

MORGAN STATE UNIVERSITY

HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE



Employee/Finance Self-Service (Timesheet)

You can approve time 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.

The screenshot displays the Morgan State University Employee Dashboard. At the top, the Morgan State University logo and the user name 'Doe, Jane M.' are visible. The main content area includes a profile section for 'Doe, Jane M.' with a 'My Profile' button. Below this are sections for 'Earnings', 'Job Summary', and 'Employee Summary'. On the right side, there is a 'My Activities' sidebar containing several buttons: 'Enter Time', 'Request Time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', 'Labor Redistribution', and 'Employee Menu'. A red box with the text 'CLICK APPROVE TIME' has a red arrow pointing to the 'Approve Time' button, which is circled in red.

When you click “**Approve Time,**” the **Time Entry Approvals** page is displayed.

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The screenshot displays the 'Approvals - Timesheet' section of the Morgan State University Employee Self-Service portal. The interface includes a navigation bar with the university logo and user information (Doe, Jane M.). Below the navigation bar, there are tabs for 'Approvals', 'Timesheet', and 'Leave Request'. The 'Approvals' tab is active, showing a 'Distribution Status Report - Timesheet' with a list of pay periods and their corresponding statuses. A dropdown menu is open, showing 'All Status except Not Started' selected. A table below the report shows employee data for Mickey Mouse, including ID, organization, and hours. A sidebar on the left shows the status distribution: Pending (1), Pending - In the Queue (0), In Progress (0), Returned (0), Error (0), Pending - Approved (0), Approved (0), and Completed (0). Five red boxes with arrows point to specific elements: 1. A box labeled '-1- SELECT THE PAY PERIOD B1 = BIWEEKLY REGULAR OR B2 = BIWEEKLY CONTRACTUAL' points to the selected pay period '01/26/2022 - 02/08/2022 (2022 B1 4)'. 2. A box labeled '-2- SELECT TIMESHEET STATUS' points to the dropdown menu. 3. A box labeled '-3- CLICK EMPLOYEE NAME TO PREVIEW ENTRIES' points to the employee name 'Mouse, Mickey'. 4. A box labeled '-4- CLICK TO REVIEW COMMENTS' points to the comment icon (speech bubble) next to the employee name. 5. A box labeled '-5- CLICK ACTION MENU' points to the action menu icon (three dots) next to the employee name, which is expanded to show 'Preview' and 'Leave Balance' options.

**-1- SELECT THE PAY PERIOD
B1 = BIWEEKLY REGULAR
OR
B2 = BIWEEKLY CONTRACTUAL**

-2- SELECT TIMESHEET STATUS

-3- CLICK EMPLOYEE NAME TO PREVIEW ENTRIES

-4- CLICK TO REVIEW COMMENTS

-5- CLICK ACTION MENU

Employee Name	ID	Organization	Hours/Units
Mouse, Mickey	00195970	M-T0030, Information Technology Budget	27.50 Hours
Test Employee, 688061-77			

When you click “EMPLOYEE NAME” or “PREVIEW,” the Timesheet Detail Summary page is displayed.

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Employee Dashboard • **Time Entry Approvals** • **Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000** • [Preview](#)

Timesheet Detail Summary

00195970, Mouse, Mickey
Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000
Pay Period: 01/26/2022 - 02/08/2022 27.50 Hours Pending Submitted On 01/28/2022, 11:12 AM

Date	Earn Code	Shift	Total
01/26/2022	CON, Contractual Biweekly Pay	1	6.25 Hours
01/27/2022	CON, Contractual Biweekly Pay	1	3.00 Hours
01/28/2022	CON, Contractual Biweekly Pay	1	2.50 Hours
01/31/2022	CON, Contractual Biweekly Pay	1	4.00 Hours
02/01/2022	CON, Contractual Biweekly Pay	1	0.00 Hours
02/02/2022	CON, Contractual Biweekly Pay	1	4.00 Hours
02/04/2022	CON, Contractual Biweekly Pay	1	7.75 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
CON, Contractual Biweekly Pay	1	11.75	15.75		27.50 Hours
Total Hours		11.75	15.75		

Routing and Status

Name	Action	Date & Time
Mouse, Mickey	Originated	01/26/2022, 02:43 PM
Mouse, Mickey	Submitted	01/28/2022, 11:12 AM
Doe, Jane M.	Pending Approval	

Comment (Optional):
[Add Comment](#)

2000 characters remaining
 Confidential Comment

Mouse, Mickey
Added on 01/28/2022 (10:15 AM)
Timesheet recalled (System Generated)

Mouse, Mickey
Added on 01/28/2022 (09:59 AM)
Timesheet recalled (System Generated)

Mouse, Mickey
Added on 01/27/2022 (04:59 PM)
Timesheet recalled (System Generated)

[Return](#) [Details](#) [Return for correction](#) [Approve](#)

-1- REVIEW HOURS

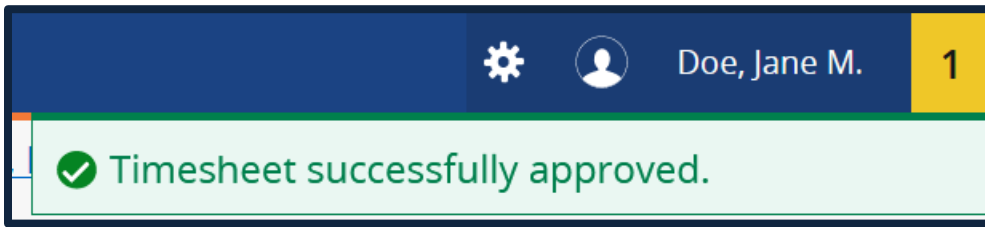
-2- ADD COMMENTS (optional)

-3- APPROVE TIMESHEET OR RETURN FOR CORRECTION

When you click “**Approve**,” the approved timesheet will be processed for pay.

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With approvals successfully processed, you may sign-out.

