

Supervisor Approval Process for Bi-Weekly Time Entry

Deadlines


- Employee deadline for time entry is 11:59PM, the last Saturday of a pay period
- All time for a pay period must be approved in the system by 5PM, Wednesday after a pay period
 - E.g. Pay period 15 is from Sunday, July 2nd – Saturday, July 15th
 - All time must be entered by the employee by 11:59PM on Saturday, July 15th
 - All time must be approved by supervisor by 5PM, Wednesday, July 19th. This allows the employee extra time to make edits if necessary
- MSU Bi-Weekly Pay Periods can be found: <http://www.ctlr.msu.edu/copayroll/payrollschedules.aspx>

Getting Started

- Log into the EBS Portal: ebs.msu.edu
- Click on the “Supervisor tools” ribbon at the top of the screen
 - If you do not see this ribbon option, the needed tile can also be found under “My Approvals & Workflow”
- Click on the “Approve Employee Time” tile

The screenshot displays the Michigan State University EBS Portal dashboard. At the top left, the Michigan State University logo and 'Home' dropdown are visible. Below this is a navigation bar with several tabs: 'Frequently Used', 'Enterprise Business Systems', 'My Approvals & Workflow' (highlighted with a red box), 'My Time & Payroll', 'My Personal Information', 'My Career & Training', 'My Benefits', 'Actions', and 'Reports'. Below the navigation bar is a grid of six tiles. The first tile, 'Approve Employee Time for Unit', is highlighted with a red box and shows '166 Pending Approvals'. The other tiles are: 'Email Preferences for Workflow' (with an envelope icon), 'HR Forms Workflow Report' (with a globe icon and '1 In Process'), 'Pay Change & Cost Redistribution Workflow Report' (with a document and dollar sign icon), 'HR/Payroll Inbox' (with a download icon and '0'), and 'HR/Payroll Administrator Roles with Workflow Routing' (with a person and lock icon).

- The next page requires no entry
- Click “Submit” Button on the bottom

 MICHIGAN STATE UNIVERSITY Approve Working Times

Get Variant Save as Variant CUS&TIME_APPR

Period
Reporting Period: All

Selection Criteria

Personnel Number	<input type="text"/>	<input type="button" value="🔍"/>
Personnel Area	<input type="text"/>	<input type="button" value="🔍"/>
Personnel Subarea	<input type="text"/>	<input type="button" value="🔍"/>
Employee Group	<input type="text"/>	<input type="button" value="🔍"/>
Employee Subgroup	<input type="text"/>	<input type="button" value="🔍"/>
Payroll Area	<input type="text"/>	<input type="button" value="🔍"/>
Organizational Unit	<input type="text"/>	<input type="button" value="🔍"/>

Selection of Time Sheet

Time Data Elements

Att./Absence Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Wage Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Hours / Amount	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Processing Status	20	to	<input type="text"/>	<input type="button" value="🔍"/>

Accounting String Data

Fund / Account	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
WBS Element / Sub-Account	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Cost Center / Sub-Object Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Order / Project Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>
Functional Area / Org Ref ID	<input type="text"/>	to	<input type="text"/>	<input type="button" value="🔍"/>

Approving Time

- A list of your Student/Temp/OnCall employees who have unapproved time will populate
- Review the following areas for accuracy before approving:
 - Date
 - Number of Hours Worked
 - Account and Sub-Account (Receiver WBS Element)
 - Account Number (Receiver Fund)
 - Org Ref ID (RecFuncAr) – this field may help with identifying what job a student is working if they have multiple

MICHIGAN STATE UNIVERSITY Approve Working Times																							
Last name First name		Pers.No.	Date	PArea	Status	F/S	Number (unit)	MU	BaseRT	AA type	Att./abs. type text	Val. basis	Short Text	WT	Long text	Amount	Rec. Cctr	Rec. order	Rec. WBS element	Receiver Fund	Rec.FuncAr	Created on	
Golden, Nicole			08/31/2023	B1	▲		3.200	H	23.00	2020	Student Hourly								MSG100053-HRCOR	MSG100053	WCCOORD	09/26/2023	
			09/01/2023	B1	▲		1.100	H	23.00	2020	Student Hourly								MSG100053-HRCOR	MSG100053	WCCOORD	09/26/2023	
							4.300	H															
Griffin, Bailey			09/08/2023	B1	▲		6.200	H	13.18	2020	Student Hourly								MSG100053-UGLAB	MSG100053	WCUGL	09/26/2023	
									6.200	H													
Groves, Kimberly			08/31/2023	B1	▲		8	H	15.74	2020	Student Hourly								MSG100053-GRLAB	MSG100053	WCGRL	09/26/2023	
			09/04/2023	B1	▲		0.600	H	15.74	2020	Student Hourly								MSG100053-GRLAB	MSG100053	WCGRL	09/26/2023	
			09/06/2023	B1	▲		1.200	H	15.74	2020	Student Hourly									MSG100053-GRLAB	MSG100053	WCGRL	09/26/2023
			09/07/2023	B1	▲		0.100	H	15.74	2020	Student Hourly									MSG100053-GRLAB	MSG100053	WCGRL	09/26/2023
			09/09/2023	B1	▲		0.100	H	15.74	2020	Student Hourly										MSG100053-GRLAB	MSG100053	WCGRL
							10	H															

- Once everything is reviewed, highlight all the rows and click the “Approve” button
 - To highlight multiple rows – click the top row you want to highlight, hold down the “shift” key, click the bottom row you want to highlight
 - Orange indicates the row is Highlighted

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						10	H														

- If something does not look correct, you may click the “Reject” button. A window will pop up allowing you to provide a reason for rejection. Once you click a reason a second pop-up will allow you to add comments. Please clearly state what the employee needs to fix (e.g. Wrong account selected, please choose account number GA100053). The employee will be notified via email that their time was rejected and they need to make changes. Please contact the employee directly if they are missing hours that need to be added.

Reason for rejection (1)

> Restrictions

Reas	Text for Rejection Reason
ABAT	Incorrect Absence/Attendance code
DATE	Incorrect date
EIOI	Entry invalid or incorrect
FUND	Incorrect accounting line
HOUR	Incorrect hours
RATE	Incorrect rate/amount

6 Entries found

Long text for: Incorrect hours

These are not valid hours

- Note: Make sure you are only approving dates for the correct pay period or previous periods if corrections are being made. In the example above, we are in pay period August 27th – September 9th. If time was entered for September 12th, it should not be approved until next pay period
- After you click “Approve” the symbol in the status column should change from a yellow triangle to a green check mark
- Note: If you exit out of the tile in EBS and enter back in, all hours you have approved will no longer be visible

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Back Approve Reject Details Ascending Descending Filter Find Find Again Layout Download

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		09/07/2023	B1			0.100 H	15.74	2020	Student Hourly										MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
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