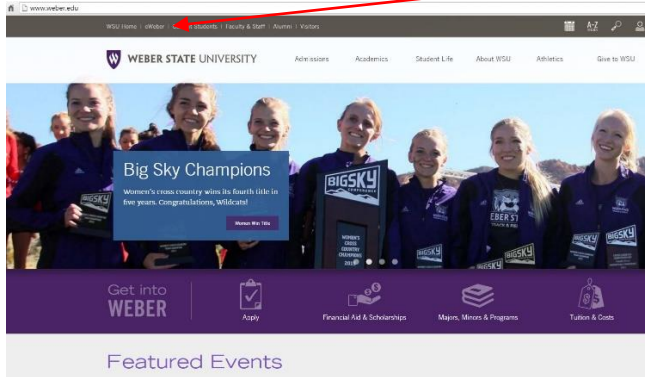# Time Entry Approval – Quick Guide

1. Log into eWeber portal at 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.
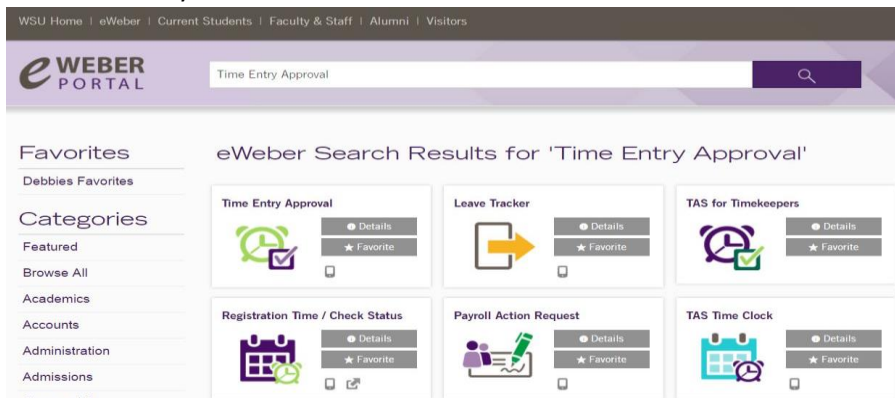

3. Once you are logged in and click on the Time Entry Approval app, this screen will appear with your name and display a "Select Function" option.

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.

eWEBER PORTAL

Time Entry Approval

| Verify Work Week ▾ | 32500 - Payroll ▾ | Select a Week... ▾ |
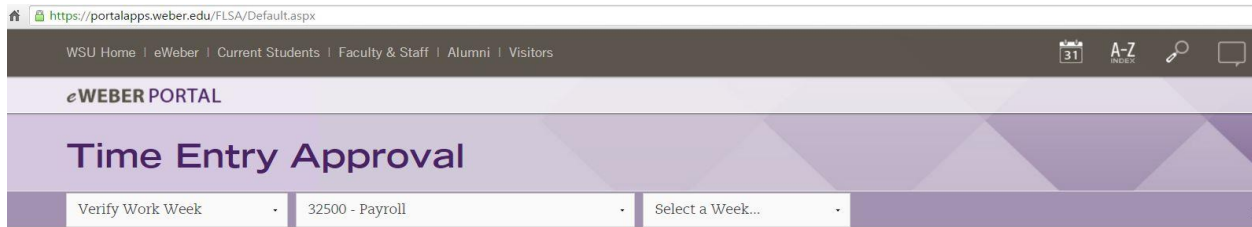
6. From the Select a Week drop-down menu, choose the week needing to be verified. After you select a week, you will see the employees that you supervise.

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Time Entry Approval

| Verify Work Week ▾ | 32500 - Payroll ▾ | 11/14/2015 - 11/20/2015 (21) | | | | | | | | | Help |

Name	ID	Approve	Work Week Entered	Hours Worked	Total Hours	COMP Hours Earned	COMP AVL	OT	Uploaded	Policy Read	Approved By
Duck, Daisy	W00000000	View ☐	N	8	722.75	0	7.4	0	N	Yes	
Duck, Donald	W00000000	View ☐	N	0	682.5	0	0.64	0	N	Yes	
Mouse, Mickey	W00000000	View ☐	N	8	687	0	9.69	0	N	Yes	
Mouse, Minnie	W00000000	View ☐	N	7.5	636	0	27.01	0	N	Yes	

- **Work Week Entered** - Check the box if you are approving your employee's time.
- **Hours Worked** - Number of hours the employee worked during the work week.
- **Total Hours** - total number of hours employee has worked year to date.
- **COMP Hours Earned** - Comp hours earned during this week that have not been uploaded to employees payroll leave/accrual record.
- **COMP AVL** - Employee's comp time balance on their payroll leave/accrual record.
- **OT** - OT available to be paid to employee.
- **Uploaded** - Hours have been uploaded to the employee's payroll leave/accrual file.
- **Policy Read** - PPM 3-2a

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.

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Time Entry Approval

| Verify Work Week ▾ | 32500 - Payroll ▾ | 11/14/2015 - 11/20/2015 (21) | | | | | | | | | Help |

Name	ID	Approve	Work Week Entered	Hours Worked	Total Hours	COMP Hours Earned	COMP AVL	OT	Uploaded	Policy Read	Approved By
Duck, Daisy	W00000000	View ☐	N	16	730.75	0	7.4	0	N	Yes	
Duck, Donald	W00000000	View ☐	N	0	682.5	0	0.64	0	N	Yes	
Mouse, Mickey	W00000000	View ☐	N	16.75	696.5	0	9.69	0	N	Yes	
Mouse, Minnie	W00000000	View ☐	N	14.5	643	0	27.01	0	N	Yes	

- **Work Week Entered** - Check the box if you are approving your employee's time.
- **Hours Worked** - Number of hours the employee worked during the work week.
- **Total Hours** - total number of hours employee has worked year to date.
- **COMP Hours Earned** - Comp hours earned during this week that have not been uploaded to employees payroll leave/accrual record.
- **COMP AVL** - Employee's comp time balance on their payroll leave/accrual record.
- **OT** - OT available to be paid to employee.
- **Uploaded** - Hours have been uploaded to the employee's payroll leave/accrual file.
- **Policy Read** - PPM 3-2a

8. Check the box in the "Approve" column if you are approving their time.

- **Work Week Entered** - Check the box if you are approving your employee's time.
- **Hours Worked** - Number of hours the employee worked during the work week.
- **Total Hours** - total number of hours employee has worked year to date.
- **COMP Hours Earned** - Comp hours earned during this week that have not been uploaded to employees payroll leave/accrual record.
- **COMP AVL** - Employee's comp time balance on their payroll leave/accrual record.
- **OT** - OT available to be paid to employee.
- **Uploaded** - Hours have been uploaded to the employee's payroll leave/accrual file.
- **Policy Read** - PPM 3-2a

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

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