

# eTimeSheet Quick Reference Guide (Employee)

## Purpose

The eTimeSheet application provides employees access to their online timesheets where they can view, submit, and update timesheets and leave or overtime (OT) requests.

## Log In

1. Enter your StarID.
2. Enter your StarID Password.
3. Click to Login.

Notes:

- You do not need to select an Institution when logging in with StarID.
- To Activate your StarID go to <http://starid.mnscu.edu/> and click the [Activate StarID](#) link.
- To learn how to look up your StarID or Password go to [StarID Self Service How-To](#).

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**Please login to continue.**

Notice: EMPLOYEE The eservices/web registration site will be unavailable from approximately 6:00 a.m. until 9:00 a.m. on Sunday, May 20.

The '\*' indicates a required field.

\* StarID:  [Forgot StarID?](#)

\* Password:  [Forgot Password?](#)

Institution:

Display Name:  Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](#) if you are having problems creating an account or logging in.

You must **logout** when finished to ensure that nobody else gains access your records.

1. If you have multiple positions, a list of your positions is displayed. Click the Select button next to the one you want to work with.

Employee Job Assignment						
Record	Work Title	Supervisor	Unit	End Date	Status	
0	Off & Admin Spec Sr. Administrative Affairs	Farrell, Nicolle			Full-Time, Unlimited	<input type="button" value="Select"/>
9999	CSS, Int, Records Office	Farrell, Nicolle				<input type="button" value="Select"/>

# eTimeSheet Quick Reference Guide (Employee)

## Employee Home Page - Layout

1. Employee and Supervisor Information.
2. Current Leave Balances.
3. Message Area.
4. Pay Period and Timesheet Status. Unsubmitted Status is **Red**. Other statuses are **Black**.
5. Timesheet Detail. Unapproved requests are in *Red Italics*. Other statuses are **Black**.
6. Current and Future Leave Requests. Click a column header to sort by that column
7. Navigation Area.

**eTimeSheet Employee Home**

**Employee Name:** Tylock, Chuck Mike      **Leave Balances as of: 12/07/2010**  
**Supervisor:** Barrios, Albert      **Floating Holiday:** 1.0 days  
**Work Title:** Business Analyst      **Sick:** 116.75 hrs  
**Record:** 0      **Vacation:** 77.25 hrs

Your leave request for 01/28/2011 has been submitted and is pending approval.

**Timesheet for pay period Jan 19, 2011 - Feb 1, 2011**  
**Status:** **Unsubmitted**      **Reminder:** submit leave slips for this pay period prior to submitting your timesheet.

Date	WED 19	THU 20	FRI 21	SAT 22	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29	SUN 30	MON 31	TUE 1	TOTALS
<b>Work Schedule</b>	8	8	8			8	8	8	8	8			8	8	80
<b>Regular Pay (REG)</b>	8	8	8			8	8	8	8	4.5				8	68.5
<b>Vacation (YAC)</b>													8		8
<b>Sick Leave (SIK)</b>										3.5					3.5
	<b>Total Hours</b>														<b>80</b>

**Requests for the Current and Future Pay Periods**  
 To take Approved leave, you must have enough leave balance available on the requested date.

Status	Edit	Descr	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/> Pending		Sick Leave	Fri	01/28/2011	1:30 PM	5:00 PM	3.5	02/01/2011 09:46:13	Tylock, Chuck	Sick Child	
<input type="checkbox"/> Pending		Vacation	Mon	01/31/2011	8:00 AM	4:30 PM	8.0	02/01/2011 09:45:12	Tylock, Chuck	Long Weekend	

Done

# eTimeSheet Quick Reference Guide (Employee)

## Employee Home Page - Navigation

1. Click to return to the Employee Home Page.
2. Click to view eTimesheet documentation web page.
3. Select a different Pay Period from the drop down list and click 'Change' to go to that pay period. The Employee Home page defaults to the current Pay Period.
4. Click 'Current Pay Period' to quickly return to the current pay period.
5. Click 'Edit Timesheet' to make changes to the timesheet or to add a comment.
6. Click 'Submit Timesheet' when you all requests/changes are done for the active Pay Period.
7. Click 'Save Timesheet' if you want to save it but it isn't ready for your supervisor to approve.
8. Click 'Request Leave/OT' button to go to the Create Leave/OT page.

**eTimeSheet Employee Home**

Employee Name: Tylock, Chuck Mike      Leave Balances as of: 12/07/2010  
 Supervisor: Barrios, Albert      Floating Holiday: 1.0 days  
 Work Title: Business Analyst      Sick: 116.75 hrs  
 Record: 0      Vacation: 77.25 hrs

Your leave request for 01/28/2011 has been submitted and is pending approval.

**Timesheet for pay period Jan 19, 2011 - Feb 1, 2011**  
 Status: **Unsubmitted**      Reminder: submit leave slips for this pay period prior to submitting your timesheet.

Date	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS
19	20	21	22	23	24	25	26	27	28	29	30	31	1		
<b>Work Schedule</b>	8	8	8			8	8	8	8	8			8	8	80
<b>Regular Pay (REG)</b>	8	8	8			8	8	8	8	4.5				8	68.5
<b>Vacation (YAC)</b>													8		8
<b>Sick Leave (SL)</b>									3.5						3.5
<b>Total Hours</b>															80

  
    

**Requests for the Current and Future Pay Periods**  
 To take Approved leave, you must have enough leave balance available on the requested date.

Status	Edit	Descr	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/> Pending		Sick Leave	Fri	01/28/2011	1:30 PM	5:00 PM	3.5	02/01/2011 09:46:13	Tylock, Chuck	Sick Child	
<input type="checkbox"/> Pending		Vacation	Mon	01/31/2011	8:00 AM	4:30 PM	8.0	02/01/2011 09:45:12	Tylock, Chuck	Long Weekend	

# eTimeSheet Quick Reference Guide (Employee)

## Submit a Leave or OT (Overtime) Request

1. **Leave Balances** as of the last Pay Period Ending.
2. Enter a **Start Date** and an **End Date** for the request.
3. Enter the **Begin Time** and the **End Time**. Select **am** or **pm**.
4. Select a **Type of Leave Request** from the drop-down menu.
5. **Sick Leave** requires a **Sub Type**.
6. Enter the **Total Hours** for the date range selected. This field will change to **Daily Amount** for leave types:
  - 'OC2 – On Call @ 25%' default value 16
  - 'OCS – On Call Supervisor' default value 50
7. Enter **Reasons/Comments** if desired. **Reasons/Comments are required** for leave types:
  - Leave Without Pay (LWO)
  - Miscellaneous Leave (MSL)
  - Time Not Paid (TNP)
  - Worked but Not Paid (WNP),
  - Overtime or Compensatory Time (OT)
  - Sick Leave (SIK) when the **Sub Type** is Bereavement (06).
8. Click **Submit** to save.
9. Click **Cancel** to quit without saving.

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### Create/Edit Leave Request

Employee Name: Barina, Hortense Florence Leave Balances as of: 01/05/2010  
Supervisor: Dalke, Maxine Floating Holiday: 0.0 days  
Work Title: Laundry Worker Sick: 9.0 hrs  
Record: 0 Vacation: 7.5 hrs

Start Date \*  End Date \*   
Begin Time \*  am pm End Time \*  am pm

Type of Request \*  Sub Type \*

Total Hrs \*

Reasons/Comments

# eTimeSheet Quick Reference Guide (Employee)

## Leave Request Confirmation

This page is only displayed if the leave request is for multiple dates.

1. The **Leave Request Confirmation** page is only displayed for multi-day leave or overtime requests.
2. Review and Edit the **Start Time**, **End Time** and **Total** for each date.
3. Click **Save** to submit the requests or **Cancel** to exit without submitting.

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### Leave Request Confirmation

Employee Name: eTimesheet, Tara      Leave Balances as of pay period ending: 05/27/2008  
Supervisor: eTimesheet, Tom      Floating Holiday: 1.0 days  
Work Title: eTime User      Sick: 38.5 hrs  
Record: 9999      Vacation: 26.0 hrs

You requested multiple days of leaves. Here is the breakdown by day. Please review this and save it.

Date	Day of Week	Start Time	End Time	Total
07/14/2008	Mon	08:00 am	04:30 pm	8.0
07/15/2008	Tue	08:00 am	04:30 pm	8.0
07/16/2008	Wed	08:00 am	04:30 pm	8.0
07/17/2008	Thu	08:00 am	04:30 pm	8.0
07/18/2008	Fri	08:00 am	04:30 pm	8.0

# eTimeSheet Quick Reference Guide (Employee)

## Submit a Timesheet

**Note:** Submit your Leave or Overtime requests before submitting your timesheet.

1. An Unsubmitted timesheet status is displayed in **Red**.
2. Review all entries for accuracy. Unapproved requests are displayed in **Red and Italicized**.
3. If the timesheet is correct as shown, but you aren't finished with the pay period, click **Save Timesheet**.
4. If the timesheet is correct as shown, click **Submit Timesheet**.
5. If you want to make changes to the Timesheet or add a comment, click **Edit Timesheet**.

**Note:** You can not edit Leave Requests in the Timesheet. You must edit the Leave Request to change it.

[Logout](#)

### eTimeSheet Employee Home

**Employee Name:** Tylock, Chuck Mike      **Leave Balances as of: 12/07/2010**  
**Supervisor:** Barrios, Albert              **Floating Holiday:** 1.0 days  
**Work Title:** Business Analyst              **Sick:** 116.75 hrs  
**Record:** 0    **Vacation:** 77.25 hrs

**Timesheet for pay period Jan 19, 2011 - Feb 1, 2011**

Status: **Unsubmitted**      Reminder: submit leave slips for this pay period prior to submitting your timesheet.

	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS
Date	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
Work Schedule	8	8	8			8	8	8	8	8			8	8	80
Regular Pay (REG)	8	8	8			8	8	8	8	4.5				8	68.5
Vacation (VAC)													8		8
Sick Leave (SIK)										3.5					3.5
Total Hours															80

  
    

**Requests for** 5 **current a** 4 **uture Pay Pe** 3

To take Approved leave, you must have enough leave balance available on the requested date.     

Status	Edit	Descr	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/>		Pending Sick Leave	Fri	01/28/2011	1:30 PM	5:00 PM	3.5	02/01/2011 09:46:13	Tylock, Chuck	Sick Child	
<input type="checkbox"/>		Pending Vacation	Mon	01/31/2011	8:00 AM	4:30 PM	8.0	02/01/2011 09:45:12	Tylock, Chuck	Long Weekend	

# eTimeSheet Quick Reference Guide (Employee)

## Edit a Timesheet

1. You can change **Regular Pay, Holiday or Shift Differential** hours.
2. You can not change Leave Requests. You will need to edit the Leave Request on the **Create/Edit Leave Request** page.
3. You may add a **Comment** up to 500 characters in length to your timesheet.
4. Click **Submit Timesheet** to save changes and let your supervisor know your timesheet is ready for approval.
5. Click **Save Timesheet** to save changes, but not submit for your supervisor's approval.
6. Click **Cancel** to quit without saving.

**Update eTimeSheet** Logout

**Employee Name:** Tylock, Chuck Mike      **Leave Balances as of: 12/07/2010**  
**Supervisor:** Barrios, Albert      **Floating Holiday:** 1.0 days  
**Work Title:** Business Analyst      **Sick:** 116.75 hrs  
**Record:** 0      **Vacation:** 77.25 hrs

**Timesheet for pay period Jan 19, 2011 - Feb 1, 2011**  
**Status:** Unsubmitted

	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS
Date	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
Work Schedule	8	8	8			8	8	8	8	8				8	80
Regular Pay (REG)	8	8	8	0	0	8	8	8	8	4.5	0	0	0	8	66.5
Vacation (VAC)														8	8
Sick Leave (SIK)										3.5					
	<b>Total Hours</b>														<b>80</b>

Add new comments: (Max 500 characters)

# eTimeSheet Quick Reference Guide (Employee)

## Delete/Edit a Leave Request

1. Click the Edit Icon to change the request type, Times, Hours or Comment.
2. Click Check Box to flag the request to be deleted.
3. Click Delete Leave/OT button to delete checked requests.

**Notes:**

- Deleting a request will alter the pay period it resides in.
- If a request was Approved, it will be cancelled instead of deleted. The cancellation will need to be Approved by your supervisor.

**Timesheet for pay period Jan 19, 2011 - Feb 1, 2011**  
 Status: **Unsubmitted**    Reminder: submit leave slips for this pay period prior to submitting your timesheet.

Date	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS
19	20	21	22	23	24	25	26	27	28	29	30	31	1		
<b>Work Schedule</b>	8	8	8			8	8	8	8	8			8	8	80
<b>Regular Pay (REG)</b>	8	8	8			8	8	8	8	4.5			8		68.5
<b>Vacation (VAC)</b>													8		8
<b>Sick Leave (SIK)</b>										3.5					3.5
<b>Total Hours</b>														<b>80</b>	

**Requests for the Current and Future Pay Periods**

To take Approved leave, you must have enough leave balance available on the requested date.

Status	Edit	Des	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/>		Sick Leave	Fri	01/28/2011	1:30 PM	5:00 PM	3.5	02/01/2011 09:46:13	Tylock, Chuck	Sick Child	
<input type="checkbox"/>		Vacation	Mon	01/31/2011	8:00 AM	4:30 PM	8.0	02/01/2011 09:45:12	Tylock, Chuck	Long Weekend	

# eTimeSheet Quick Reference Guide (Employee)

## Edit a Leave Request

1. Change Leave Type.
2. Change Times.
3. Change Hours.
4. Change Comments.
5. Click 'Submit' to submit changed request.
6. Click 'Delete' to delete the request.
7. Click 'Cancel' to quit without saving the changes.

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### Create/Edit Leave Request

Employee Name: Barina, Hortense Florence      Leave Balances as of: 01/05/2010  
Supervisor: Dalke, Maxine      Floating Holiday: 0.0 days  
Work Title: Laundry Worker      Sick: 9.0 hrs  
Record: 0      Vac: 7.5 hrs

Start Date \*    End Date \*    Begin Time \*    End Time \*

10/29/2010    10/29/2010    12:30 am pm    04:30 am pm

Type of Request \*  
VAC - Vacation Leave

Total Hrs \*  
4.0

Reasons/Comments  
Half Day

Submit    Delete    Cancel

5    6    7

