

Web Time Entry

Training for Hourly Employees (formerly green timesheet users)





Log In to MyMU

Go to myMU at myMU.marshall.edu,

Enter your MUID (901....#) and PIN.



8/18/2010



Select Time Sheet

The MyMU page displays. Click on "Employee" tab.

From the "Time Reporting" channel, click on the link for the pay period you want to update.



8/18/2010



Select Day to Update

The "Time and Leave Reporting" page will display.

Locate the specific day you want to update. Click "Enter Hours" link directly below that day.

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Input Your Hours

Fill in the Time In and Time Out fields in HHMM format. Click on "Save".

Repeat for all applicable days.

Click on Timesheet to return to summary page.



8/18/2010



Submit Time

Once all hours for the pay period are entered, click on the "Submit for Approval" button.

You will be required to re-enter your PIN to confirm your time sheet submission.





Exit Time Reporting

Click on "Exit" in upper right hand corner.

Any problems, go to <u>www.marshall.edu/wte</u> 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.