Eastern University Self-Service STUDENT Timecard Instructions 2023
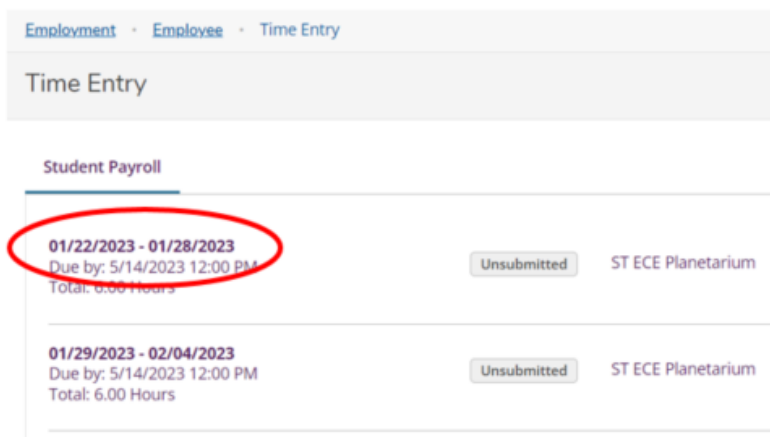
Access your timecard using MyEastern (https://my.eastern.edu/) Enter your EU username & password
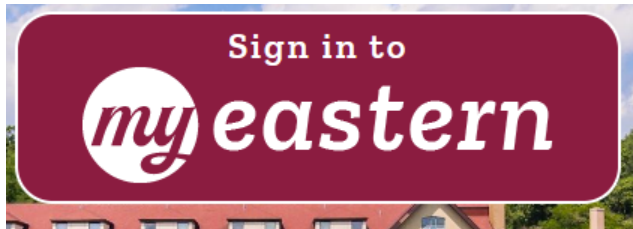
Under the Student Self-Service Menu, select "Time Entry and Approval", then "Time Entry"
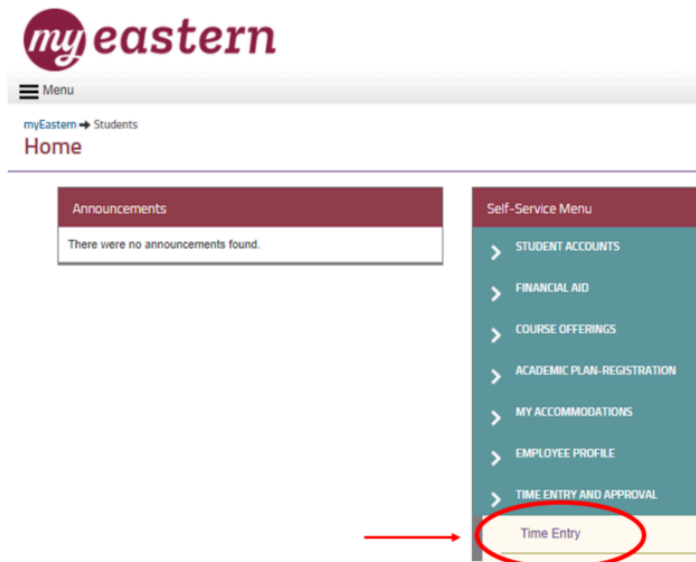
Select the week of the pay period. (Note: Each pay period consists of 2 weeks. **BOTH weeks** must be submitted and approved in order to be paid.)

Enter time worked for each day of the week.

"Submit for Approval" on **EACH** timecard for **EACH** week when finished.

Repeat for **BOTH** weeks in the 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