

## 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 2<sup>nd</sup> through Saturday, July 15<sup>th</sup>. All time must be entered by 11:59PM on July 15<sup>th</sup> for you to receive payment on July 28<sup>th</sup>.
  - Any delay in time entry will result in a delay in payment
- MSU Bi-Weekly Pay Periods can be found:  
<http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx>

### 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

Personnel Assignment ▼

Printable Time Statement

January 2019 February 2019 March 2019

Current Selection Rejected Non-Working Day Approved Waiting for Approval Today

Timesheet

Previous Period Next Period Week From: Go to Date Worklist Favorites Check Insert Row

| Del...                   | Date      | Pers-Assign | Name                 | Rec. Cctr | WBS element | Rec. order | Receiver Fund | Receiving Func. | All/abs. type | Total | Hours | Del. | Start time | End time |
|--------------------------|-----------|-------------|----------------------|-----------|-------------|------------|---------------|-----------------|---------------|-------|-------|------|------------|----------|
| <input type="checkbox"/> | SU, 12/30 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | MO, 12/31 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | TU, 01/01 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | WE, 01/02 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | TH, 01/03 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |

Save

- 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](mailto:CAL.payroll@msu.edu)

Personnel Assignment ▼

40001013 Student Clerical Assistant II

40001013 Student On-Call 24hr Assistant PP

January 2019 February 2019 March 2019

Current Selection Rejected Non-Working Day Approved Waiting for Approval Today

Timesheet

Previous Period Next Period Week From: Go to Date Worklist Favorites Check Insert Row

| Del...                   | Date      | Pers-Assign | Name                 | Rec. Cctr | WBS element | Rec. order | Receiver Fund | Receiving Func. | All/abs. type | Total | Hours | Del. | Start time | End time |
|--------------------------|-----------|-------------|----------------------|-----------|-------------|------------|---------------|-----------------|---------------|-------|-------|------|------------|----------|
| <input type="checkbox"/> | SU, 12/30 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | MO, 12/31 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | TU, 01/01 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | WE, 01/02 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |
| <input type="checkbox"/> | TH, 01/03 |             | Student Clerical ... |           |             |            |               |                 |               | 0.00  |       |      |            |          |

Save

### 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**

The screenshot displays the MSU payroll system interface. At the top, there is a 'Personnel Assignment' dropdown and a 'Printable Time Statement' link. Below this is a calendar grid showing dates from 1 to 31. A legend at the bottom of the calendar indicates: Current Selection (green), Rejected (red), Non-Working Day (pink), Approved (green), Waiting for Approval (yellow), and Today (purple). Below the calendar is the 'Timesheet' section. It includes a 'Previous Period' and 'Next Period' dropdown, a 'Week From' field, a 'Go to Date' button, and a 'Worklist' button (highlighted in yellow). There are also 'Favorites', 'Check', and 'Insert Row' buttons. The main table has columns: Det., Date, Pers. Assign, Name, Rec. Cctr, WBS element, Rec. order, Receiver Fund, Receiving Func., Alt./abs. type, Total, Hours, Det., Start time, and End time. The table shows data for the week of 12/30 to 01/05, with all 'Total' values set to 0.00. The 'Pers. Assign' column is redacted with a black box.

- 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
  - If you only have one account number this step is still necessary
- The timesheet will be populated with the accounting information

Import from Worklist

☐ Pers.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

☐

☐

Import

Cancel

\*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.

Personnel Assignment

Printable Tim

Erroneous records exist. Navigation is not possible

Counting rule 0/02/002 does not exist

Display Message Log

Previous Period

Next Period

Week From:

Go to 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 |
|--------------------------|--------|-----------|------------|----------------|-----------|-------------|------------|---------------|----------------------|----------------|-----------|-------|-------|
| <input type="checkbox"/> |        |           |            |                |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | SU, 11/05 |            | Clerical Ai... |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | MO, 11/06 |            | Clerical Ai... |           | MSGA013...  |            | MSGA013771    | CALOO                |                |           | 0.00  | 7     |
| <input type="checkbox"/> |        | TU, 11/07 |            | Clerical Ai... |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | WE, 11/08 |            | Clerical Ai... |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | TH, 11/09 |            | Clerical Ai... |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | FR, 11/10 |            | Clerical Ai... |           |             |            |               |                      |                |           | 0.00  |       |
| <input type="checkbox"/> |        | SA, 11/11 |            | 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 10<sup>th</sup> of the hour. Conversions for minutes to tenths can be found: <http://www.ctrl.msu.edu/copayroll/decimal.aspx>
  - 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.
  - \*reminder\* you cannot work two jobs simultaneously

[illegible]

## 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.

Personal Assignment ▾

Printable Time Statement

No errors were found

Display Message Log

|   | Su | Mo | Tu | We | Th | Fr | Sa |    | Su | Mo | Tu | We | Th | Fr | Sa |    | Su | Mo | Tu | We | Th | Fr | Sa |    |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 6  | 24 | 25 | 26 | 27 | 28 | 1  | 2  |
| 2 | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 12 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 5 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 24 | 25 | 26 | 27 | 28 | 1  | 2  | 3  | 13 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 6 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 31 | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 14 | 31 | 1  | 2  | 3  | 4  | 5  | 6  |

Current Selection

Rejected

Non-working Day

Approved

Waiting for Approval

Today

Timesheet

Previous Period

Next Period

Week From:

Go to Date

Wanted

Favorites

Check

Insert Row

| <input type="checkbox"/> | Del. | Date      | Peri Assign | Name                 | Rec. Cdr | WDS element   | Rec. order | Receiver Fund | Recurring Func. | Att./abs. type | Total | Hours | Del. | Start time | End time |
|--------------------------|------|-----------|-------------|----------------------|----------|---------------|------------|---------------|-----------------|----------------|-------|-------|------|------------|----------|
| <input type="checkbox"/> |      |           |             |                      |          |               |            |               |                 |                | 24.00 |       |      |            |          |
| <input type="checkbox"/> |      | SU, 12/30 |             | Student Clerical ... |          |               |            |               |                 |                | 0.00  |       |      |            |          |
| <input type="checkbox"/> |      | MO, 12/31 |             | Student Clerical ... |          | MSG100390 ... |            | MSG100390     | 99999999        | Student Hourly | 8.00  | 8     |      |            |          |
| <input type="checkbox"/> |      | TU, 01/01 |             | Student Clerical ... |          | MSG100390 ... |            | MSG100390     | 99999999        | Student Hourly | 8.00  | 8     |      |            |          |
| <input type="checkbox"/> |      | WE, 01/02 |             | Student Clerical ... |          | MSG100390 ... |            | MSG100390     | 99999999        | Student Hourly | 8.00  | 8     |      |            |          |