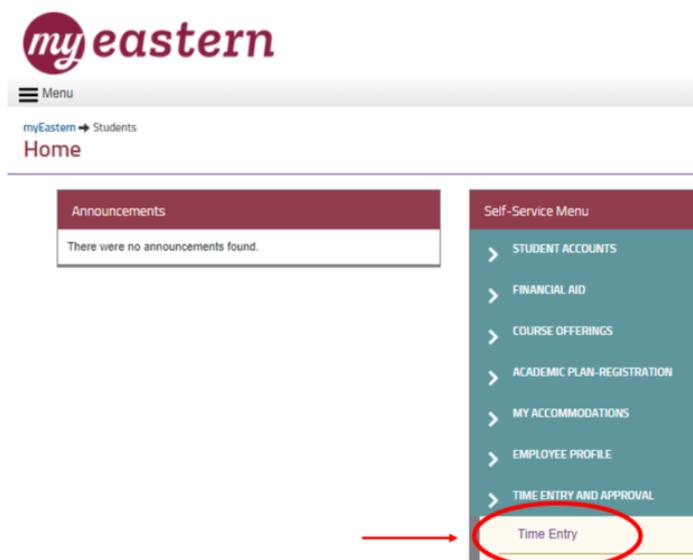


Eastern University Self-Service STUDENT Timecard Instructions 2023

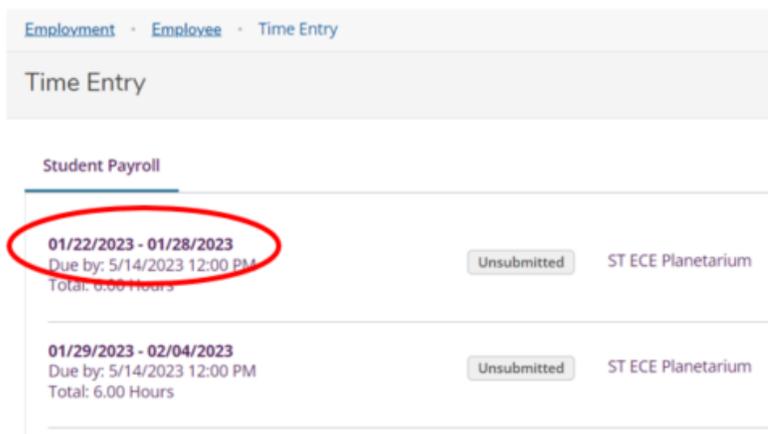
Access your timecard using MyEastern (<https://my.eastern.edu/>) Enter your EU username & password



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.

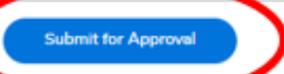
9ECE532555S4A • ST ECE Planetarium
Jennifer L. Moore • Academic & Admin Support • St Davids Campus
6.00 | Unsubmitted

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