

Login and View eTimeSheet

Purpose

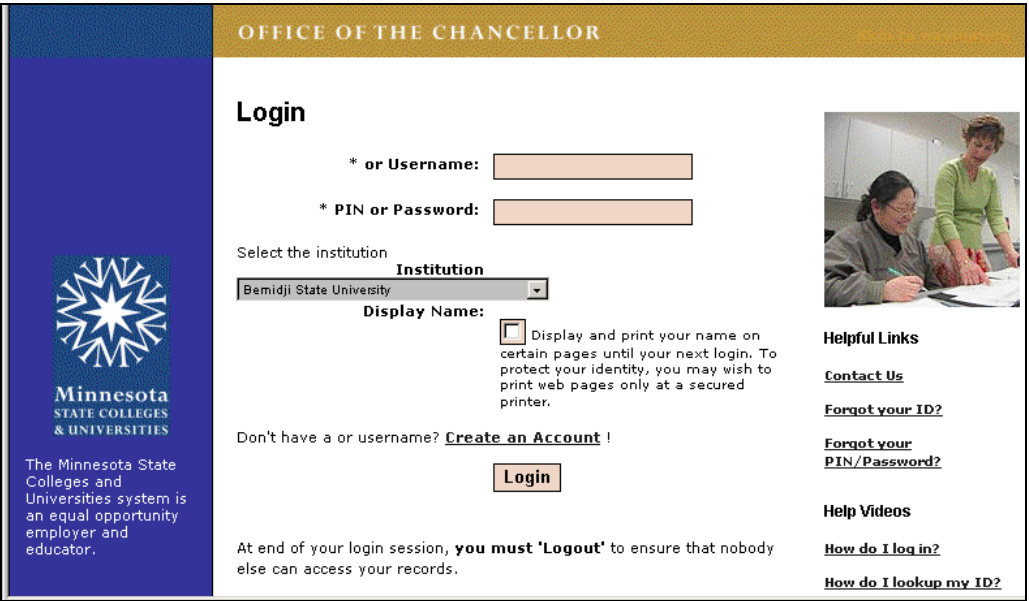
The eTimeSheet application provides access to an employee's positions, where they can enter online leave requests and timesheets. The eTimeSheet application provides supervisors access to their employees' leave requests and timesheets. The supervisor can approve or deny a request, and approve, modify, or submit timesheets. A supervisor can also route employee approval processing to another supervisor.

Process

- The employee and the supervisor for a position must have eTimeSheet turned on in the HR Application for the employee to be able to view a Timesheet for the position.
- The employee must have a secure ID and password/pin.

Step-by-step instructions

Complete the following steps to login and view the eTimeSheet application.

Step	Action
1.	<p>On the MnSCU Login screen, enter your Tech ID and PIN or password. Click Login.</p> 

Step	Action																					
2.	<p>If you have multiple positions, you will see a list of your positions. To select a position to work with, click the Select button next to the one you want.</p> <div data-bbox="347 317 1156 531" style="border: 1px solid black; padding: 5px;"> <p>Employee Job Assignment</p> <table border="1"> <thead> <tr> <th>Record</th> <th>Work Title</th> <th>Supervisor</th> <th>Unit</th> <th>End Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Food Service Worker</td> <td>Birkholz, Ted Cecilia</td> <td>203</td> <td></td> <td>Part-Time, Seasonal</td> <td>Select</td> </tr> <tr> <td>1</td> <td>Food Service Worker</td> <td>Birkholz, Ted Cecilia</td> <td>203</td> <td></td> <td>Intermitt, Unlimited</td> <td>Select</td> </tr> </tbody> </table> </div>	Record	Work Title	Supervisor	Unit	End Date	Status		0	Food Service Worker	Birkholz, Ted Cecilia	203		Part-Time, Seasonal	Select	1	Food Service Worker	Birkholz, Ted Cecilia	203		Intermitt, Unlimited	Select
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3.	<p>The eTimeSheet Employee Home screen displays. (If you only have one position, the eTimeSheet Employee Home screen displays immediately after you click Login on the MnSCU Home screen.)</p> <div data-bbox="347 680 1398 1098" style="border: 1px solid black; padding: 5px;"> </div> <p>The date defaults to the end date of the current pay period. You can select a different date from the drop-down list and click Change to view a different pay period.</p> <p>NOTE: Intermittent employees will not see a work schedule on their timesheet.</p>																					
4.	<div data-bbox="347 1266 1360 1516" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">MINNESOTA STATE COLLEGES & UNIVERSITIES</p> <p style="text-align: right;"> Logout</p> <p>eTimeSheet Employee Home</p> <table border="0"> <tr> <td>Employee Name: Hauge, Myrna Christina</td> <td>Leave Balances as of pay period ending: 03/18/2008</td> </tr> <tr> <td>Supervisor: Jennings, Ericka</td> <td>Floating Holiday: 1.0 days</td> </tr> <tr> <td>Work Title: Network Manager ITS</td> <td>Sick: 1020.5 hrs</td> </tr> <tr> <td>Record: 0</td> <td>Vacation: 331.5 hrs</td> </tr> </table> </div> <p>The upper portion of the screen displays your:</p> <ul style="list-style-type: none"> • Name • Supervisor • Work Title • Record • Leave balances effective date <ul style="list-style-type: none"> • Floating holiday balance • Sick leave balance • Vacation balance <p>NOTE: Leave balances will not be displayed if you have changed to a past pay period.</p>	Employee Name: Hauge, Myrna Christina	Leave Balances as of pay period ending: 03/18/2008	Supervisor: Jennings, Ericka	Floating Holiday: 1.0 days	Work Title: Network Manager ITS	Sick: 1020.5 hrs	Record: 0	Vacation: 331.5 hrs													
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5.	<div style="border: 1px solid black; padding: 10px;"> <p>Timesheet for pay period Apr 2, 2008 - Apr 15, 2008</p> <p>Status: Unsubmitted Reminder: submit leave slips for this pay period prior to submitting your timesheet.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #fff2cc;"> <th></th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td></td> </tr> <tr> <td>Work Schedule</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td>Regular Pay (REG)</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>80</td> </tr> </tbody> </table> </div> <p>The middle portion of the screen shows your work schedule hours for the pay period. The regular hours default to what you work in a normal pay period or to 8 hours per day. If you earn a shift differential, that is shown below your regular pay hours. Holiday, leave, or overtime hours are also listed.</p>		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS	Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Work Schedule	8	8	8			8	8	8	8	8			8	8	80	Regular Pay (REG)	8	8	8			8	8	8	8	8			8	8	80																Total Hours																80
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6.	<div style="border: 1px solid black; padding: 10px;"> <p>Leave Requests</p> <p>Requests for the current and future pay periods.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Status</th> <th>Edit</th> <th>Description</th> <th>Day</th> <th>Date</th> <th>Begin Time</th> <th>End Time</th> <th>Hrs</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Vacation</td> <td>Fri</td> <td>02/29/2008</td> <td>8:00 AM</td> <td>4:00 PM</td> <td>8.0</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Sick Leave</td> <td>Wed</td> <td>02/20/2008</td> <td>8:00 AM</td> <td>11:00 AM</td> <td>3.0</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Cancel Selected Requests"/></p> </div> <p>The lower portion of the screen displays your leave requests.</p> <p>Leave Requests will be displayed in descending order by date (the most current at the top). The following information will be displayed for each Leave Request:</p> <ul style="list-style-type: none"> • Status: Pending, Approved, Verified, Denied, Locked • Description • Day • Date (each request is for one day so begin and end dates will be the same.) • Begin Time • End Time • Hrs (number of hours of leave) • Comments 	Status	Edit	Description	Day	Date	Begin Time	End Time	Hrs	Comments	<input type="checkbox"/>		Vacation	Fri	02/29/2008	8:00 AM	4:00 PM	8.0		<input type="checkbox"/>		Sick Leave	Wed	02/20/2008	8:00 AM	11:00 AM	3.0																																																																						
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Related Documentation

- [Submit a Leave or Overtime Request](#)
- [Submit and Update a Timesheet](#)