



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



Time Entry and Leave Reporting Approver 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 and 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. As a general rule, 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. Verify Employees have initiated their Timesheets at the beginning of the Pay Period.
2. Designate at least one Proxy to perform your Approver responsibilities in your absence.
3. Notify your Proxy to review and approve Timesheets / Leave Reports on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all Employees have submitted their Timesheets / Leave Reports for approval prior to the Employee Submit By Date established in the Payroll / Leave Reporting Calendars. Notify Employees that they need to submit Timesheet / Leave Report when they have not done so.
5. Review all submitted Timesheets / Leave Reports in detail. It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days the work is performed and leave taken is in accordance to University policy.
6. Add **Comments** documenting changes you made to a submitted Timesheet / Leave Report **BEFORE** approving. Comments cannot be added to Timesheets / Leave Reports which have already been approved.
7. Approve all Timesheets / Leave Reports individually **prior to the APPROVER SUBMIT BY DATE**.

Timesheet / Leave Report Status Definitions

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.

Pending - In The Queue: The Timesheet / Leave Report will be Pending – In The Queue status if the employee has more than one approver and the Timesheet or Leave Report has not yet been approved by the approver earlier in the queue than you. After the time has been approved by the first approver in the routing queue, the queue status for the next approver will change to Pending.

In Progress: The Timesheet / Leave Report has been started by the Employee, but has not been submitted for approval.

Returned: The Timesheet / Leave Report has been returned by the Approver (or Proxy) to the Employee for correction.

Pending – Approved: The Timesheet / Leave Report has been submitted by the employee and approved by the approver earlier in the queue and is now waiting for your approval.

Approved: The Timesheet / Leave Report has been approved. An approved Timesheet has been electronically sent to Payroll 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.

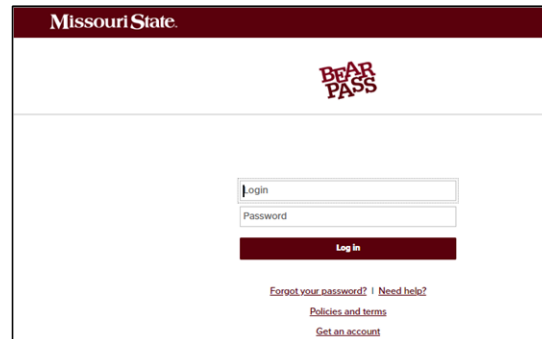
Not Started: The Employee has not yet opened the Timesheet / Leave Report to enter time.

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 BearPass Login ID and Password in the SECURE ACCESS LOGIN. This is the same user name and password that you use to access your email.



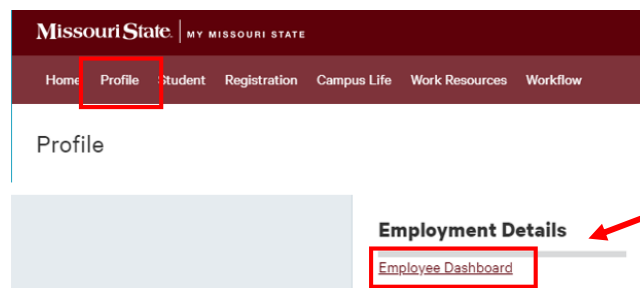
The image shows the Missouri State BearPass login page. At the top, there is a dark red header with the text "Missouri State." and the "BEAR PASS" logo. Below the header, there is a white box containing a login form. The form has two input fields: "Login" and "Password". Below these fields is a red "Log in" button. Underneath the button, there are links for "Forgot your password? | Need help?", "Policies and terms", and "Get an account".

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.

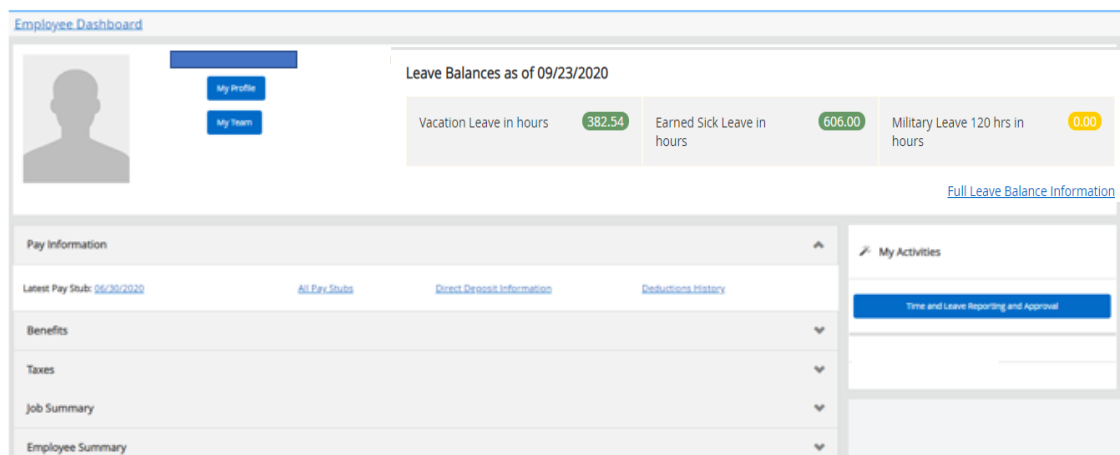
Navigating The Employee Dashboard

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

1. Access the employee dashboard under the Employment Details section on the Profile tab. The Employee Dashboard can also be accessed under Time and Leave Resources section on the Work Resources tab.



2. All employees have access to the employee dashboard.



The image is a screenshot of the Employee Dashboard. At the top, there is a blue header with the text "Employee Dashboard". Below the header, there is a profile section on the left with a placeholder for a profile picture and two buttons: "My Profile" and "My Team". To the right of the profile section, there is a section titled "Leave Balances as of 09/23/2020". This section contains three items: "Vacation Leave in hours" with a value of 382.54, "Earned Sick Leave in hours" with a value of 606.00, and "Military Leave 120 hrs in hours" with a value of 0.00. Below the leave balances, there is a link for "Full Leave Balance Information". On the right side of the dashboard, there is a section titled "My Activities" with a button for "Time and Leave Reporting and Approval". At the bottom of the dashboard, there is a section titled "Pay Information" with links for "Latest Pay Stub: 06/30/2020", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". Below the pay information, there are sections for "Benefits", "Taxes", "Job Summary", and "Employee Summary", each with a dropdown arrow.

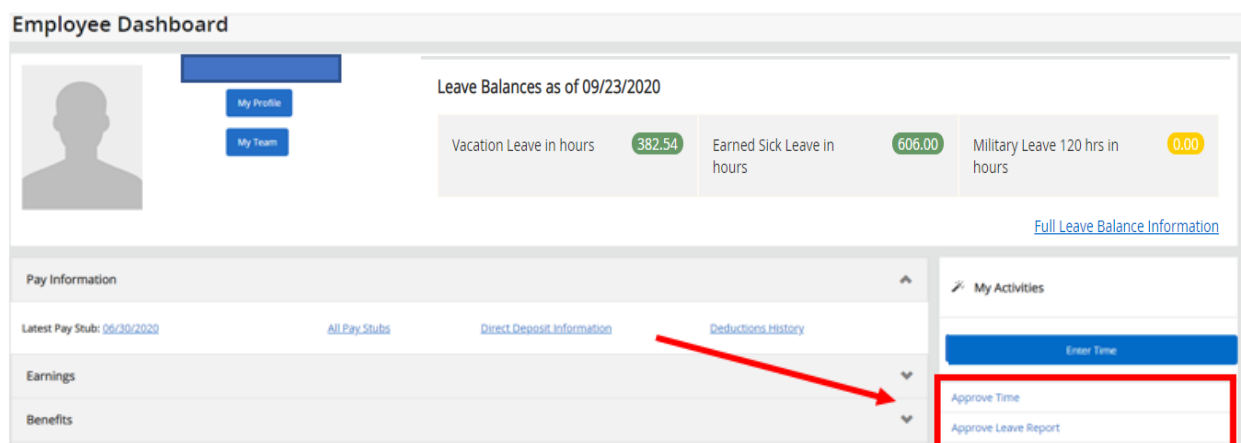
- a. **Leave Balances:** Displays the current leave balances as of the date of the last paycheck.
- b. **My Profile:** Add or update email, telephone, emergency contact information, and veteran status. Displays employee status, hire date, and date of birth.
- c. **My Team:** Supervisors only: Displays 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.

Time And Leave Approval

Timesheet employees are to update the timesheet daily and accurately. It is the **responsibility of the approver** to monitor the activity and status of the timesheet(s) throughout the pay period, review the accuracy of the timesheet(s), review the appropriate Earn Codes are used by the employee, and ensure that all submission deadlines are met.

Exempt employees must submit a Leave Report each month even when no leave is taken. It is the **responsibility of the approver** to make sure that the leave time is reported during the pay period that it occurred, that the appropriate Leave Code was used by the employee, and that submission deadlines are met.

1. Go to the My Activities section on the bottom right and click on Approve Time or Approve Leave Report. If you supervise both hourly nonexempt and exempt employees, the below steps will need to be completed for both Timesheet and Leave Reports.

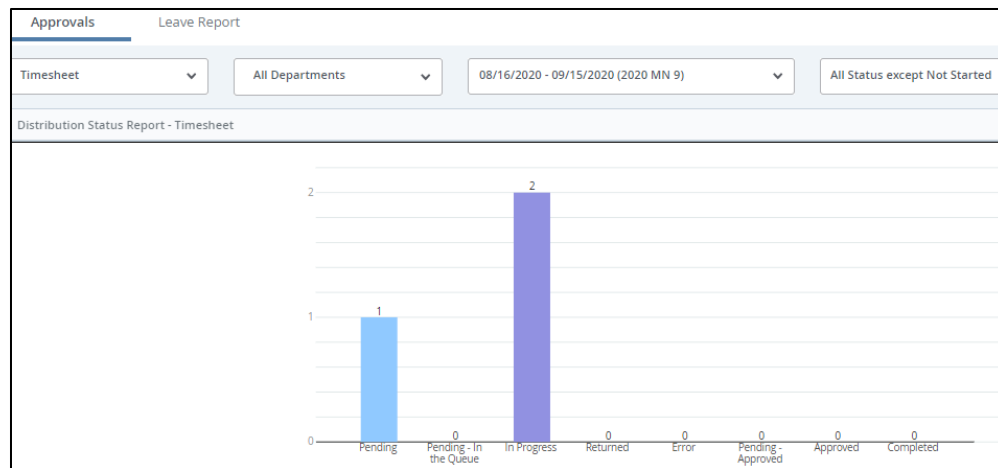


- On the Approvals page, you can switch between approving Timesheet or Leave Reports, select by Department (if the approver has multiple departments/organizations), Pay Period, and Timesheet / Leave Report status, or individual employee.

Approvals Leave Report

Timesheet All Departments 08/16/2020 - 09/15/2020 (2020 MN 9) All Status except Not Started Enter ID/Name

- A Distribution Status Report defaults on the Approval page with all status except those not started. This is a bar chart of the various Timesheet / Leave Reports in the approvers queue. The approver can click on a bar to show the detailed list of employees in that status.



- The Reports page has an additional view of employee Timesheets / Leave Reports. You can use the different drop downs to display All Earn Codes in a particular pay period or to review one earn code. This can be accessed by clicking the Reports link on the top right of the page.

Employee Dashboard - Time Entry Approvals

Approvals - Timesheet

Proxy Super User **Reports**

Approvals Leave Report

- Click Approvals to return to the Approval page.

Reports - Timesheet

Proxy Super User **Approvals**

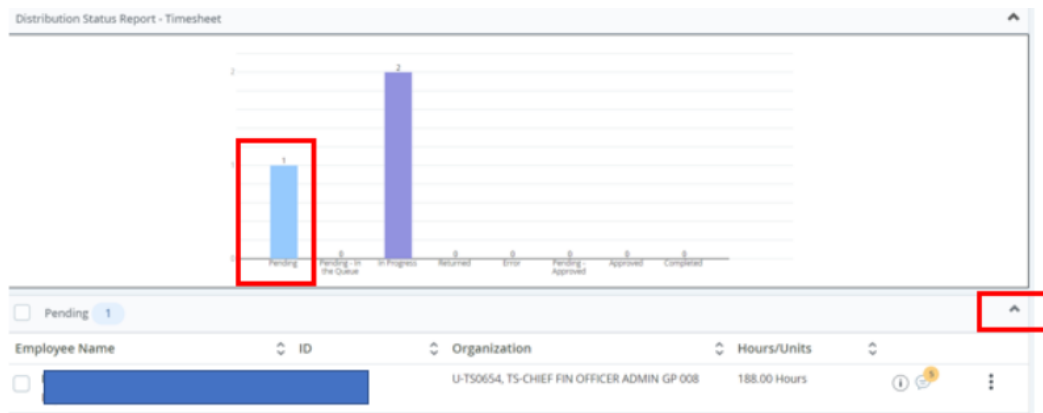
Timesheet Entered Earn... All Departments 08/16/2020 - 09/15/2020 (2020 MN 9) All EarnCodes Enter ID/Name

Earning Report

Employee Name	ID	Hours/Days/Units	Organization	Earn Code
		168.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Reg-including OT if worked
		96.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Reg-including OT if worked
		24.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Reg-including OT if worked
		8.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Holiday
		16.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Holiday
		8.00 Hours	TS0654-TS-CHIEF FIN OFFICER ADMIN GP 008	Holiday

Approve Timesheet / Leave Reports

- From the main page of Approvals, select the pay period you wish to review, and then click the bar of pending Timesheets / Leave Report to see the employee list or scroll down to click the drop down for the Timesheets / Leave Report in pending status.



- Look for warnings or comments on Timesheets / Leave Report, as shown below. To view the warnings or comments, click on the symbol. It is important to look at each warning and / or comment because it may require sending the Timesheet / Leave Report back to the employee for corrections.

☐ Pending 1			
Employee Name	ID	Organization	Hours/Units
☐ [Redacted]		U-TS0654, TS-CHIEF FIN OFFICER ADMIN GP 008	48.50 Hours

- In addition to warnings and / or comments, hours submitted are shown on this page. Referencing the Nonexempt Staff Calendar below, the total does not match the total number of hours in the pay period. This would serve as a red flag to research. This pay period also included a holiday so you will need to verify the holiday is coded according to university policy.

Pay Period	Time Sheet Start Date	Time Sheet End Date	Employee Submit By Date	Approver Submit By Date	Pay Date	Holidays (H) Extra Given Days (E)	Work Days/Hours
9	08/16/20	09/15/20	09/16/20	09/17/20	09/30/20	H - 09/07/20	22/176

- Click the three dots on the right of the desired employee to open the Action Menu, then click on Preview.

☐ Pending 1			
Employee Name	ID	Organization	Hours/Units
☐ [Redacted]		U-TS0654, TS-CHIEF FIN OFFICER ADMIN GP 008	48.50 Hours

☐ In Progress 0

Preview
 Leave Balance

5. The Preview page includes all the information an employee has entered on the current timesheet, leave report. This allows the approver to see all the time document information on one page. The page is in a landscape format and can be printed or saved as a PDF using the print icon.

Timesheet Detail Summary

Pay Period: 05/16/2021 - 06/15/2021 176.00 Hours Pending Submitted On 07/07/2021, 01:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
05/17/2021	RG, Reg-including OT if worked	1	8.00 Hours
05/18/2021	RG, Reg-including OT if worked	1	7.50 Hours
05/18/2021	VAC, Vacation	1	0.50 Hours
05/19/2021	RG, Reg-including OT if worked	1	8.00 Hours
05/20/2021	RG, Reg-including OT if worked	1	8.00 Hours
05/21/2021	RG, Reg-including OT if worked	1	5.00 Hours
05/21/2021	PER, Personal Leave deduct from Sick	1	1.00 Hours
05/21/2021	UNC, University Closed	1	2.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
RG, Reg-including OT if worked	1	36.50		32.00	40.00	16.00	124.50 Hours
VAC, Vacation	1	0.50	40.00				40.50 Hours
PER, Personal Leave deduct from Sick	1	1.00					1.00 Hours
UNC, University Closed	1	2.00					2.00 Hours
HOL, Holiday	1			8.00			8.00 Hours
Total Hours		40.00	40.00	40.00	40.00	16.00	

Routing and Status

Name	Action	Date & Time
Tami Bowen	Originated	05/17/2021, 07:52 AM
Tami Bowen	Submitted	07/07/2021, 01:59 PM
Teresa A Lindsay	Pending Approval	

Comment (Optional):

Add Comment

6. If the employee has entered leave taken on a date during the pay period, the approver needs to check the employees leave balances to assure there is an available balance. Leave balances can be found several ways for each employee.

- a. From the details page of the Timesheet / Leave Report click Leave Balances on the top right corner of the page. If the employee does not have enough leave time accrued, then the Timesheet / Leave Report needs to be returned to the employee for corrections. Refer the employee to the section on Editing a Timesheet / Leave Report in the Time Entry and Leave Reporting Employee User Guide.

Vacation Leave

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

Earned Sick Leave

Beginning Balance	798.25
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

Leave Balances

Pending Submitted On 09/03/2020, 12:06 PM

- b. Leave balances can also be viewed on the main page of employees, click the three dots to the right of the employee information to open the Action Menu, then click on Leave Balance.

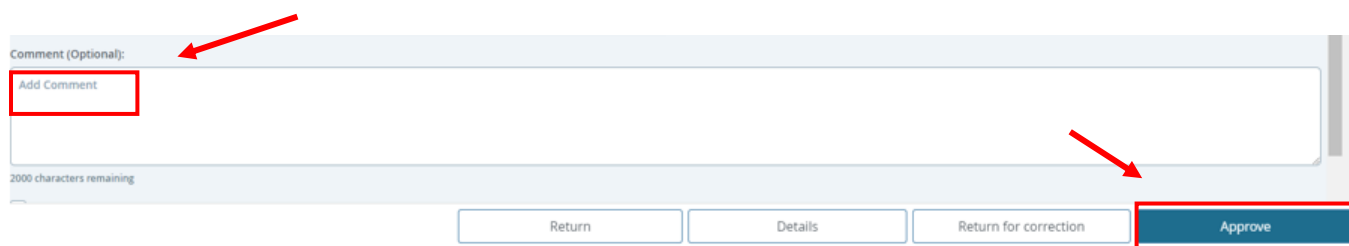
Pending 1

Employee Name	ID	Organization	Hours/Units
Jacqueline M Jones Payroll Specialist, P99038-00	M00066524	U-TS0654, TS-CHIEF FIN OFFICER ADMIN GP 008	48.50 Hours

In Progress 0

Preview
Leave Balance

7. If a Timesheet / Leave Report requires **no corrections**, add any applicable comments, then click Approve.



Timesheet / Leave Report Corrections

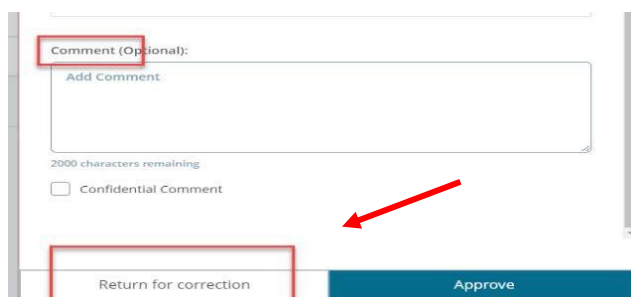
Sometimes problems on a Timesheet or Leave Report are found after the Employee has sent it to you for approval. There are several avenues to correct a Timesheet or Leave Report depending on the circumstances and Timesheet / Leave Report status.

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

Return Timesheet / Leave Report For Correction

Before you Approve, if you find problems on a Timesheet or Leave Report which the Employee must correct, you can use Return for Correction. Adequate time should be allowed for the Employee to make changes to their record prior to the Employee Submit By Date on the Payroll / Leave Reporting Calendar. The Approver is the last opportunity to address any errors prior to processing.

1. From the Preview page, add a comment to inform the employee of the changes needed to the Timesheet / Leave Report and instruct to resubmit for approval after the corrections are made. The comment section states a comment is optional; however, a comment is required when returning a Timesheet or Leave Report for correction. Click Return for Correction.



NOTE: Comments are visible to the user, approver, Payroll, and Human Resources. Payroll and Human Resources **will not** monitor comments on Timesheets or Leave Reports. Contact those Departments directly with questions or concerns.

2. Notify the employee that the Timesheet / Leave Report has been returned for corrections and to log into the employee dashboard to correct. The employee **WILL NOT BE** electronically or automatically notified.
3. Once the corrections have been made, the employee needs to resubmit the Timesheet / Leave Report for approval. The approver then repeats the steps to verify accuracy and approve the Timesheet / Leave Report.

Edit Timesheet / Leave Report

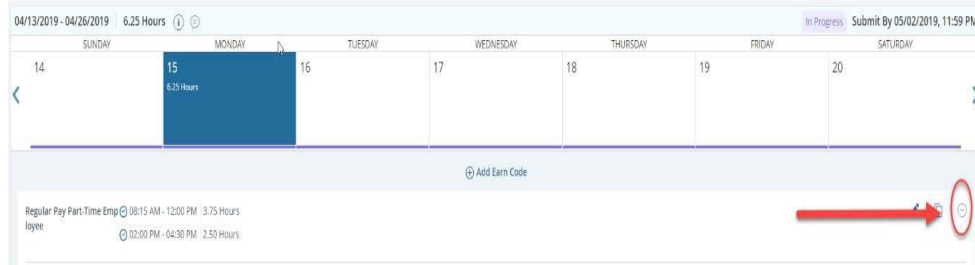
If an error is discovered after the Employee Submit By Date the approver can make the necessary correction for the employee if it is before the Approver Submit By Date.

1. Open the Timesheet / Leave Report and click on Details.
2. Click on the day and then click on the pencil on the right side of the page. Make any necessary adjustments then click on Save.

3. To add an Earn code click on the day and then use the drop-down to select the correct Earn Code, enter hours, then click on Save.

4. To add more time click on Add More Time to report additional time for the day. Example: Employee failed to enter vacation leave for when they took the afternoon off.

5. To delete time entered, click on the day, and then click on the minus “-” sign on the right side of the page.



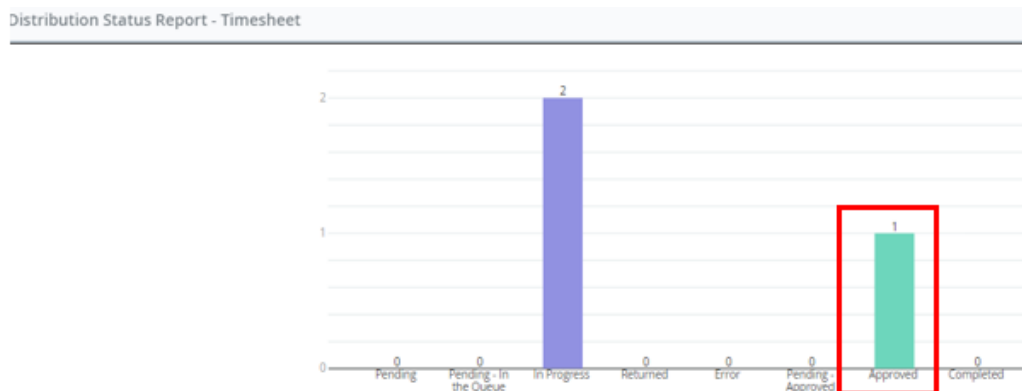
6. Once all edits are completed, click on Preview at the bottom right of the page, enter a comment noting the changes made, and then click Approve. The Approver must send written communication to the Employee informing them of any changes made to the Timesheet / Leave Report.

Recall Timesheet / Leave Report

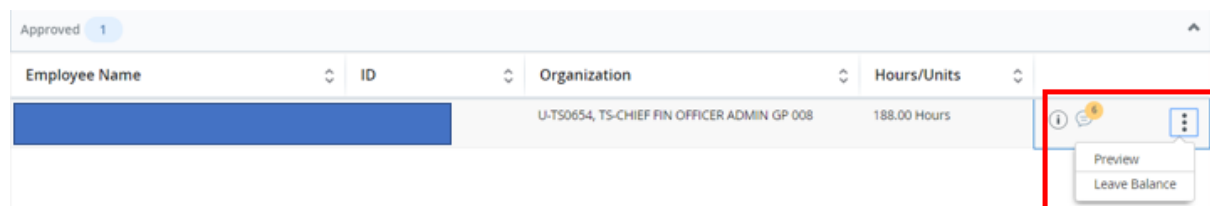
Once a Leave Report is Approved, the Employee's Leave Balances are immediately adjusted. You will need to contact Human Resources for assistance with errors on Approved Leave Reports.

If an error is discovered after a Timesheet is approved but before the Approver Submit By Date, you can retrieve the Timesheet and make the necessary corrections. In order to be paid, retrieved Timesheets must be Approved by the Approver Submit By Date on the Payroll Calendar.

1. From the main page of the Approvals page, click the bar of Approved timesheets or scroll down to click the drop down for the timesheets in Approved status.



2. Click the three dots on the right of the desired employee to open the Action Menu, then click on Preview.



3. On the Preview page click on Recall.

Preview

Payroll Specialist, P99038-00, U, TS0654, TS-CHIEF FIN OFFICER ADMIN GP 008

Pay Period: 08/16/2020 - 09/15/2020 | 188.00 Hours

Approved On: 09/11/2020, 12:04 PM

Earning Distribution		
Earn Code	Shift	Total
Reg-including OT if worked	1	168.00
Holiday	1	8.00

Recall Details

4. Message will pop up stating Timesheet was successfully recalled.

✓ Timesheet successfully recalled.

If corrections are needed after the Approver Submit By Date, the Approver should contact Payroll for directions on how to correct Timesheets and the Office of Human Resources for Leave Report corrections.

Verify All Timesheet And Leave Reports Are Approved

1. Return to the Approvals page to verify all Timesheets / Leave Reports for the period have been submitted and approved.
 - a. If a Timesheet or Leave Report is not in a Submitted status and it is before the Employee Submit By Date, contact the Employee and ask that they submit the Timesheet or Leave Report.
 - b. If the Employee failed to submit their Timesheet or Leave Report by the Employee Submit By Date and it is before the Approver Submit By Date, the Approver must open the Employee's Timesheet or Leave Report. Click on Preview, and then click Submit. This will now place the Timesheet or Leave Report in your queue to review and approve. For any questions, please contact Payroll for assistance.

Preview

FFICER ADMIN GP 008

Pay Period: 07/16/2020 - 08/15/2020 | 8.00 Hours

Submit By: 08/17/2020, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Reg-including OT if worked	1	4.00
Vacation	1	4.00

Submit Details

2. It is very important to check the Not Started status Timesheet / Leave Reports. Without an approved timesheet, the employee will not be paid.
 - a. On the Approvals page, use drop down to select Timesheet or Leave Report. If you approve both, you will need to check the Not Started status for Timesheets and Leave Reports.
 - b. Use drop down for department to select the organization/department you approve. If you leave as All Departments you will see all the not started Timesheet / Leave Reports for the university. In the example below, under All Departments there are 465 Not Started Timesheets. By changing it to the organization/department you approve you will only see Not Started for your TSO.

Approvals - Timesheet

Approvals Leave Report

Timesheet

All Departments 465

U-TS0654, TS-CHIEF FIN O...

08/16/2020 - 09/15/2020 (2020 MN 9)

Not Started

Employee Name ID Organization

Late Time Entry

Once a Leave Report is Approved, the Employee's Leave Balances are immediately adjusted. You will need to contact Human Resources for errors on Approved Leave Reports.

If an error is found after you have approved a Timesheet, and the Approver Submit By Date has already past, you will need to contact Payroll immediately. If Late Time is required due to an Employee not submitting hours worked on a previous Timesheet, you, as the Approver, will need to add the Employee's hours worked into the next Pay Period.

1. Once the Employee submits their Timesheet for the next pay period, access the Timesheet through the Approval page and click on Preview, and then click on Details.
2. Click on first date of the pay period and then click on Add Earn Code.
3. Use the drop-down to select Late Time Entry, enter the *total* of the hours owed to Employee from the previous pay period then click Save.

16 17 18 19 20 21 22

8.00 Hours 8.00 Hours 8.00 Hours 8.00 Hours 8.00 Hours

Add Earn Code

Reg-including OT if worked Shift 1 8.00 Hours

Add More Time

Total: 8.00 Hours Account t

Earn Code	Shift	Hours
Late time entry	1	20

Exit Page Cancel Save

4. The *total* hours owed to the Employee must have a comment reporting the date and missed time for each day. (i.e. May 9, 2020 8 hours, May 15, 2020 8 hours, May 16, 2020 4 hours)

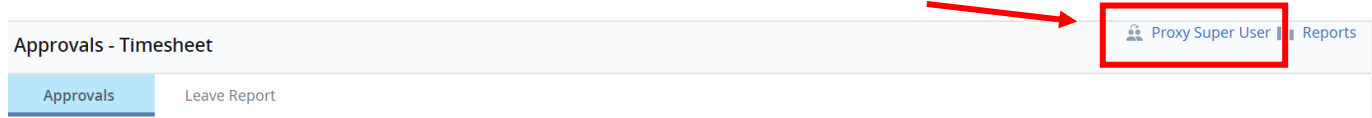
5. Email Payroll at payroll@missouristate.edu for notification that Late Time has been entered. Payroll does not automatically receive notification that Late Time has been entered and must be notified in order to research the correct back wages that are due to the employee.

Designating A Proxy

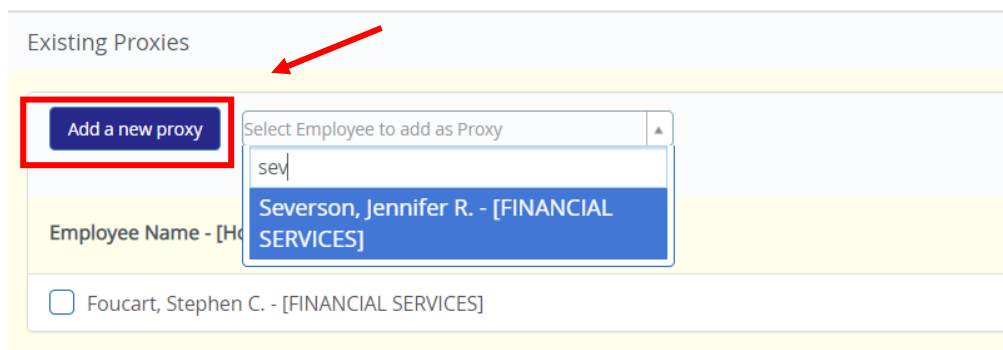
Approvers are responsible for setting up their own Proxies within Banner Web Time Entry. Each Approver must have one or more Proxies who can approve Timesheet and/or Leave Reports in their absence. The Proxy should be able to verify that the employee has worked the hours submitted and must be a Full-Time Employee at the same level or higher than the Approver.

It is important that your Proxy(s) know they have been authorized to be your Proxy in the event you are absent the day that Timesheets / Leave Reports must be approved. You should also advise your Employees of who your Proxy is to assure them that their Timesheet / Leave Reports will be approved in timely manner and who they need to contact if they realize they have made an error on their Timesheet / Leave Report.

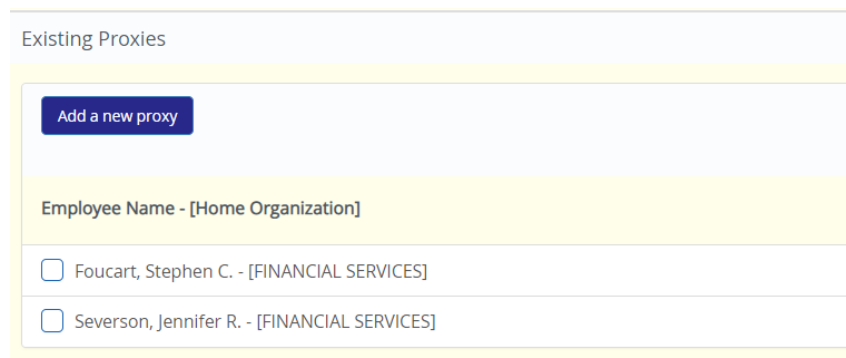
1. Complete the steps above to access the Approvals page. Click on the Proxy Super User link on the top right side of the page.



2. Click on Add a new Proxy and enter the last name of who will be authorized to approve Timesheets / Leave Reports in your absence. The system will search for the name entered, if the name is not listed, please contact Payroll for assistance.



3. Select the name to add as a proxy and then they will appear in your list of Existing Proxies.



4. It is very important to keep this list updated. To remove a Proxy, click on the box next to the person's name, then click on Delete proxies.

Existing Proxies

Add a new proxy

Select single/multiple names and click on Delete Proxies to remove from list

Delete proxies

Employee Name - [Home Organization]

☒ oucart, Stephen C. - [FINANCIAL SERVICES]

5. A message will appear asking Are you sure you want to remove the proxy. Select yes to remove.
6. Once adding and reviewing is complete click on Navigate to Time & Leave Approvals application at the bottom right side of the page.

Existing Proxies

Add a new proxy

Select single/multiple names and click on Delete Proxies to remove from list

Delete proxies

Employee Name - [Home Organization]

☐ Severson, Jennifer R. - [FINANCIAL SERVICES]

Navigate to Time & Leave Approvals application

Acting As A Proxy

If you have been designated as a Proxy for an Approver, you may be asked to act on the Approver's behalf when they are unable. Please refer to the Roles and Responsibilities section for your responsibilities as Proxy. When the Approver requests you to act in your Proxy role as 'Acting Approver', the proxy takes on all responsibilities of the approver. It is the **responsibility of the proxy on behalf of the approver** to monitor the activity and status of the Timesheet / Leave Reports throughout the pay period, review the accuracy of the Timesheet / Leave Reports, review that Earn Codes are used appropriately by the employee, and ensure that all submission deadlines are met.

1. From the Approvals page click on Proxy Super User in upper right of page.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User Reports

Approvals Leave Report

2. Select the appropriate approver in the Act as a Proxy for drop down list. If the name is not listed, the approver has not completed the necessary steps to add you as a proxy. Contact the approver to follow the Designating a Proxy steps above.

Act as a Proxy for

Self -Lindsay, Teresa A. - [FINANCIAL SERVICES]

Severson, Jennifer R. - [FINANCIAL SERVICES]

3. Click on Navigate to Time & Leave Approvals application at the bottom of the page to begin reviewing and approving the appropriate Timesheet and/or Leave Reports.

Act as a Proxy for

Self - Lindsay, Teresa A. - [FINANCIAL SERVICES]

Self - Lindsay, Teresa A. - [FINANCIAL SERVICES]

Severson, Jennifer R. - [FINANCIAL SERVICES]

Existing PROXIES

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

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Navigate to Time & Leave Approvals application

4. You will be able to see from the Approvals page that you are acting as a proxy.

Lindsay, Teresa A.

Proxy Super User Reports

You are acting as proxy for Severson, Jennifer R.

5. Once you have completed approving for the assigned period, repeat step 1 – 2 above, this time select Self in the Act as a Proxy for in the drop-down box. This will remove you from acting as a proxy so you can now see the Timesheets / Leave Reports that you normally approve.

Act as a Proxy for

Self - Lindsay, Teresa A. - [FINANCIAL SERVICES]

Self - Lindsay, Teresa A. - [FINANCIAL SERVICES]

Severson, Jennifer R. - [FINANCIAL SERVICES]

Existing PROXIES

Add a new proxy

Delete proxies

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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 **LOGOUT** icon at the top right hand corner to log out of the My Missouri State portal.

Frequently Asked Questions

- 1. WHEN DO I NEED TO APPROVE EMPLOYEE TIMESHEETS / LEAVE REPORTS?** Approvers must approve Employee Timesheets and Leave Reports by the Approver Submit By Date on the Payroll and Leave Reporting Calendars. Please refer to the Payroll and Leave Reporting Calendars, which are available on the Payroll webpage.
- 2. WHAT WILL MY EMPLOYEES BE SUBMITTING FOR ME TO APPROVE?** Each category of Employee follows slightly different web time entry procedures. Payroll and Leave Reporting Calendars for each Employee classification are found on the Payroll webpage.

EMPLOYEE CLASSIFICATION	DOES WHAT?
Part-Time Staff and Student Employees	Report hours worked on Timesheet and submit semi-monthly
Full-Time Nonexempt Staff	Report hours worked and leave taken on Timesheet and submit monthly
Exempt Staff, Administrators, & 9 to 12 Month Faculty	Report leave taken on Leave Report and submit monthly even when no leave is taken

- 6. I DO NOT SEE WHAT I AM LOOKING FOR ON MY TIME APPROVAL PAGE. WHAT IS WRONG?**
There are three reasons you may not see your complete list of approvals:
 - a. In order for the link to your approvals for a given pay period to appear on your Approval page, one of your Employees must begin a Timesheet for the pay period. Remind your Employees to open their Timesheets near the beginning of every pay period. This will not only allow you to see your list of approvals, it will also assure that everyone in your department has a Timesheet and is set up to be paid.
 - b. The setting for the pay period on your Approval page may need to be changed as the pay period that will default will be the one that includes today's date. You will need to use the drop down to select the correct pay period to approve.
 - c. The setting for the status on your Approval page may need to be changed as the status that will default will be All Status except Not Started. You will need to use the drop down to select Not Started then select your organization/department to see your employees who have not started their Timesheet / Leave Report for that pay period.
- 5. I SENT MY EMPLOYEE'S TIMESHEET / LEAVE REPORT BACK TO THEM FOR CORRECTION. WILL THE EMPLOYEE BE ALERTED THAT THEY SHOULD MAKE CORRECTIONS AND RE-SUBMIT THEIR TIMESHEET / LEAVE REPORT?** No, there will be no email notification or pop-up to alert them. You will need to communicate to the Employee that you have sent their Timesheet / Leave Report back to them for correction. Never return for correction after the Employee Submit By Date.
- 6. I LEFT A COMMENT ON MY EMPLOYEE'S TIMESHEET / LEAVE REPORT BEFORE I SENT IT BACK TO THEM FOR CORRECTION. WILL THE EMPLOYEE BE NOTIFIED IT IS THERE?** No. Employees can view the comments left on their Timesheet, but there is no email notification or pop-up to alert them to look for it. You will want to communicate to the Employee that you placed a comment on the Timesheet / Leave Report.
- 7. Can I VIEW PREVIOUS TIME PERIODS THAT I APPROVED?**
Yes, you can view any pay period approved through the Banner Time Entry system for the previous 12 months.

- 8. HOW WILL MY EMPLOYEES GET PAID IF I AM OUT AND UNABLE TO APPROVE TIME FOR THAT PAY PERIOD?** If you are unable to approve your Employees' Timesheets or Leave Reports by the designated time, your Proxy must approve them on your behalf. If you know you will be absent on the day approvals are due, or if for some reason you are unable to access the Internet or My.MissouriState.edu, make arrangements with your Proxy to act on your behalf to approve the Employee Timesheet / Leave Reports by the deadline.
- 9. I HAVE A NEW EMPLOYEE (OR AN EMPLOYEE WHO HAS JUST RETURNED FROM BEING ON LONG-TERM LEAVE) AND THEY DO NOT HAVE A TIMESHEET. HOW DO THEY GET PAID?** The Timesheet will be available once the Personal Action Form (PAF) has been signed by all required approvers and processed by Financial Services Budgeting and Human Resources. If a pay period deadline lapses before a Timesheet is available to the Employee, you, as the Approver, may add the Employee's hours worked into the next pay period once the Employee has submitted their Timesheet using the steps for Late Time Entry.

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

