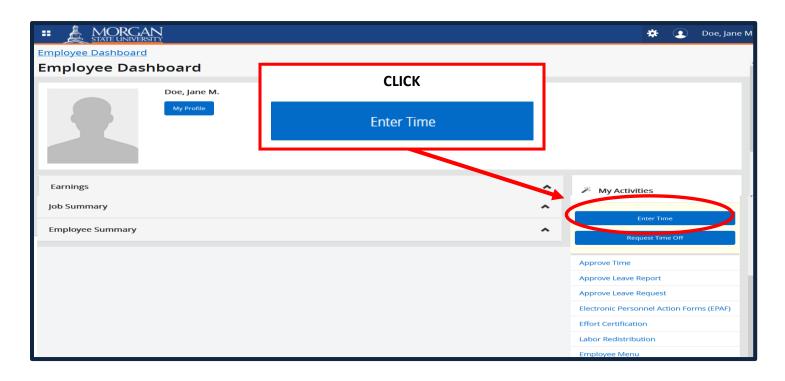


NEW Employee SelfService (Timesheet) You can access your time sheet by clicking on the Employee/Finance Self-Service (Timesheet) icon on the Morgan State WebSIS Landing Page. When you do so, the Employee Dashboard will display.

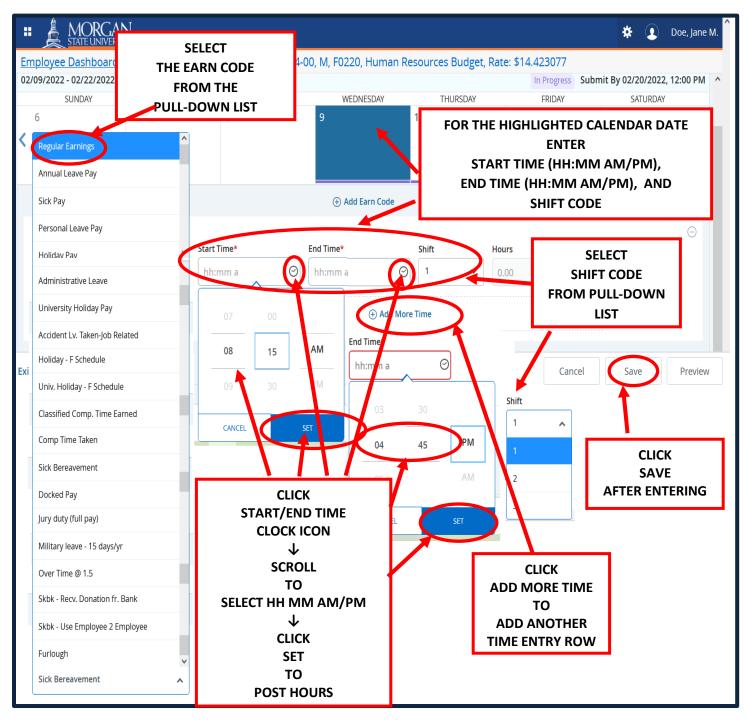
Follow the instructions in the squares on the following screen shots. The arrows from the square point to the action to take in the circled buttons.



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

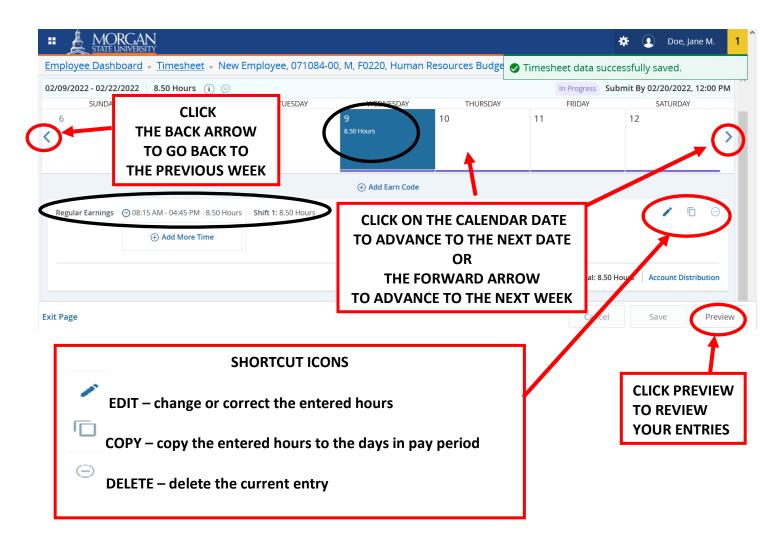
			🔅 🚺 Doe, Jane M.
Employee Dashboard • Tir limesheet	DETERMINE THE PAY PERIOD		
Approvals Timest	THEN		
	CLICK		Pay Period 🗸
Pay Period		Status	
New Employee, 071084-00, M, I	Start Timesheet		🔍 Prior Periods
02/23/2022 - 03/08/2022		Not Started Start Timesheet	
02/09/2022 - 02/22/2022		Not Started Start Timesheet	
01/26/2022 - 02/08/2022 80.00) Hours 01/27/2022	Pending (i)	

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



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

2



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 Start Time and End Time for the Earn Code and Shift Code.
- 3. Click **Save** to update the hours.
- 4. Click the **forward arrow** or **calendar date** to advance to the next date to continue entering your time.
 - > Use the **Copy** shortcut icon to copy the hours entered to the remaining days of the pay period

	GAN VERSITY								* 💶) Doe,	Jane M.	1 ^
Employee Dashboard 💿 Timesheet 💿 New Employee, 071084-00, M, F0220, Human Resources Budge 🤣 All entries, including Time In and Out data,												
02/09/2022 - 02/22/2022 8.75 Hours i a hours and Account Distribution override												
SUNDAY Copy Time Entry changes you have made for this earning will be copied.							ning code					
6	Degular E		Pay Period: 02/09/2022 - 02/22/2022				· · · · · · · · · · · · · · · · · · ·					
K y	Select Op	tions	SUN	MON	TUE	W	ED THU	FRI	SAT			
	🗌 Сору	to the end of pay period	6	7	8	9 8.75 Hou	10 rs	11	12			
	Include Saturdays		13	14	15	16	17	18	19	-		
	Inclu	de Sundays									F	
Regular Earnings 🤆			20	21	22	23	24	25	26			
СНЕСК										_		
CHOICES		Cancel			CLICK		/e					
AS APPROP	IATE			TO 6 4 1	SAVE			Total: 8.7	5 Hours A	ccount Dis	stribution	
Exit Page	Exit Page Can Save Peview							w				

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

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

STAT	ORCAN TE UNIVERSITY				🗱 💽 Doe, Jane M.
	shboard • <u>Timesheet</u> • <u>New Emp</u>	<u>oloyee, 071084-0</u>	<u>0, M, F0220, Human Resou</u>	rces Budget, Rate: \$14.423077 •	Preview
Timesheet D	etail Summary				
New Employee, (071084-00, M, F0220, Human Resources	Budget , Rate: \$14.4	423077		
Pay Period: 02/09	9/2022 - 02/22/2022 85.00 Hours In	Progress Submit E	3y 02/20/2022, 12:00 PM		
Time Entry Deta	ail				
Date	Earn Code	Shift	Total		
02/09/2022	REG, Regular Earnings	1	8.50 Hours	CLICK	CLICK
02/10/2022	REG, Regular Earnings	1	8.50 Hours	RETURN	SUBMIT
02/11/2022	REG, Regular Earnings	1	8.50 Hours	TO CORRECT	FOR APPROVAL
02/14/2022	REG, Regular Earnings	1	8.50 Hours	ENTRIES	FOR APPROVAL
02/15/2022	REG, Regular Earnings	1	8.50 Hours		
02/16/2022	REG, Regular Earnings	1	8.50 Hours		
02/17/2022	REG, Regular Earnings	1	8.50 Hours		
				Return	Submit
				Retain	Submix

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



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

