



# 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.

Name	EmplId/Rcd	Department	Title
Cleveland,Shauntae R	036595400	SPH Human Resources	Human Resources Specialist

Access your students' timecards at any time by logging into the ETAS system (<https://apps2.hr.emory.edu/timecard/authenticate.html>). 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:

1. 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.

All Timecard Approvals Remove Timecard Approvals 20 Items Show Approve Selected

Name	EmplId/Rcd	Period	Approved By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	Select/Deselect
Akley,Emily Marie	199231200	2/11/2018 - 2/24/2018	Details	16.00						16.00		View/Edit	<input checked="" type="checkbox"/>
Al-Araji,Rabab	225922601	2/11/2018 - 2/24/2018	Details	21.50						21.50		View/Edit	<input checked="" type="checkbox"/>
Alemayehu,Blen Gedamu	231643900	2/11/2018 - 2/24/2018										View/Edit	<input checked="" type="checkbox"/>

### Manager Approval

By clicking approve all, I certify that

The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.

Cancel Approve All

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.