

# WEB TIME ENTRY

### How-to Guide for Hourly & Student Employees

Fall 2018

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#### LOG INTO WEB TIME ENTRY

- 1. Open a web browser and go to the Faculty & Staff Hub at https://www.msudenver.edu/facstaff/.
- 2. Click the **Employee Services Menu** link under the "Employee Systems, Services & Reporting" heading.

Employee Systems, Services & Reporting						
Employee Services Menu	Self Service Banner					
Pay Information	Internet Native Banner					
Benefits and Deductions	PeopleAdmin					
Tax Forms	Site Manager					
Expense Transfer	Reporting and Data Warehousing (Cognos)					

3. Log in using your MSU Denver NetID (username) and NetID password.



4. You should see the Self Service Banner "Employee" menu. Click the Time Sheet link.

Personal Information Registration, Student Records, and Financial Aid, and Insurance Compliance Employee S	tudent Financial Services
Search Go	RETURN TO MENU
Employee	
Time Sheet Request Time Off	
Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	
Tax Forms W4 information, W2 Form or T4 Form.	
Jobs Summary	
Leave Balances	
Enroll in Accounts Payable ACH reimbursement Have your Travel and other Accounts Payable reimbursements sent directly to your checking or savings account (similar to direct deposit). Note: Your p. 5030.	ayroll direct deposit is handled throug
RFI FASE: 8.7	

#### SELECT THE CORRECT PAY PERIOD

- 1. On the "Time Sheet Selection" screen, verify that your **Title** and **Department** are correct.
- Verify that the My Choice Pay Period and Status dropdown menu has been selected for the correct "In Progress" time period.
- 3. Click the Time Sheet button.

Personal Information Registration, Student Records, and Financial Aid, and Insurance Compliance Student Financial Services New Stu						
Search Go						
Time Sheet Selection						
Rake a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.						
Title and Department My Choice Pay Period and Status						
Classified Hourly, CH0007-00 () Jul 16, 2015 to Aug 01, 2015 In Progress V Application Services, APSVIT						
Time Sheet						
RELEASE: 8.8						
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Please note: Web Time Entry can be done on either a daily basis or can be done all at once. When selecting the My Choice Pay Period and Status, there will be several options. Each is described in the section below.

#### **MY CHOICE PAY PERIOD AND STATUS**

#### **IN PROGRESS**

If the drop down menu says "In Progress," the time sheet is currently being entered by the student/work study/hourly employee.

Time Sheet Selection					
Rake a selection from My C	hoice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.				
Title and Department	My Choice Pay Period and Status				
Classified Hourly, CH0007-0 Application Services, APSVI	0 ● Aug 16, 2015 to Aug 31, 2015 In Progress ✓				
Time Sheet					

#### COMPLETED

If the drop down menu says "Completed," the time sheet has been completed and paid to the student/work study/hourly employee.

Time Sheet Selection						
Rake a selection from My Ch	noice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.					
Title and Department Classified Hourly, CH0007-00 Application Services, APSVIT	My Choice   Pay Period and Status     Image: Im					
Time Sheet						

#### APPROVED

If the drop down menu says "Approved," the time sheet has been submitted by the student/work study/hourly employee and has been approved by the manager/supervisor.

Time Sheet Selection							
Rake a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.							
Title and Department	my choice Pay Period and Status						
Application Services, APSVIT	• Aug 02, 2015 to Aug 15, 2015 Approved						
Time Sheet							

#### INPUT TIME IN AND TIME OUT

1. In the "Time and Leaving Reporting" section, click on the **Enter Hours** link for the day you would like to edit.

Time and Leave Reporting											
	······································										
Select the	link u	nder a date f	to enter	hours	or days. Sele	ct Next or	Previous to n	avigate thro	ough the dat	tes within the	e period.
Time Sheet											
Title and N	Lumb					Cla	coified Hour		07.00		
	umbe							iy CHUU	-		
Departmer	nt and	1 Number:				115	Leadership	LEADII			
Time Shee	t Peri	od:				Oct	: 01, 2015 t	o Oct 15, 2	2015		
Submit By	Date	:				Oct	: 16, 2015 b	oy 11:59 P	М		
Earning	Shift	Default	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
_		Hours or	Hours	Units	Oct 01,	Oct 02,	Oct 03,	Oct 04,	Oct 05,	Oct 06,	Oct 07,
		Units			2015	2015	2015	2015	2015	2015	2015
Classified	1	0	7.75		7.75	Enter	Enter Hours	Enter	Enter	Enter Hours	Enter Hours
Hourly						Hours		Hours	Hours		
Total Hours	:		7.75		7.75	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0
						-					-
Position Sel	Position Selection Comments Preview Submit for Approval Restart Next										
Submitted for Approval By:											
Waiting for Approval From:											
RELEASE: 8.8											

2. In the "Time In and Out" section input the hours worked for that day. Note: All times must be entered with the minutes included, for example 7:00 not 7.

Time In and Out							
Roter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.							
Date: Wednesday, Jul 29, 2015							
Earnings Code: Classified Hourly							
Shift Time In Time Out Total Hours							
1 7:00 AM V AM V 0							
0							
Time Sheet Previous Day Next Day							
Add New Line Save Copy Delete							
RELEASE: 8.8							

3. After entering the time in and time out for the day, click the **Save** button.

Time Sheet	Previous	Day	N	ext Day
Add New Line	Save	Cop	y	Delete

4. The system will calculate your total hours and present them in the "Account Distribution" section.

Date: Thursday, Jul 23, 2015							
Earni	ings Cod	e: Class	sified Hou	urly			
Shift	Time In		Time Out	t	Total Hours		
1	06:00	AM 🗸	01:00	PM 🗸	7		
1	01:30	PM 🗸	02:30	PM 🗸	1		
1		AM 🗸		AM 🗸	0		
1		AM 🗸		AM 🗸	0		
1		AM 🗸		AM 🗸	0		
					8		
Time Sheet Previous Day Next Day   Add New Line Save Copy Delete							
Account Distribution							
Earn	ings Cod	e Shift	Hours				
Classi	ified Hour	rly 1	. 8	Accoun	t Distribution		
RELE	ASE: 8.8						

#### EXPLANATION OF TIME IN AND OUT

- The **Time Sheet** button will go back to the "Time and Leave Reporting" page.
- The **Previous Day** button will take you to the previous day.
- The **Next Day** button will take you to the next day.
- The Add New Line button is to add an additional line in the "Time In and Out" section.
- The Save button will save all the entries made in the "Time In and Out" section.
- The **Delete** button will delete all changes made in the "Time In and Out" section for that day.

Tim	Time In and Out					
Enter time at intervals of 15 minutes in the 99:99 format. Hours.						
Date		Friday, O	ct 02, 2015	i		
Earn	ings Code:	Classified	Hourly			
Shift	Time In	Time	Out	Total Hours		
1	AN	1 😳	AM 😂	0		
1	AN	1 📀	AM ᅌ	0		
1	AN	1 🔾	AM 😂	0		
1	AN	1 😳	AM ᅌ	0		
1	AN	1 😳	AM 😂	0		
				0		
Time Sheet Previous Day Next Day Add New Line Save Copy Delete						

1. To copy the data from one day to another click the **Copy** button.

Time In and Out									
Renter Hours	Enter time at intervals of 15 minutes in the 99:99 format. Hours.								
Date:	Frid	lay, Oct 02, 201	5						
Earning	<b>gs Code:</b> Clas	ssified Hourly							
Shift Tir	ne In	Time Out	<b>Total Hours</b>						
1	AM ᅌ	AM ᅌ	0						
1	AM ᅌ	AM ᅌ	0						
1	AM ᅌ	AM ᅌ	0						
1	AM ᅌ	AM ᅌ	0						
1	AM ᅌ	AM ᅌ	0						
			0						
Time Sheet Previous Day Next Day   Add New Line Save Copy									

2. Click the checkmark box under the days that you want to copy the data to. Note: Do not click on the same date you are copying from because your hours will be deleted from that day.

Thursday Oct 01, 2015	Friday Oct 02, 2015	Saturday Oct 03, 2015	Sunday Oct 04, 2015	Monday Oct 05, 2015	Tuesday Oct 06, 2015	Wednesday Oct 07, 2015
Thursday Oct 08, 2015	Friday Oct 09, 2015	Saturday Oct 10, 2015	Sunday Oct 11, 2015	Monday Oct 12, 2015	Tuesday Oct 13, 2015	Wednesday Oct 14, 2015
Thursday						

3. If the Time In and Out is the same for all days check the box **"Copy from date displayed to end of the pay period."** 

Earnings Code:	Classified Hourly
Date and Hours to Copy:	Oct 02, 2015, 0 Hours
Copy from date displayed to end of the pay period:	
Include Saturdays:	
Include Sundays:	

#### ENTRY PREVIEW

1. To review your time sheet after completion, press the **Preview** button to go to the "Summary of reported time" screen, which will provide a summary of the time sheet and the entries for each day.

Time She	eet																	
Earning	Shift	Total	Total	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesda	ay, Thursda	y Friday	Saturday	Sunday	Monday	Tuesday	Wednesday,
Code		Hours	Units	Sep 16, 2015	, Sep 17, 2015	, Sep 18, 2015	, Sep 19, 2015	, Sep 20, 2015	, Sep 21, 2015	, Sep 22, 2015	Sep 23, 2015	, Sep 24, 2015	, Sep 25, 2015	, Sep 26, 2015	, Sep 27, 2015	, Sep 28, 2015	, Sep 29, 2015	Sep 30, 2015
Classified Hourly	1	80.25		7.75	5 7.7	5 7.75	5		7.75	7.7	5 7.	.75 7.7	7.75			3.5	5 7.25	7.5
Total Hou	irs:	80.25		7.75	5 7.7	5 7.75	5		7.75	7.7	5 7.	.75 7.7	75 7.75	i		3.	5 7.25	7.5
Total Unit	ts:		0															
Time In and Out, Classified Hourly																		
Wednesd Sep 16, 2015	ay Ti So 20	hursday ep 17, 015	Frid Sep 201	lay Satur 18, Sep 2 .5 2015	rday Sur 19, Sep 201	nday o 20, 15	Monday Sep 21, 2015	Tuesday Sep 22, 2015	y Wed Sep 201	nesday 23, 5	Thursday Sep 24, 2015	Friday Sep 25, 2015	Saturday Sep 26, 2015	Sunday Sep 27 2015	, Mon , Sep 201	day T 28, S 5 2	uesday ep 29, 015	Wednesday Sep 30, 2015
09:00 AM 12:00 PM	0	9:00 AM 2:00 PM	09: 12:	00 AM 00 PM			09:00 AM 12:00 PM	09:00 A 12:00 P	M 09:0 M 12:0	0 AM 0 PM	09:00 AM 12:00 PM	09:00 AM 12:00 PM			09:0 12:3	0 AM 0 80 PM 1	9:00 AM 2:00 PM	09:00 AM 12:00 PM
12:15 PM 05:00 PM	1	2:15 PM 5:00 PM	12: 05:	15 PM 00 PM			12:15 PM 05:00 PM	12:15 P 05:00 P	M 12:1 M 05:0	5 PM 0 PM	12:15 PM 05:00 PM	12:15 PM 05:00 PM				1	2:15 PM 4:30 PM	12:30 PM 05:00 PM

2. If the hours on your time sheet need to be reset due to and error, click the **Restart** button. The Restart button will delete all changes made to the time sheet and a **restart confirmation** will be required.

Earning	Shift	Default	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
		Hours or Unit	s Hours	Units	Oct 01, 2015	Oct 02, 2015	Oct 03, 2015	Oct 04, 2015	Oct 05, 2015	Oct 06, 2015	Oct 07, 2015
Classified Hourly	1		0 7.7	5	7.75	Enter Hours					
Total Hours:			7.7	5	7.75	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0
Position Selection	Comm	ents Preview	Submit for	Approva	l Restart Next						

3. Click the Submit button to completely delete your time sheet and start over.



#### ADDING COMMENTS TO YOUR TIME SHEET

The **Comments** button will take you to the "Comments" screen. The **Enter or Edit Comment** section provides a place to add comments to your time sheet that can be viewed by your supervisor.

Comments									
Renter or edit comments until you submit the record for approval.									
Made By:	You								
Comment Date:	Jul 29, 2015								
Enter or Edit Comment:		~							
		$\sim$							
Save Previous Menu	]								

#### FINAL SUBMISSION OF YOUR TIME SHEET

After all time sheet entries are completed and correct, click the **Submit for Approval** button. You will need to contact your supervisor if any changes are required after your time sheet has been submitted for approval.

Time Sheet											
Title and Number: Classified Hourly CH0007-00											
Department	Department and Number: ITS Leadership LEADIT										
Time Sheet I	Time Sheet Period: Oct 01, 2015 to Oct 15, 2015										
Submit By D	ate:					Oct	16, 2015 by	11:59 PM			
Earning	Shift	Default Hours or Units	Total Hours	tal     Total     Thursday     Friday     Saturday     Sunday     Monday     Tuesday     Wednesday       urs     Units     Oct 01,     Oct 02,     Oct 03,     Oct 04,     Oct 05,     Oct 06,     Oct 07,       2015     2015     2015     2015     2015     2015     2015							
Classified Hourly	1	C	22.75		7.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Total Hours:			22.75		7.75	0	0	0	0	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0
Position Selection Comments Preview Submit for Approval Restart Next											