EMPLOYEE'S QUICK GUIDE

MSU BILLINGS

Web Time Entry at a glance:

- Log into "My Info"
- Click on "Employee Services"
- Click on "Timesheet"
- Enter Hours
- Submit Hours

WEB TIME ENTRY – Quick reference guide for Employees

Employees

Tips & Reminders

1. Timesheets are due at 5:00 p.m. on the Monday following the end of the pay period
2. Early timesheets can be submitted beginning the first Wednesday of the pay period
3. Your timesheet shows only earning types that apply to your job.
4. After you submit your timesheet, you cannot make any changes. Contact your supervisor about changes to a submitted timesheet
5. Always check your leave balances! It's easy-just look on the Employee tab on My Info
6. Need help? Please call the Payroll Office

To Open Your Timesheet:

1. Go to the MSU Billings homepage and locate **My Info** (located on the bottom left side of the Faculty/Staff page)
2. Click on **My Info**
3. Click on **Enter Secure Area** and type in your *User ID (GID) and PIN.*
4. Click on the **Employee Services** tab
5. Click on the **Time Sheet** link on the left side of the window
6. Click the **My Choice** dot for the Title and Department you want to enter time for (most of us have just one)
7. From the **Pay Period and Status** drop down box, select the current pay period
8. Click the **Time Sheet** button

Note: On most computers, the timesheet is too big, to be seen all at once. You can make the text size on your screen smaller by clicking "view" and "Text Size" from your explorer browser menu (or similar commands in Netscape or other browsers)

To Enter Time:

1. Click the **Enter Hours** link under the date worked in the row for the *earnings code* used (examples: Regular, Sick, Annual)
2. In the **Hours** box, type the number of hours
3. Click the **Save** box

To Copy Time:

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked in the row for the *earnings code* used (examples: Regular, Sick, Annual)
2. In the **Hours** box, type the number of hours you worked that day
3. Click the **Copy** button
4. Click on the **"Copy from date displayed to end of the pay period"** checkbox **OR** Click the **Checkbox** for each day you want these hours copied to
5. If your workweek includes Saturday or Sunday, click those checkboxes too
6. Click the **Copy** button
7. Look for the verification message that says the hours were successfully copied
8. Click the **Timesheet** button

9. The hours have now been copied for all days in the pay period

To Adjust Your Time:

Changing hours you have entered for a particular day is not a problem, as long as you haven't submitted the timesheet for approval. Talk to your approver if your timesheet has been submitted and needs to be changed

1. Click the **Hours** link for the date that needs to be changed
2. In the **Hours** box, type the correct number or delete the incorrect number. (Note: do not enter a zero)
3. Click the **Save** button

   Note: Once you have entered hours for Annual or Sick Leave the leave balance for that particular Earning is listed above the Hours box. Even though these balances change as you enter them on your timesheet the balances in the Banner system will not change until the payroll has been processed.

To Put a Comment on Your Time Sheet:

Sometimes there are special circumstances you will want your timesheet approver to know about. You can leave a comment on your timesheet that the approver will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the Timesheet page
2. In the **Comments** box, type your message
3. Click the **Save** button
4. Click the **Previous Menu** button to return to your timesheet. Note: Comments on your timesheet are only visible to you in Preview mode. Your approver will check for comments.

To Preview / Print Your Time Sheet:

1. Click the **Preview** button at the bottom of your timesheet. Note: On most computers, the timesheet is too big, to be seen all at once. You can make the text size on your screen smaller by clicking "Page" icon in the top right hand corner and "Text Size" from your explorer browser menu (or similar commands in Netscape or other browsers)
2. Click the drop down box next to **Print** icon and select the Page Setup option. From the printer settings, select **Landscape** under Orientation (bottom left).
3. Click the **OK** button to save your paper layout setting
4. Click the **Print** icon to print your timesheet
5. Back in the **Timesheet Preview** window, click the **Previous Menu** button

To Submit Your Time Sheet:

When your timesheet is ready to submit for approval, it's important for you to preview it first. Check your hours to make sure the days, numbers, and earnings codes are all correct. Then submit as follows:

1. Click the **Submit for Approval** button at the bottom of the timesheet. Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your timesheet; it certifies that you approve the timesheet information as accurate.
2. Click the **Submit** button