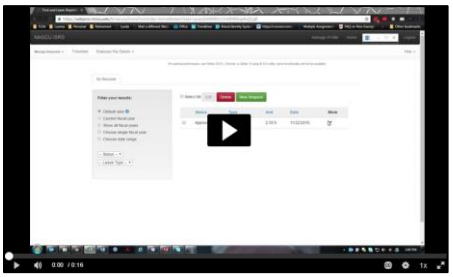
Non-Exempt MSUAASF Employees using eTimesheet

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

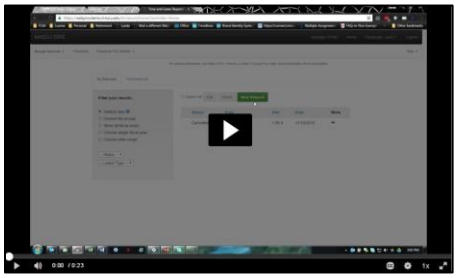
Video Tutorial Menu



1. **Logging In –** https://mediaspace.mnscu.edu/media/1-Logging+in-Time+and+Leave+Reporting/0_hhvhsri1

   Script

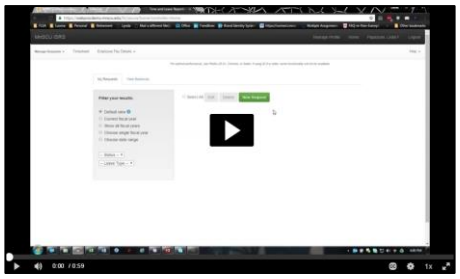
   When you login you are brought to a familiar page. This page displayed on your screen is called the Time and Leave Reporting page. New, and added in the upper-left corner is a link entitled Timesheet. Clicking this link allows you to view your Timesheet page.



2. **Additional Pay Categories –** https://mediaspace.mnscu.edu/media/2-Additional+Pay+Categories/0_7f9jjq8n

   Script

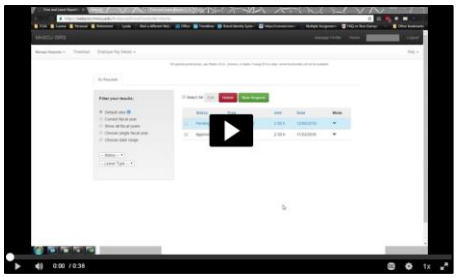
   When you click on the New Request button a familiar window appears. Let's take a look at what is new. I'm going to click and choose a date, and then on the right side click the Request Type dropdown. Notice at the top of the dropdown menu are the same leave requests as before, but added beneath the "Additional Pay" heading are additional pay categories for entering time.



3. **Entering Additional Pay (Example) –** https://mediaspace.mnscu.edu/media/3-Entering+Additional+Pay+%28Example%29/0_hirqseh3

   Script

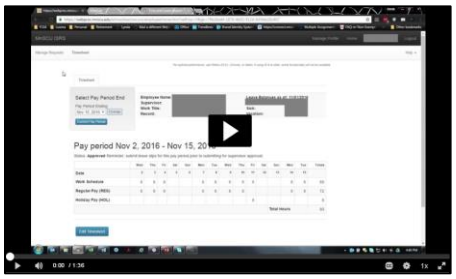
   Let's say I need to add additional pay to timecard. For example, let's add two hours of overtime on December 6th. To do this, I click on the New Request button and select December 6th. On the right side, in the Request Type dropdown, under Additional Pay I select code OTR – Overtime @ 1.5. Next, I enter the beginning and end times of my overtime. I've entered two hours of overtime between the hours of 5:00pm -7:00pm, on December 6th. If I wanted to enter any comments I could do so below. Then I click Submit. Now, back on the "Time and Leave Reporting page I can see my pending request – pending my supervisor's approval.



4. Viewing Additional Pay on the Timesheet Page – https://mediaspace.mnscu.edu/media/3-Entering+Additional+Pay+%28Example%29/0_hirqseh3

Script

From my Time and Leave Reporting Page, let's see how this overtime request appears on my timesheet. To view my timecard, click on the link in the upper-left corner entitled timesheet. On my timesheet, I can't see my overtime entered because I am not in the pay-period containing December 6th. To change pay periods, I select the drop down, go to the pay period containing December 6th, click Change, and now I can see the overtime – 2 hours, on December 6th.



5. Putting it All Together – https://mediaspace.mnscu.edu/media/5-putting+it+all+together/0_15h8babk

Script

Let's put all this together. On the Timesheet page you will see your name, supervisor, and your leave balances. Your name will also be in the upper-right corner. These fields are currently shown as greyed-out of respect for this employee's privacy. On the left-hand side you can select a pay period. When you select that pay period, simply click Change, and it will bring you to the pay period you are wishing to view. This is pay period November 30-December 13, 2016, shows below as a timecard with the dates, the employee's schedule. This employee works eight hours a day, Monday-Friday, for a total of 80 hours in the pay period. REG, or regular pay, will enter in as a default for hours worked. In this case it's 8 hours because that was the scheduled amount of time. You would have to change this number if you worked less, or you would have to enter sick or vacation time as a substitute. We can see that this employee worked 64 hours in the pay period, took eight hours of sick leave, eight hours of vacation, and worked two hours of overtime, for a total of 82 hours. Clicking back to the Time and Leave Reporting page we see that the employee has requested eight hours of vacation leave, eight hours of sick leave, and 2 hours of overtime. The dates entered on the Time and Leave page correspond with the rows on the timesheet.

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

Additional Pay Code	When to use	*Example*
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.*

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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* *Total Hours / 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 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* *CE1 / - / - / - / - / 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 + 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* *Total Hours / 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* *Total Hours / 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* *Total Hours / 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:*

Type	*Wed*	*Thurs*	*Fri*	*Mon*	*Tues*	*Total*
REG	*8*	*8*	*8*	*8*	*8*	*40*
9HP	*-*	*-*	*-*	*8*	*-*	*8*
					Total Hours	*48*

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.