# Coppin State University
## WEB TIME ENTRY INSTRUCTIONS
## For Employees

1. **Go to Coppin website (www.coppin.edu)**
2. **Click "EAGLELINKS" on the right hand side of Coppin website**
3. **Scroll down to the EAGLELINKS web page to "EAGLELINKS Sign In" button and click**
4. **Type your first initial and last name (ex: mjohnson) as your User ID**
5. **Enter your password and click "Sign In" button**
6. **Click "CSU Employee Timekeeping" on the left hand side under "EAGLELINKS Menu"**
7. **Click Time Reporting**
8. **Click Search (Time Entry page/timesheet will appear)**
9. **If you have more than one job on campus, make sure you are choosing the correct record for your time entry.**
10. **Enter time* for each day worked**

    ***Regular and contractual employees (except adjuncts) and students will add hours for each day worked (time started, lunch break, and time ended)**
    **- You must click the "add" button to add a row for each day worked**

    ***Regular Exempt employees will click the "Apply Schedule" button. Fields will populate with days worked. You will need to make adjustments if you did not work every day. This applies to Full Time Non Tenured Track Faculty members.**
11. **Save your time entry. It is recommended that you save every two lines.**
12. **Go back to EAGLELINKS portal, click CSU Employee Timekeeping, then click Emergency contact and add a name and telephone number.**
13. **Change your password: On the EAGLELINKS Menu, scroll down to "Change Password." You may use the same password that you use when you log on to your computer (your network account password).**

**Please contact Human Resources (x3666) if you have any questions.**

**Please print this page as a quick reference**