https://ews.abilaonline.com/ews/

Welcome to EWS!!

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



Personal Menu





Action Menu



Reporting Menu





Options Menu



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Use drop downs to enter Clocked In, Lunch from, and Clocked Out.

Click "Clock Out".

When entering time, enter to the nearest 15 minutes.

"Lunch from" is only entered if you took an unpaid lunch period.

Do not enter anything in "Lunch from" if you work through lunch/work during your lunch.

Notice "Total Hours Worked" calculates automatically and will deduct whatever is entered in "Lunch from".

M Inbox (74) - jeager@case 🗴 🔯 Regis Catholic Schools - 🗴 📳 Safe Environment Recore 🗴 💽 Roots by Zac Brown 🗄 🍕 X 💩 Timesheet Entry 🛛 🗙	Θ	- 0	×
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After entering your time, you can add a description by clicking in the "Description" box and then click "Save".

Action Menu >> View Timesheets

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After entering all of your time for the pay period, go to Action Menu >> View Timesheets and then click "Submit" and your timesheet will automatically go to your principal/manager for approval to be paid.

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After clicking "Submit" the hours that are submitted will be highlighted yellow.



If you need to enter leave time for which you are entitled to be paid for...

Action Menu >> Leave Entry

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This is what you will see under Action Menu >> View Timesheets when you have any sort of paid leave.

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Reporting Menu >> Check/W2 History

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Regis Catholic Schools

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