets by the pay period approval deadline.
- Once a pay period is over the proxy can remain or be removed.
- Prior to assigning someone as a proxy complete the Web Time Entry Proxy Set Up Request form located at: http://access.ewu.edu/HRRR/Human-Resource-Services/Forms-and-Docs.xml, and email it to HR@mail.ewu.edu.
- It is also the Approver’s responsibility to inform the proxy of their responsibilities regarding timesheet approval.

Note: For information on selecting a proxy in Banner, refer to the Selecting a Proxy section in this Guide.
Logging Into EagleNET
The following provides instructions on accessing EagleNET.

1. Launch Microsoft Internet Explorer.
   - For PCs Internet Explorer is the supported web browser.
   - For Macs use Safari or Mozilla Firefox web browsers.

2. Access EagleNET from the EWU main web page (http://www.ewu.edu/).

3. The EagleNET page displays; click the Employees link.

4. The EagleNET login page displays.

5. Enter your EWU user ID in the Username field. Your user ID is the last 8 digits of your EWU ID (for example; 00123456).
6. Enter your PIN in the **PIN** field and click on the **Login** button.

- Your PIN typically is your two digit birthday month, day, and year (for example; June 18, 1972 is entered 061872).

- If you do not know your PIN, contact the Help Desk at 359-2247.

Please enter your User Identification Number (EWUID) and your Personal Identification Number (PIN). When finished, select Login.

**Students Please Note:**
EWUID: Enter eight digits - exactly as it is printed on your EagleCard.
PIM: Your initial PIN has been set to your birth date (mmddyy). You will be asked to re-set it when you log in.

**Faculty and Advisors Please Note:** In some cases, your initial PIN has been set to the last six digits of your EWUID. In either case, you will be asked to re-set your PIN when you log in.

**EagleNET is to be used only by prospective students, current students, faculty and advisors, alumni, and parents (with the student’s permission) for access to their own EWU educational records. Any other access is prohibited.**

To protect your privacy, please Exit and close your browser when you are finished.

1. The **Main Menu** displays. Additional tabs may display if you are faculty and/or a student.
Approving Time
The following provides information on approving bi-monthly time.

1. From the EagleNET main menu click the **Employee** link. The **Employee** page displays.

2. Click the **Time Sheet** link. If none of the time sheets the approver is responsible for approving have been accessed, the **Time Sheet Selection** page displays. If time sheets are accessed and/or are ready for approval the **Time Reporting Selection** page displays. The following options display on the **Time Reporting Selection** page:

   - **Access my Time Sheet**: Used to access the approver's time sheet.
   - **Access my Leave Report**: Used to access the approver's leave balances.
   - **Access my Leave Request**: This option is not used at this time.
   - **Approve or Acknowledge Time**: Used to access the employees time sheets by department.
   - **Act as Proxy**: Defaults to **Self**. If acting as another approver's proxy, click the drop-down list and select the name of the individual.
   - **Act as Superuser**: This option is not available to department time approvers.

**Note**: For information on selecting a proxy, refer to the **Selecting a Proxy** section in this Guide.
3. The **Approve or Acknowledge Time** option defaults. Click the **Select** button to access the **Approver Selection** page.

4. The **Approver Selection** page displays. If the approver is responsible for approving for more than one department all departments display in the **Title and Department** list. The current pay period displays in the **Pay Period and Status** list.

   - If an employee(s) is paid from a budget in a different organization, that organization/department displays.

5. Click the pay period displayed (highlights in blue when selected) and the **Select** button to access the **Department Summary** page.

   - The time sheet may be sorted by status or name. Status pertains to the time sheet status (pending, in process, not started, etc.). Refer to the **Time Sheet Status** section for a complete list of statuses. Select the desired sorting order radio button.
6. The **Department Summary** page displays all department employees and lists the status of their time sheets in the **Transaction Status** column (refer to the **Time Sheet Status** section in this Guide for status definitions).

   - The **Action Required** column displays **Approve** when a time sheet has been submitted and is ready for approval.

   - When an employee has submitted their time sheet, the employee's total hours entered displays in the **Total Hours** column.

   - Time can be approved or returned for correction, if desired without viewing the details of the employee's time sheet. Click the **Approve or FYI** check-box to approve, or the **Return for Correction** check-box to return the time sheet to the employee.

   - To view details of the time entered prior to approving, click the employee name link (in blue).

**Note:** If desired or applicable, the employee's time can be corrected without returning the time sheet. Click the **Change Time Record** link in the **Other Information** column to access the time sheet and make applicable changes.
7. The **Employee Detail** page displays when the employee name is selected. Click the applicable action for processing the time:

- **Previous Menu** – Returns to the **Department Summary** page.

- **Approve** – Approves the employees time.

- **Return for Correction** – Returns the employees time sheet for correction.

- **Change Record** – Accesses the employee’s time sheet so the approver can make changes.

- **Delete** – Deletes the employee’s unapproved time and allows the approver to access the employee’s time sheet and re-enter the employee’s time.

- **Add Comment** – Allows the approver to make comments on the time sheet that the employee will see. Used primarily when returning the time sheet for correction.

- **Next** – Displays the next week in the pay period.
Selecting a Proxy

A proxy is a back-up approver who may approve time sheets. Proxies must be manually selected and remain in effect until the approver removes them. Additionally, proxies receive all email notifications that the time approver receives. Multiple proxies may be selected. The following provides instructions on selecting a proxy.

Note: In order for a proxy to see and approve timesheets only staff with the same organizational structure as the approver can be named as a proxy.

1. From the EagleNET main menu click the Employee link. The Employee page displays.
2. Click the **Time Sheet** link to access the **Time Sheet Selection** page.

3. Click the **Proxy Set Up** link.

4. The **Proxy Set Up** page displays. Click the **Name** drop-down list.

5. All employees are listed and are sorted alphabetically by last name. Use the scroll bar to select the applicable individual by clicking the name.
6. Click the **Add** check box, then the **Save** button.

   - Click the **Time Reporting Selection** link to return to the **Time Reporting Selection** page.
7. To remove a proxy, access the Proxy Set Up page, click the Remove check box, then click Save.

**Time Sheet Status**

The following statuses apply to time sheets:

- **Pending** – Indicates the time sheet is pending approval by the time approver.

- **Approved** – Indicates the time sheet has been approved by the time approver (and submitted to Payroll).

- **Error** – Indicates an error has occurred on the time sheet or during processing. If applicable, click Restart to clear time and reenter. Contact Payroll for additional assistance.

- **Returned for Correction** – Indicates the time approver has not approved the time sheet and has returned it to the employee for correction.

- **In Progress** – Indicates the time sheet has been accessed but not sent for approval.

- **Not Started** – Indicates the time sheet has not been accessed.

- **Completed** – Indicates the time sheet has been approved and processed by Payroll.

**Viewing Prior Period Approved Time Sheets**

Prior pay period approved time sheets are available for viewing and to confirm approval and processing by Payroll.

1. From the EagleNET main menu select the Employee link.

2. Select Time Sheet.
If none of the time sheets the approver is responsible for have been accessed, the **Time Sheet Selection** page displays. If time sheets are accessed and/or are waiting for approval the **Time Reporting Selection** page displays.

3. Click the **Select** button to access the **Approver Selection** page.

4. If the approver is responsible for approving for more than one department all departments display in the **Title and Department** list.

5. From the **Pay Period and Status** drop-down list select the desired prior pay period. The applicable time sheet displays; scroll to the bottom of the time sheet to view processing and approval information. Refer to the **Time Sheet Status** section for a complete list of statuses.

New screenshots:
Proxy Set Up

Important Reminder:
Assigning someone as your proxy is a two-step process: Step 1: Perform the proxy setup.
Step 2: Complete the Web Time Entry Proxy Set Up Request Form located on the Human
E-mail the completed form to: HR@emu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregory T Crary, GCRY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelanne Adams, MADAMS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save

From EagleNet menu
### Proxy Approval

**Time Sheet**

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>E, 71006, OIT Information Systems-Operations</td>
<td></td>
<td>SM, Feb 01, 2013 to Feb 15, 2013</td>
</tr>
</tbody>
</table>

**Sort Order**

- Sort employees' records by Status then by Name:  
- Sort employees' records by Name:  

[Select]