



Time and Attendance Quick Reference

What is Time and Attendance?

Time and Attendance provides online entry and approval of time and absence reporting.

Questions? Contact the Service Desk: 509-963-2001 or servicedesk@cwu.edu

How to access Time and Attendance:

- Open a browser and go to the CWU home page at www.cwu.edu
- Click on the **MyCWU** link at the top right side of the page.
- Click Sign In (upper right corner), enter your Username and Password and click Login.
- Click on **Employee tab**.
- Click the Report Time folder on the left-hand side to view the Time & Attendance links.
- Click link for the function you want to perform.

How do I . . .

Navigation

Report my time?	<i>MyCWU > Employee Dashboard > Report Time > Timesheet</i>
Report an absence-current pay period?	<i>MyCWU > Employee Dashboard > Report Time > Timesheet > Absence tab > Add Absence Event</i>
Request a future absence?	<i>MyCWU > Employee Dashboard > Report Time > Absence Request</i>
Request an extended absence?	<i>MyCWU > Employee Dashboard > Report Time > Extended Absence Request</i>
View my leave balances?	<i>MyCWU > Employee Dashboard > Report Time > Absence Balances</i>
View my time?	<i>MyCWU > Employee Dashboard > Report Time > Time and Labor Launch Pad</i>

Managers/Supervisors

How to access Time and Attendance Approvals:

- Open a browser and go to the CWU home page at www.cwu.edu
- Click on the **MyCWU** link at the top right side of the page.
- Click Sign In (upper right corner), enter your Username and Password and click Login.
- Click on **Time and Labor WorkCenter tab**.
- Click link for function you want to perform.

How do I . . .

Navigation

Approve time?	<i>MyCWU > Time and Labor WorkCenter tab > Pending Payable Time</i>
Approve current pay period absences?	<i>MyCWU > Time and Labor WorkCenter tab > Pending Reported Time</i>
Approve future pay period absences?	<i>MyCWU > Time and Labor WorkCenter tab > Pending Future Absence</i>
Push back time?	<i>MyCWU > Time and Labor WorkCenter tab > Pending Payable Time</i>
Review/resolve exceptions?	<i>MyCWU > Time and Labor WorkCenter tab > Exceptions</i>
View time for my direct reports?	<i>MyCWU > Time and Labor WorkCenter tab > View Time tab</i>
Manage schedules for my direct reports?	<i>MyCWU > Time and Labor WorkCenter tab > Links section > Manage Schedules</i>
Delegate my approvals?	<i>MyCWU > Time and Labor WorkCenter tab > Links section > Manage Delegation</i>

Training Materials are located under “Time & Attendance Training & Resources” at:
www.cwu.edu/hr/professional-development-training

Link to Payroll Calendar:

www.cwu.edu/financial-affairs/sites/cts.cwu.edu.financial-affairs/files/PayrollSchedule.pdf

