

MORGAN STATE UNIVERSITY

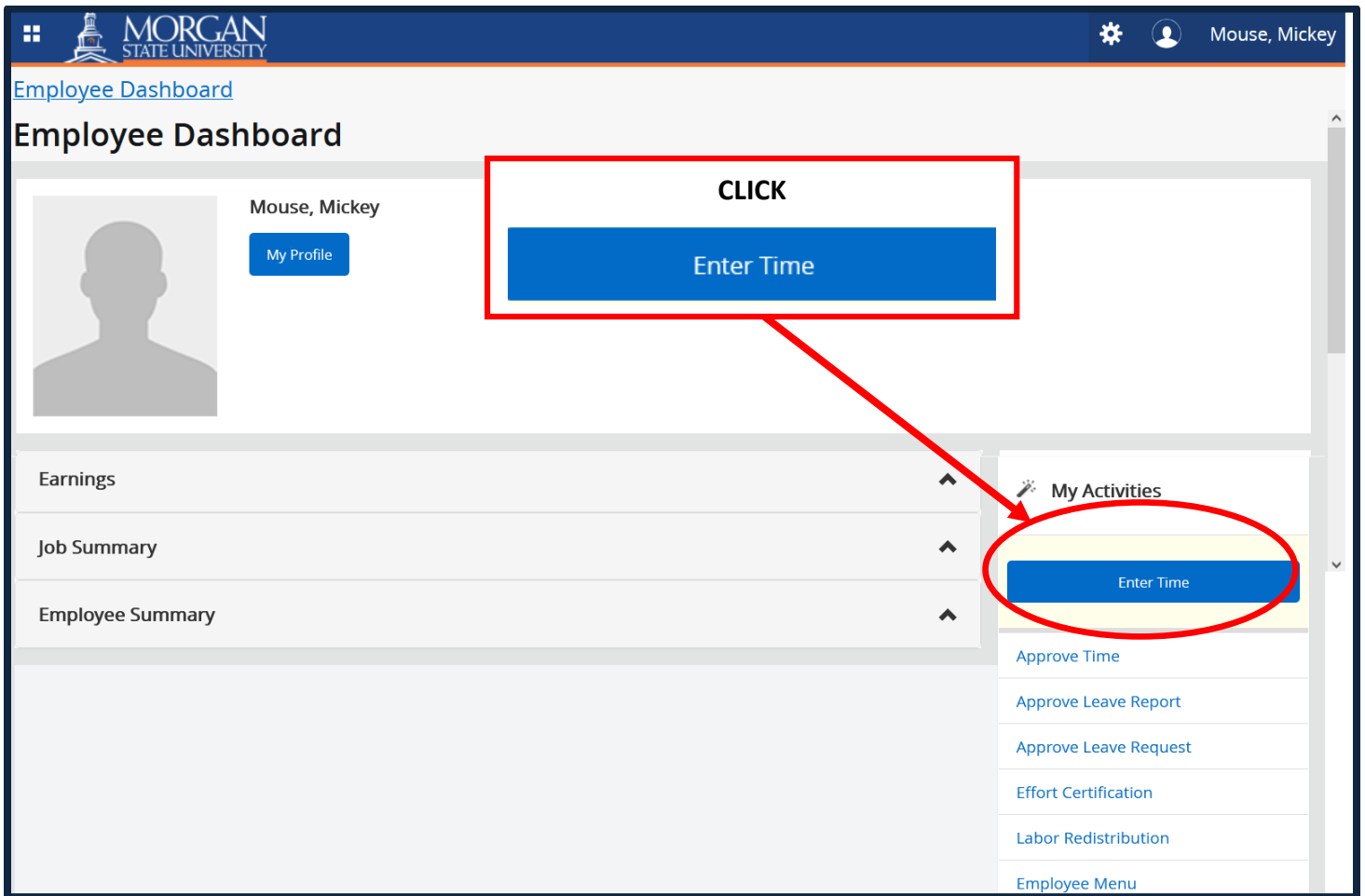
HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

Contractual Employees



You can access your time sheet by clicking on the Employee/Finance Self-Service (Timesheet) icon on the Morgan State WebSIS Landing Page. When you do so, the Employee Dashboard will display.

Follow the instructions in the squares on the following screen shots. The arrows from the square point to the action to take in the circled buttons.



When you click “Enter Time,” the Timesheet pay period selection page is displayed.

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DETERMINE THE PAY PERIOD
THEN
CLICK

Start Timesheet

Pay Period	Hours/Units	Submitted On	Status	Action
January 2022				Start Timesheet
04/20/2022 - 05/03/2022			Not Started	Start Timesheet
02/09/2022 - 02/22/2022			Not Started	Start Timesheet
01/26/2022 - 02/08/2022			Not Started	Start Timesheet
01/12/2022 - 01/25/2022	38.75 Hours	01/25/2022	Approved	

When you click “Start Timesheet,” the Timesheet Hours Entry page is displayed.

SELECT
THE EARN CODE
FROM THE PULL-DOWN LIST

FOR THE HIGHLIGHTED CALENDAR DATE
ENTER
THE NUMBER OF HOURS WORKED FOR
THE EARN CODE

CLICK
SAVE
AFTER ENTERING

Save

Hours

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After you click "Save," the **Timesheet** page populates the hours entered onto the **Calendar Date** and the **Earn Code**.

The screenshot shows the Morgan State University Employee Self-Service interface. At the top, there is a navigation bar with the university logo and the user's name, "Mouse, Mickey". Below the navigation bar, there is a breadcrumb trail: "Employee Dashboard • Timesheet • Test Employee, 688061-71, M, T0030, Information". A green notification box states "Timesheet data successfully saved." Below this, the employee's details are shown: "Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000". There are links for "Restart Time" and "Leave Balances". The main area displays a calendar for the period "01/26/2022 - 02/08/2022" with "6.00 Hours" entered for Wednesday, January 26th. The calendar is labeled "In Progress" and has a "Submit By 02/06/2022, 12:00 PM" deadline. Below the calendar, there are three shortcut icons: a pencil (EDIT), a clipboard (COPY), and a minus sign (DELETE). At the bottom, there are buttons for "Cancel", "Save", and "Preview".

CLICK THE BACK ARROW TO GO BACK TO THE PREVIOUS WEEK

CLICK ON THE CALENDAR DATE TO ADVANCE TO THE NEXT DATE OR THE FORWARD ARROW TO ADVANCE TO THE NEXT WEEK

SHORTCUT ICONS

- EDIT** – change or correct the entered hours
- COPY** – copy the entered hours to the days in pay period
- DELETE** – delete the current entry

CLICK PREVIEW TO REVIEW YOUR ENTRIES

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When you advance to the next calendar date, the **Timesheet Hours Entry** page is displayed with the next date highlighted. Continue the same procedure as for the previous date

1. Determine the **Earn Code** to be used from the Pull-down List
2. Enter the number of **Hours** for the **Earn Code**.
3. Click **Save** to update the hours.
4. Click the **forward arrow** or **calendar date** to advance to the next date to enter your hours.

➤ Use the **Copy** shortcut icon to copy the hours entered to the remaining days of the pay period

01/26/2022 - 02/08/2022

SUNDAY

23

Copy Time Entry

Contractual Biweekly Pay: 4.50 Hours (01/27/2022, THURSDAY)

Pay Period: 01/26/2022 - 02/08/2022

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26 6.00 Hours	27 4.50 Hours	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Save

Cancel Save Preview

Exit Page

Mouse, Mickey 1

All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

CHECK CHOICES AS APPROPRIATE

CLICK SAVE TO SAVE HOURS TO PAY PERIOD DAYS

5. When you have finished entering your hours, click **Preview** to review your entries

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When you click on **Preview**, the **Timesheet Detail Summary** Page is displayed.

Employee Dashboard • Timesheet • Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000 • Preview

Timesheet Detail Summary

Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000

Pay Period: 01/26/2022 - 02/08/2022 32.00 Hours In Progress Submit By 02/06/2022, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
01/26/2022	CON, Contractual Biweekly Pay	1	6.00 Hours
01/27/2022	CON, Contractual Biweekly Pay	1	4.50 Hours
01/31/2022	CON, Contractual Biweekly Pay	1	4.50 Hours
02/01/2022	CON, Contractual Biweekly Pay	1	3.00 Hours
02/02/2022	CON, Contractual Biweekly Pay	1	2.75 Hours
02/03/2022	CON, Contractual Biweekly Pay	1	1.50 Hours

Return Submit

When you click **Submit**, your timesheet will be forwarded to your supervisor for approval.

Mouse, Mickey 1

✓ The timesheet has been successfully submitted.

With your timesheet successfully submitted, you may sign-out.

Mouse, Mickey

Sign Out

CLICK PERSON ICON TO SIGN OUT