Time Entry Approval – Quick Guide

1. Log into eWeber portal at [www.weber.edu](http://www.weber.edu) and then click on the eWeber word in the top left menu next to WSU Home.

2. In the search bar, type “Time Entry Approval” as shown below. This screen will appear. Click anywhere in the Time Entry Approval app. At this point, you will need to enter your Wildcat Username and Password if you haven’t already done so.

3. Once you are logged in and click on the Time Entry Approval app, this screen will appear with your name and display a “Select Function” option.

4. From the Select Function drop down menu, choose Verify Work Week.
5. From the Select Department drop-down menu, the department(s) for which you supervise will be listed.

6. From the Select a Week drop-down menu, choose the week needing to be verified. After you select a week, you will see the employees that you supervise.

7. As you’ll see from this screen, instructions are listed below the employees. You should notice an “N” in the Work Week Entered column. Check the box in the “Approve” column if you are approving their time.
8. Check the box in the “Approve” column if you are approving their time.

![Image of Time Entry Approval screen]

9. The Time Entry Approval final screen looks like this. You’re done!

![Image of Time Entry Approval screen with completed approvals]

10. Any questions? Please feel free to contact our office if you need further assistance. THANKS!