## Eastern University Self-Service STUDENT Timecard Instructions 2023

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



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

eastern	
myEastern → Students Home	
Announcements	Self-Service Menu
There were no announcements found.	> STUDENT ACCOUNTS
	> FINANCIAL AID
	> COURSE OFFERINGS
	> ACADEMIC PLAN-REGISTRATION
	> MY ACCOMMODATIONS
	> EMPLOYEE PROFILE
	TIME ENTRY AND APPROVAL
	Time Entry

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

ime Entry		
into Entry		
Student Payroll		
-		
01/22/2023 - 01/28/2023		
01/22/2023 - 01/28/2023 Due by: 5/14/2023 12:00 PM Total: 0:00 Hours	Unsubmitted	ST ECE Planetarium
01/22/2023 - 01/28/2023 Due by: 5/14/2023 12:00 Pt Total: 0:00 Hours 01/29/2023 - 02/04/2023	Unsubmitted	ST ECE Planetarium

Enter time worked for each day of the week.

9ECE53255554A • ST ECE Planetarium Jennifer L. Moore • Academic & Admin Support • St Davids Campus 6.00   Unsubmitted			Expand/Collapse to view timecards for				<b>→(</b>	
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.

		- 1 C				
Position Total Hours:	0.00	4.00	2.00	0.00	0.00	
Comments	Submit for Approval	)+	Sub	omit whe	n done!	

Repeat for **<u>BOTH</u>** weeks in the pay period.



**If you made a mistake on a <u>submitted timecard</u>, 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