



WEB TIME ENTRY

How-to Guide for Hourly & Student Employees

Fall 2018

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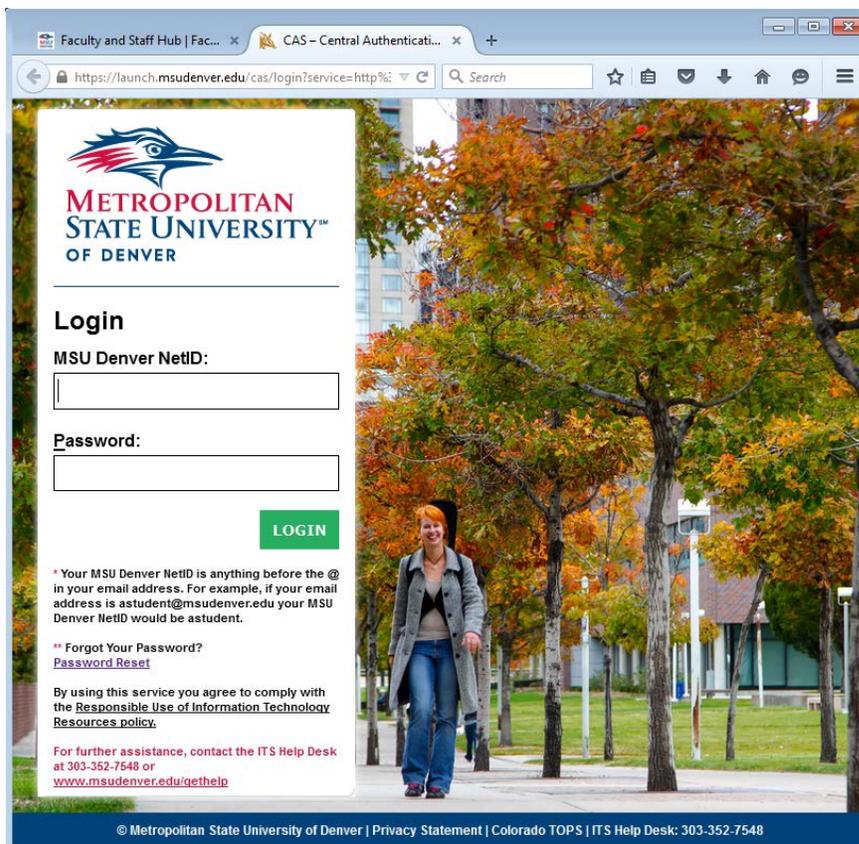
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LOG INTO WEB TIME ENTRY

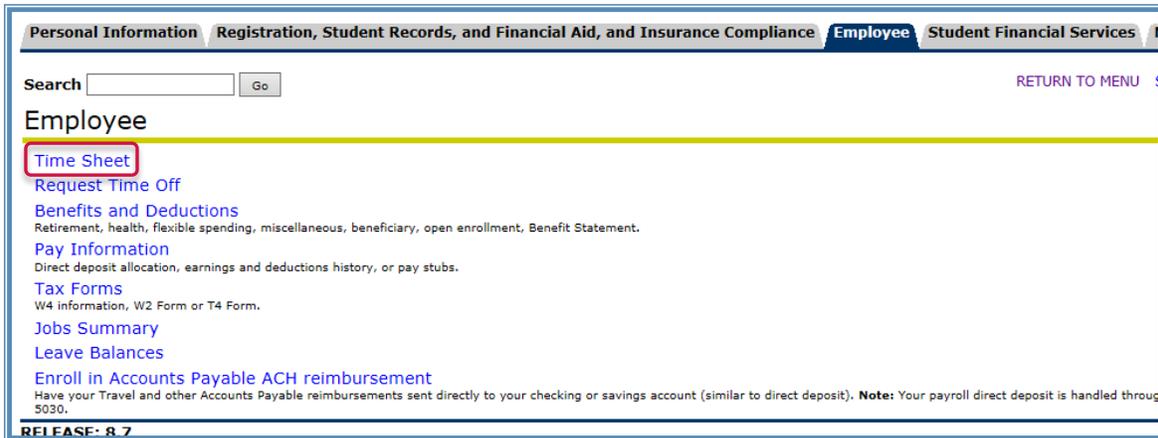
1. Open a web browser and go to the Faculty & Staff Hub at <https://www.msudenver.edu/facstaff/>.
2. Click the **Employee Services Menu** link under the “Employee Systems, Services & Reporting” heading.



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

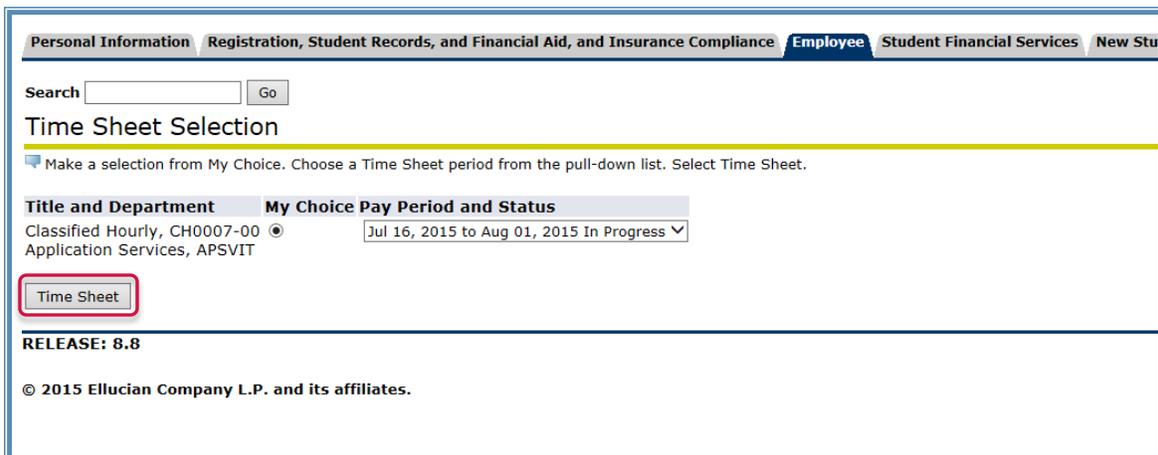


4. You should see the Self Service Banner “Employee” menu. Click the **Time Sheet** link.



SELECT THE CORRECT PAY PERIOD

1. On the “Time Sheet Selection” screen, verify that your **Title** and **Department** are correct.
2. 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.



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

Make 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 Application Services, APSVIT	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

Make 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 Application Services, APSVIT	Jul 16, 2015 to Aug 01, 2015	Completed

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

Make 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 Application Services, APSVIT	Aug 02, 2015 to Aug 15, 2015	Approved

Time Sheet

INPUT TIME IN AND TIME OUT

- 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 under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Classified Hourly -- CH0007-00
Department and Number: ITS Leadership -- LEADIT
Time Sheet Period: Oct 01, 2015 to Oct 15, 2015
Submit By Date: Oct 16, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	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
Classified Hourly	1	0	7.75		7.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7.75		7.75	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.8

- 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

Enter 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	0
1		AM	0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

RELEASE: 8.8

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

Time Sheet Previous Day Next Day

Add New Line Save Copy Delete

- The system will calculate your total hours and present them in the “Account Distribution” section.

Date: Thursday, Jul 23, 2015
Earnings Code: Classified Hourly

Shift	Time In		Time Out		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

Earnings Code	Shift	Hours	
Classified Hourly	1	8	Account Distribution

RELEASE: 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.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. Hours.

Date: Friday, Oct 02, 2015
Earnings Code: Classified Hourly

Shift	Time In		Time Out		Total Hours
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

Time Sheet Previous Day Next Day
 Add New Line Save Copy Delete

COPY DATA FROM ONE DAY TO ANOTHER

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

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format.
Hours.

Date: Friday, Oct 02, 2015
Earnings Code: Classified Hourly

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0

Time Sheet Previous Day Next Day

Add New Line Save **Copy** Delete

- 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Thursday Oct 15, 2015						
<input type="checkbox"/>						

- 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

- 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 Sheet																		
Earning Code	Shift	Total Hours	Total Units	Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	Friday, Sep 18, 2015	Saturday, Sep 19, 2015	Sunday, Sep 20, 2015	Monday, Sep 21, 2015	Tuesday, Sep 22, 2015	Wednesday, Sep 23, 2015	Thursday, Sep 24, 2015	Friday, Sep 25, 2015	Saturday, Sep 26, 2015	Sunday, Sep 27, 2015	Monday, Sep 28, 2015	Tuesday, Sep 29, 2015	Wednesday, Sep 30, 2015
Classified Hourly	1	80.25		7.75	7.75	7.75			7.75	7.75	7.75	7.75	7.75			3.5	7.25	7.5
Total Hours:		80.25		7.75	7.75	7.75			7.75	7.75	7.75	7.75	7.75			3.5	7.25	7.5
Total Units:			0															

Time In and Out, Classified Hourly														
Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	Friday, Sep 18, 2015	Saturday, Sep 19, 2015	Sunday, Sep 20, 2015	Monday, Sep 21, 2015	Tuesday, Sep 22, 2015	Wednesday, Sep 23, 2015	Thursday, Sep 24, 2015	Friday, Sep 25, 2015	Saturday, Sep 26, 2015	Sunday, Sep 27, 2015	Monday, Sep 28, 2015	Tuesday, Sep 29, 2015	Wednesday, Sep 30, 2015
09:00 AM	09:00 AM	09:00 AM			09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM			09:00 AM	09:00 AM	09:00 AM
12:00 PM	12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			12:30 PM	12:00 PM	12:00 PM
12:15 PM	12:15 PM	12:15 PM			12:15 PM	12:15 PM	12:15 PM	12:15 PM	12:15 PM				12:15 PM	12:30 PM
05:00 PM	05:00 PM	05:00 PM			05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM				04:30 PM	05:00 PM

- If the hours on your time sheet need to be reset due to an 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 Hours or Units	Total Hours	Total Units	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
Classified Hourly	1	0	7.75		7.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			7.75		7.75	0	0	0	0	0	0
Total Units:			0		0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval **Restart** Next

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

Restart Confirmation

Restarting will delete all changes that you have made to your time record. Select Submit to restart.

RELEASE: 8.9

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

Enter or edit comments until you submit the record for approval.

Made By: You

Comment Date: Jul 29, 2015

Enter or Edit Comment:

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 and Number: ITS Leadership -- LEADIT

Time Sheet Period: Oct 01, 2015 to Oct 15, 2015

Submit By Date: Oct 16, 2015 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	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
Classified Hourly	1	0	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