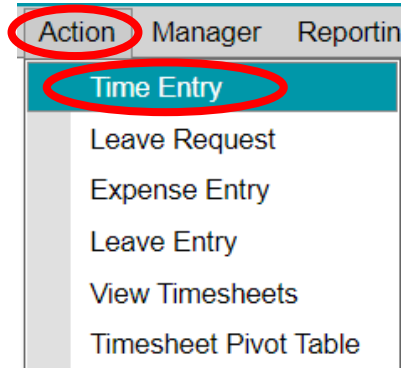


# EWS Quick Reference Guide

## Time Entry

1. Under **Action** click **Time Entry**



2. Enter Work Date, Clocked In time, Lunch and/or Breaks and Clocked Out time. Click **Clock Out**.

	Cost Center	Wage Code	Hours	Description	Approved
<input type="radio"/>	500-Catch-A-Ride	Reg-Op	0.25		<input type="checkbox"/>

Work Date:   Advance Date on Add

Clocked In:

Break 1 from:  to

Lunch from:  to

Break 2 from:  to

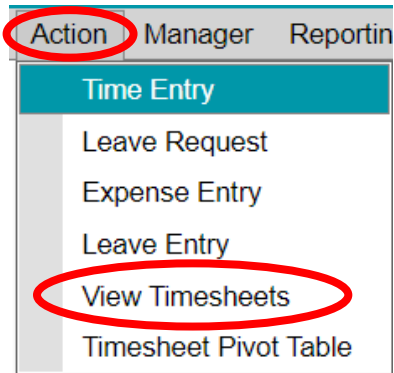
Clocked Out:

Total Hours Worked:

3. Click **SAVE**.
4. To submit the time entry, follow the **Time Sheet and Leave Entry Submittal** Instructions

## Time Sheet and Leave Entry Submittal

1. To **Submit** your time sheet or Leave Entry, Under **Action** click **View Timesheets**.



a. Click the **Submit** button if you are confident your time is correct. A second page will pop up.

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
8/3/2021	500-Catch-A-Ride	Reg-Op		8.75	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	S Ri
8/5/2021	500-Catch-A-Ride	Reg-Op		0.25	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				9.00	0.00	0.00		0.00	0.00				

**NOTE:** You can check your entry by selecting the + button next to the date you want to verify.

b. Click **Submit** again. (You will have to click Submit two times total.)

### Employee Web Services for MIP

Submit Timesheets for Period

I certify that my time is accurate.

Timesheets From:  To:

Notes

Work Date	Cost Center	Earning Code	Leave Code	Hours	Leave Hours	Units	Expenses
7/19/2021	500-Catch-A-Ride	Reg-Off		7.75	0.00	0.00	0.00
7/20/2021	500-Catch-A-Ride	Reg-Off		10.00	0.00	0.00	0.00

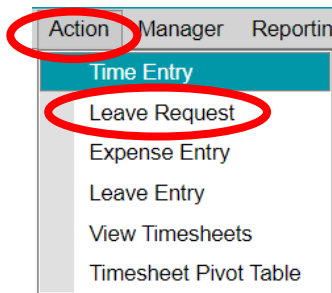
**NOTE:** If you are submitting your timesheet at the beginning of a payroll on Monday or Tuesday please

Submit Timesheets for Period

change the dates on the second Submit page here: Timesheets From:  To:

## Leave Request

1. To enter a Leave Request, Under **Action** click **Leave Request**



2. Click **Add** to enter a new Leave Request

Requested: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Total Hours: \_\_\_\_\_

Include Past Requests

**Add** Edit Delete Calculate

Choose the Start Date and End Date, Leave Type, and the # of Hours you are requesting 9 (CAR routes) or 9.5 (MMH Only) in full days.

**Note:** In the right-hand corner of your screen, it has a list of sick and vacations hours that are available to you. Enter your leave request based on your available balance.

3. Type comments as needed for your leave such as: trip to Florida, Doctor's appointment, etc.

**Leave Request**

Leave Start Date: 7/20/2021  
End Date: 7/20/2021  
Leave Type: Vacation  
Request Status: Request  
Hours Requested: 0.00  
Comments: \_\_\_\_\_  
**Save** Cancel

4. Click **Save** once and the Leave Request is automatically submitted and will appear on the screen.

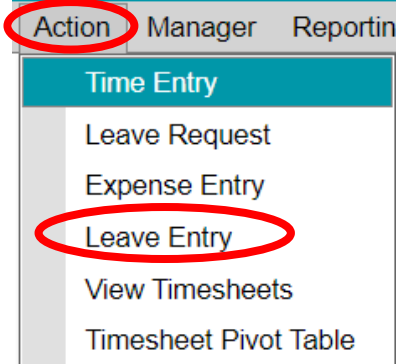
Start Date	End Date	Hours Requested	Request Type	Approved	Approved Rejected by	Approved Rejected Date	Status	Comments	Manager Comments
10/13/2021	10/15/2021	24.00	Vacation	<input checked="" type="checkbox"/>	Erin Thomas	7/19/2021	Approved	Fall break with Elise	FYI - ET will be out, too.
11/24/2021	11/24/2021	4.00	Vacation	<input checked="" type="checkbox"/>	Erin Thomas	8/30/2021	Approved	Leave at 10a	
9/21/2021	9/21/2021	2.00	Personal	<input checked="" type="checkbox"/>	Erin Thomas	9/3/2021	Approved	Leaving at 2:00p to pick Elise up from school.	

5. Once your leave request is approved/denied you will see a message from you supervisor in the message center once you log in or you can return to this page to verify your leave request has been approved.

## Leave Entry

1. A Leave Entry will need to be entered to be paid for your Leave time, this includes Holidays.

2. Under **Action** click **Leave Entry**



3. Enter the date of the Holiday or Leave time that was taken.

4. Cost Center does not change

5. Leave Codes = The same as the Leave Request you entered for this date.

- Holiday Pay- Operations (Holidays only)
- Vacation Operations
- Sick – Operations

6. Put in the # of hours you took for your leave request or holiday (9 or 9.5)

7. Click **Add** once and it is automatically submitted.

Leave Date:   Advance Date on Add

Cost Center:

Leave Code:   I'm on FMLA

Hours:  Your current balance:

Description:

Batch Total:

8. To complete the submittal process for Leave Entries follow the **Time Sheet and Leave Entry Submittal Instructions**

**Note:** Any questions/concerns call your supervisor for help.