

WEB TIME ENTRY

How-to Guide for Supervisors & Proxies

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.



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.

Personal Information Registration, Student Records, and Financial Aid, and Insurance Compliance Employee Stud	ent 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 payrol 5030.	l direct deposit is handled throug
RFI FASF- 8.7	

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.

Personal Information	Registration, Student Reco Financial Aid, and Insuran	rds, and Employed ce Compliance	e Student Financial Services	Online Course Reservation S	e Test System	New Student/Admission	Help Desk Lookup
Search	Go			SITE MAP	HELP	EXIT	
Time Shee	t or Leave Reque	est Selection					
👎 Select a name	from the pull-down list to a	ct as a proxy or select th	e check box to act	as a Superuser.			
Selection Cr	iteria						
	My Choice	e					
Access my Time	Sheet:	$\left(1 \right)$					
Access my Leav Access my Leav	re Report: O						
Approve or Ackr	nowledge Time: 💿						
Approve All Dep	artments:						
Act as Proxy:	Self 🔻						
Select	2						
			Proxy Set Up				

- 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.

Approver Selection
Time Sheet
Department and Description My Choice Pay Period
M, APSVIT, Application Services (a) SM, Oct 01, 2015 to Oct 15, 2015
Sort Order
My Choice
Sort employees' records by Status then by Name:

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.

	Selection Selec	t All, Approve o	r FYI F	leset Save	e				
Dondina									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return fo	r Canc	of Other Information
900000001	Jon Doe AH0007 - 00 Administrative Hourly	Approve	25.50	00.		0	0		Change Time Record Leave Balance
In Progree	is			con a second					
ID	Name Position	and Title	T	otal Hour	5	Total Units	Cancel	Other Inf	ormation
900000000	Jane Robbins				56.00		0	Comments Leave Bala	nce
	julassineu Hourry						-		
Pay Event	Transactions								
Action req	uired by all approve	rs:		1					
Time or Le	eave Transactions Ap	proved or F	YI:	0					
Time or Le	eave Transactions Av	vaiting Appr	oval or FYI:	1					
THINC OF LA				2					
Total:									

- 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.

Employe Title:	e ID	and Na	me:	900 AH0	000000	Jane Rob Administr	obins ative Hourt	,	Depa Tran	rtmen saction	t and n Stati	Descri 15:	ption		M APS Pendin	VIT Applic g	ation Servic	es
Previ	ous M	tenu	Ap	prove		Return fo	or Correcti	on	C	hange	Reco	rd	Dek	ete	Add (Comment	Next	
Time Sh	eet						Routing	Queue	Accou	int Dist	ributio	n					*	
Earnings	Shift	Specia Rate	Hours	Total S Units/	unday ug 02, 015	Monday Aug 03, 2015	, Tuesday Aug 04, 2015	Wedn Aug 0 2015	esday, 5,	Thurs Aug 0 2015	day ,i 6, 1	riday lug)7, 1015	Satu Aug 2015	rday .5 08,	iunday lug 09, 1015	Monday Aug 10, 2015	, Tuesday Aug 11, 2015	Wednesda Aug 12, 2015
Exempt	1		25.5				9.	5	6.75								5.2	
Total Ho	urs:		25.5		-	-	9.	5	6.75				-				5.2	5
Total Un	its:			0														
Time In	and	Out																
Earnings	Sund Aug 2015	lay . Mc 02, Au i 20	onday , ig 03, 15	Tuesda Aug 04 2015	Y, We Aug 201	dnesday, 05, 5	Thursday Aug 06, 2015	Friday Aug 07, 2015	Satu Aug 2015	rday , 5 08,	Sunda Aug Of 2015	y , Moi 201	nday, 10, 5	Tuesd Aug 11 2015	y, We L, Aug 201	dnesday, 12, 5	Thursday , Aug 13, 2015	Friday , S Aug 14, A 2015 2
Exempt Hourly				06:45/ 12:00/ 12:30/ 04:45/	M 07: M 12: M 12: M 12:	00AM 00PM 30PM								10:15 12:30 01:00 04:00	AM PM PM		09:45AM 11:30AM 01:30PM 03:15PM	09:00AM 09:30AM

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: Department Pay Period: Act as Proxy Pay Period 1	H. MSU Deriver AMSVTT, Applicati Aug 16, 2015 h. Not Applicable Time Entry Status: Open until Sep 0.	on Services Aug 31, 2015 2, 2015, 11:59 FM							
Change Se	riection Select AR, Approve or	Pt1 Reset Save							
Pending	2.11.11.11.14.15.15.15.15.	120.000007200	2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	100000000	201100000	100000000000000000000000000000000000000	1212123233		
10	Name, Position and Title Lion Doe CHOOD7 - 00 Classified Hourly	Required Action	Total Hours 88.0	Fotal Units	Queue Status	Approve or FYL	Return for Correction	Cencel	Other Information Change Time Record Comments Leave Balance
Approved	The second second second							2201012	
10	Name, Position and Title	Required Action	Total Hours	Total Units	and the owner of the local division of the l	Approve or FY1	Neturn for Correction	Cencel	Other Information
800000000	Litere Robbins AH0007 - 00 Administrative Hourty		41.0	0	CAceroved				Leave Balances
Pay Event T	ransactions								
Action requi	ired by all approvers:	0							
lime or Lear	ve Transactions Approved or FY1:	1							
lime or Lear	ve Transactions Awaiting Approva	f or FYE: 1							
Total:		2							
Total Bours:	E	129.00							
Total Units:		.00							