

# MORGAN STATE UNIVERSITY

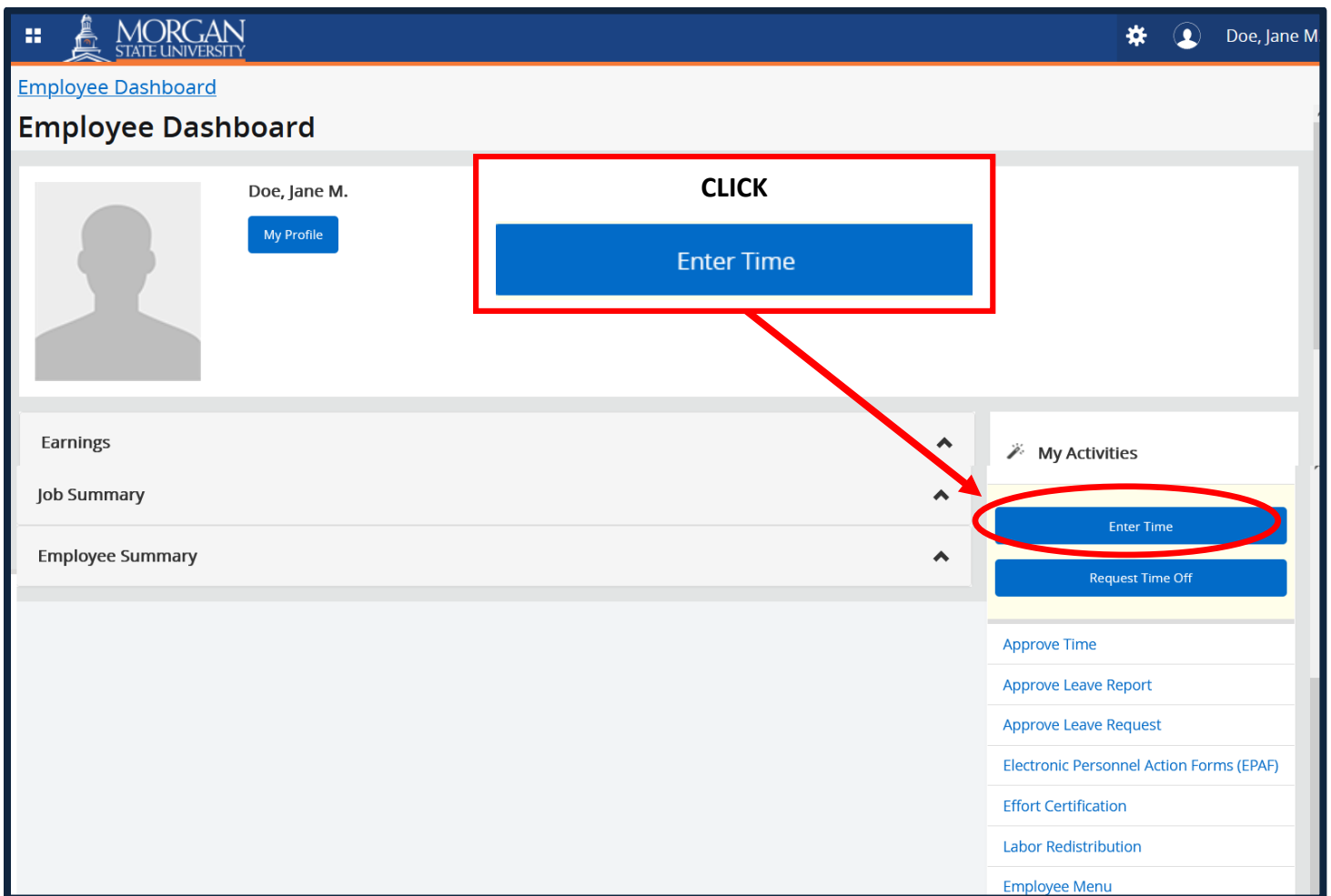
## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Exempt) 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.

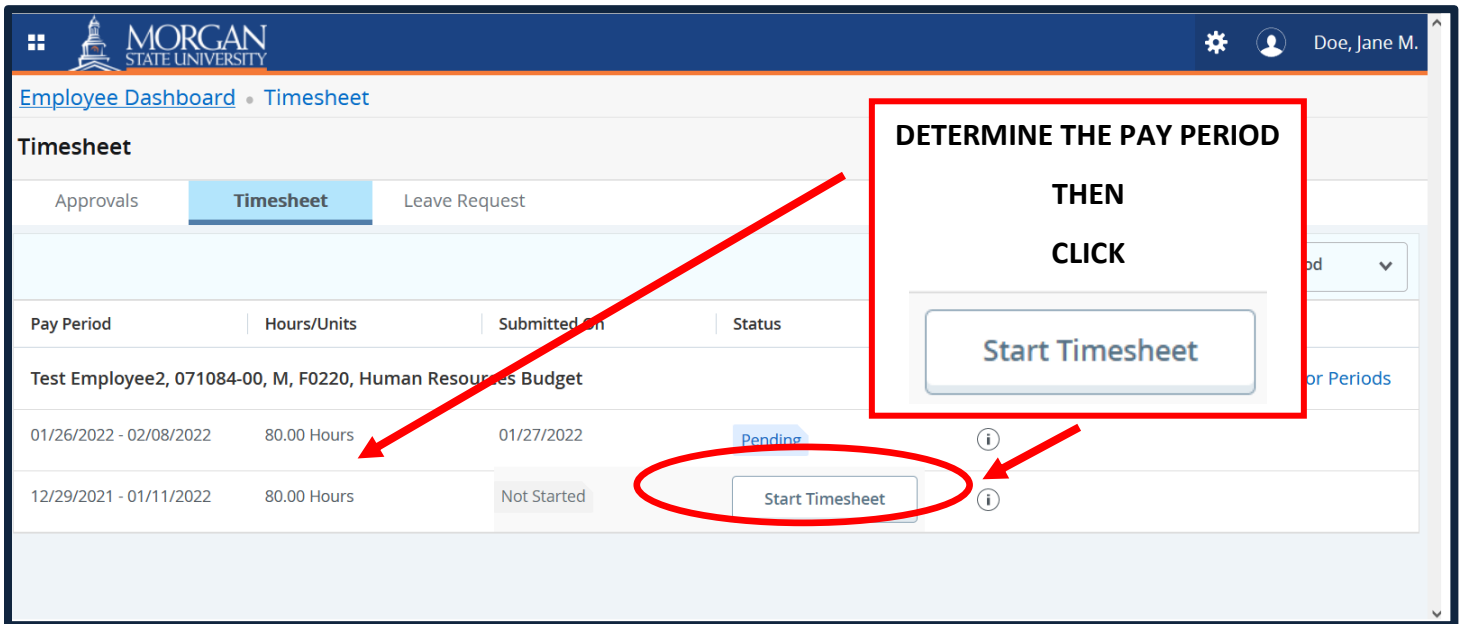


When you click “Enter Time,” the **Timesheet** pay period selection page is displayed.

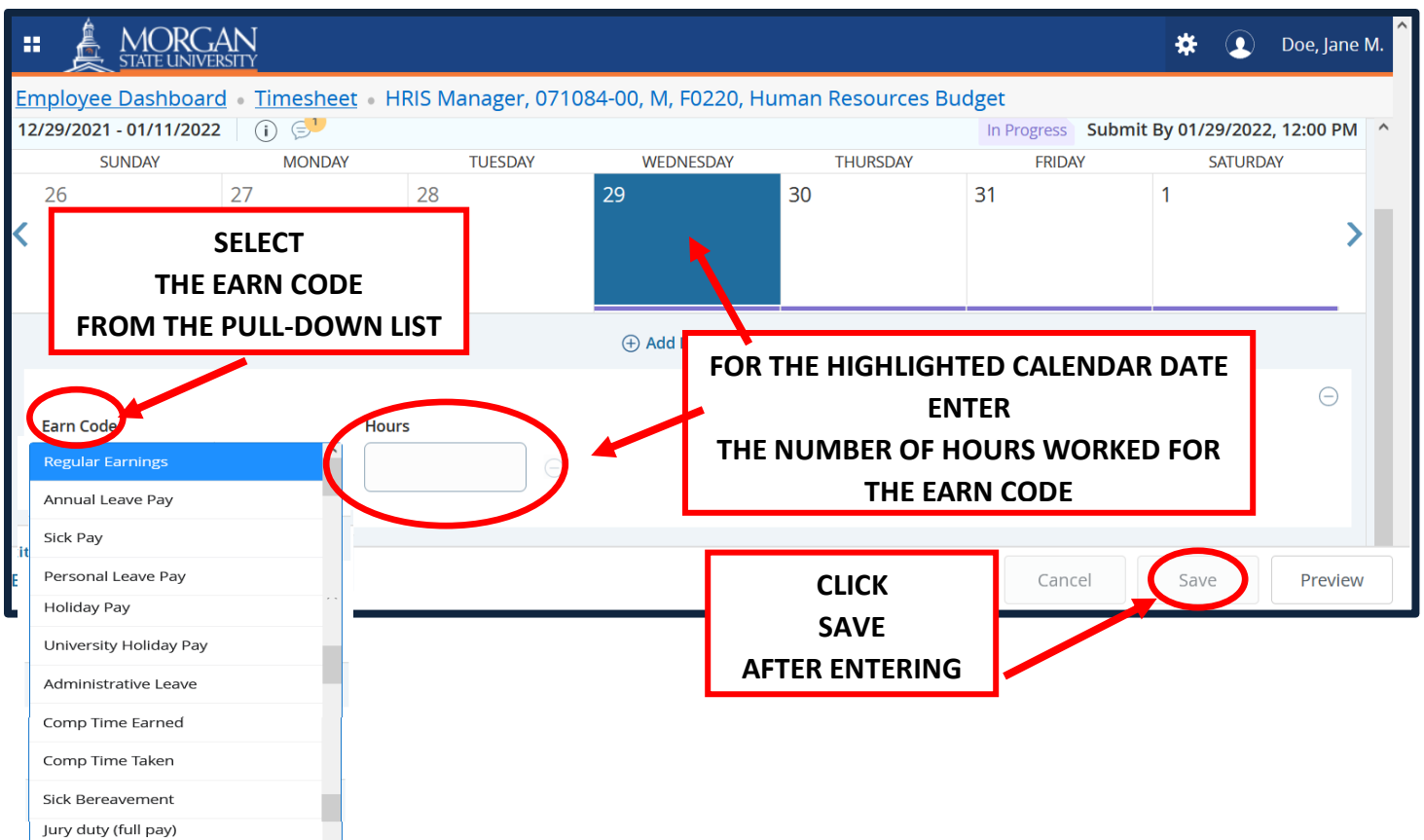
# MORGAN STATE UNIVERSITY

## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Exempt) Employees



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



# MORGAN STATE UNIVERSITY

## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Exempt) Employees

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

Employee Dashboard • Timesheet • HRIS Manager, 071084-00, M, F0220, Human Res ✓ Timesheet data successfully saved.

12/29/2021 - 01/11/2022 | 8.00 Hours | In Progress | Submit By 01/29/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 8.00 Hours	30	31	1

Regular Earnings 8.00 Hours

Total: 8.00 Hours | Account Distribution

Cancel Save Preview

Exit Page

**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**

**CLICK PREVIEW TO REVIEW YOUR ENTRIES**

#### 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

# MORGAN STATE UNIVERSITY

## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Exempt) Employees

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

Employee Dashboard • Timesheet • HRIS Manager, 071084-00, M, F0220, Human Res

12/29/2021 - 01/11/2022

SUNDAY 26

Copy Time Entry

Regular Earnings : 8.00 Hours (12/29/2021, WEDNESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 12/29/2021 - 01/11/2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29 8.00 Hours	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Save

Cancel Save Preview

Exit Page

✓ 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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## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Exempt) Employees

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

Employee Dashboard • Timesheet • HRIS Manager, 071084-00, M, F0220, Human Resources Budget • Preview

### Timesheet Detail Summary

HRIS Manager, 071084-00, M, F0220, Human Resources Budget

Pay Period: 12/29/2021 - 01/11/2022 80.00 Hours In Progress Submit By 01/29/2022, 12:00 PM

Date	Earn Code	Shift	Total
12/29/2021	REG, Regular Earnings	1	8.00 Hours
12/30/2021	REG, Regular Earnings	1	8.00 Hours
12/31/2021	REG, Regular Earnings	1	8.00 Hours
01/03/2022	REG, Regular Earnings	1	8.00 Hours
01/04/2022	REG, Regular Earnings	1	8.00 Hours
01/05/2022	REG, Regular Earnings	1	8.00 Hours

Return Submit

CLICK RETURN TO CORRECT ENTRIES

CLICK SUBMIT FOR APPROVAL

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

⚙️ 👤 Doe, Jane M. 1

✔️ The timesheet has been successfully submitted.

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

⚙️ 👤 Doe, Jane M.

Sign Out Profile Alt+P

CLICK PERSON ICON TO SIGN OUT