Electronic Time Entry for Students/Temp/On-Call Employees

Deadlines

- You must have all time for a pay period entered into this system by 11:59PM, Saturday at the end of every pay period for you to be paid on time
 - E.g. Pay period 15 is from Sunday, July 2nd through Saturday, July 15th. All time must be entered by 11:59PM on July 15th for you to receive payment on July 28th.
 - Any delay in time entry will result in a delay in payment
- MSU Bi-Weekly Pay Periods can be found: <u>http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx</u>

Getting Started

- Log into the EBS Portal: ebs.msu.edu
- Click My Time & Payroll at the top of the screen
- Click Time Entries & Statements tile
- The Calendar View and Timesheet will open



Select Personnel Assignment

- Click Personnel Assignment at the top left of the screen for details
 - Many employees have multiple assignments (jobs) at CAL and across MSU's campus and will need to select the correct assignment for time entry. It is vital to select the correct job for the time you are currently entering to ensure correct pay rates and accounts are used
 - Employees with only one assignment will not need to expand or select their assignment, it will be automatically filled in on the timesheet

	-	1								2010																					
		Janua	y 2019				-	144	Tu i	Louis T		14				Marci	0 2019														
		Ma Tu						-	-						MO	TU	100	-													
	*	31 1	2	3	• •	1				~ ~		*	÷.	24	- 25	76	- 27	28	1	-											
٩.	•	7 #		10 1	1 12			-				9	10	3	4	3		7	*												
1	13	14 15	28	17 1	8 19	7	10	щ	12	13 2	- 15	16	11	10	11	12	13	14	15	- 26											
1	20	21 22	23	24 3	5 26	4	17	18	19	20 2	22	23	73	17	18	19	20	21	22	23											
1	27	28 29	30	31	1 2	9	24	25	25	27 2	1	2	33	24	25	26	27	28	29	30											
e 1	à.,	4 5	. 4	(5)	0	10-	3	4	5	6 7	. 8	9	.18	31	1	2	3	4	5	1.0											
Tim	eshe	Selection	•	ejected	in No	n-Worl	ing Da	77	Appro	wed	Walt	ing for	Approv	si [Tex	day															
Tim Pre	eshe wiour	selection ret Period	Next	ejected Period	> w	o-Wori	iong De	77	Appro	eved	Go to	ing for	Approv	= [.~]	We	day orküsl) [Fi	evorib	es V	2	Check) [In	nsent R	ow Derabilitier F		Att Jahre 11		Total	House	2	Start time	End 8
Tim Pre	eshe vious	selection ret Period Date	Next	ejected Period	> W	n-Worl	iong Du roim: me	77	Appro	Rec. C	Go to Ctr	ing for	Approv	el [J~] elem	We ent	day orküsi R	i) [Fi	rvarib	es V	2) (Check [Ir	nsent R	ow Receiving F	unc.	Att./abs. ty	pe	Total	Hours	Det	. Start time	End t
Tim Pre	ieshe wious Xel	selection ret Period Date	Next Pe	ejected Period rs.Aas	No No gn	oek Fi Nar	iong De rom: me	7	Appro	Rec. C	Ge to Ctr	ing for	Approv	el [J~] olem	Tox We ent	day orküsi R	E Fi	evorit	es ~	2) (Check Irr	nsent R nd	low Receiving F	unc.	Att./abs. ty	pe	Total 0.00	Hours	Det	- Start time	End ti
Tim Pre	ionen ivious Del	selection ret Period Date SU, 12	Next I Pe	ejected Period rs.Ass	y W	oek Fr Nar Stu	rom: ne dent (Clieric	al	Rec. C	Ge to Ctr	o Date	Approv	et [We ent	orküsl R	i) [Fi	evorib ler	es v	2) (Check [Ir	nsent R	low Receiving F	unc.	Att./abs. ty	pe.	Total 0.00 ~ 0.00	Hours	Det	. Start time	End ti
Tim Pre	ionen rvious Del	Selection Period Date SU, 12 MO, 12	Next Pe 30 /31	ejected Period rs.Ass) W	o-Worl beek Fi Nar Stu Stu	ne dent (Dieric	al	Rec. C	Go to Ctr	o Date	Approv	si [J√]	Tox We	orküsl R	i) [Fi	avorib Ier	es v	-) (Check Ir	nsent R	ow Receiving F	unc.	Att./abs. ty	pe	Total 0.00 ~ 0.00 ~ 0.00	Hours	Det	- Start time	End t
Tim Pre	turrent rvious Det 留 雷	Selection Period Date SU, 12/ MO, 12 TU, 01/	Next Pe 30 /31 01	ejected Period	₩ No	n-Worl Nar Stu Stu	iong Du rom: me dent (dent (Cleric Cleric	al al	Rec. C	Go tr	ong for	Approv	si [J√]	Too	orküst R	i) [Fi	avorib	es v	-) [Check Ir	nsent R	low Receiving F	unc.	Att/abs. tj	pe	Total 0.00 ← 0.00 ← 0.00 ← 0.00	Hours	Det	. Start time	End ti
Tim Pre	turrent reshe revious Del 官 官 官	Selection Period Date SU, 12 MO, 12 TU, 01/ WE, 01	Next Pe 30 /31 01 102	Period	y w	oek Fr Nar Stu Stu Stu	rom: ne dent (dent (dent (Cleric Cleric Cleric	al al al al	Rec. C	Go tr	ong for	Approv	si [I√]	Too	orküst R	i) [Fi	avorib ler	es ~	2) (F	Check Ir	nsent R nd	low Receiving F	unc.	Att/abs. tj	pe	Total 0.00 0.00 0.00 0.00 0.00 0.00	Hours	Det	. Start time	End ti

- Within the drop-down, personnel assignments are listed by PERNER (Personnel Number) and MSU Job Title.
- If you are unsure which option to pick, please reach out to your supervisor or CALHR help at CAL.payroll@msu.edu

000	01013			Stud	lent (Cleric	al Ass	istant	11														
000	01013			Stud	lent (Dn-Ca	all 24h	nr Assi	stant	PP	hrus	N 20	19						March	2010		1	
1	Su	Mo	Tu	y 201	Th	Er	5.3		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Er	6.2
	50	MU	10	VVC			30	5	27	28	29	30	31	1	2	0	Su	NIU 05	10	vve	-		34
1	30	31	1	2	3	4	5	3	21	20	20	50	31	*	2	9	24	25	26	27	28	1	2
2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9
3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16	11	10	11	12	13	14	15	16
4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23	12	17	18	19	20	21	22	23
5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2	13	24	25	26	27	28	29	30
6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	14	31	1	2	3	4	5	6

Select the pay week

- Be sure you are in the correct week you are entering time for in the calendar view
 - MSU payroll schedules and pay periods can be found at http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx
- Once in the desired week, all time entries need to be associated with an account number

Select the Account Number

- Click the Worklist button in the center of the page to select the account number
 - Skipping this step will result in an error. The account information must be loaded via the worklist button

31 1 7 8 14 15	2 3 9 10	4 5 11 12	5 Z	17 28	1 29	20	32	2	2	4.3	a 2	6												
7 8 14 15	9 10	11 12											20. 1	27 28	1	2								
14 15			- 17	1.14	. 9		2	в	9	10	3 4	4	5	6 7	8	9								
	16 17	18 19	7 1	10 11	1 12	13	14	15	16	11 1	0 1	1	12	13 14	15	16								
21 22	23 24	25 26	1 1	17 18	8 19	20	21	22	23	12 3	7 1	8	10	20 21	22	28								
28 29	30 31	1 2	1 2	14 25	5 26	27	28	1	2	13 2	14 2	5	26	27 28	29	30								
4 5	6 7	8 9	30 3	5 4	5	8	7	8	0	14 3	11	1	2	3 4	5	6								
e Selection	Rejecte	d Non	Wonling	f Day	Ap	proved		watery	tor Ap	proval		1003)	Υ.											
s Period	Next Perio	d > We	ek From	<i>R</i>		1	G	io to D	Date	1		Wor	list	Fave	rites	~ (8 Ins	rt Row						
Date	Pers As	sgn	Name			Rec	CCh		W	BS ele	ment		Rec	order		R	ver Fund	Receiving Fu	c. Att./abs. type	Total	Hours	Det	Start time	End to
																				0.00				
SU, 12/	30		Studen	nt Cler	rical															~ 0.00				
MO, 12	/31		Studen	nt Cler	rical															~ 0.00				
TU, 01/	01		Studen	nt Cler	rical															~ 0.00				
WE, 01/	102		Studen	nt Cler	rical															~ 0.00				
TH, 01/	03	1	Studer	nt Cler	rical															V 0.00				
		1	Studer	nt Cler	rical															~ 0.00				
FR, 01/																								
	4 5 Selection eet Date SU, 12/ MO, 12 TU, 01/ WE, 01. TH, 01/	4 5 6 7 Selection ■ tepece net Period Next Period Date Pers.As SU, 12/30 M0, 12/31 TU, 0.101 WE, 0.102 TH, 0.103	4 5 6 7 8 9 Selection ■ Depicted ■ Non- net Period Next Period > Wee Date Pers.Acogn SU, 12/30 M0, 12/31 TU, 01/01 WE, 01/02 TH, 01/03	4 5 6 7 8 9 30 1 Selection ■ Depend ■ Non-Working net Period Rest Period > Week From Date Pers Arogen Name SU, 12/20 Stude MO, 12/31 Stude TU, 01/01 Stude TH, 01/03 Stude	4 5 6 7 8 9 35 3 4 Selection ■ Rejected ■ Non-Working Day met SU, 12/20 MO, 12/31 TU, 01/01 WE, 01/02 Student Cle WE, 01/02 Student Cle Student Cle	4 5 6 7 8 9 32 3 4 5 Selection Brejected Non-Working Day 4 4 Period Next Period Week From: 4 Date Pers.Acogn Name SU, 12/30 Student Clerical Student Clerical VPE, 01/02 Student Clerical Student Clerical TH, 01/03 Student Clerical Student Clerical	4 5 6 7 8 9 30 3 4 5 6 Selection Brajected Non-Working Clay Approved net Period New From: 1 Date Pers Acogn Name Rec SU, 12/30 Student Clerical Student Clerical VE, 01/02 Student Clerical Student Clerical TH, 01/03 Student Clerical Student Clerical	4 5 6 7 9 9 33 4 5 6 7 Selection Impicate Into Working Cay Approved Impicate Impicate	4 5 6 7 9 33 4 5 6 7 8 Selection Impoced Too Working Day Impoced working Day Impoced working Day Impoced working Day Impoced <	4 5 6 7 9 30 3 4 5 6 7 8 9 Selection Inspected Inco-Warking Day Approved Warking tor Approved Warking tor Approved Warking tor Approved Inco-Warking Day Inco-Warking Day <t< td=""><td>4 5 6 7 8 9 33 4 5 6 7 8 9 34 3 Selection Inspected Tool Working Day Image: Approxed Wasting for Approxed Wasting for Approxed net Selection Image: Market Period Week From: Image: Go to Date Image: Go to Date</td><td>4 5 6 7 8 9 32 3 4 5 6 7 8 9 32 31 Selection Inspected Inspected</td><td>4 5 6 7 8 9 20 3 4 5 6 7 8 9 24 21 1 Selection Introvision Day Approved Introvision Day Approved Introvision Day Introvision Day Approved Introvision Day Introvision Da</td><td>4 5 6 7 8 9 14 31 1 2 Selection Inspected Inter-Working Day Approved Wasting for Approval Interview selection Inspected Inter-Working Day Approved Wasting for Approval Interview selection Interview Week Front Interview Interview Week Front Interview Date Pers.Acogin Name Rec. CCir WBS element Rec. Student Clerical Student Clerical Interview Interview Interview Interview WE, D102 Student Clerical Interview Interview Interview Interview H, 01/03 Student Clerical Interview Interview Interview Interview</td><td>4 5 6 7 8 9 30 4 5 6 7 8 9 34 1 2 3 4 Selection Inspected Inservicing Day Approved Insering for Approved</td><td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 Selection Image: Sele</td><td>4 5 6 7 8 9 24 21 1 2 3 4 5 6 Selection Improved Too Working Day Approved Working for Approved Today selection Improved Too Working Day Approved Working for Approved Today selection Mext Period Week From:</td><td>4 5 6 7 0 9 30 4 5 6 7 8 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10</td><td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 Selection Territoria Non-Working Day Approved Territoria to Approved Today eet Image: Selection New Kerson Image: Selection Today Territoria to Approved Today Interference Image: Selection Image: Selection Image: Selection Territoria to Approved Territoria to Approved<!--</td--><td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 10</td><td>4 5 6 7 8 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 1 3 5 6 7 8 5 6 7 8 3 34 31 1 1 5 6 7 8 6 7 8 3 34 31 1</td><td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 16</td></td></t<> <td>4 5 6 7 8 3 1 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 12 1 2 3 4 5 6 7 8 3 14 12 1 2 3 4 5 6 7 8 3 11 12 3 4 5 6 7 8 3 10<!--</td--><td>4 5 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 5 6 7 8 9 34 5 6 7 8 9 34 5 5 6 7 8 9 36 36 6 7 8 8 8 8 8 8 6 6 6 6<!--</td--></td></td>	4 5 6 7 8 9 33 4 5 6 7 8 9 34 3 Selection Inspected Tool Working Day Image: Approxed Wasting for Approxed Wasting for Approxed net Selection Image: Market Period Week From: Image: Go to Date Image: Go to Date	4 5 6 7 8 9 32 3 4 5 6 7 8 9 32 31 Selection Inspected Inspected	4 5 6 7 8 9 20 3 4 5 6 7 8 9 24 21 1 Selection Introvision Day Approved Introvision Day Approved Introvision Day Introvision Day Approved Introvision Day Introvision Da	4 5 6 7 8 9 14 31 1 2 Selection Inspected Inter-Working Day Approved Wasting for Approval Interview selection Inspected Inter-Working Day Approved Wasting for Approval Interview selection Interview Week Front Interview Interview Week Front Interview Date Pers.Acogin Name Rec. CCir WBS element Rec. Student Clerical Student Clerical Interview Interview Interview Interview WE, D102 Student Clerical Interview Interview Interview Interview H, 01/03 Student Clerical Interview Interview Interview Interview	4 5 6 7 8 9 30 4 5 6 7 8 9 34 1 2 3 4 Selection Inspected Inservicing Day Approved Insering for Approved	4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 Selection Image: Sele	4 5 6 7 8 9 24 21 1 2 3 4 5 6 Selection Improved Too Working Day Approved Working for Approved Today selection Improved Too Working Day Approved Working for Approved Today selection Mext Period Week From:	4 5 6 7 0 9 30 4 5 6 7 8 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10	4 5 6 7 8 9 14 31 1 2 3 4 5 6 Selection Territoria Non-Working Day Approved Territoria to Approved Today eet Image: Selection New Kerson Image: Selection Today Territoria to Approved Today Interference Image: Selection Image: Selection Image: Selection Territoria to Approved Territoria to Approved </td <td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 10</td> <td>4 5 6 7 8 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 1 3 5 6 7 8 5 6 7 8 3 34 31 1 1 5 6 7 8 6 7 8 3 34 31 1</td> <td>4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 16</td>	4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 10	4 5 6 7 8 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 2 3 4 5 6 7 8 3 34 31 1 1 3 5 6 7 8 5 6 7 8 3 34 31 1 1 5 6 7 8 6 7 8 3 34 31 1	4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 14 31 1 2 3 4 5 6 7 8 9 16	4 5 6 7 8 3 1 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 31 1 2 3 4 5 6 7 8 3 14 12 1 2 3 4 5 6 7 8 3 14 12 1 2 3 4 5 6 7 8 3 11 12 3 4 5 6 7 8 3 10 </td <td>4 5 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 5 6 7 8 9 34 5 6 7 8 9 34 5 5 6 7 8 9 36 36 6 7 8 8 8 8 8 8 6 6 6 6<!--</td--></td>	4 5 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 35 1 2 3 4 5 6 7 8 9 34 5 6 7 8 9 34 5 6 7 8 9 34 5 5 6 7 8 9 36 36 6 7 8 8 8 8 8 8 6 6 6 6 </td

- If an employee has multiple account numbers under one Personnel number, the employee will need to ensure they choose the correct one
 - Click the correct account number from the list and click the Import button on the bottom right
 - o If you only have one account number this step is still necessary
- The timesheet will be populated with the accounting information

] F	^D ers.Assgn	Name	Per. assignmTxt.	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Base Rate
		Student Clerical Assistant II			MSGA100390-U1OPR		MSGA100390	99999999	14.00
		Student Clerical Assistant II			MSGA100513-U1OPR		MSGA100513	99999999	14.00

ATTN Temp on Call employees There is an extra step for you to do. After the timesheet is populated with the account information you will need to click the dropdown under Att./abs. type and choose "Regular Hourly". This will remove the possible "Erroneous records exist" error.

ersonn	el Ass	ignment \smallsetminus											Printable T
rroneo	us rec	ords exist.	Navigation is n	ot possible									
ountir	ng rule	0/02/002 d	loes not exist						3				
alav M	essag	Log											
K Pr	evious	Period	Next Period >	Week From:		Go t	o Date	✓ Worklist	Favorites ~	Check	Insert Row		
	Del	Date	Pers.As	Name	Rec. CCtr	WBS Element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Wage Type	Total	Hours
												0.00	
	1	SU, 11/05		Clerical Ai							~	0.00	
		MO, 11/0	6	Clerical Ai		MSGA013.		MSGA013771	CALOO		~	0.00	7
	1	TU, 11/07	7	Clerical Ai							~	0.00	
		WE, 11/0	8	Clerical Ai							~	0.00	
	1	TH, 11/0	9	Clerical Ai						171111	~	0.00	
	1	FR, 11/1	D	Clerical Ai							~	0.00	
E		SA, 11/1	1	Clerical Ai							/	0.00	

Enter Time

- Enter total number of hours for selected position/account in the hours field for each day worked. MSU rounds to the 10th of the hour. Conversions for minutes to tenths can be found: <u>http://www.ctlr.msu.edu/copayroll/decimal.aspx</u>
 - We encourage employees to enter time daily
 - If you work multiple jobs a day you will need to go back and switch the position selection/account selected for each job worked.
- Receivi... Det. Start time WBS Att./abs. Rec. Rec. Receiver Wage Del... Date Pers.As... Name Func. Total Hours End time CCtr Element order Fund type Type Area TU, 09/26 12997 Student... MSGA01... MSGA01 ... CALOO 0.00 1 12997 Student... 📄 🝵 WE. 09/27 12997 MSGA01... MSGA01... CALOO 0.00 Student... 8 12997 Student... 📄 🍵 TH, 09/28 MSGA01... MSGA01... CALOO 0.00 12997 Student... 0 12997 Student... 🗹 🍵 FR, 09/29 12997 Student... MSGA01... MSGA01... CALOO 0.00 0 12997 Student...
- o *reminder* you cannot work two jobs simultaneously

Save Your Time Entry

- When Time Entries are complete, click SAVE in the lower right hand corner
- When you click save, it is not automatically approved in the system. You can change/update your time as many times as necessary until your supervisor approves the time.

isom																											
errors !	were	found																									
Mess	sage L	Log																									
. 3	SU N	lu' Tu	i Wie	Th I	5 54		39	No: T	i We	Th	n.	54	3	ia Me	i ni	Wa	Th	÷.	51								
3	30 3	1 1	2	3	1 5	.5	37	28 2	F 30	31	4	2 (2	4 25	20	27	20	1	2								
	6 7	7 8	9	10 3	1 12	6	3	4 7	6	7	8	9 1	9 3	8 4	5	5	7	8	9								
1	13 1	14 15	5 18	17 1	8 19	3	10	11 1	1 13	14	15	16 1	1 3	0 11	12	13	34	18	18								
2	20 2	21 22	23	24 3	5 25	n	17	18 1	÷ 20	21	22	23 L	2 3	7 18	19	20	21	22	23								
2	27 2	28 25	10	31.	1 2	9	24	25 2	27	20	1	2	1 2	4 25	3 26	27	100	29	-10								
																	10										
	a a	4 5 Selectio		7 Rejected	A D	30 IP-WOR	3 Ing De	•	i é	7	8 Weitin	0 3	a a		2 Kany	3	4	5									
Cu	a a ment s eshee	4 5 Selectio	n III	7 Rejected		10 ar-word	3 Ing De	4 Y 1	i E	7	8 Waltin	9 3 Live Appe	a a ovet	1 1 1 1 1	2 KMW	3	4 avorit	5		hack Inset	1 Day						
Time Prev De	3 4 ment 3 eshee vious I	4 5 Selectio et Date	n i Next	7 Rejected t Pariot	n 9	10 II-WOO bek Fr	3 Ing De orn: [4 1	corow R	7 ×	8 Wellin	9 3 Litor Actor Late	a a ovet GI ~ S eler	12 1 170	2 Kany Taridis	3 t) Fi	4 avorite Jer	5	n [C	heck Insert	t Row	Att./abs. type	Total	Hours	Det	Start time	End time
Time Prev	a a menta eshee vious I eL., 1	4 5 Selection Pariod Date	n I Next	7 Rejected t Parloc	n 9 1 1 10 1 10 1 10 1 10 1 10 1 10 1 10	10 In-woo bek Fr Nan	3 Ing De Den: [He	* *	i i ii Koprow R	7 10 10 10 10 10	8 Weltin	9 3 Lise Actor Date (WB:	a a ovet GT ~ 5 eter	n nent	2 Kany foridis	t Fi	4 avoriti	5	n [c R	heck Insert	Row Receiving Func.	Att /abs. type	Total 24.00	Hours	Det.	Start time	End time
Cue Time Prov	a a ment 3 eshee vious I eL., 1	4 5 Selectio et Date SU, 12	n 1 Next 2/30	7 Rejected t Pariod	n n 1 11 14	30 sewon bek Fr Nam	3 Ing De orn: [ner	4 I	R	7 87	8 Waltin	0 3 I TOC ALDIA Date (WD:	a 3 ovet Gl∼ 3 eler	- W	2 Kony foridis	a t) Fi	4 avorib Set	5	5 5 8	heck Insert	Row Receiving Func.	Att /abs. type	Total 24.00 ∽ 0.00	Hours	Det	Start time	End time
Cu Cu Prev De 1	anera s eshee vious i eL i g	4 5 Selection of Date SU, 12 MO, 1	n 1 Next 2/30 2/31	7 Rejected t Parloc	n n 1 14	10 In-work Deik Fr Nam Stur	3 Ing Dy om: [Int Jont C	4 I	R	7 10 10 10 10 10 10	8 Weltin	9 3 a tor Appe Jate (WB:	a 1 ovet ⊡ S eler 3A10	-) (W	2 Horidis R	a t Fi	4 avorih der	5 65 V	n) [C R	hack Insert	Row Receiving Func.	Att./abs. type Student Houriy	Total 24.00 ~ 0.03 ~ 8.00	Hours	Det	Start time	End time
Co Time Prov	3 · · enera 3 eshaa vious I 모 문 문	4 5 Selection et Date SU, 12 MO, 1 TU, 03	n 1 Next 2/30 2/31	7 Rejected t Parloc		10 In-woo bok Fi Nan Stu Stu	3 ing De om: (iee Jont C Jont C	i lerical	R	7	8 Weilin	9 3 a for Appe Date (WB: MSi MSi	4 3 ovet 5 elec 3A10 3A10	- W ment 0390.	2 Foridis R	3 It Fi	4 avorib der	5 65 - V	n Re M	hack Insert ceiver Fund SGA100390	Row Receiving Func.	At:/abs. type Student Hourty Student Hourty	Total 24.00 ~ 0.03 ~ 8.00 ~ 8.00	Hours 8 8	Det.	Start time	End time