



# 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.

- **Click on the cost center** that you need to change your time to.
- If you need to **add more than one cost center** click add and another box will appear.
  - You must split the time up when you have more than one so you will change the time in the boxes to equal the total number of hours worked.
  - 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.
- 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. Please **put in as much description as you can** during this time so we can easily track our progress.
- Once you have entered your description **click SAVE!!!**
  - If you do not click save before exiting none of it will save in the system.

**If you have questions or need more information please contact us.**

Web Services for MIP

Action Manager Reporting Options Help Logout

Monday, March 23, 2020

Clocked In: 08:00 AM

Break 1 from: to

Lunch from: 12:00 PM to 01:00 PM

Break 2 from: to

Clocked Out: 05:00 PM

Clock Out Total Hours Worked: 8.00

Add Delete Save

Cost Center	Wage Code	Hours	Description	Approved
Admin Split	Wages	8.00		<input type="checkbox"/>

Enter your time

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. *Mine has Admin Split written there as my normal cost code.*

Monday, March 23, 2020

Clocked In: 08:00 AM

Break 1 from: to

Lunch from: 12:00 PM to 01:00 PM

Break 2 from: to

Clocked Out: 05:00 PM

Clock Out Total Hours Worked: 8.00

Add Delete Save

Cost Center	Wage Code	Hours	Description	Approved
ADM Covid19	Wages	8.00		<input type="checkbox"/>

When you drop the box down the other codes will show.

Click on the cost center that you need to change your time to.

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.

Add Delete Save			Cost Center	Wage Code	Hours	Description	Approved
<input type="radio"/>	ADM Covid19	Wages	8.00	Contacted Staff about COVID-19 Update	<input type="checkbox"/>		

Please put in as much description as you can during this time so we can easily track our progress.

If you need to add more than one cost center code to your timesheet click on the **Add** button and another cost center box will be entered so that you can put multiple things on your timesheet.

Add Delete Save			Cost Center	Wage Code	Hours	Description	Approved
<input type="radio"/>	ADM Covid19	Wages	6.00	Contacted Staff about COVID-19 Update	<input type="checkbox"/>		
<input type="radio"/>	csbg operations	Wages	2.00	Worked on CSBG Grant	<input type="checkbox"/>		

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**

