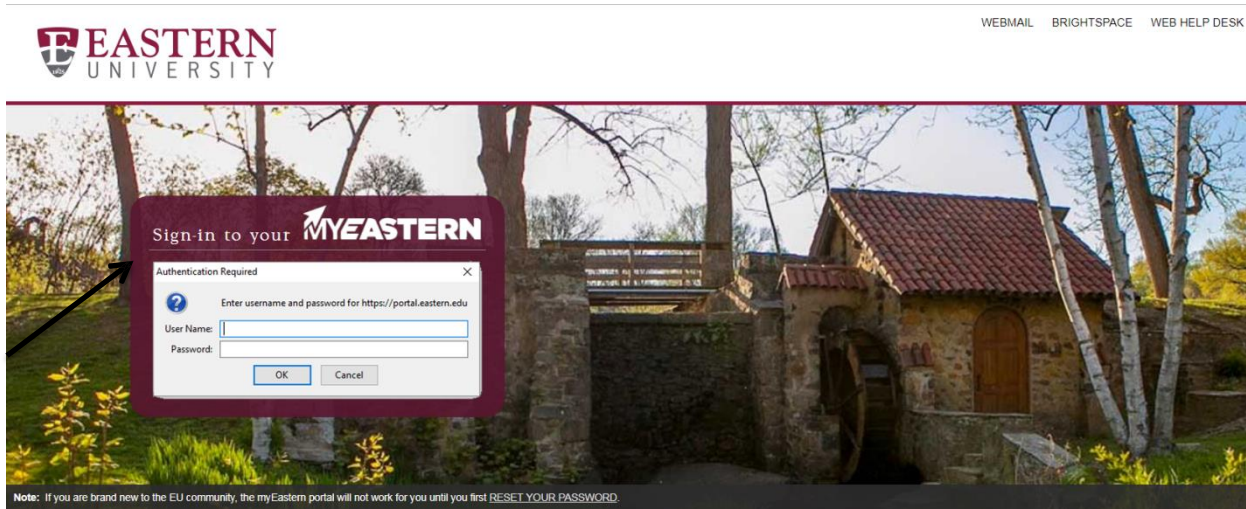
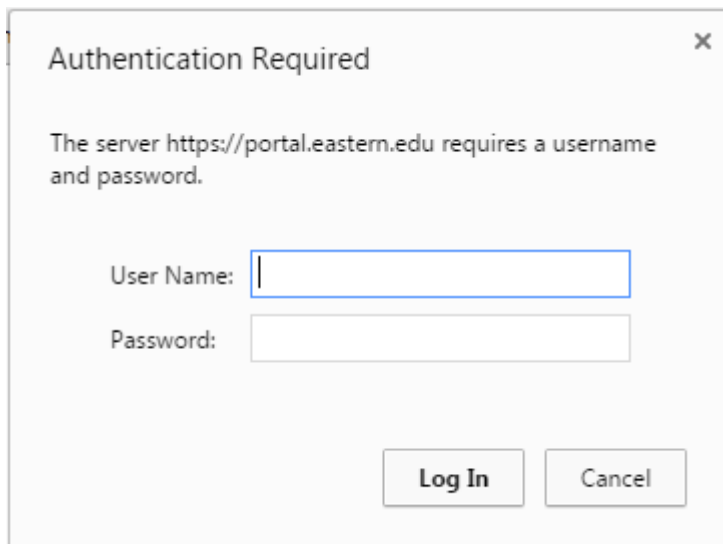


## Human Resources Department Web Time Entry: A Step-by-Step Manual for Hourly Staff

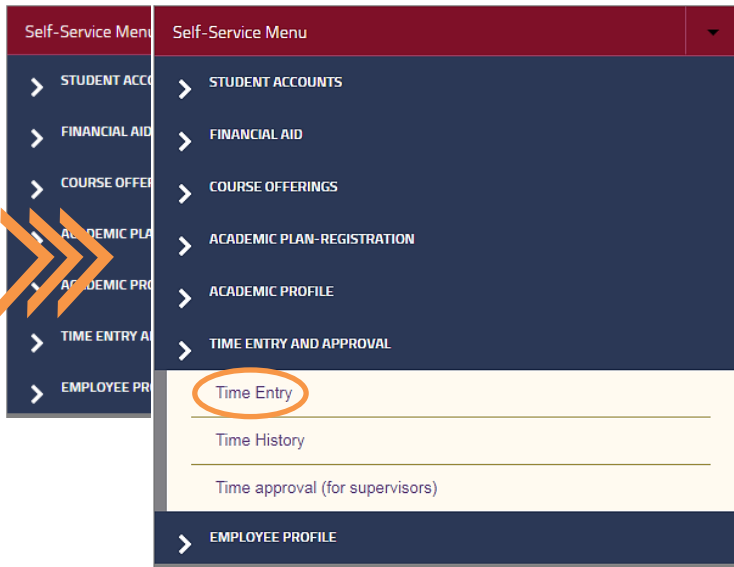
1. To access Web Time Entry (WTE), go to the Eastern Portal at My.Eastern.edu. Log In by clicking on the log in box left of the water wheel.



2. Use your EU User ID and password to Log In.



3. In the Self-Service Menu select Time Entry and Approval, then Time Entry.



4. Check the box of the position for which you would like to enter time and click the Submit button at the bottom of the page. Please pay special attention to the pay period start and end dates for the position you select. If you have multiple positions, it is important to enter time separately for each position as the timecard is routed to the appropriate supervisor and the time entered is expensed to that department's budget.

The screenshot shows the 'Time Entry' form. At the top left, there is a tab labeled 'Time Entry' with a close button. At the top right, there is a 'Help' button. Below the header is a table with the following columns: 'Choose Only One', 'Pay Period Start Date', 'Pay Period End Date', 'Position Title', 'Start Date', 'Department', 'Supervisor', 'Location', and 'Complete By Date'. The first row of the table has the following values: an unchecked checkbox, '07/28/19', '08/10/19', a greyed-out cell, '05/20/19', a greyed-out cell, a greyed-out cell, 'St Davids Campus', and '08/11/19 12:00PM'. Below the table is a 'SUBMIT' button. An orange arrow points from the checkbox to the 'SUBMIT' button.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	07/28/19	08/10/19		05/20/19			St Davids Campus	08/11/19 12:00PM

5. You will be prompted to enter Time In and Time Out for each day worked.
  - o For Time In and Time Out entry, please include AM or PM with your time (i.e. 8:30AM, 4:30PM, 5:00PM).
  - o You are required by law to report actual time worked.
    - Overtime occurs when an employee has worked over 40 hours in a week.
    - Overtime will be automatically calculated.
    - Overtime must be pre-approved in accordance with Eastern's Overtime Policy.
  - o Your supervisor may review your time entry at any point during the pay period. You should enter your Time In as soon as you arrive to work and Time Out when you leave.
  - o Remember to enter your Time In and Time Out for unpaid lunch breaks.
  - o If you did not work, please leave the field blank for the corresponding date.
  - o If additional lines per day are needed, check the Insert Line and click the Submit button at the bottom of the page.

Time Entry x
Help

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student ECE Wage Financial Aid Office	01/16/16			St Davids Campus		01/17/16 12:00PM

Leave Type    Leave Balance  
Not Applicable

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
01/03/16	Sunday							<input type="checkbox"/>
01/03/16	Sunday							<input type="checkbox"/>
01/04/16	Monday							<input type="checkbox"/>
01/04/16	Monday							<input type="checkbox"/>
01/05/16	Tuesday							<input type="checkbox"/>
01/05/16	Tuesday							<input type="checkbox"/>
01/06/16	Wednesday							<input type="checkbox"/>
01/06/16	Wednesday							<input type="checkbox"/>
01/07/16	Thursday							<input type="checkbox"/>

6. Save your electronic timecard by clicking the Submit button at the bottom of the page.  
**Do not electronically sign your timecard unless you have entered all time for the pay period.**

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision    Pending Approval

Supervisor Comments   

Supervisor's E-mail Address   

SUBMIT

7. On the Confirmation screen, click the OK button to confirm the time you entered.

Confirmation

Go back Help

Please be aware that you have not marked your time entry as complete

Pay Period End Date 08/10/19

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	18.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	18.00

OK

8. Repeat Steps 1-8 to enter time on a daily basis until your time for the pay period is complete.

9. Once all time for the pay period has been entered, you must electronically sign your timecard by checking the electronic signature box and typing any necessary comments to your supervisor regarding your time card.

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address jarringt@eastern.edu

SUBMIT

10. Click the Submit button to finalize your time entry for the pay period. An email will be automatically sent to your supervisor indicating that your time is ready to be reviewed and approved.
- o Any comments indicated in the comment box will be automatically emailed to your supervisor.
  - o Once you have signed and submitted your timecard, it can be modified only by your supervisor or by Payroll.
  - o It is you and your supervisor's responsibility to ensure time entry is reported accurately according to the law and that the timecard is signed and approved by the due date established by the Payroll Office. Manual checks will not be issued for late timecards.

Congratulations, your time entry for the pay period is complete!

If you experience any technical difficulties (i.e. you are unable to log into the portal, you receive an error message that you do not have access to the portal, etc.), please submit a ticket to the [WebHelp Desk](#):

**EASTERN UNIVERSITY** Web Help Desk

Please log in to create a ticket. If the issue you are having involves a problem with your login then please call the following phone number.  
(484) 823-0121

**Log In**

User Name

Password

Log In