Web Time Entry

Training for Approvers

Log In to MyMU

Go to myMU at
myMU.marshall.edu,

Enter your MUID
(901….#) and PIN.

8/19/2010

Select Time Sheet

The MyMU page displays. Click on "Employee" tab

Select the time sheet period you want to review / approve in the Time Approval channel.
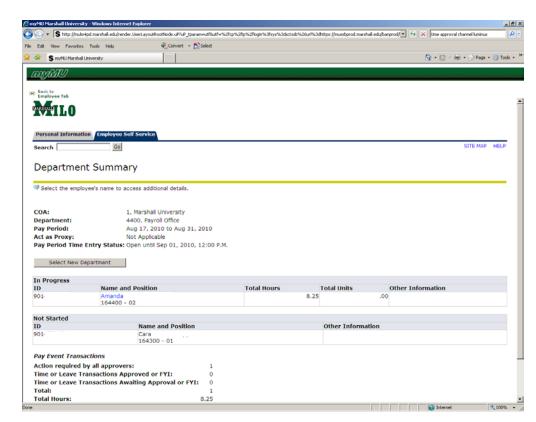
Timesheet Status – In Progress

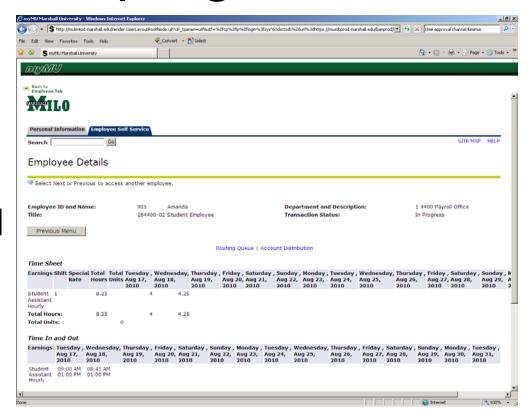The Department Summary page displays and the time sheets will be grouped by their status.

To review a timesheet, click on the name of the employee.

Review – In progress

You will be taken to the Employee Details page where you can review the detail the employee has entered to date.
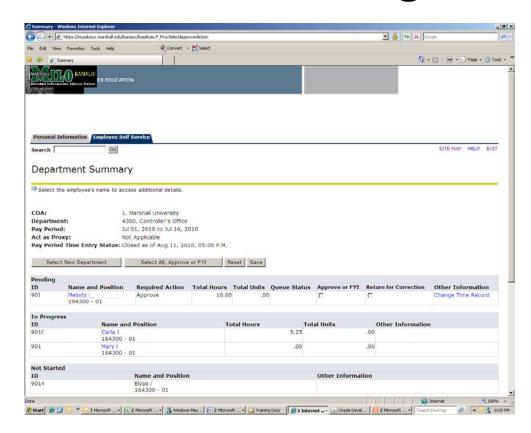
Timesheet Status – Pending

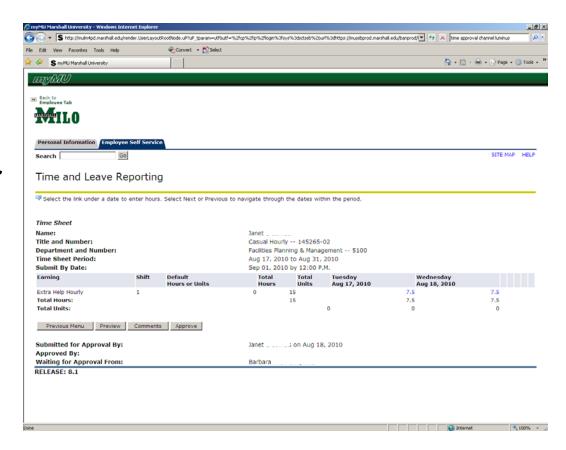Once an employee submits a timesheet it will appear in the summary as Pending.

You may review, approve or change their time.

Change Time Record

If you select change time record, you will see the hours the employee entered for each day, you may select the day to update the in/out times.
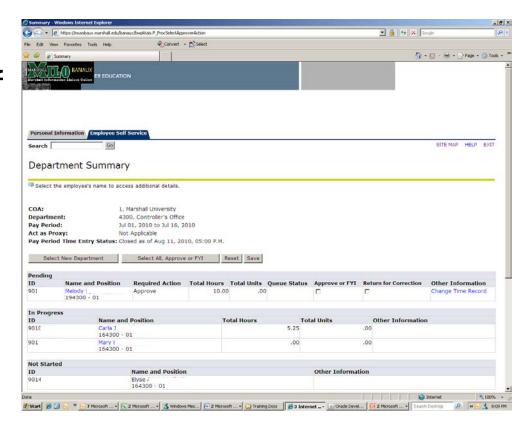
Approve Time Sheet

Click the checkbox in the Approve column of any timesheets you want to approve and then click save.

You may also do individually from the employee detail.

Exit Time Reporting

Click on "Exit" in upper
right hand corner.

Any problems, go to
www.marshall.edu/wte
for troubleshooting ideas
and more info.

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Tips & Recommendations

IMPORTANT:
Always use the navigation buttons in MyMU and the Employee Self Service module, instead of the Forward & Back buttons in Internet Explorer.