

HS/EHS EWS INSTRUCTIONS

Off-Site Time Reporting during COVID-19

During this time it is imperative that you code your information correctly within the system.

ESW Guidance

STAFF

As we are all working from home, working in different locations, working on different projects and aspects, or not working at all we need to track the information accordingly in the EWS system for payroll purposes.

Below are the new additional codes in the EWS system for the program you work in. Head Start staff have the most codes and need to be accounted accordingly in the boxes.

HS/EHS Direct Staff Codes:

HS Remote EHS Remote Cacfp Remote

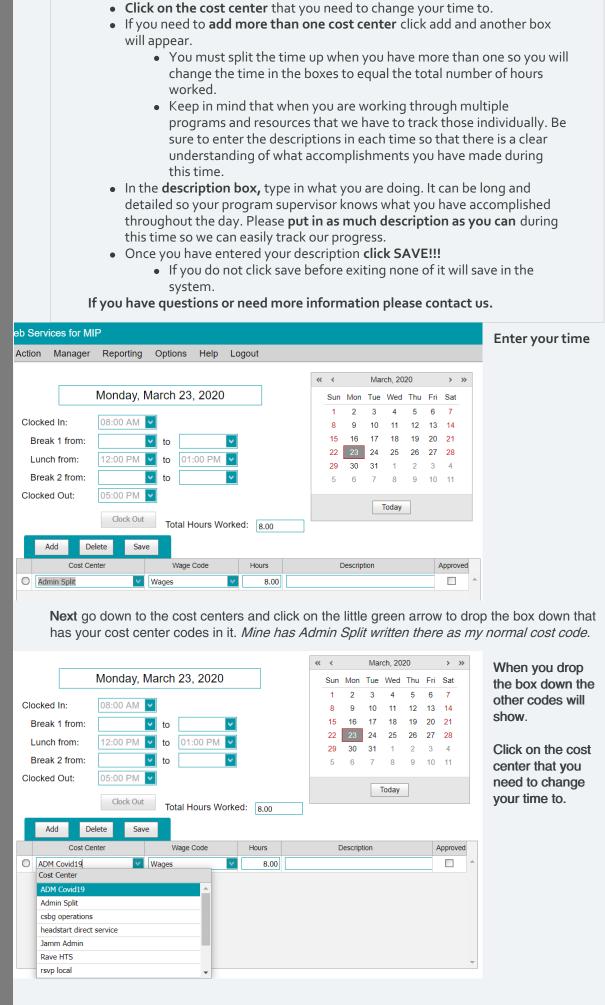
HS Onsite EHS Onsite Cacfp Onsite HS/EHS Managers Codes: HS Covid19 EHS Covid 19

HS ADM Cov19 EHS ADM Cov19

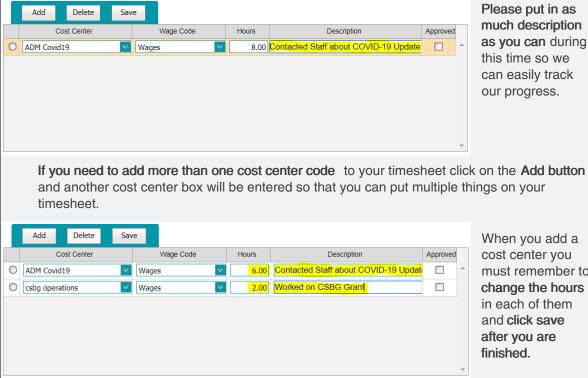
Step by Step Instructions

The following are detailed instructions for putting the information in the system correctly:

- Login to the EWS system
- Click Action
- Click Time Entry
- Enter 8 hours (no matter the number of hours you worked or did not work)
- Next go down to the **cost centers** and click on the little green arrow to drop the box down that has your cost center codes in it.
 - The example shows Admin Split
- When you drop the box down the other codes will show.



In the description box, type in what you are doing. It can be long and detailed so your program supervisor knows what you have accomplished throughout the day.



When you add a cost center you must remember to change the hours in each of them and click save after you are finished.

In this example there is two cost centers with 2 hours spent on Covid-19 and 6 hours spent on regular work. Keep in mind that when you are working through multiple programs and resources that we have to track those individually. Be sure to enter the descriptions in each time so that there is a clear understanding of what accomplishments you have made during this time.

Once you have entered your information click SAVE! If you do not click save before exiting the time you entered will not be saved in the system.

We will send emails to you to keep you "in the know" about what we are doing, give you the latest information and updates, and provide guidance during this time. **STAY TUNED FOR MORE UPDATES**