



MINNESOTA STATE

Non-Exempt MSUAASF Employees using eTimesheet *(Screenshot Guide)*

Screenshot Guide

This guide is designed to provide screenshots of the changes within eTimesheet for the purposes of tracking non-exempt, MSUAASF employee time. A video tutorial is also available for users.

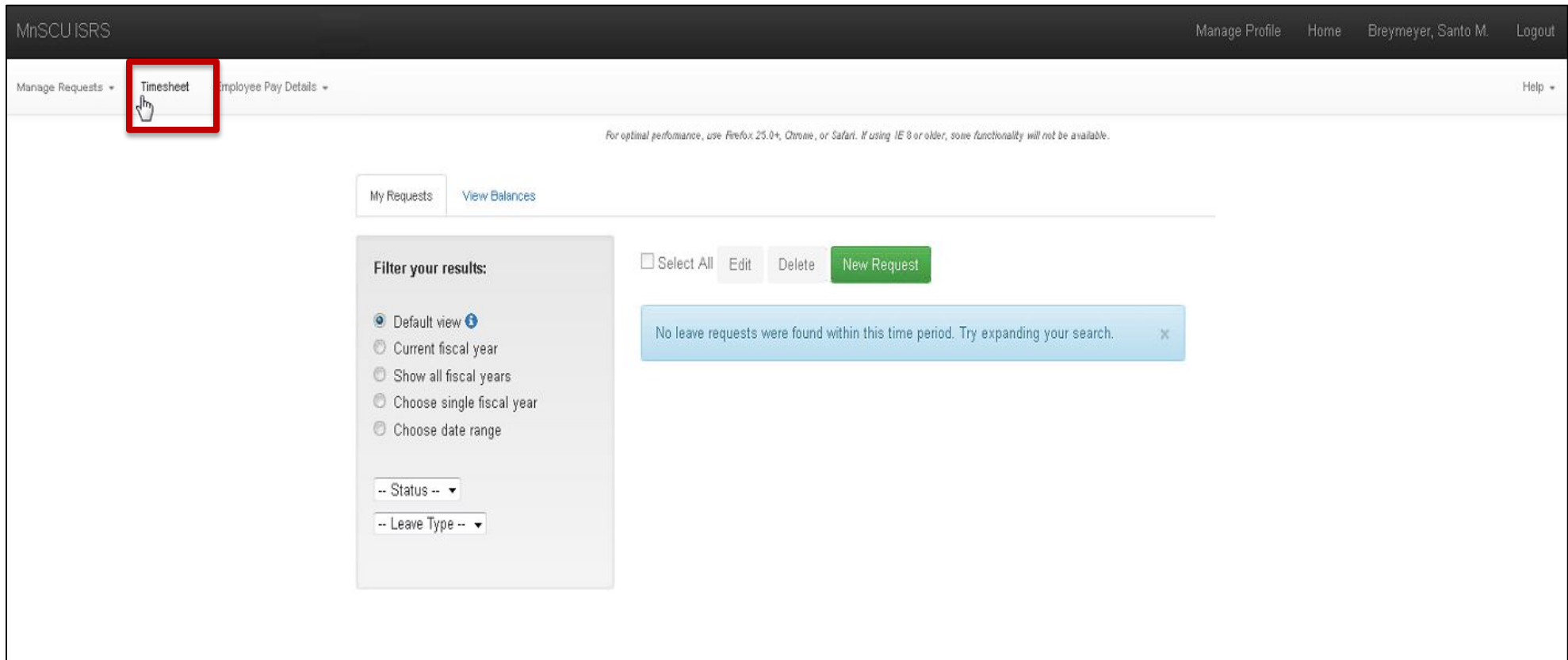
[The final page of this guide provides a guide chart of when to use the overtime codes, as well as examples.](#)

November 2016
Human Resources Division

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1. Login page



The screenshot displays the MhSCUISRS application interface. At the top left, the logo "MhSCUISRS" is visible. The top right navigation bar includes links for "Manage Profile", "Home", "Brey Meyer, Santo M.", and "Logout". Below this, a secondary navigation bar contains "Manage Requests", "Timesheet" (highlighted with a red box and a mouse cursor), and "Employee Pay Details". A "Help" link is located on the far right. A performance notice states: "For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available." The main content area features tabs for "My Requests" and "View Balances". On the left, a "Filter your results:" panel includes radio buttons for "Default view", "Current fiscal year", "Show all fiscal years", "Choose single fiscal year", and "Choose date range". Below these are dropdown menus for "Status" and "Leave Type". On the right, there are buttons for "Select All", "Edit", "Delete", and "New Request". A blue message box in the center reads: "No leave requests were found within this time period. Try expanding your search." with a close button (X).

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

2. Timesheet page

MnSCU ISRS Manage Profile Home Papazyan, Leda Florence Logout

[Manage Requests](#) **Timesheet** Help

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 9 or older, some functionality will not be available.

Timesheet

Select Pay Period End

Pay Period Ending:
Nov 15, 2016

Employee Name: Papazyan, Leda Florence **Leave Balances**

Supervisor: Bracamonte, Leah Florence **COMP:** 1.5 hrs

Work Title: Credentials Evaluator **Floating Holiday:** 0.0 days

Record: 0 **PERS:** 2.0 days

Sick: 12.0 hrs

Vacation: 39.75 hrs

Pay period Nov 2, 2016 - Nov 15, 2016

Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Work Schedule	8	8	8			8	8	8	8	8			8	8	80
Regular Pay (REG)	8	8	8			8	8	8	8	8			8	8	80
Total Hours															80

Comments:
[Enter New Comments \(max 500 characters\)](#)

This is the *Timesheet* page.

- Red Box: Clicking the *Manage Requests* link in the upper left corner returns you to the *Time and Leave Reporting* page.
- Black Box: This section allows you to select and view your timecard in different pay periods, or view the *Current Pay Period*.
- Orange Box: This section displays your employee information and leave balances.
- Green Box: This section is the timecard. It shows the dates of the pay period and the work schedule – work schedule is default, you do not need to enter. The row labeled *Regular Pay (REG)* shows your actual hours worked – it defaults to match the work schedule unless changes are made.

3. Example of a Change to the Timecard – leave request.

MnSCUISRS Manage Profile Home Papazyan, Leda Florence Logout

Manage Requests **Timesheet** Help +

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 9 or older, some functionality will not be available.

Timesheet

Select Pay Period End

Pay Period Ending:
Nov 29, 2016 Change

[Current Pay Period](#)

Employee Name: Papazyan, Leda Florence

Supervisor: Bracamonte, Leah Florence

Work Title: Credentials Evaluator

Record: 0

Leave Balances

COMP: 1.5 hrs

Floating Holiday: 0.0 days

PERS: 2.0 days

Sick: 12.0 hrs

Vacation: 39.75 hrs

Pay period Nov 16, 2016 - Nov 29, 2016

Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
Work Schedule	8	8	8			8	8	8	8	8			8	8	80
Regular Pay (REG)	8	8	4			8	8	8	8	8			8	8	76
Vacation (VAC)			4												4
	Total Hours														80

[Edit Timesheet](#)
[Submit for Approval](#)

Comments:
[Enter New Comments \(max 500 characters\)](#)

If you had clicked *Manage Requests* and returned to the *Time and Leave Reporting* page, you could have entered a vacation request. A picture is not shown because leave requests follow your current process for requesting leave.

Let's say you requested four hours of leave on Friday, November 19th. On the *Timesheet* page, a corresponding row appears on the timesheet labeled *Vacation (VAC)*. When your time sheet is submitted, approved, and payroll processes your leave balances will adjust accordingly.

4. Other Changes

The other changes you will notice on the *Time and Leave Reporting* page – this is the page that appears when you login.

When you click the green *New Request* button on the page this box appears. Select a *date* and then click the *Request Type* dropdown box.

The dropdown contains a new section called *Additional Pay*. This section contains pay codes for logging overtime, compensatory time, and alternate holiday time.

Additional Pay requests are entered in the same format as you previously entered your leave requests.

Create Request
✕

0 - Credentials Evaluator

- Bracamonte, Leah F.

Dates

Select one or more dates.

Nov 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Selected dates:

- 11/21/2016

Request Type

-- Request Type --

Leave Requests

VAC - Vacation Leave

SIK - Sick Leave

PLV - Personal Leave

BRV - Bereavement

CT1 - Comp Time

AHT - Alternate Holiday Taken

BON - Bone Marrow Donor

ETL - Lve w/o Pay-Sched Hrs Not Wrkd

MSL - Miscellaneous Leave

TNG - Training

ULV - Union Lve W/O Pay-Lve Accrual

Additional Pay

OT1 - OverTime @ 1.0

OTR - OverTime @ 1.5

CE1 - Comp Time Earned @ 1.0

C15 - Comp Time Earned @ 1.5

HCT - Holiday Hours to Comp Time

9HO - Holiday Payoff-Scheduled Day Off

9HP - Holiday Payoff-Worked on Holiday

Comments

Enter comments for your request.

Cancel
Submit

5. Example – Entering Overtime

To enter overtime, go to the *Time and Leave Reporting* page – this is the page that appears when you login.

When you click the green *New Request* button on the page this box appears. Select the *date* and then click the *Request Type* dropdown box.

In the dropdown box select code *OTR – Overtime @ 1.5* beneath the *Additional Pay* heading.

Next, enter the duration (*Start & End* time). The total hours will automatically calculate for you. You may enter *Comments* below, but they are not required.

In this example, you can see we requested 1.50 hours of overtime on November 17th, working between the hours of 4:30 PM and 6:00 PM.

Create Request
✕

0 - Credentials Evaluator

- Bracamonte, Leah F.

Dates

Select one or more dates.

Nov 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Selected dates:

- 11/17/2016

Request Type

OTR - Overtime @ 1.5

Duration

Start: *

04:30:PM

End: *

06:00:PM

*** Total hours per day:**

1.50

Example: 8.00

Comments

covered late office hours

Cancel

Submit

6. Example – Entering Overtime

MnSCU ISRS Manage Profile Home Papazyan, Leda Florence Logout

Manage Requests **Timesheet** Help ▾

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Timesheet

Select Pay Period End

Pay Period Ending:
Nov 29, 2016 Change

[Current Pay Period](#)

Employee Name: Papazyan, Leda Florence
Supervisor: Bracamonte, Leah Florence
Work Title: Credentials Evaluator
Record: 0

Leave Balances
COMP: 1.5 hrs
Floating Holiday: 0.0 days
PERS: 2.0 days
Sick: 12.0 hrs
Vacation: 39.75 hrs

Pay period Nov 16, 2016 - Nov 29, 2016

Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
Work Schedule	8	8	8			8	8	8	8	8				8	8
Regular Pay (REG)	8	8	8			8	8	8	8	8				8	8
OT @ 1.5 (OTR)		1.5													1.5
	Total Hours														81.5

[Edit Timesheet](#)
[Submit for Approval](#)

Comments:
[Enter New Comments \(max 500 characters\)](#)

In the previous example (#5), we requested 1.5 hours of overtime on the *Time and Leave Reporting* page. If we clicked *Timesheet* in the upper left corner, we would see the time added as a row on the timesheet – *OT @ 1.5 (OTR)*.



MSUAASF Non-Exempt Overtime Codes (as appearing in eTimesheet)

<u>Additional Pay Code</u>	<u>When to use</u>	<u>Example</u>
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OT1 – Overtime @ 1.0 Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid the straight time overtime (not banked as comp time).

You are eligible for straight time overtime.

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
OT1	-	-	-	-	2	2
Total Hours						42

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.

Your “hours worked” are 34 (REG + OT1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to be paid the additional 2 hours at straight time.

Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.

Additional Pay Code**When to use****Example****OTR – Overtime @ 1.5**

Use code OTR when “hours worked” is greater than 40 hours, and you request to have the overtime paid (not banked as comp time).

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
OTR	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). Log 40 hours REG, and 2 hours OTR.

CE1 – Comp Time Earned @ 1.0

Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
CE1	-	-	-	-	2	2
<i>Total Hours</i>						42

You are eligible for straight time overtime.

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.

You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.

Your “hours worked” are 34 (REG + CE1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to bank the additional 2 hours as comp time.

Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.

Additional Pay Code**When to use****Example****C15 – Comp Time Earned @ 1.5**

Use code C15 when “hours worked” is greater than 40 hours, and you request to bank the time over 40 hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
C15	-	2	-	-	-	2
<i>Total Hours</i>						42

42 hours worked. Total of 42 hours (42-40 = 2). 40 hours REG, and Log 2 hours C15.

HCT – Holiday Hours to Comp Time

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)). Alternative holiday hours as comp time.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
HCT	-	-	-	8	-	8
<i>Total Hours</i>						48

40 hours worked. 8 hours were worked on Monday (a designated holiday). Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For alternative day off log 40 hours REG, and 8 hours HCT.

9HO – Holiday Payoff-Scheduled Day Off

Use code 9HO when you have an alternate work schedule and the holiday falls on your regularly scheduled day off.

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	-	8	32
9HO	-	-	-	8	-	8
<i>Total Hours</i>						40

You work 8 hour days on Wednesday, Thursday, Friday and Tuesday (Monday scheduled off). Monday is a holiday. Log 40 hours REG, and 8 hours 9HO.

Additional Pay Code**When to use****Example****9HP – Holiday Payoff-
Worked on Holiday**

Use code HCT to recognize “Work on a designated holiday” ([Article 17, Section D](#)).
Alternative holiday hours paid.

You work:

<i>Type</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Mon</i>	<i>Tues</i>	<i>Total</i>
<i>REG</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>40</i>
<i>9HP</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>8</i>	<i>-</i>	<i>8</i>
<i>Total Hours</i>						<i>48</i>

40 hours worked. 8 hours were worked on a designated holiday. Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For payoff log 40 hours REG, and 8 hours 9HP.
