

# Welcome to EWS (Employee Web Services)

<https://ews.abilaonline.com/ews/>

This is the screen you will initially see every time you log in to EWS.

## Employee Web Services for Abila MIP


### Login

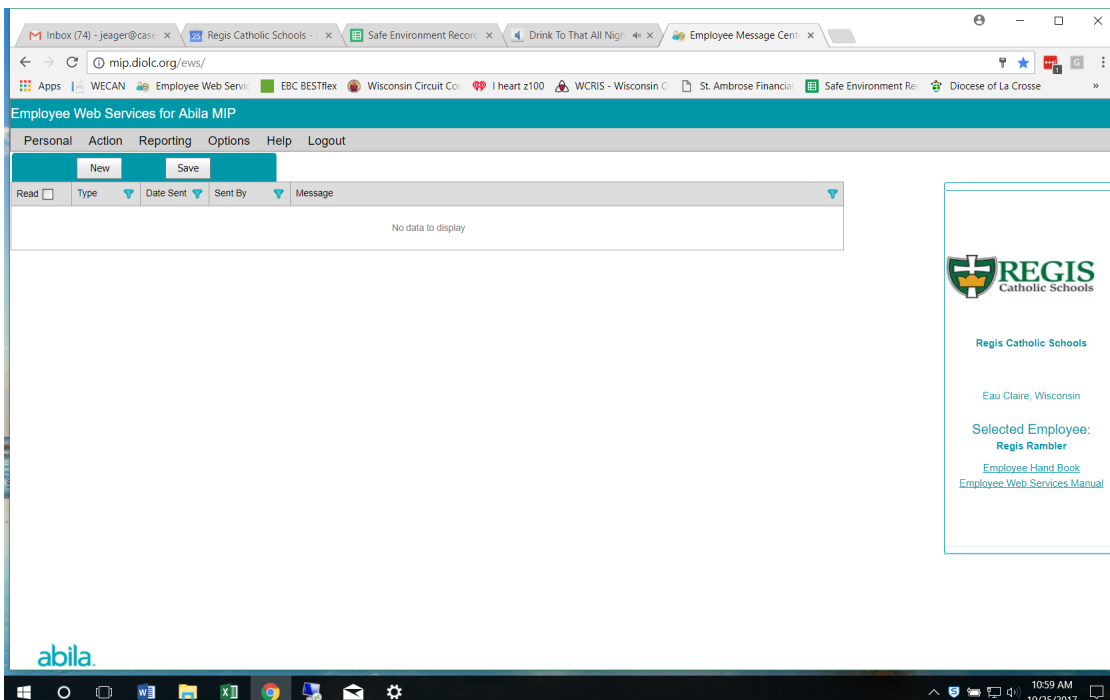
Please enter your user information.

User ID:

Password:

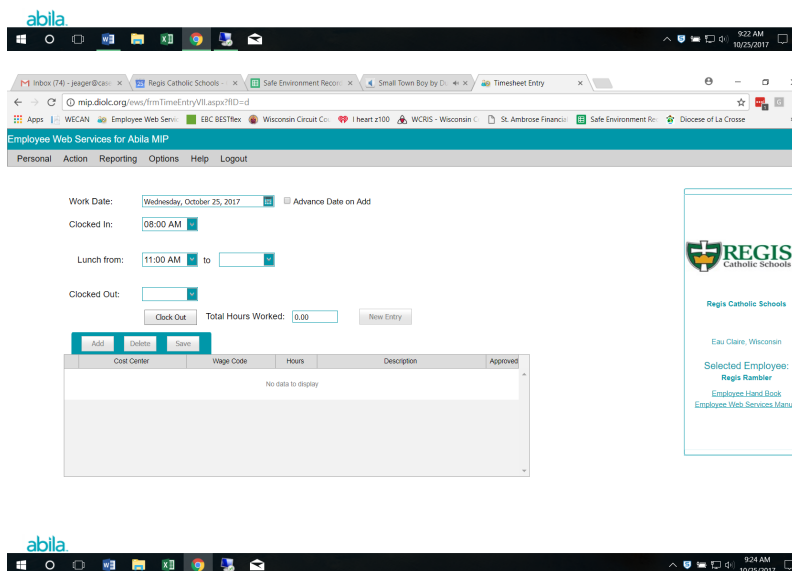
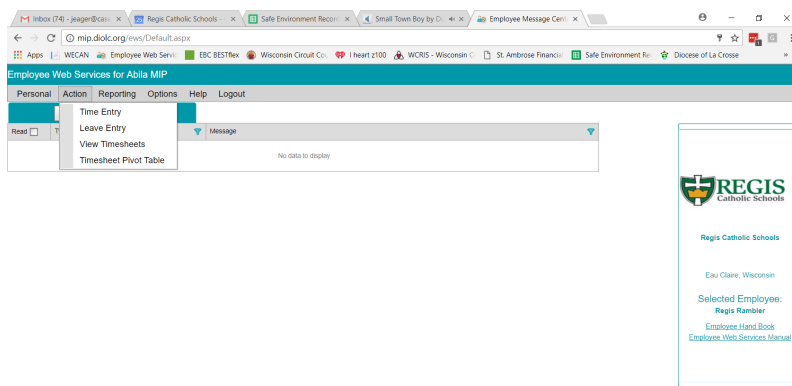
EWS Version: 2018.1 - Hosted





# Entering Time Into Hourly Time Entry

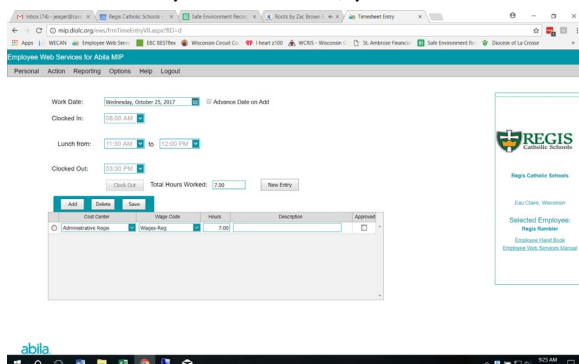
## Action Menu >> Time Entry



1. Verify **Work Date** is correct date you are entering your time for.
2. Use drop downs to enter **Clocked In**, **Lunch from** and **to**, and **Clocked Out**.
3. Click **Clock Out**.

## Tips:

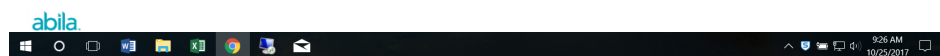
- Enter time to the nearest 15 minutes.
- “Lunch from...to” is only entered if you take an unpaid/non-working lunch period.
- “Total Hours Worked” calculates automatically and will deduct whatever is entered in “Lunch from...to”.
- After you **Clock Out**, you can add a description by clicking in the “Description” box and then click “Save”



# View Timesheets

Action Menu >> View Timesheets

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00		0.00	0.00				
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00		0.00	0.00				
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00		0.00	0.00				
				22.50	0.00	0.00		0.00	0.00				



## Tips:

- If a manager has approved a time entry, the row displays in green, the **Approved** check box is selected, and you can no longer edit the time entry.
- If a manager has not yet approved a time entry, you can go back and change time entry information.
- If you need to change a time entry after a manager has approved it, you can send a message to the manager and ask the manager to either edit your time entry or reject your time entry. If the manager rejects your time entry, you can go back and edit your time entry.

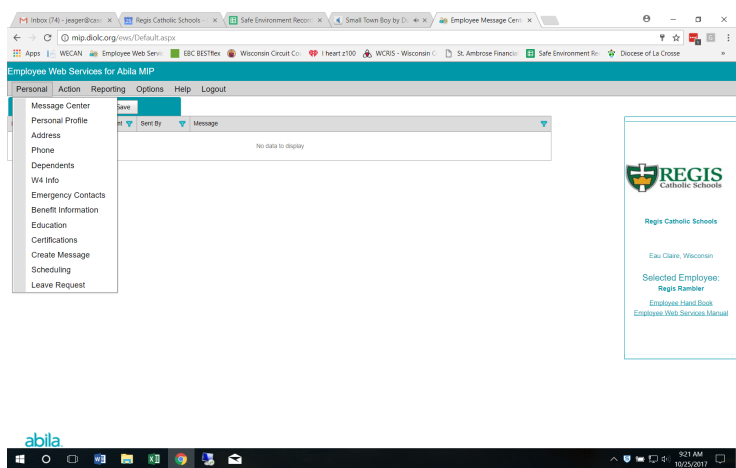
# Entering Leave into Leave Entry

Action Menu >> Leave Entry

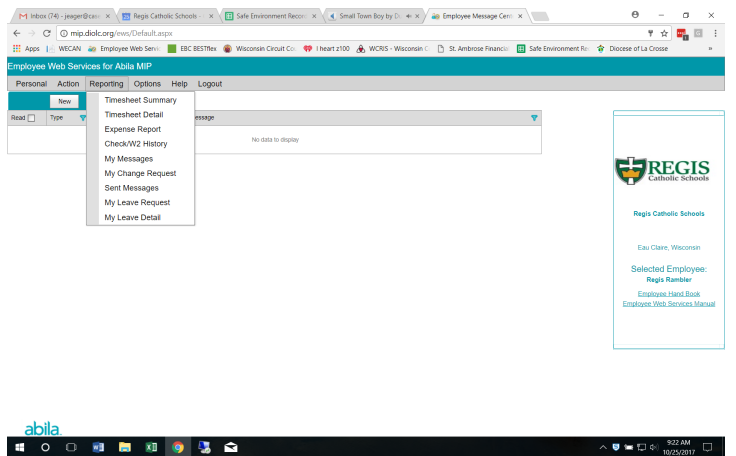
Leave Code	History	Current	Balance
Paid Holiday	48.00	0.00	48.00
Personal Hours	16.00	0.00	16.00
Sick Hours	72.00	4.00	68.00



# Personal Menu



# Reporting Menu



# Options Menu

