MORGAN STATE UNIVERSITY
HOW TO ENTER TIME IN EMPLOYEE SELF-SERVICE
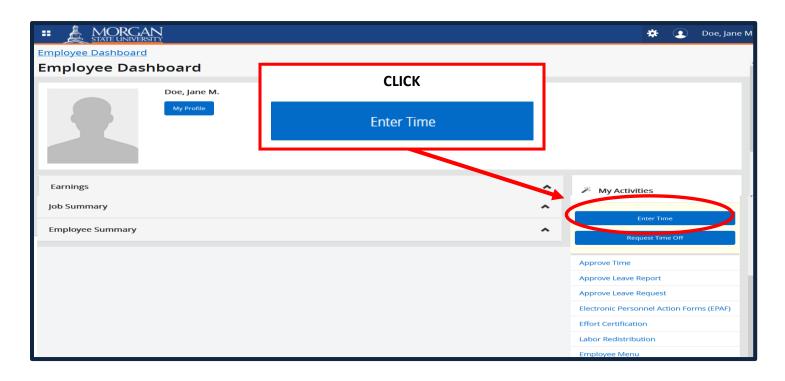# Regular (Non-Exempt) Employees

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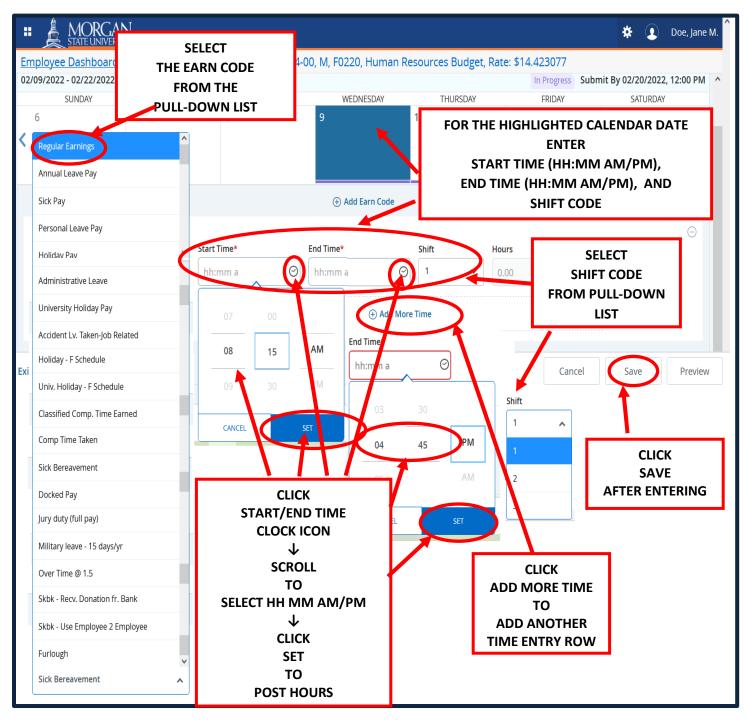
Follow the instructions in the squares on the following screen shots. The arrows from the square point to the action to take in the circled buttons.

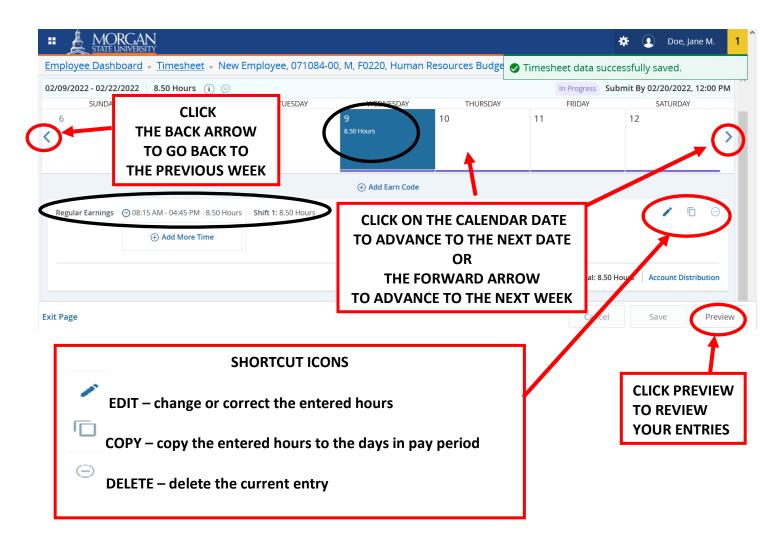When you click **"Enter Time,"** the **Timesheet** pay period selection page is displayed.

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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**.

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

✓ Timesheet data successfully saved.

Doe, Jane M.   1

02/09/2022 - 02/22/2022   8.50 Hours   (i)   💬   In Progress   Submit By 02/20/2022, 12:00 PM

SUNDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6			9 8.50 Hours	10	11	12

CLICK THE BACK ARROW TO GO BACK TO THE PREVIOUS WEEK

⊕ Add Earn Code

Regular Earnings   ⏱ 08:15 AM - 04:45 PM | 8.50 Hours | Shift 1: 8.50 Hours

⊕ Add More Time

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

✏   ⧉   ⊖

al: 8.50 Hours | Account Distribution

Exit Page   Cancel   Save   Preview

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

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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 Tim**e 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

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.

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

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