



**Missouri State**  
U N I V E R S I T Y



# **Time Entry and Leave Reporting Employee User Guide**

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# Introduction

Banner Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave reports. The web time entry system allows the employee to log into a secure website, enter the hours and leave online from any computer with access to the internet.

## Roles

### Exempt Employees

Exempt Staff, Administrators, and 9 to 12 month Faculty will utilize this system for leave reporting where they will record any leave taken during the reporting period. The leave reporting period for exempt employees is the 1st of the month through the last day of the month. Exempt employees must submit their leave reports through web time entry to their approver no later than the 15th of the month following the month as outlined in the leave reporting calendar. Leave reports are submitted by exempt employees for all pay periods even when no leave is taken.

### Nonexempt Employees

Nonexempt (overtime eligible) employees will input hours worked and leave taken into the web time entry system. All hours entered must reflect the accurate hours and days the work is performed or when the leave is taken. The pay periods for nonexempt employees run from the 16th of the month to the 15th of the following month. Employees must submit their completed timesheet to their approver by the end of their work shift on their last working day of the pay period as outlined in the payroll calendar for nonexempt staff.

### Part-Time and Student Employees

Part-time and student employees will input hours worked into the web time entry system. All hours entered must reflect the accurate hours and days the work is performed. The pay period for part-time and student employees are semi-monthly; the 1st through the 15th of the month and the 16th of the month through the last day of the month. Part-time and student employees must submit their completed timesheet to their approver by the end of their work shift on their last working day of the pay period as outlined in the payroll calendar for part-time staff and student employees.

### Approver

An approver is the full-time employee who has the ability to update, change, return, or approve the timesheet and/or leave report submitted by their employee. The approver is responsible for ensuring that all of their employees submit their time worked or leave taken for the pay or leave period. Each timesheet and leave report should be reviewed in detail making sure that the time submitted is correct, and that the time is assigned to the proper leave or earnings type and shift. The time or leave needs to be approved (and if necessary corrections are made and communicated) prior to the payroll deadlines. An employee should **NEVER** approve their own timesheet or leave report.

### Proxy

Proxy is the full-time employee designated by the approver in the system to act on their behalf to update, change, return, or approve the timesheet and/or leave report submitted by an employee. A proxy's position should be at the same level or higher than the approver keeping in mind an employee should **NEVER** approve their own timesheet or leave report.

# Responsibilities

1. Nonexempt, student and part-time employees should initiate your timesheet at the beginning of the pay period by opening the timesheet, record hours for that day, and save.
2. Record accurate hours and days on your timesheet / leave report.
3. Use appropriate earning / leave codes to ensure pay is in accordance with university policy.
4. Check your leave balances to verify availability of hours claimed. **NOTE:** Entry of leave balances in excess of available balance may result in reduction of payment amount. You can only use what you have accrued as of the end of the prior pay period.
5. Add comments to your timesheet / leave report to document special circumstances, changes to your normal work schedule, or any other important information.
6. Review your timesheet / leave report for accuracy **BEFORE** submitting it for approval.
7. Submit your timesheet / leave report **by the deadlines established in the Payroll / Leave Reporting Calendars**. If the employee was not scheduled to work during a pay period the timesheet does not need to be submitted or approved as submitting a timesheet with “0” hours worked may cause errors. Leave reports must be submitted by exempt employees and approved for all pay periods even when no leave is taken.
8. After the employee submit by date on the Payroll / Leave Reporting Calendars, you cannot submit for approval or make any changes to a timesheet or leave report. Contact your approver who will need to submit or make changes to the timesheet or leave report on your behalf before the approver submit by date.

## Timesheet / Leave Report Status Definitions

**Not Started:** The employee has not yet opened the timesheet / leave report to enter time.

**In Progress:** The timesheet / leave report has been started by the employee, but has not been submitted for approval.

**Pending:** The timesheet / leave report has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve.

**Returned:** The timesheet / leave report has been returned by the approver (or proxy) to the employee for correction.

**Approved:** The timesheet / leave report has been approved. An approved timesheet has been electronically sent to the Payroll Department for processing. An approved leave report is automatically processed and has electronically docked the approved leave from the employee's leave balances.

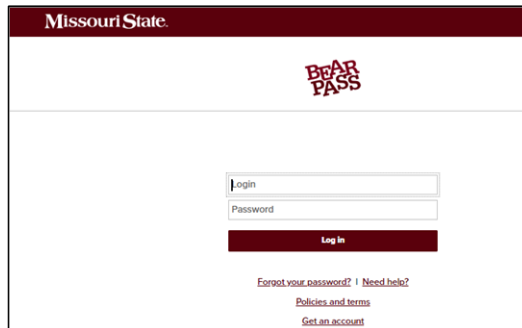
**Completed:** The timesheet / leave report has been approved and processed.

## Logging On To Web Time Entry

Access to the Web Time Entry System is through the **My Missouri State** portal on the employee dashboard, which is accessible from any computer with access to the Internet.

1. Using the internet, access the **My Missouri State** portal at <https://my.missouristate.edu>

2. Enter your Missouri State account ID and password in the SECURE ACCESS LOGIN. This is the same user name and password that you use to access your email.

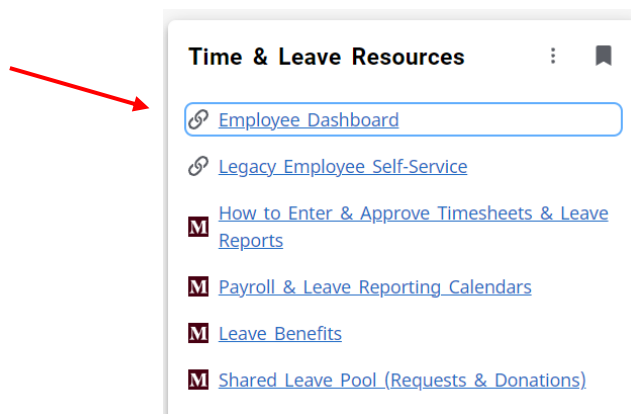


3. Because of the sensitive nature of payroll information, you should NEVER share your password with anyone. It is also important to log off the system when you have finished.

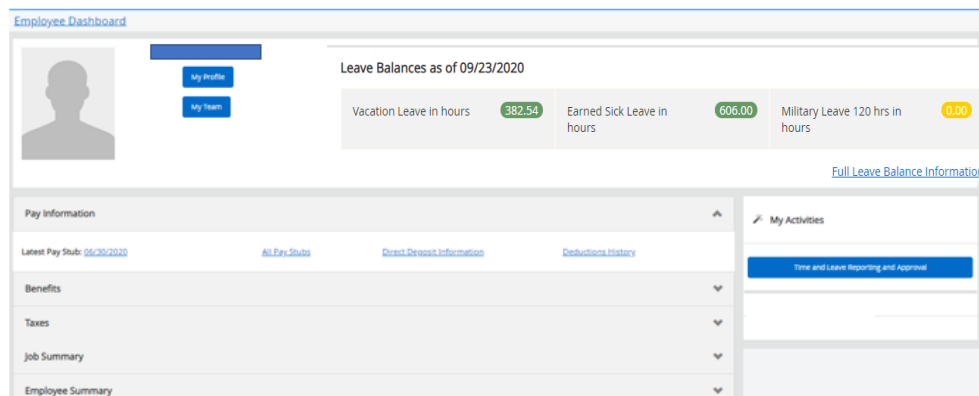
## Navigating the Employee Dashboard

The Employee Dashboard serves as the gateway to an employee's personal, employment, and job-related information.

1. Access the Employee Dashboard on the Time & Leave Resources card.



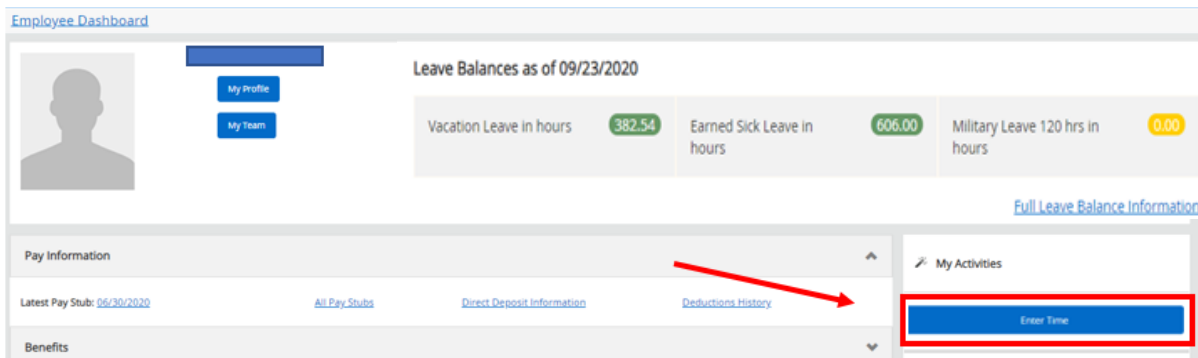
2. All employees have access to the employee dashboard.



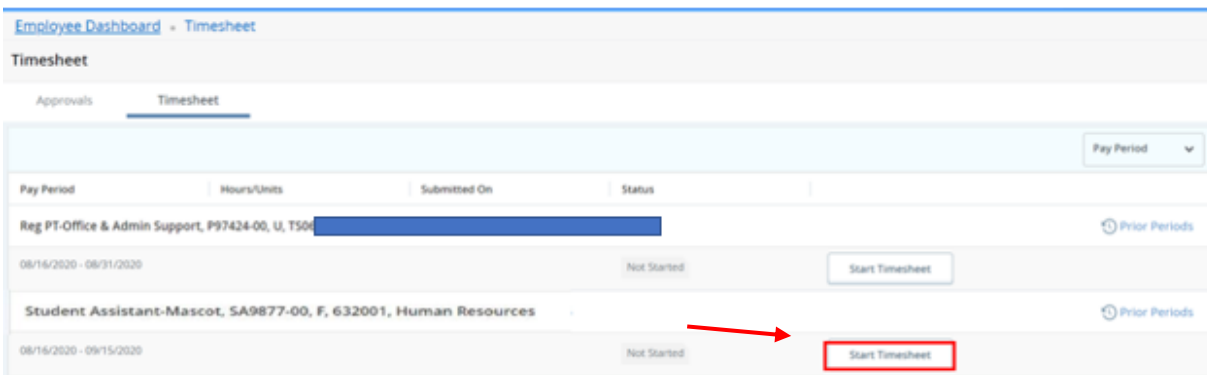
- a. **Leave Balances:** Displays the current leave balances as of the date of the last paycheck.
- b. **My Profile:** Add or update email, telephone, emergency contact information, and veteran status. Displays employee status, hire date, and date of birth.
- c. **My Team:** Supervisors only: Displays all full-time employees in the supervisor's hierarchy. Click each name to see additional information about that employee, including contact information and leave balances.
- d. **My Activities:** This section is where the timesheet and leave reports are accessed.
- e. **Pay Information:** View paystubs, direct deposit information, and deduction history.
- f. **Earnings:** Shows year to date earnings, earnings by date range, and earnings by position.
- g. **Benefits:** View a summary of all current benefits.
- h. **Taxes:** Displays current federal and state withholding status, links to update the federal W-4, electronic regulatory consent, 1095-C, W-2s and W-2C's (if consented to receive electronically).
- i. **Job Summary:** Displays current and previous positions at MSU.
- j. **Employee Summary:** Displays detailed information about employment status.

## Nonexempt, Part-Time, Student Employees Time Entry

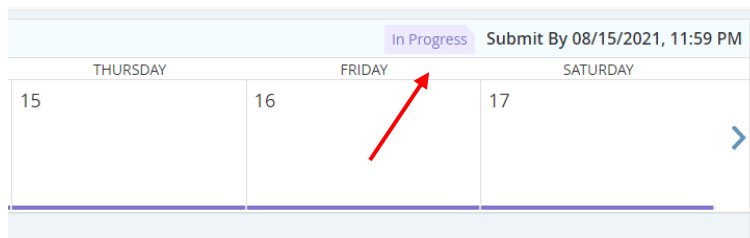
1. Go to the My Activities section on the bottom right and click on Enter Time.



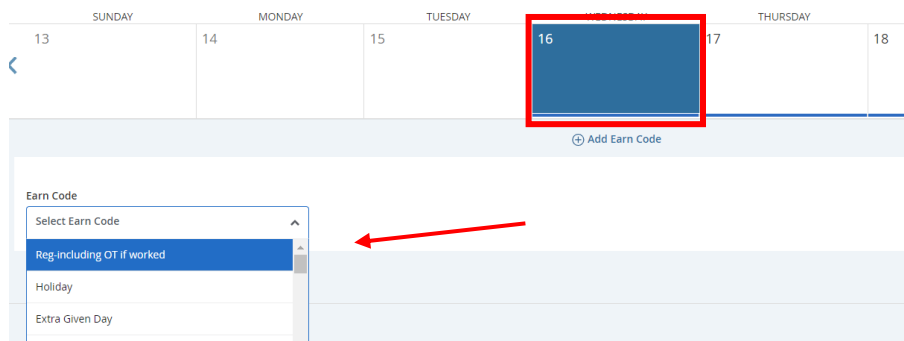
2. On the timesheet page, you will see the open pay periods to complete a timesheet. Be sure to click on the correct dates for the appropriate timesheet. Click on Start Timesheet.



- The detailed view showing the daily calendar will appear. Time worked and/or leave taken needs to be entered on each normally scheduled workday for the entire pay period. On the top right of the screen the status of the timesheet, as well as the submission deadline, will be visible.

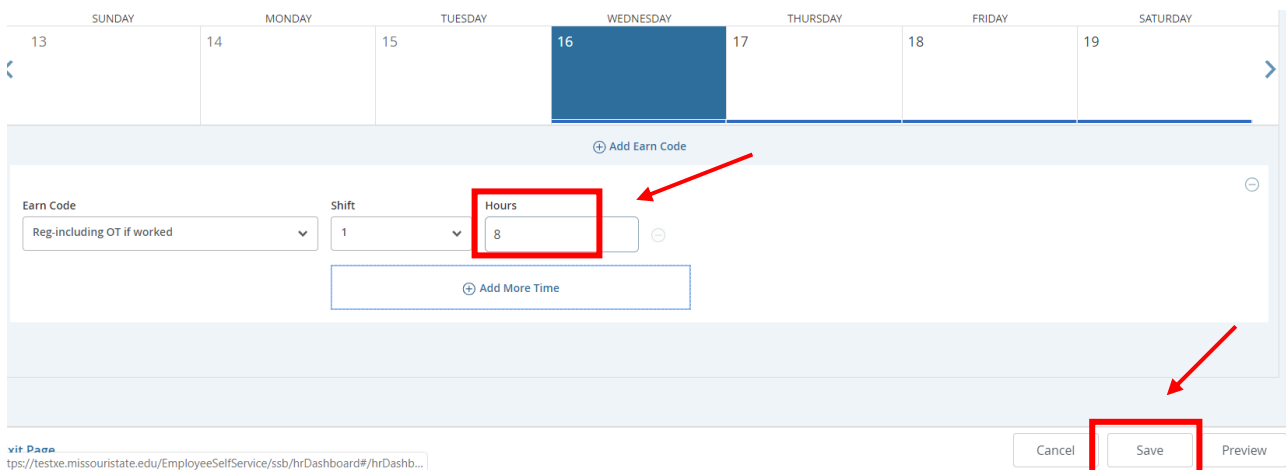


- Click on the date to begin entering time for hours worked or leave taken. Make sure to scroll to the correct day of the week to begin entering time. Select an earn code from the drop-down menu. It is the **responsibility of the employee** to use the appropriate earn code and follow the specific guidelines for those earn codes that require documentation or approval prior to use.



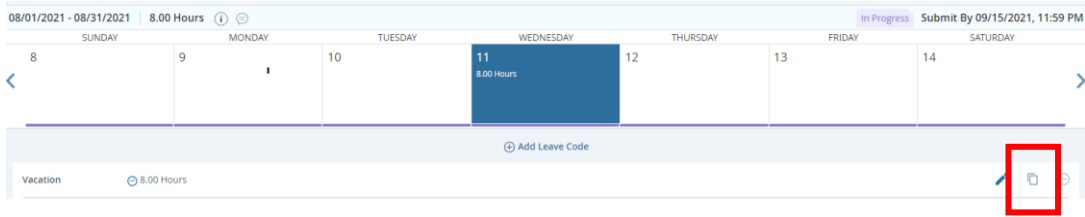
- After an earn code has been selected, enter hours to the nearest quarter hour. See Entering Hours Format Guidelines (last page of this User Guide) for assistance in calculating and entering hours.

**NOTE:** The shift should only be changed if directed to do so by your supervisor **and** you work in a position authorized to receive shift differential pay.

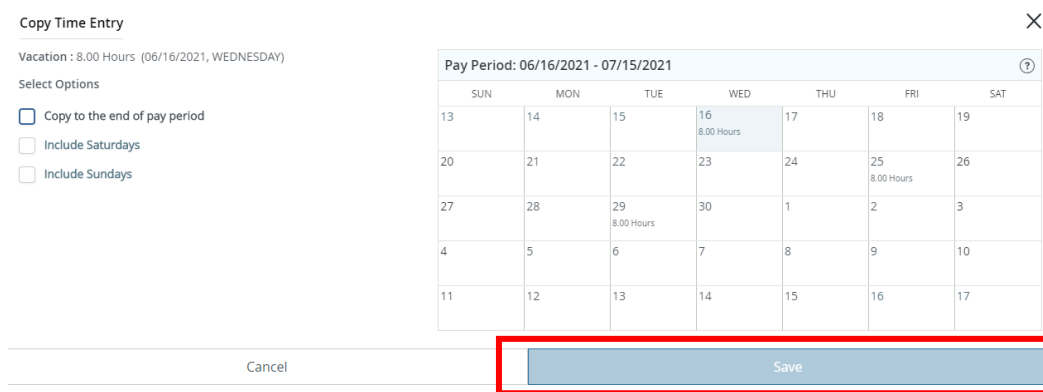


**IMPORTANT:** Click **Save** after each entry, edit, deletion or change.

6. A copy feature is available when using the same earn code and number of hours on multiple days in the selected pay period. After completing and saving the first entry, click on the multiple page icon on the right.

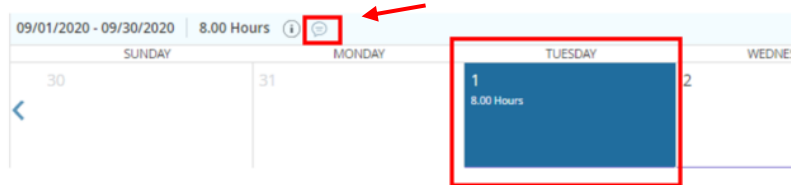


- a. The Copy Time Entry screen will appear. Click on the additional days the same earn code and time will be used. Click Save.

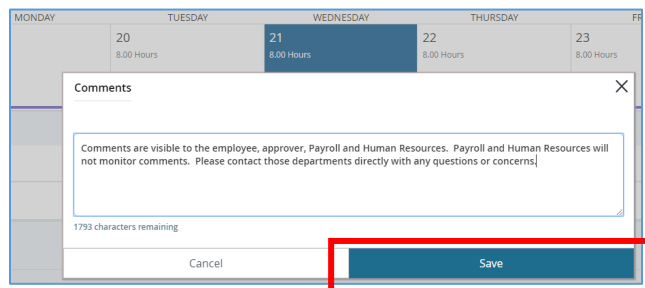


7. Comments can be entered on a timesheet to explain changes from the normal work schedule or for those that require a comment. The approver will see these comments and may also enter comments for the employee to view. Comments are visible to the employee, approver, the Payroll Department, and the Office of Human Resources. The Payroll Department and the Office of Human Resources **will not** monitor comments on the timesheets. Contact those Departments directly with questions or concerns.

- a. Click the date you want to enter a comment for then click on the comments button.



- b. Enter comment, then click on Save.





8. If using leave, the employee should review university policy and check leave balances to insure adequate leave is available prior to use.

a. Leave balances can be checked on the main screen of the employee dashboard.

Leave Balances as of 09/23/2020

Vacation Leave in hours	382.54	Earned Sick Leave in hours	606.00	Military Leave 120 hrs in hours	0.00
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[Full Leave Balance Information](#)

b. Leave can also be viewed by clicking Leave Balances from the top of the timesheet detail screen.

Leave Balances as of 08/20/2020

Vacation Leave	
Beginning Balance	92.06
Earned	146.74
Taken	125.50
Vacation Leave in hours	113.30

Earned Sick Leave	
Beginning Balance	758.25
Earned	88.00
Taken	78.00
Earned Sick Leave in hours	808.25

Compensatory Time	
Beginning Balance	0.00
Earned	1.75
Taken	0.00
Compensatory Time in hours	1.75

Military Leave 120 hrs	
Beginning Balance	0.00
Earned	0.00
Taken	0.00
Military Leave 120 hrs in hours	0.00

Restart Time | Leave Balances

In Progress | Submit By 11/01/2019, 11:59 PM

9. Use Add Earn Code when working a partial day and then taking leave or when using two different earn codes on one day.

a. Enter the time for the first earn code as shown above and click save. Then click on Add Earn Code, select the appropriate earn code, enter time worked or leave taken, then click on Save.

08/16/2020 - 09/15/2020 | 80.00 Hours | In Progress | Submit By 09/16/2020, 11:59 PM

SUNDAY 23 | MONDAY 24 8.00 Hours | TUESDAY 25 8.00 Hours | WEDNESDAY 26 8.00 Hours | THURSDAY 27 8.00 Hours | FRIDAY 28 | SATURDAY 29

Add Earn Code

Reg-including OT if worked | Shift 1 | 4.00 Hours

Add More Time

Total: 4.00 Hours | Account Distribution

Personal Leave deduction from Sick | Shift 1 | 4.00 Hours

Add More Time

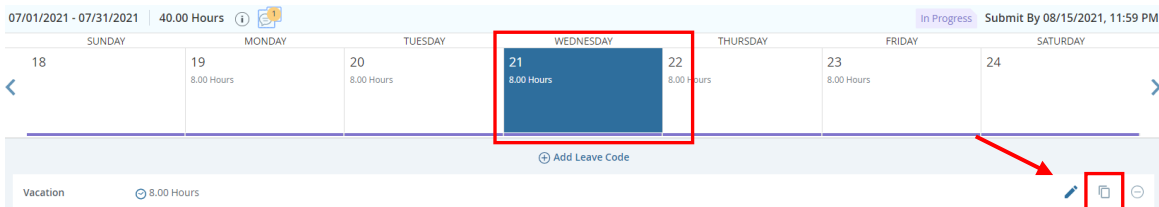
Exit Page | Cancel | Save | Preview

10. If you have not finished entering your hours for the entire pay period, you can now exit the system and return at a later date (within the pay period) to complete your timesheet and submit for approval. It is recommended you enter hours on your timesheet on a daily or at least a weekly basis.

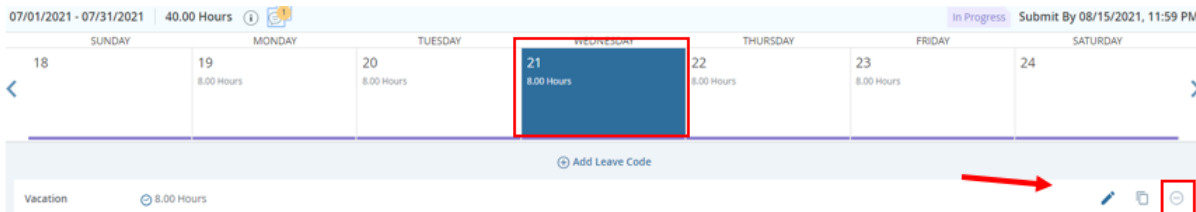
## Editing A Timesheet

All information entered by the employee can be edited prior to submitting the timesheet to the approver.

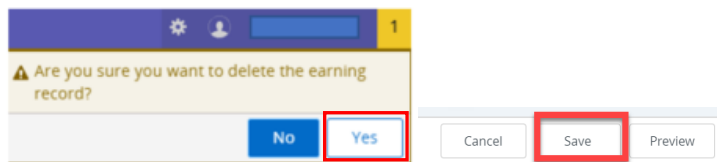
1. Open the correct timesheet for the pay period the edit is required. Click on the date to bring up the details of the time entered. On the right side, click on the pencil. This will allow changes to be made to the earn code. Click Save when finished with each edit.



2. To delete an entry, click on the date to view the details, then click on the minus “-” sign on the right of the entry to be deleted.

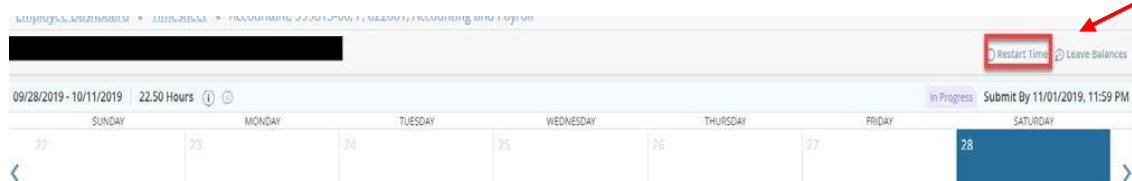


- a. Click Yes on the dialog box to confirm the entry to be deleted and then click Save.

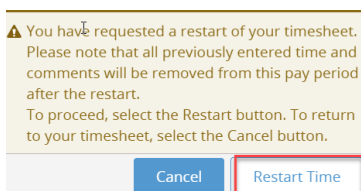


3. Restarting a timesheet is useful when an employee has numerous corrections and/or edits. You can also restart a timesheet if it locks up or freezes.

- a. While in the Detail view of the timesheet click Restart Time at the top right of the screen.



- b. Click Restart Time from the message box to confirm.



## Submitting Timesheet For Approval

At the end of the pay period, the timesheet must be submitted to the approver for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

If you did not work or use leave during the pay period, the timesheet does not need to be submitted or approved as submitting a timesheet with “0” hours will cause errors. Timesheets containing hours worked and/or leave taken must be submitted to your approver by the end of your shift on your last working day of the pay period.

1. Select the correct pay period because two timesheets may be visible for selection. One to begin adding entries, and the other due for submission.

2. After opening the appropriate timesheet, click Preview on the bottom right.

- a. The preview screen includes all information entered on the current timesheet. Verify all days are completed, the hours for each entry are correct, and the correct earn code is used.
- b. The page is in a landscape format and can be printed or saved as a PDF using the print icon.

Date	Earn Code	Shift	Total
07/16/2021	RG, Reg-including OT if worked	1	8.00 Hours
07/19/2021	RG, Reg-including OT if worked	1	8.00 Hours
07/20/2021	RG, Reg-including OT if worked	1	8.00 Hours
07/21/2021	RG, Reg-including OT if worked	1	8.00 Hours
07/22/2021	RG, Reg-including OT if worked	1	8.00 Hours
07/23/2021	RG, Reg-including OT if worked	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
RG, Reg-including OT if worked	1	8.00	40.00					48.00 Hours
<b>Total Hours</b>		8.00	40.00					

**NOTE:** The total hours submitted for the pay period are located under the detail summary.

- c. If the timesheet requires corrections, click Return to edit the timesheet.
- d. If the timesheet requires **no corrections**, add any applicable comments, then click Submit.

- The timesheet will now be in Pending status while it is awaiting the approver to review and approve to be submitted to the Payroll Department. The details of submission for approval and the approver assigned can be found by clicking the information icon “i” on the right.

Employee Dashboard • Timesheet • Timesheet Submission History

Timesheet Submission History

Payroll Technician, P99488-00, U, TS0654, TS-CHIEF FIN OFFICER ADMIN GP 008

Pay Period	Hours/Units	Submitted On	Status	
August 2021				
07/16/2021 - 08/15/2021	168.00 Hours	08/24/2021	Pending	i

## Recalling A Timesheet

After the timesheet has been submitted, it is in pending status. While in pending status, the timesheet can be recalled to edit and resubmit. A timesheet can only be recalled if it has not been approved, or is still in pending status, **and** is prior to the employee submit by date.

- While in the details view of the timesheet click Recall Timesheet on the bottom of the screen.

**NOTE:** The action of recalling a timesheet does not remove any records entered on the timesheet.

08/16/2021 - 09/15/2021 | 184.00 Hours | Pending | Submitted On 08/24/2021, 02:29 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 8.00 Hours	24 8.00 Hours	25 8.00 Hours	26 8.00 Hours	27 8.00 Hours	28

Reg-including OT if worked Shift 1 8.00 Hours

Total: 8.00 Hours | Account Distribution

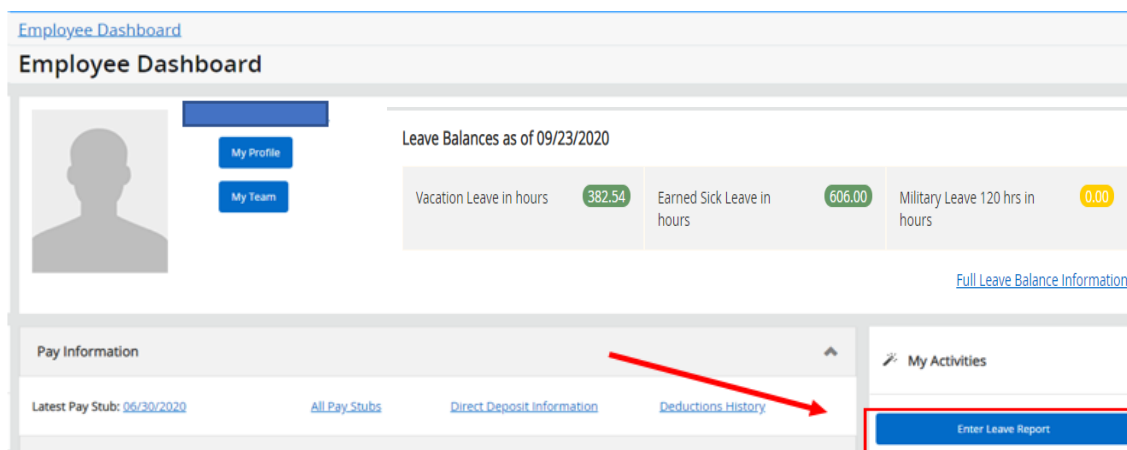
Exit Page | Recall Timesheet | Preview

- The timesheet can now be edited before resubmitting for approval.

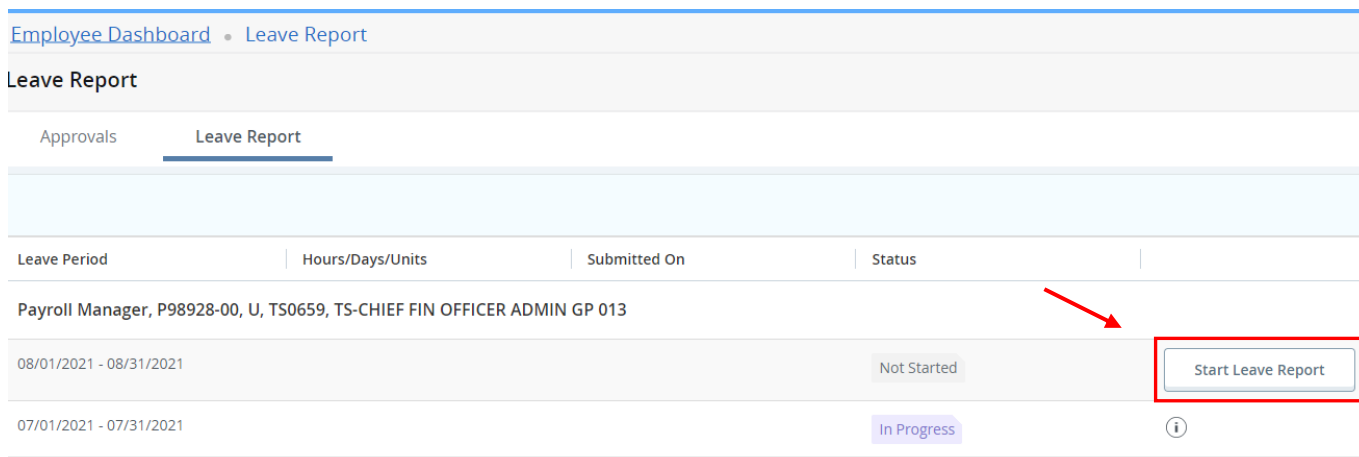
# Exempt Employees Leave Entry

Exempt Staff, Faculty Administrators and 9 to 12 month Faculty will not record hours worked. However, you will need to report if any leave was taken during the pay period. The Leave Report is not a leave request form. Leave must be approved by your Approver before it can be taken. Leave reports are required by employees for leave periods even when no leave is taken. Leave balances will be updated once the leave report is in approved status.

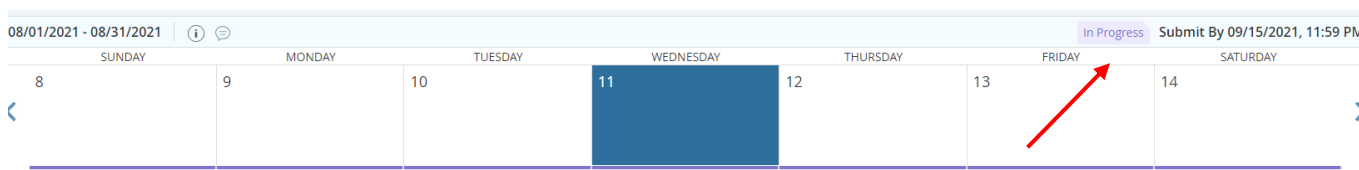
1. Go to the My Activities section on the bottom right and click on Enter Leave Report.



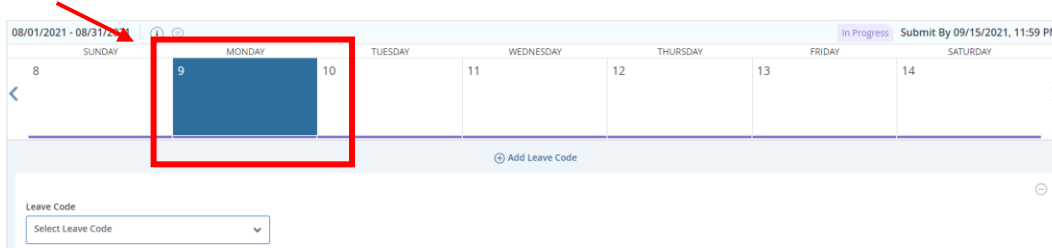
2. On the leave report page, you will see the open pay periods to complete a leave report. Be sure to click on the correct dates for the appropriate leave report. When the deadline date overlaps with the opening of a new pay period two leave reports will be visible. Click on Start Leave Report.



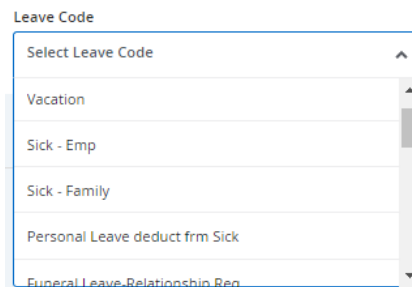
3. The detailed view showing the daily calendar will appear. On the top right of the screen the status of the leave report, as well as the submission deadline, will be visible.



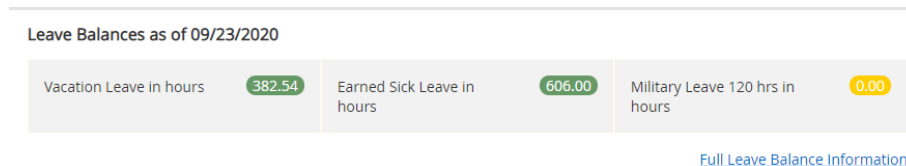
4. Make sure to scroll to the correct day of the week to begin entering leave. Click on the date to begin entering time for leave taken.



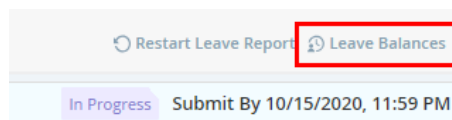
5. From the Leave Code drop down menu, select the applicable leave code for the leave taken, such as vacation, sick for employee, or sick for a family member, etc. Before leave can be taken, it is the **responsibility of the employee** to review university policy and check leave balances to insure adequate leave is available for use.



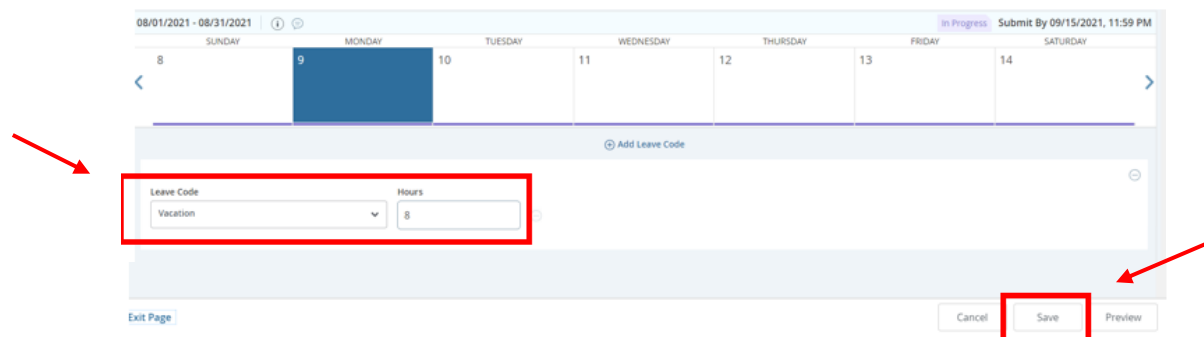
6. Leave balances can be checked on the main screen of the employee dashboard.



7. Leave balances can also be checked by clicking on Leave Balances from the top of the leave report detail screen.

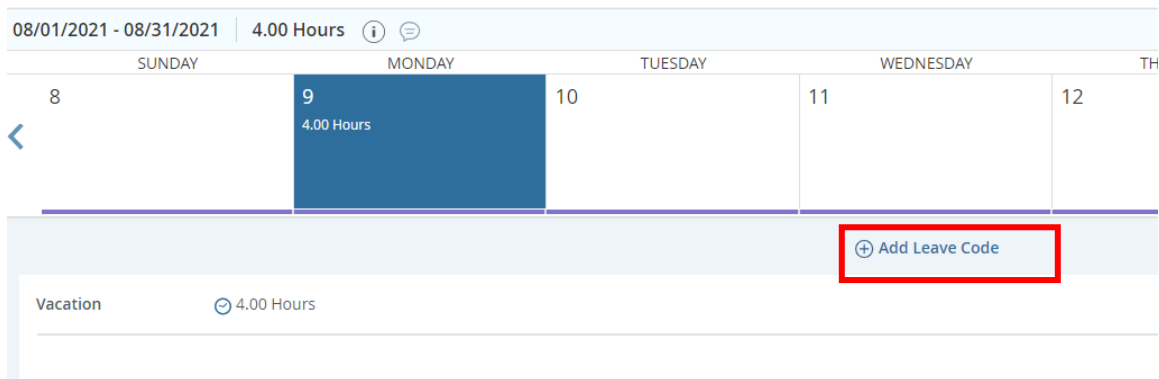


8. After selecting the leave code, enter the hours to the nearest quarter hour. See Entering Hours Format Guidelines (last page of this User Guide) for assistance in calculating and entering hours.

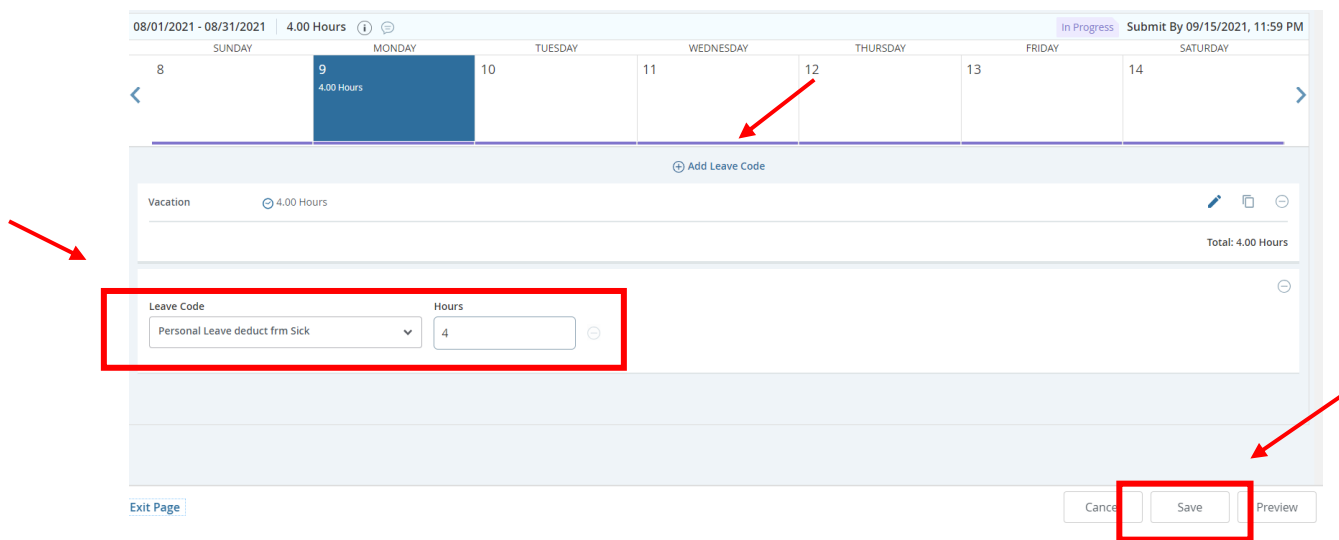


**IMPORTANT:** Click **Save** after each entry, edit, deletion or change.

9. Use Add Leave Code when using two different leave categories on one day. An example would be using half a day of vacation and the other half a day as personal leave.

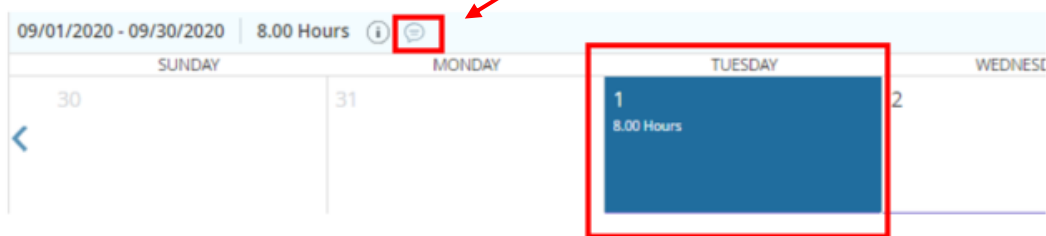


- a. Enter the time for the first leave code as shown above and click save. Then click on Add Leave Code, select the appropriate leave code, enter hours to the nearest quarter hour for the new leave taken, then click on Save.



10. Comments can be entered on a leave report to explain changes from the normal work schedule or for leave codes that require a comment. The approver will see these comments and may also enter comments for the employee to view. Comments are visible to the employee, approver, the Payroll Department, and the Office of Human Resources. The Payroll Department and the Office of Human Resources **will not** monitor comments on the leave reports. Contact the Office of Human Resources directly with questions or concerns.

- a. Click the date you want to enter a comment for then click on the comments button.



- b. Enter comment, then click on Save.

Comments

Comments are visible to the employee, approver, Payroll and Human Resources. Payroll and Human Resources will not monitor comments. Please contact those departments directly with any questions or concerns.

1793 characters remaining

Cancel Save

11. If you have not finished entering your leave taken for the entire pay period, you can now exit the system and return later to complete your leave report and submit for approval. It is recommended leave taken be entered on your leave report at least on a weekly basis. Your leave report must be submitted by the deadlines established in the leave reporting calendars.

## Editing Leave Report

All information entered by the employee can be edited prior to submitting the leave report to the approver.

1. Open the correct leave report for the pay period the edit is required. Click on the date to bring up the details of the time entered. On the right side, click on the pencil. This will allow changes to be made to the leave code. Click save when finished with each edit.

08/01/2021 - 08/31/2021 | 8.00 Hours | In Progress | Submit By 09/15/2021, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

8 9 10 11 12 13 14

8.00 Hours 8.00 Hours

⊕ Add Leave Code

Vacation 4.00 Hours

Personal Leave deduct 4.00 Hours  
frm Sick

Total: 4.00 Hours

Total: 4.00 Hours

2. To delete an entry, click on the date to view the details, then click on the minus “-“ sign on the right of the entry to be deleted.

08/01/2021 - 08/31/2021 | 8.00 Hours | In Progress | Submit By 09/15/2021, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

8 9 10 11 12 13 14

8.00 Hours 8.00 Hours

⊕ Add Leave Code

Vacation 4.00 Hours

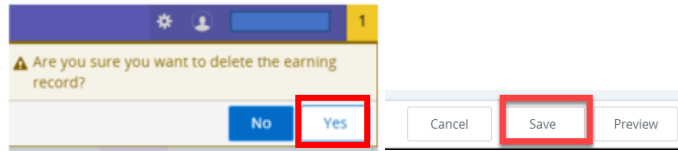
Personal Leave deduct 4.00 Hours  
frm Sick

Total: 4.00 Hours

Total: 4.00 Hours



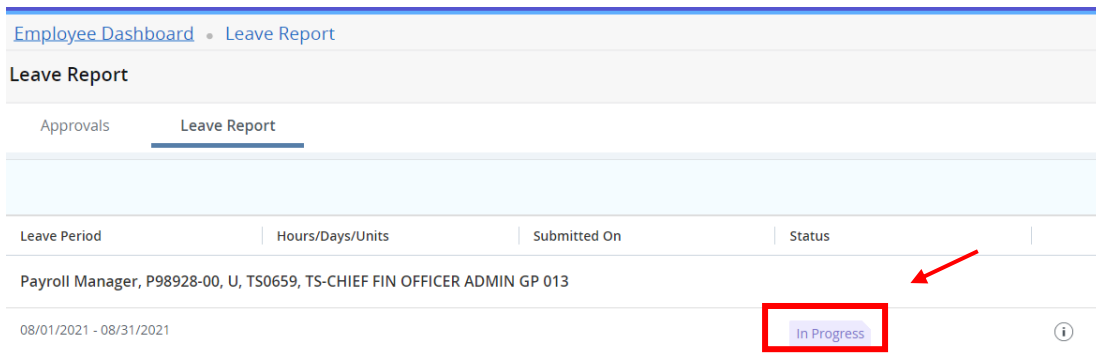
- a. Click Yes on the dialog box to confirm the entry to be deleted and then click Save.



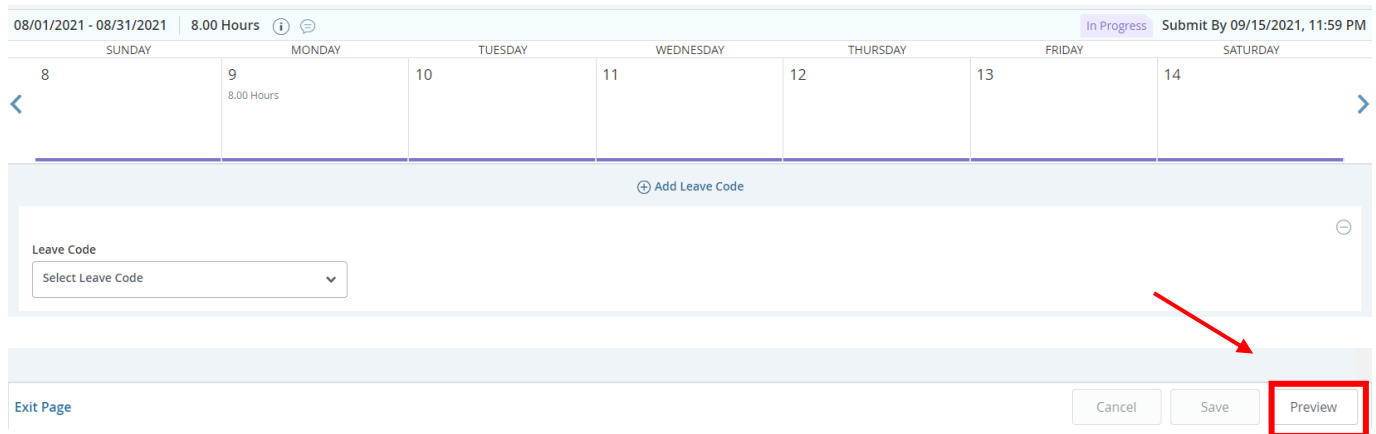
## Submitting Leave Report For Approval

At the end of the pay period, the leave report must be submitted to the approver for review and approval. It is important to verify accuracy and completeness of the leave report before submission. Leave reports must be submitted and approved for all pay periods even when no leave is taken.

1. Select the correct leave report because two leave reports may be visible for selection. One to begin adding entries, and the other due for submission.



2. After opening the appropriate leave report, click Preview on the bottom right.



- a. The preview screen includes all information entered on the current leave report. Verify all leave taken during the period has been entered and the correct leave code is used.

b. The page is in a landscape format and can be printed or saved as a PDF using the print icon.

Payroll Manager, P98928-00, U, TS0659, TS-CHIEF FIN OFFICER ADMIN GP 013  
 Pay Period: 08/01/2021 - 08/31/2021 8.00 Hours | In Progress | Submit By 09/15/2021, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
08/09/2021	VAC, Vacation	1	4.00 Hours
08/09/2021	PER, Personal Leave deduct frm Sick	1	4.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1		4.00				4.00 Hours
PER, Personal Leave deduct frm Sick	1		4.00				4.00 Hours
<b>Total Hours</b>		8.00					

Routing and Status		
Name	Action	Date & Time
Teresa A Lindsay	Originated	08/11/2021, 11:50 AM
Stephen C Foucart	In the Queue	

**NOTE:** The total hours submitted for the pay period are located under the detail summary.

- c. If the leave report requires corrections, click Return to edit the leave report.
- d. If the leave report requires **no corrections**, add any applicable comments, then click Submit.

Comment (Optional):

Add Comment

2000 characters remaining

Return
Submit

3. The leave report will now be in Pending status while it is awaiting the approver to review and approve. The details of submission for approval and the approver assigned can be found by clicking the information icon “i” on the right.

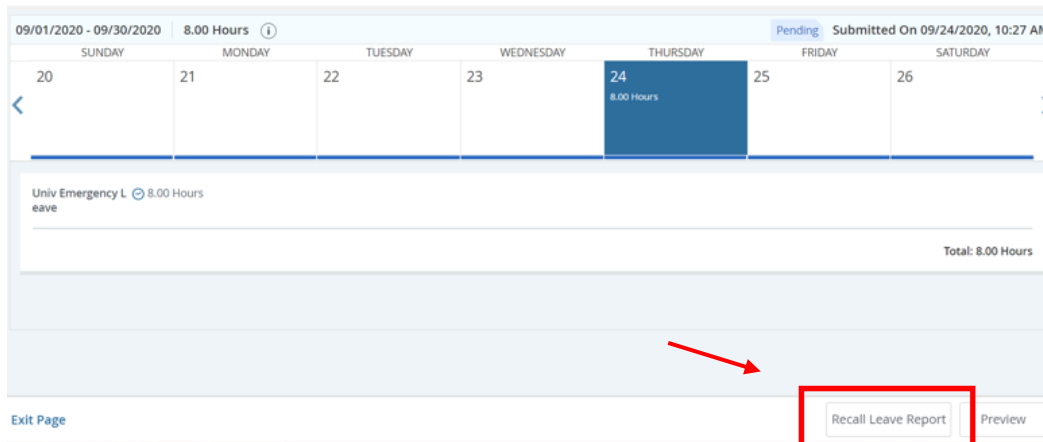
Leave Period	Hours/Days/Units	Submitted On	Status	
Leave Report Period ▾				
Payroll Manager, P98928-00, U, TS0659, TS-CHIEF FIN OFFICER ADMIN GP 013				
09/01/2020 - 09/30/2020	20.00 Hours		In Progress	<i>i</i> <sup>1</sup>
08/01/2020 - 08/31/2020	8.00 Hours	09/03/2020	Pending	<i>i</i>

## Recalling A Leave Report

After the leave report has been submitted, it is in pending status. While in pending status the leave report can be recalled to edit and resubmit. A leave report can only be recalled if it has not been approved, or is still in pending status, **and** is prior to the employee submit by date.

1. While in the details view of the leave report click Recall Leave Report on the bottom of the screen.

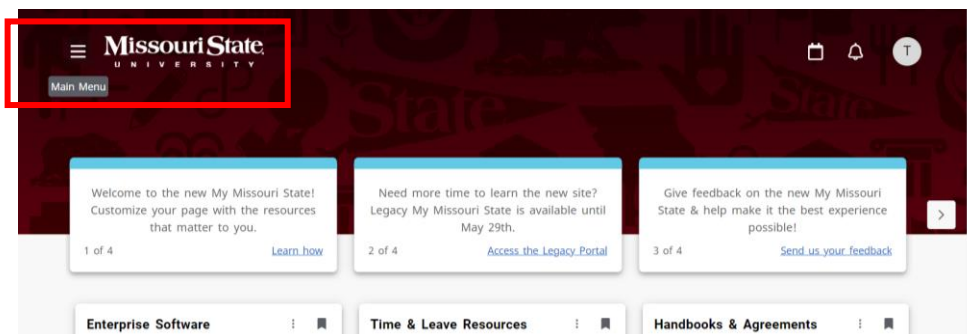
**NOTE:** The action of recalling a leave report does not remove any records entered on the leave report.



2. The leave report can now be edited before resubmitting for approval.

## Logging Off

It is important that you log off your web session, especially if using a public computer. If you have additional tasks to complete on the My Missouri State portal, close the Employee Dashboard tab. Once all tasks have been completed, click on the three lines to access the **Main Menu** at the top left hand corner to sign out of the My Missouri State portal.



## Frequently Asked Questions

1. **WHAT IF I DO NOT HAVE A TIMESHEET FOR MY POSITION (TITLE AND DEPARTMENT)?**  
Please contact your approver and/or Office of Human Resources/Student Employment to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.
2. **I JUST STARTED (OR HAVE JUST COME BACK FROM A LONG ABSENCE) AND DON'T HAVE A TIMESHEET YET OR MISSOURI STATE ACCOUNT ID/PASSWORD. HOW WILL I REPORT MY TIME WORKED?**  
Your timesheet will be available as soon as Human Resources or Student Employment has received complete information from your supervisor. If you do not have a timesheet for your position, please contact your approver immediately so that the system can be corrected within the pay period.

**3. I RECENTLY HAD A CHANGE IN MY POSITION AND/OR PAY RATE. WILL MY TIMESHEET REFLECT MY NEW RATE?**

Yes. If your rate of pay has changed, you will enter time on your timesheet as before and your new rate of pay will be applied during payroll processing. (See your paystub for the breakdown of hours paid at old rate and hours paid at new rate.) If you have moved to a new position, you will see a timesheet for the new position. Be sure to use the appropriate timesheet for the days worked. (i.e. New position as of July 1<sup>st</sup> – enter June 16-30 on old timesheet and July 1-15 on the new timesheet.)

**4. WHAT IF I ACCIDENTALLY SUBMITTED MY TIMESHEET BEFORE I WAS FINISHED ENTERING HOURS FOR THE ENTIRE PAY PERIOD? WHAT IF I SUBMITTED MY HOURS, BUT I MADE A MISTAKE?**

If the employee submit deadline has not passed, the employee can click the Recall Timesheet button. If the deadline has passed, contact your approver so that he/she can return the timesheet to you using the Return for Correction button. Make the changes and re-submit to approver prior to their deadline. If your approver has already approved your timesheet they can use the Recall Timesheet button and either make the changes or Return for Correction. If the approver deadline has passed, your approver will need to contact the Payroll Department as soon as possible.

**5. WHAT IF I DID NOT RECEIVE A PAY CHECK BUT I SUBMITTED HOURS?**

Check the status of your timesheet. If it was approved, contact the Payroll Department. If it was not approved, speak to your approver.

**6. I LEFT A COMMENT ON MY TIMESHEET/LEAVE REPORT. WILL MY APPROVER BE NOTIFIED IT IS THERE?**

Your approver can view the comments left on your timesheet / leave report once it is submitted to them, but there is no email notification or pop-up to alert them to look for it. You will want to communicate to your approver that you placed a comment on your timesheet / leave report.

**7. WHAT IF I MISSED THE SUBMISSION DEADLINE?**

It is important that you plan ahead and know the deadlines. The Payroll and Leave Reporting Calendars can be accessed on My Missouri State and on the Payroll webpage. Employees who miss a submission deadline will need to contact your approver. If the approver has missed a deadline the approver will need to contact the Payroll Department.

**8. THERE WAS A HOLIDAY OR EXTRA GIVEN DAY DURING THIS PAY PERIOD. HOW DO I REPORT THAT ON MY TIMESHEET?**

You must enter the holiday or extra given day on the day the University has established to recognize them as listed in the Payroll Calendar for nonexempt staff. Full-time employees who work 40 hours a week are entitled to 8 hours for holiday/extra given. It is very important to enter Holiday or Extra Given on your timesheet correctly as this could affect the pay you receive for that week. If you physically work the Holiday, record the hours you worked in Holiday Worked and enter 8 hours under Holiday pay. If you physically work the Extra Given day, record the hours worked in Reg – including OT if worked and enter 8 hours under Extra Given pay.

**9. CAN ANYONE ELSE ACCESS MY TIMESHEET?**

Only your approver, your approvers proxy, and the Payroll Department can access your timesheet.

**10. SHOULD EMPLOYEES SHARE THEIR MISSOURI STATE ACCOUNT ID AND PASSWORD WITH A PROXY, APPROVER, OTHER STAFF OR FRIENDS/PARENTS?**

Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their Missouri State Account ID and password with anyone. Please refer to Op 12.07-16 Password Policy at [http://www.missouristate.edu/policy/Op12\\_07\\_16\\_Password\\_Policy.htm](http://www.missouristate.edu/policy/Op12_07_16_Password_Policy.htm) for additional information.

# Entering Hours Format Guidelines

## Guidelines for "Clock Rollover"

Below is a tool to assist in calculating hours worked and leave taken:



### Sample Start Time Nearest Quarter Hour Worked

8:00-8:07	8:00
8:08-8:22	8:15
8:23-8:37	8:30
8:38-8:52	8:45
8:53-9:07	9:00

## Examples

1. If a Nonexempt, Part-Time, or Student Employee begins work at 7:58 am and leaves at 2:01 pm, he or she will report 6.00 hours worked (8:00 am to 2:00 pm).
2. If a Nonexempt, Part-Time, or Student Employee begins work at 8:03 am and leaves at 3:17, he or she will report 7.25 hours worked (8:00 am to 3:15 pm).
3. If a Nonexempt, Part-Time, or Student Employee begins work at 9:23 am and leaves at 12:59, he or she will report 3.50 hours worked (9:30 am to 1:00 pm).
4. If a Nonexempt, Part-Time, or Student Employee begins work at 11:05 am and leaves at 3:03 pm, he or she will report 4.0 hours worked (11:00 am to 3:00 pm).
5. If an Exempt Employee begins work at 8:03 am and leaves at 3:03 pm, he or she will report 2 hours leave (3:00 pm - 5:00 pm).
6. If an Exempt Employee begins work at 12:59 pm and leaves at 5:06 pm, he or she will report 4 hours leave (8:00 am - 12:00 pm).

## Entry Format

**Don't forget!** Hours worked must be entered in decimal format as follows:

Hours Worked	Report
6 hours	6.00
6 hours 15 minutes	6.25
6 hours 30 minutes	6.50
6 hours 45 minutes	6.75

