

## Timekeeping for REAL External Supervisors

## **Supervisor Invitation & Registration**

At the start of this process, you received an invitation to register for access to your student's timecard. Please make note of the information submitted, as Email Address = NetID for access to the timekeeping system; you will use the password submitted during this process to log into the ETAS system going forward.



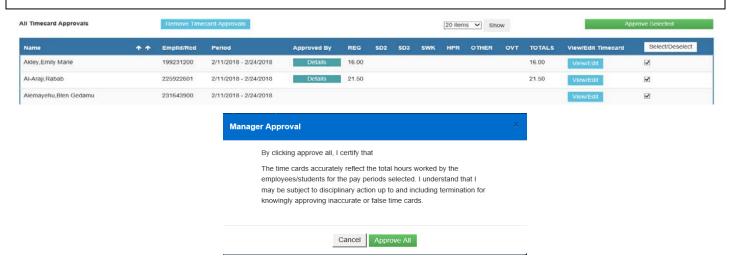
Access your students' timecards at any time by logging into the ETAS system (<a href="https://apps2.hr.emory.edu/timecard/authenticate.html">https://apps2.hr.emory.edu/timecard/authenticate.html</a>). You will receive an auto-generated email at the close of each pay period prompting you to certify the accuracy of hours worked.

You will also receive intermittent approval requests as your student enters individual adjustments during the pay period. Follow the links provided within the email to access the approval page.

## To complete the approval:

- Click Approvals > Approve Timecards. Timecards that require approval will be displayed for each employee by pay period.
- 2. Review the timecard totals for accuracy.
  - a. To view or edit an employee's timecard, click the View/Edit button.
  - b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.
- 3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.
- 4. Click Approve Selected. The approval certification statement will appear.
- 5. Read the Timecard Approval Statement.

Click Approve All. The timecard details will be removed from the Timecard Approval list.



As a University-wide audit control, supervisors will receive notifications until the approval is completed. While we are not able to fully suppress these emails, you may adjust your email frequency. Once you have logged into the ETAS system, from the main menu, please select Approvals, then Email Preferences to update your settings.