



METROPOLITAN
STATE UNIVERSITYSM
OF DENVER
Information Technology
Services

WEB TIME ENTRY

How-to Guide for Supervisors & Proxies

Fall 2018

WEB TIME ENTRY

How-to Guide for Supervisors & Proxies

TABLE OF CONTENTS

Log into Web Time Entry 1

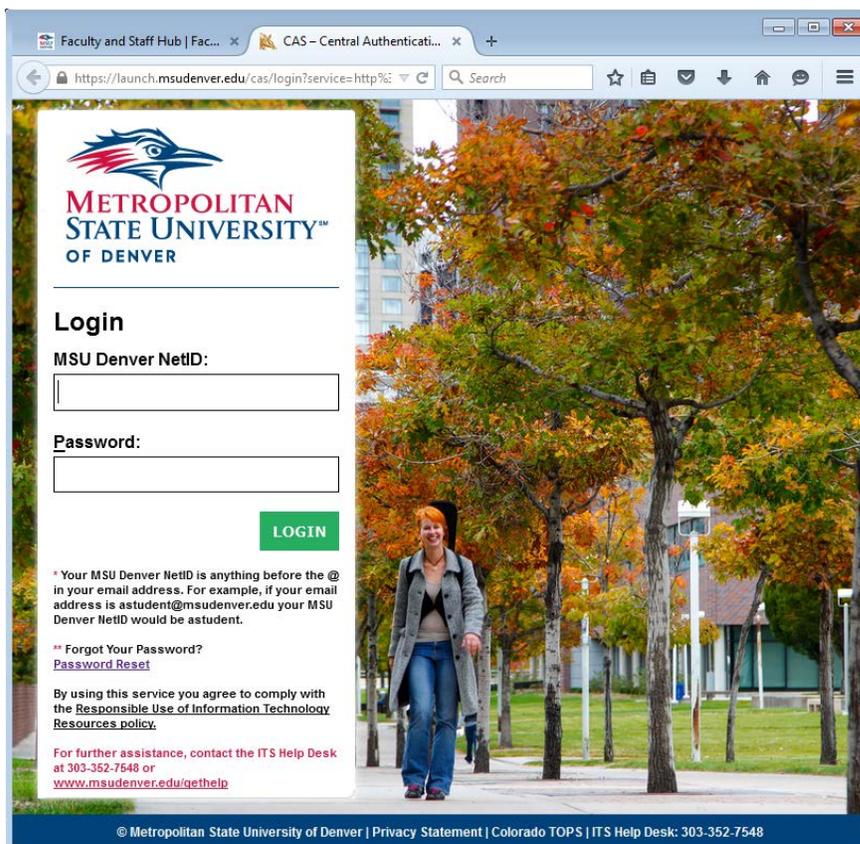
Approve or Acknowledge Time..... 2

LOG INTO WEB TIME ENTRY

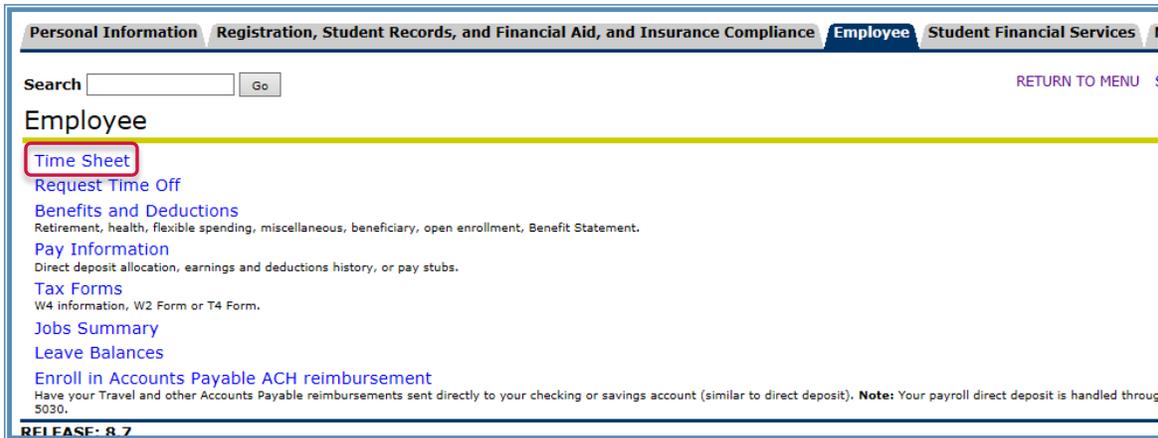
1. Open a web browser and go to the Faculty & Staff Hub at <https://www.msudenver.edu/facstaff/>.
2. Click the **Employee Services Menu** link under the “Employee Systems, Services & Reporting” heading.



3. The MSU Denver single sign-on page will display. Log in using your MSU Denver NetID (username) and NetID password.

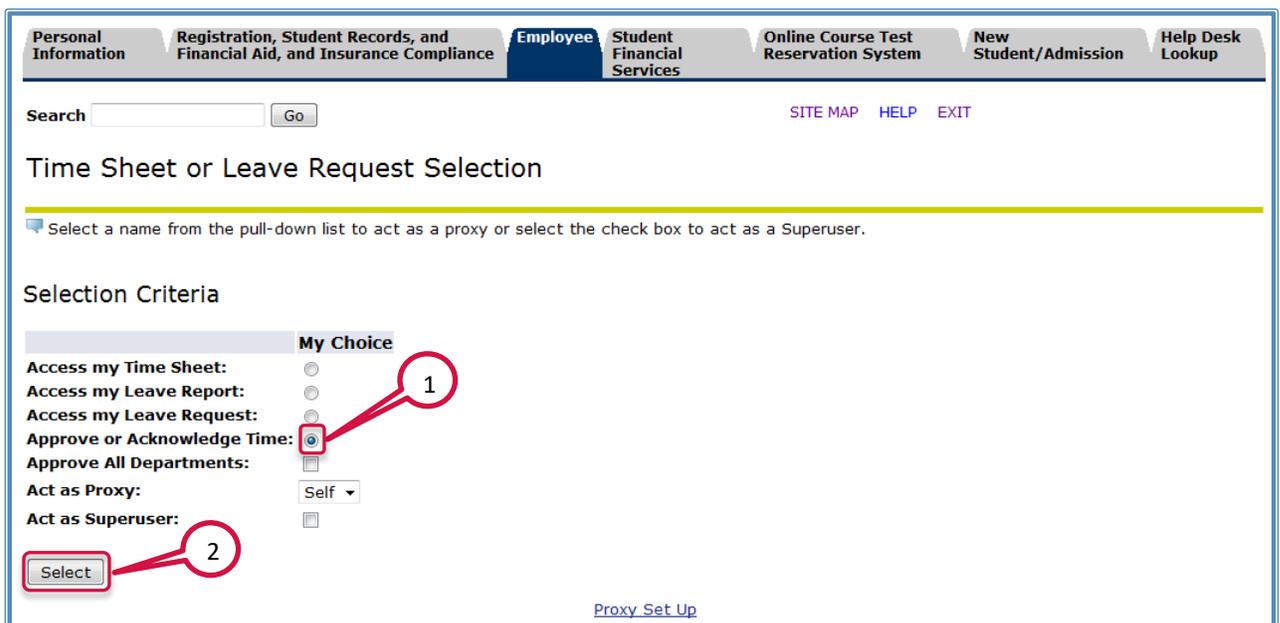


4. You should see the Banner Self Service “Employee” menu. Click the **Time Sheet** link.



APPROVE OR ACKNOWLEDGE TIME

1. On the “Time Sheet or Leave Request Selection” screen, verify that the **Approve or Acknowledge Time** option is selected and click the **Select** button.



2. The “Approver Selection” screen has two options:
 - a. **Department and Description My Choice Pay Period** is a drop down box with a list of pay periods. Select the accurate pay period for approval.
 - b. **Sort order** allows you to “Sort employees’ records by Status then by Name” or “Sort employees’ records by Name.” Select the button for the option you want.
 - c. After the selections have been made, click the **Select** button.

3. The next screen displays the time sheets to be approved. Under the “Required Action” section the status of the employee will be “Approve” if the time sheet has been submitted. To approve an employee’s time sheet, click the employee’s name link.

Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Aug 18, 2015, 11:59 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
900000001	Jon Doe AH0007 - 00 Administrative Hourly	Approve	25.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

In Progress						
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information	
900000000	Jane Robbins Classified Hourly	56.00	.00		Comments Leave Balance	

Pay Event Transactions

Action required by all approvers: 1
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
 Total: 2
 Total Hours: 81.50
 Total Units: .00

Change Selection Select All, Approve or FYI Reset Save

4. The Employee's time sheet provides a summary of total hours. Select the appropriate buttons for the action you want to take:
 - a. **Return for Correction** - If the time sheet needs to be corrected, the 'Return for Correction' button will send it back to the employee for corrections. While this is possible, it is not recommended. The optimum way for errors to be corrected is for the supervisor to apply the corrections.
 - b. **Approve** - If the time sheet is correct, the 'Approve' button sends it to HR for processing.
 - c. **Change Record** - Use to make changes to the employee's time sheet.
 - d. **Delete** - Used to delete the time sheet entry of the employee.
 - e. **Add Comment** - Use to place a comment in the time sheet that can be viewed by the employee.

Employee ID and Name: 900000000 Jane Robbins Department and Description: M APSVIT Application Services
 Title: AH0007-00 Administrative Hourly Transaction Status: Pending

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015	Saturday Aug 08, 2015	Sunday Aug 09, 2015	Monday Aug 10, 2015	Tuesday Aug 11, 2015	Wednesday Aug 12, 2015
Exempt Hourly	1		25.5				9.5	6.75							5.25
Total Hours:			25.5				9.5	6.75							5.25
Total Units:				0											

Time In and Out

Earnings	Sunday Aug 02, 2015	Monday Aug 03, 2015	Tuesday Aug 04, 2015	Wednesday Aug 05, 2015	Thursday Aug 06, 2015	Friday Aug 07, 2015	Saturday Aug 08, 2015	Sunday Aug 09, 2015	Monday Aug 10, 2015	Tuesday Aug 11, 2015	Wednesday Aug 12, 2015	Thursday Aug 13, 2015	Friday Aug 14, 2015	Saturday Aug 15, 2015
Exempt Hourly			06:45AM 12:00PM 12:30PM 04:45PM	07:00AM 12:00PM 12:30PM 02:15PM						10:15AM 12:30PM 01:00PM 04:00PM		09:45AM 11:30AM 01:30PM 03:15PM	09:00AM 09:30AM	

Routing Queue

WARNING: 'Return for Correction' does NOT automatically notify the employee. You should contact the employee directly to inform him/her about the changes that need to be made.

5. After the **Approve** button is selected, the "Department Summary" screen will display again. The "Required Action" section should now be blank, and the "Queue Status" section will now show "Approved".

COA: M, MSU Denver
 Department: APSVIT, Application Services
 Pay Period: Aug 16, 2015 to Aug 31, 2015
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Sep 02, 2015, 11:59 PM

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
90000000	Jon Doe CH0007 - 00 Classified Hourly	Approve		88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
90000000	Jane Robbins AH0007 - 00 Administrative Hourly			41.00		Approved			Leave Balance

Pay Event Transactions

Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 1
 Time or Leave Transactions Awaiting Approval or FYI: 1
 Total: 2
 Total Hours: 129.00
 Total Units: .00