



## Electronic Timesheet access via Employee Web Services (EWS) login

Employees submitting timesheets can access the Timesheet System using a valid EWS User ID and password. From a standard web browser (i.e., Microsoft Edge, Google Chrome or Apple Safari):

1. Directly access the Timesheet system using your valid EWS User ID and Password at:  
<https://hera.odurf.odu.edu/TimeSheet/>

*NOTE: If you have not previously logged into the EWS system please reference the EWS Account Setup below.*  
<https://hera.odurf.odu.edu/ews/>

### Step 1: Click Account Setup

Employee Web Services for Abila MIP

Logon

Please enter your user information.

User ID:

Password:

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### Step 2: Complete the Setup Form and Click the Create/Update Button

Account Setup

Create or Update Your Logon Information

Employee ID:  UIN

Birth Date:  mm/dd/yyyy

Last 4 Digits of Social Security #:

User ID:  First Initial Last Name

New Password:

Retype Password:

## Creating your timesheet

1. **Pay Cycle:** The Timesheet system will display the current Pay Cycle. Past pay periods may be selected from the drop-down list.
2. **Employee:** Select your name from the dropdown if it is not already displayed in the Employee field. *Note: If your name does not display in the dropdown menu, select the red "Help Me!" button and send a request for assistance to your supervisor and/or PI using the, "I can't log in to the Timesheet System"*
3. **Adding Labor hours:**
  - a. Click on the date worked to add labor hours. Enter time segments using a start time and end time.
  - b. Time should be formatted using HH:MM AM/PM (e.g., 8:00 AM, 12:30 PM, etc.).
  - c. If assigned on more than one project all the active project(s) will display and the employee may enter the hours worked on each project(s).
  - d. If the employee needs to record more than one block of time for a given day, additional time segments may be entered by clicking '**+ add row**'. Several time segments can be entered for any given day to accommodate lunch breaks or other non-working hours.
  - e. Press the "Save Hours" button to save the hours and update the timesheet or press either the "→ Next Day" or "← Previous Day" buttons to enter multiple days in the pay cycle before pressing the "Save Hours" button.
4. **Adding Leave Hours:**
  - a. To enter leave, click on the Add Leave link for the appropriate week in the pay cycle.
  - b. Select the date the leave was taken.
  - c. Enter a start time for the leave (in the format of HH:MM AP/PM described above)
  - d. Enter the total hours and minutes of leave time using decimal format (i.e., 8.0 for 8 hours or 2.5 for 2 hours and 30 minutes) and select the type of leave that was taken.

- e. Employees who are eligible for benefits will have the option to enter various types of leave (e.g., Annual Leave, Sick Leave, Bereavement, etc.).
  - f. Non-benefit employees have less options to choose (e.g., Leave Without Pay, Emergency Closing) or may enter only the labor hours worked according to their supervisor's discretion.
  - g. Press the "Save Hours" button to save the hours and update the timesheet or press either the "→ Next Day" or "← Previous Day" buttons to enter multiple days in the pay cycle before pressing the "Save Hours" button.
5. **Retro Pay, Timesheet Revisions and/or Corrections to Previous Pay Periods:** If you need to add or modify a timesheet for a previous pay cycle, select the previous pay cycle from the dropdown. Only add the additional hours that need to be paid and/or corrected. If hours have already been approved/paid and are correct do not delete them. The revised timesheet should reflect the actual total hours worked for that period. The timesheet system will calculate the changes and retro pay (if any) required.
  6. **Save as Default Timesheet:** Saving a default timesheet will allow the hours on the timesheet to be saved allowing the employee to select/populate these hours for the next pay period. This prevents starting with a blank timesheet each pay period.
  7. **Load Default Timesheet:** This allows an employee to open their default timesheet. Modifications may be made based on days that have varying work hours.
  8. **Print:** Timesheets may be printed by selecting either of the Print buttons (one located at the top and the other at the bottom of the timesheet screen).

### **Submitting timesheet(s) for approval**

1. Review all hours entered and ensure their accuracy then click "Submit timesheet". It will then be routed to the employees' Supervisor or designated approver for review and approval. After the timesheet has been submitted the top portion of the timesheet screen will update to reflect that it has been submitted and is awaiting approval from a supervisor. (**Note: please click submit one time.** Multiple clicks may cause the system to slow or provide an error.)
2. After the approver has reviewed and approved, the task bar will indicate it has been sent to payroll for processing. (The employee may choose to verify that the timesheet has been submitted prior to or not later than Monday 10 am. This will confirm the supervisor approval has been completed and submitted to payroll. Timesheets submitted after Monday 10 am of pay week will delay payment until the next pay period.)

### **Questions**

The timesheet approver or supervisor is available to assist you. If additional questions, please contact the ODU Research Foundation Payroll or Human Resources departments:

Research Foundation Human Resources [RFhr@odu.edu](mailto:RFhr@odu.edu)

Research Foundation Payroll [RFpayroll@odu.edu](mailto:RFpayroll@odu.edu)