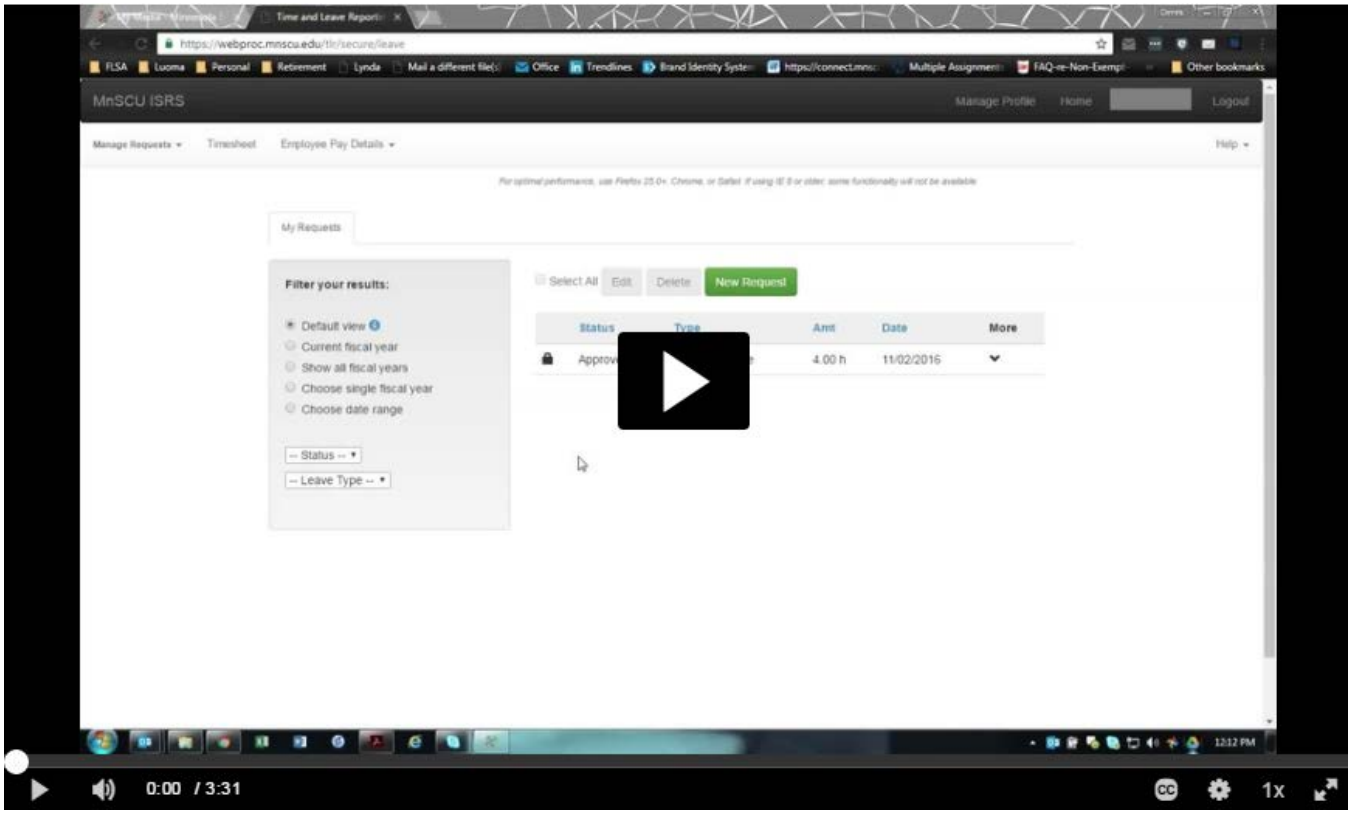
Exempt MSUAASF Employees using eTimesheet

Videos best viewed in Mozilla Firefox and Google Chrome browsers. Click picture, then click "Allow". If Internet Explorer is your default browser you may need to copy/paste the links (in blue) to Mozilla Firefox or Google Chrome



Link to watch video

https://mediaspace.mnscu.edu/media/Exempt+ASF/0_hrzpt9ao

Script

When you log in to eTimesheet, it will look the same as it did before the changes. This page that appears is called the *Time and Leave Reporting* page. The only noteworthy change on this page is a link added in the upper left corner entitled *Timesheet*. Clicking this link will take you to the *Timesheet* page.

This is the *Timesheet* page. The *Timesheet* page is new. If you clicked *Manage Requests*, it would take you back to the *Time and Leave Reporting* page, from which we just came. Also, in the left corner is a dropdown, which allows us to select from different pay periods throughout the year. Select your date and click *Change*, or click

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Current Pay Period. In the next section to the right it displays your name, supervisor, work title, and your leave balances currently available to use.

Currently, this timesheet is showing as locked. That means that the timecard has already been submitted for approval and payroll processing. Let's choose a different pay period. I click *Change* and it brings up an unlocked timesheet, which we can tell from the bottom section now displaying a checkbox next to the statement, "I have fulfilled my employment obligations for the pay period," and a green box saying submit for approval. The green box currently gives me a red circle with a slash through it, until I check the box and the button turns a deeper shade of green. At this point I get the finger pointer, and I can click *Submit for Approval*.

The timesheet section shows at the top the beginning and end dates for the pay period. It also shows the corresponding days and day of the week beneath the heading. Currently, there are no requests for this pay period. There will continue to be no requests for this pay period unless you enter leave on the *Time and Leave Reporting* page, which again you can get to by clicking the *Manage Requests* link in the upper left corner.

Let's create an example for ourselves where we enter one whole day of vacation for this pay period. When we arrive back on the *Time and Leave Reporting* page, we click the green N*ew Request* button – the same process we've always used. Let's choose a date in the pay period – I'm going to choose December 7th. Then, in the *Request Type* dropdown I select *VAC – Vacation Leave*. Please note, the codes currently displaying beneath the *Additional Pay* heading will be removed by November 30th. Once we've selected vacation time, it populates from 8:00 AM-4:30 PM, for a total of 8 hours. I enter a comment and then I click *Submit*. This is the same process we used in the past for requesting a leave, but what's different is when we go back over to the *Timesheet* page.

Now that we've clicked back to the *Timesheet* page, we can see on December 7th that *Vacation* (VAC) displays eight hours on the 7th, reflecting the leave requested on the previous screen. Again, I can't click *Submit for Approval* until I've checked the check-box; then, I can click *Submit for Approval*.