

# MORGAN STATE UNIVERSITY

## HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE

### Regular (Non-Exempt) Employees



**\*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.

**CLICK**

Enter Time

My Activities

- Enter Time
- Request Time Off
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Effort Certification
- Labor Redistribution
- Employee Menu

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

**DETERMINE THE PAY PERIOD**

**THEN**

**CLICK**

Start Timesheet

Pay Period	Status	Action
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	Pending	Start Timesheet

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### Regular (Non-Exempt) Employees

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

The screenshot shows the 'Timesheet Hours Entry' page for a regular (non-exempt) employee. The page includes a calendar view for the week of 02/09/2022 to 02/22/2022. The 'Regular Earnings' category is selected in the left-hand menu. The main area displays a calendar grid with a highlighted date (Wednesday, 02/16/2022). Below the calendar, there are input fields for 'Start Time\*', 'End Time\*', and 'Shift'. The 'Start Time' is set to 08:15 AM and the 'End Time' is set to 04:45 PM. The 'Shift' is set to 1. There are also 'Add More Time' and 'SET' buttons. At the bottom right, there are 'Cancel', 'Save', and 'Preview' buttons.

**SELECT THE EARN CODE FROM THE PULL-DOWN LIST**

**FOR THE HIGHLIGHTED CALENDAR DATE ENTER START TIME (HH:MM AM/PM), END TIME (HH:MM AM/PM), AND SHIFT CODE**

**SELECT SHIFT CODE FROM PULL-DOWN LIST**

**CLICK START/END TIME CLOCK ICON**  
 ↓  
**SCROLL TO SELECT HH MM AM/PM**  
 ↓  
**CLICK SET TO POST HOURS**

**CLICK ADD MORE TIME TO ADD ANOTHER TIME ENTRY ROW**

**CLICK SAVE AFTER ENTERING**

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

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The screenshot shows the Morgan State University Employee Self-Service interface. At the top, there is a navigation bar with the university logo, user name 'Doe, Jane M.', and a notification 'Timesheet data successfully saved.'. Below this is a breadcrumb trail: 'Employee Dashboard > Timesheet > New Employee, 071084-00, M, F0220, Human Resources Budget'. The main area displays a calendar for the week of 02/09/2022 to 02/22/2022. A blue bar indicates 8.50 hours entered for Wednesday, February 9th. Annotations include: a red box with a back arrow icon and text 'CLICK THE BACK ARROW TO GO BACK TO THE PREVIOUS WEEK'; a red box with a forward arrow icon and text 'CLICK ON THE CALENDAR DATE TO ADVANCE TO THE NEXT DATE OR THE FORWARD ARROW TO ADVANCE TO THE NEXT WEEK'; a red box with edit, copy, and delete icons and text 'CLICK ON THE CALENDAR DATE TO ADVANCE TO THE NEXT DATE OR THE FORWARD ARROW TO ADVANCE TO THE NEXT WEEK'; and a red box with a 'Preview' button icon and text 'CLICK PREVIEW TO REVIEW YOUR ENTRIES'. The bottom of the interface shows 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

#### 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 **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

Employee Dashboard • Timesheet • New Employee, 071084-00, M, F0220, Human Resources Budget

02/09/2022 - 02/22/2022 8.75 Hours

SUNDAY

6

Copy Time Entry

Regular Earnings: 8.75 Hours (02/09/2022, WEDNESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Regular Earnings

Cancel

Pay Period: 02/09/2022 - 02/22/2022

SUN	MON	TUE	WED	THU	FRI	SAT
6	7	8	9 8.75 Hours	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Total: 8.75 Hours Account Distribution

Cancel Save Preview

Exit Page

1

Doe, Jane M.

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

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 • New Employee, 071084-00, M, F0220, Human Resources Budget, Rate: \$14.423077 • Preview

### Timesheet Detail Summary

New Employee, 071084-00, M, F0220, Human Resources Budget, Rate: \$14.423077

Pay Period: 02/09/2022 - 02/22/2022 85.00 Hours In Progress Submit By 02/20/2022, 12:00 PM

Date	Earn Code	Shift	Total
02/09/2022	REG, Regular Earnings	1	8.50 Hours
02/10/2022	REG, Regular Earnings	1	8.50 Hours
02/11/2022	REG, Regular Earnings	1	8.50 Hours
02/14/2022	REG, Regular Earnings	1	8.50 Hours
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

CLICK RETURN TO CORRECT ENTRIES

CLICK SUBMIT FOR APPROVAL

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

✓ The timesheet has been successfully submitted.

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

Do, Jane M. 1

CLICK PERSON ICON TO SIGN OUT

Sign Out Profile Alt+P