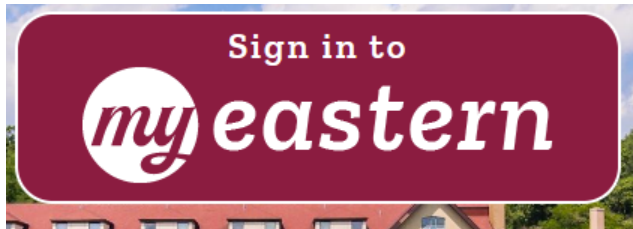
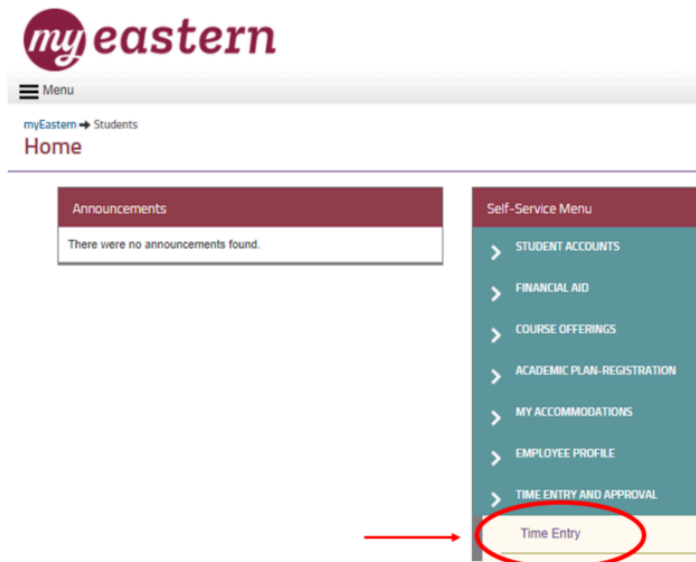


# Eastern University Self-Service STUDENT Timecard Instructions 2023

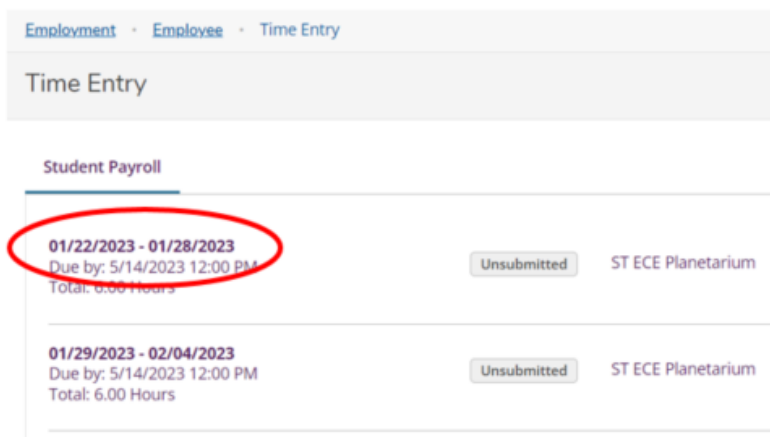
Access your timecard using MyEastern (<https://my.eastern.edu/>) Enter your EU username & password



Under the Student Self-Service Menu, select "Time Entry and Approval", then "Time Entry"



Select the week of the pay period. (Note: Each pay period consists of 2 weeks. **BOTH weeks** must be submitted and approved in order to be paid.)



Enter time worked for each day of the week.

9ECE532555S4A • ST ECE Planetarium  
Jennifer L. Moore • Academic & Admin Support • St Davids Campus  
6.00 | Unsubmitted

**Expand/Collapse to view timecards for multiple positions** → 

Earn Type	Sun 1/22	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Total
Eastern Student Worker	00:00 AM	8:00 AM	2:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	6.00
	00:00 AM	10:00 AM	4:00 PM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	+	1:00 PM	+	+	+	+	+	
		3:00 PM						
		- +						

“Submit for Approval” on **EACH** timecard for **EACH** week when finished.

Position Total Hours: 0.00 4.00 2.00 0.00 0.00

Comments  **Submit when done!**

Repeat for **BOTH** weeks in the pay period.

 Week 01/22/2023 - 01/28/2023 12.00 Total hours  **Advance to next week in pay period**

**If you made a mistake on a submitted timecard**, open the timecard for that week, click “Return Timecard to Edit”, make any needed changes, and then Submit for Approval again.

**Questions?** Contact payroll@eastern.edu