Supervisor Approval Process for Bi-Weekly Time Entry

**Deadlines**
- Employee deadline for time entry is 11:59PM, the last Saturday of a pay period
- All time for a pay period must be approved in the system by 5PM, Wednesday after a pay period
  - E.g. Pay period 15 is from Sunday, July 2\(^{nd}\) – Saturday, July 15\(^{th}\)
    - All time must be entered by the employee by 11:59PM on Saturday, July 15\(^{th}\)
    - All time must be approved by supervisor by 5PM, Wednesday, July 19\(^{th}\). This allows the employee extra time to make edits if necessary
- MSU Bi-Weekly Pay Periods can be found: [http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx](http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx)

**Getting Started**
- Log into the EBS Portal: ebs.msu.edu
- Click on the “Supervisor tools” ribbon at the top of the screen
  - If you do not see this ribbon option, the needed tile can also be found under “My Approvals & Workflow”
- Click on the “Approve Employee Time” tile
  - The number of pending approvals shows how many time entries you have to approve
• The next page requires no entry
• Click “Submit” Button on the bottom
Approving Time

- A list of your Student/Temp/OnCall employees who have unapproved time will populate.
- Review the following areas for accuracy before approving:
  - Date
  - Number of Hours Worked
  - Account and Sub-Account (Receiver WBS Element)
  - Account Number (Receiver Fund)
  - Org Ref ID (RecFuncAr) – this field may help with identifying what job a student is working if they have multiple...
• Once everything is reviewed, highlight all the rows and click the “Approve” button
  - To highlight multiple rows – click the top row you want to highlight, hold down the “shift” key, click the bottom row you want to highlight
  - Orange indicates the row is Highlighted

• If something does not look correct, you may click the “Reject” button. A window will pop up allowing you to provide a reason for rejection. Once you click a reason a second pop-up will allow you to add comments. Please clearly state what the employee needs to fix (e.g. Wrong account selected, please choose account number GA100053). The employee will be notified via email that their time was rejected and they need to make changes. Please contact the employee directly if they are missing hours that need to be added.
- Note: Make sure you are only approving dates for the correct pay period or previous periods if corrections are being made. In the example above, we are in pay period August 27th – September 9th. If time was entered for September 12th, it should not be approved until next pay period.
- After you click “Approve” the symbol in the status column should change from a yellow triangle to a green check mark.
- Note: If you exit out of the tile in EBS and enter back in, all hours you have approved will no longer be visible.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Pay Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Base Rate</th>
<th>Type of Pay</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2023</td>
<td>B1</td>
<td>3.200 H</td>
<td>23.00</td>
<td></td>
<td>Student Hourly</td>
<td>3.200 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/02/2023</td>
<td>B1</td>
<td>1.100 H</td>
<td>23.00</td>
<td></td>
<td>Student Hourly</td>
<td>1.100 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/03/2023</td>
<td>B1</td>
<td>6.200 H</td>
<td>13.18</td>
<td></td>
<td>Student Hourly</td>
<td>6.200 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/04/2023</td>
<td>B1</td>
<td>8.100 H</td>
<td>15.74</td>
<td></td>
<td>Student Hourly</td>
<td>8.100 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/05/2023</td>
<td>B1</td>
<td>1.200 H</td>
<td>15.74</td>
<td></td>
<td>Student Hourly</td>
<td>1.200 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/06/2023</td>
<td>B1</td>
<td>0.100 H</td>
<td>15.74</td>
<td></td>
<td>Student Hourly</td>
<td>0.100 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/07/2023</td>
<td>B1</td>
<td>0.100 H</td>
<td>15.74</td>
<td></td>
<td>Student Hourly</td>
<td>0.100 H</td>
<td>Approve</td>
</tr>
<tr>
<td>09/08/2023</td>
<td>B1</td>
<td>10.00 H</td>
<td>15.74</td>
<td></td>
<td>Student Hourly</td>
<td>10.00 H</td>
<td>Approve</td>
</tr>
</tbody>
</table>