Supervisor Approval Process for Bi-Weekly Time Entry

<u>Deadlines</u>
- 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

<u>Getting Started</u>
- 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 next page requires no entry
- Click "Submit" Button on the bottom

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

Last name First name	Pers.No.	Date	PArea	Status	F/S	Σ	Number (unit)	MU	BaseRT	A/A 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								MSGA100053-HRCOR	MSGA100053	WCCOORD	09/26/2023
		09/01/2023	B1	▲			1.100	H	23.00	2020	Student Hourly								MSGA100053-HRCOR	MSGA100053	WCCOORD	09/26/2023
						.	4.300	H														
Griffin, Bailey		09/08/2023	B1	▲			6.200	H	13.18	2020	Student Hourly								MSGA100053-UGLAB	MSGA100053	WCUGL	09/26/2023
						.	6.200	H														
Groves, Kimberly		08/31/2023	B1	▲			8	H	15.74	2020	Student Hourly								MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
		09/04/2023	B1	▲			0.600	H	15.74	2020	Student Hourly								MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
		09/06/2023	B1	▲			1.200	H	15.74	2020	Student Hourly								MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
		09/07/2023	B1	▲			0.100	H	15.74	2020	Student Hourly								MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
		09/09/2023	B1	▲			0.100	H	15.74	2020	Student Hourly								MSGA100053-GRLAB	MSGA100053	WCGRL	09/26/2023
						.	10	H														

MICHIGAN STATE UNIVERSITY   Approve Working Times

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- 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.

- 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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