



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 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 individual 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 individual 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. Initiate your Timesheet at the beginning of the Pay Period. (Nonexempt, Student and Part-time Employees) 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 hours.

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.

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.

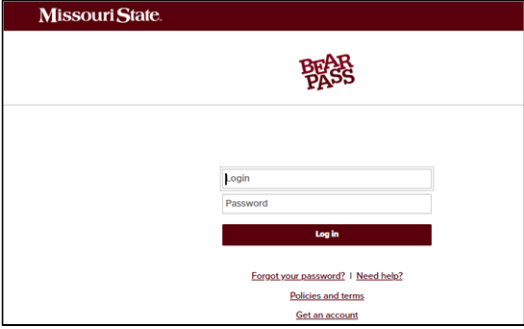
Returned: The Timesheet / Leave Report has been returned by the Approver (or Proxy) to the Employee for correction.

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.



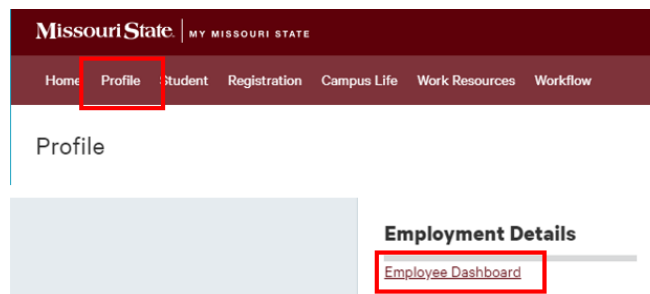
The image shows the Missouri State BearPass login page. At the top, there is a dark red header with the Missouri State logo and the BearPass logo. Below the header, there is a white box containing a login form. The form has two input fields: 'Login' and 'Password'. Below these fields is a red 'Log In' button. At the bottom of the form, there are three links: '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.

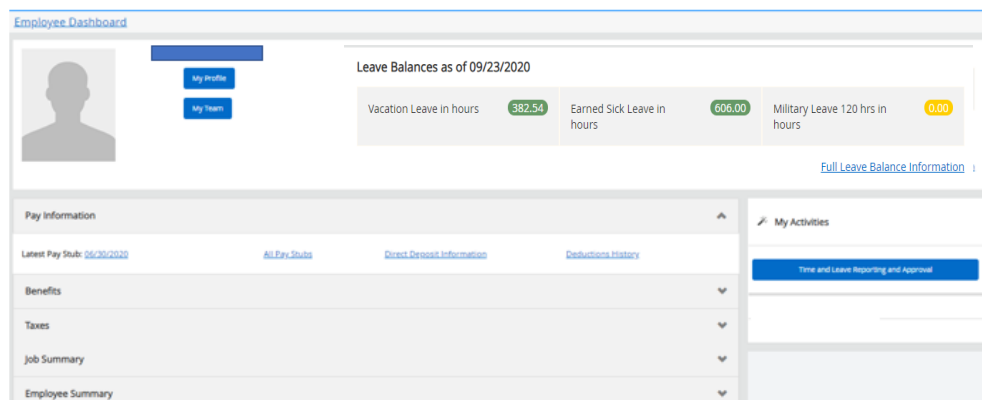
Navigating The Employee Dashboard

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. Student employees will access the Employee Dashboard under the My Employment section on the Student tab.



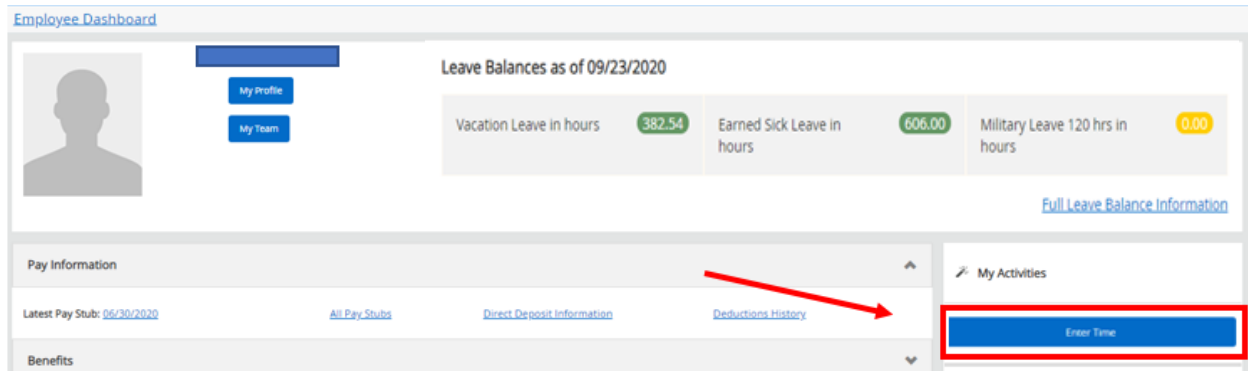
2. All employees have access to the employee dashboard.



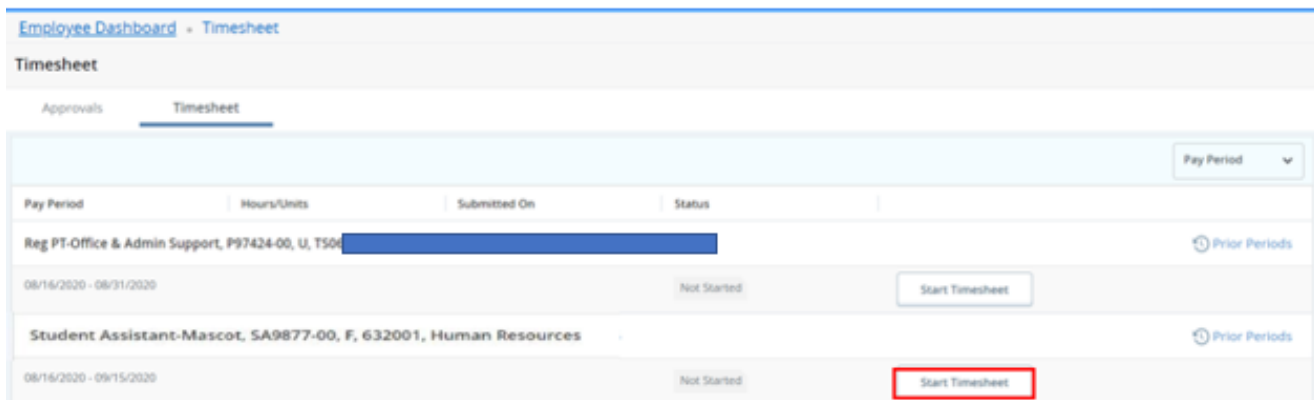
- a. **Leave Balances:** Displays the current leave balances as of the date of the last paycheck.
- b. **My Profile:** Add or update email, telephone, emergency contact information, and veteran status. Displays employee status, hire date, and date of birth.
- c. **My Team:** Supervisors only: Displays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

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

- 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. If applicable, the copy to the end of the pay period can also be used. Click Save.

Copy Time Entry

Reg-including OT if worked : 8.00 Hours
(09/03/2020, THURSDAY)

Select Options

- ☐ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 08/16/2020 - 09/15/2020

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Cancel 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, Payroll, and Human Resources. Payroll and 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.

09/01/2020 - 09/30/2020 8.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY

30 31 1 2

< 8.00 Hours

- 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 on timesheets. Contact those departments directly with any questions or concerns.

1768 characters remaining

Cancel 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

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

Earned Sick Leave	
Beginning Balance	798.25
Earned	88.00
Taken	78.00
Earned Sick Leave in hours	808.25

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 leave categories 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 MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

23 24 25 26 27 28 29

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 4.00 Hours

Add More Time

Total: 4.00 Hours Account Distribution

Personal Leave deduct 1.00 hrs 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.

09/01/2020 - 09/30/2020 8.00 Hours In Progress Submit By 10/15/2020, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 2 3 4 5

8.00 Hours 8.00 Hours

Add Leave Code

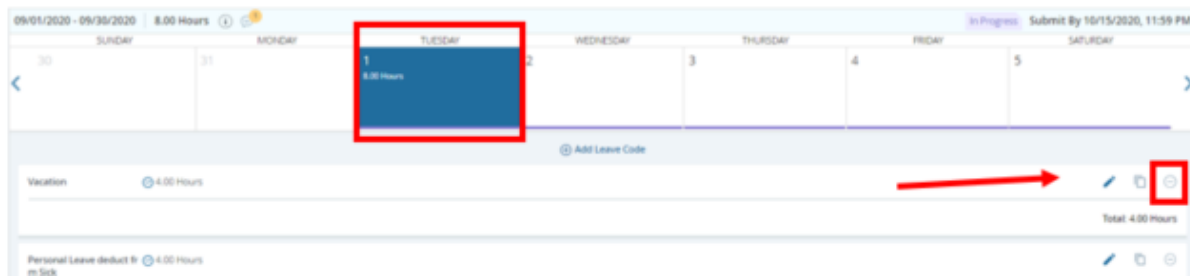
Vacation 4.00 Hours

Total: 4.00 Hours

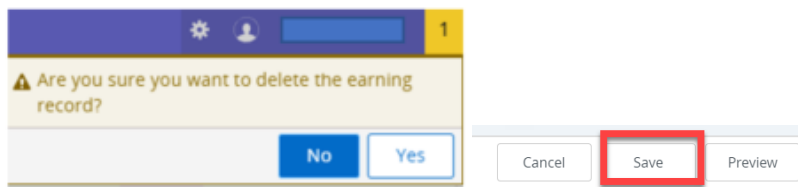
Personal Leave deduct 4.00 Hours on Sick

Pencil icon

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.

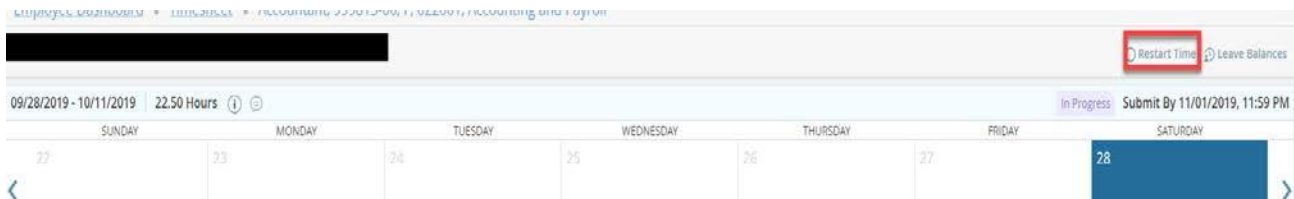


- a. Click Yes on the dialog box to confirm the entry to be deleted and then click save.

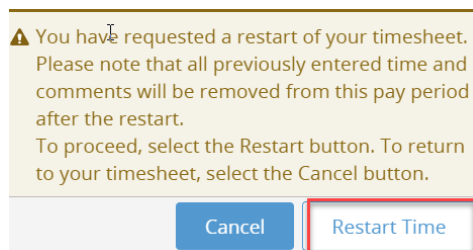


3. Restarting a timesheet is useful when an employee has numerous corrections and/or edits.

- 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 were not scheduled to work during the pay period the Timesheet does not need to be submitted or approved as submitting a Timesheet with “0” hours worked may cause errors. Timesheets 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.

Pay Period	Hours/Units	Submitted On	Status	
Specialist [REDACTED]				
10/26/2019 - 11/08/2019			Not Started	Start Timesheet
10/12/2019 - 10/25/2019			In Progress	i

2. After opening the appropriate timesheet, click Preview on the bottom right. This step should only be completed after entering all time for each day worked in the detail screen.

Cancel	Save	Preview
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- a. Verify all days are completed, the hours for each entry are correct, and the correct earn code is used.
- b. From the preview screen, you can enter additional comments, then click submit.

Earning Distribution		
Earn Code	Shift	Total
Regular Pay Part-Time Employee	1	6.25
Total Hours		6.25
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	6.25

Cancel [Submit](#)

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

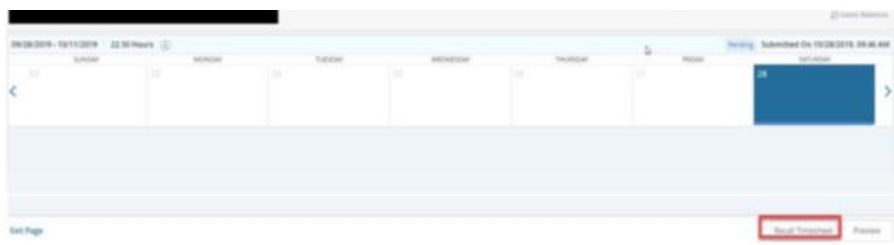
Timesheet				Pay Period
Pay Period	Hours/Units	Submitted On	Status	
Student Assistant-Mascot, SA9877-00, F, 632001, Human Resources				
04/13/2019 - 04/26/2019	24.00 Hours	04/19/2019	Pending	i

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, still in Pending status, and is prior to the Employee Submit By Date.

1. 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.

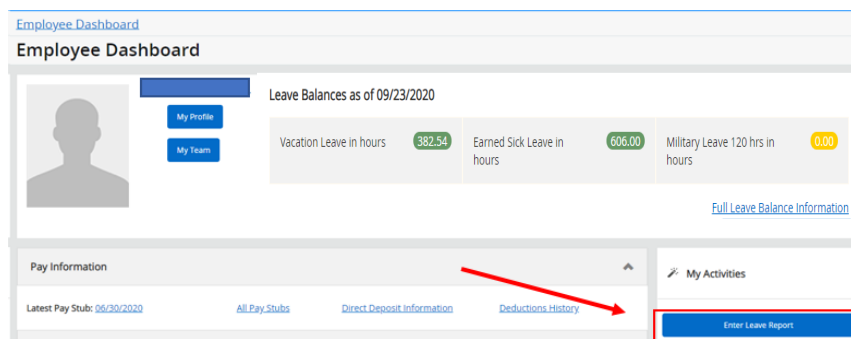


2. The timesheet can now be edited to resubmit for approval.

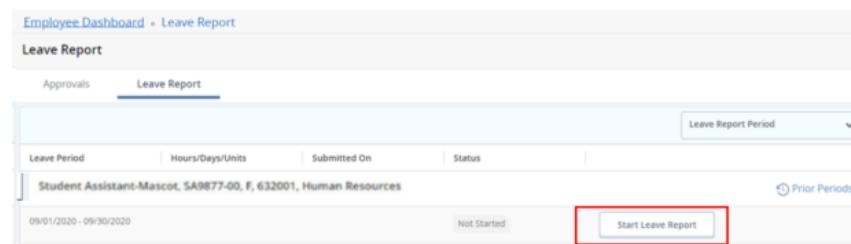
Exempt Employees Leave Entry

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.

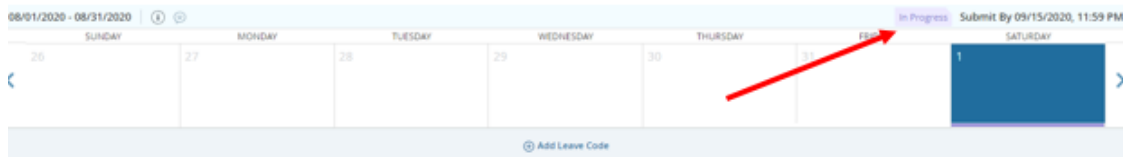
1. Go to the My Activities section on the bottom right and click on "Enter Leave Report".



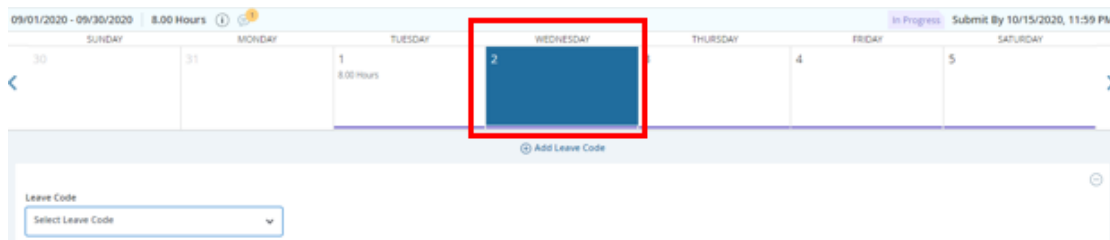
2. On the Leave Report page, you will see the open pay periods to complete a leave report. Be sure to click on the correct dates for the appropriate leave report. When the deadline date overlaps with the opening of a new pay period two leave reports will be visible. Click on Start Leave Report.



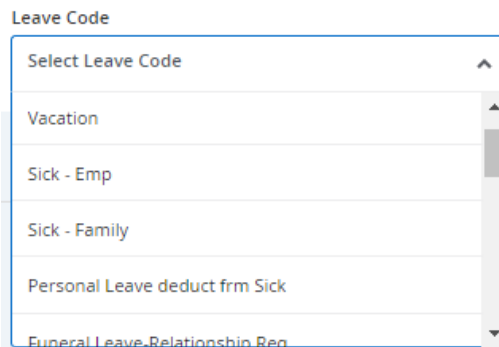
- The detailed view showing the daily calendar will appear. On the top right of the screen the status of the Leave Report, as well as the submission deadline, will be visible.



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



- 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.

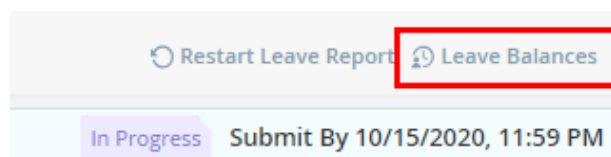


- Leave balances can be checked on the main screen of the employee dashboard.

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

[Full Leave Balance Information](#)

- Leave can also be viewed by clicking Leave Balances from the top of the leave report detail screen.



8. After the Leave Code has been selected, 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.

09/01/2020 - 09/30/2020 8.00 Hours In Progress Submit By 10/15/2020, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 8.00 Hours 2 3 4 5

⊕ Add Leave Code

Leave Code: Vacation Hours: 8

Exit Page Cancel Save Preview

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.

09/01/2020 - 09/30/2020 12.00 Hours In Progress Submit By 10/15/2020, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 8.00 Hours 2 4.00 Hours 3 4 5

⊕ Add Leave Code

Vacation 4.00 Hours

Total: 4.00 Hours

- 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.

09/01/2020 - 09/30/2020 4.00 Hours In Progress Submit By 10/15/2020, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

2 3 4.00 Hours 4 5 6 7 8

⊕ Add Leave Code

Vacation 4.00 Hours

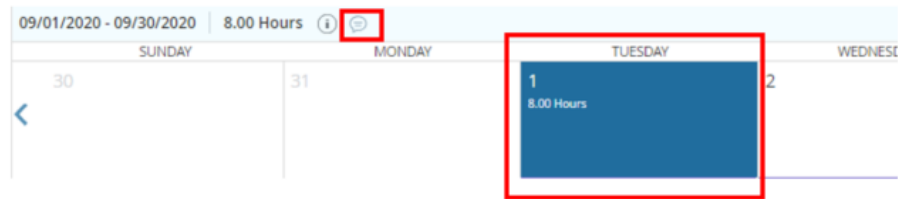
Leave Code: Personal Leave deduct from Sick Hours: 4

Total: 4.00 Hours

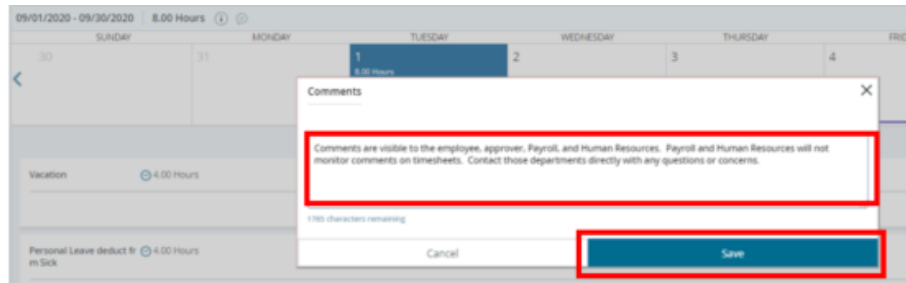
Exit Page Cancel Save Preview

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, Payroll, and Human Resources. Payroll and Human Resources **will not** monitor comments on the leave reports. Contact 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.

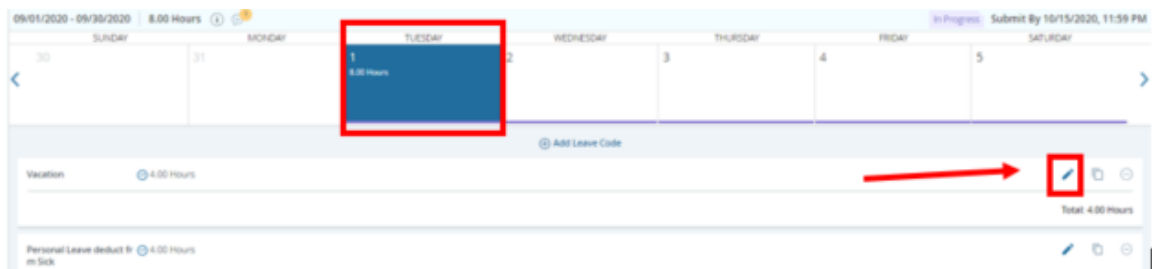


11. If you have not finished entering your leave taken for the entire Pay Period, you can now exit the system and return later to complete your Leave Report and submit for approval. It is recommended leave taken be entered on your Leave Report at least on a weekly basis. Your leave report must be submitted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

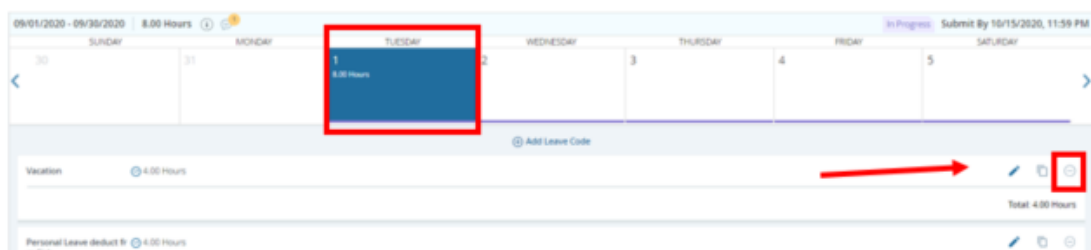
Editing Leave Report

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

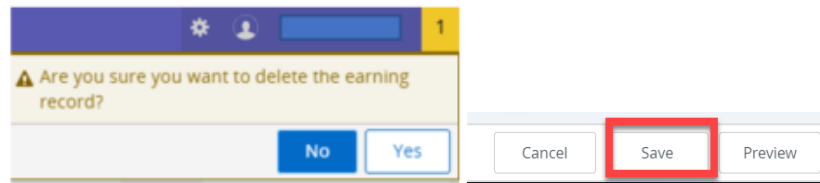
1. Open the correct leave report for the pay period the edit is required. Click on the date to bring up the details of the time entered. On the right side, click on the pencil. This will allow changes to be made to the leave code. Click save when finished with each edit.



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.



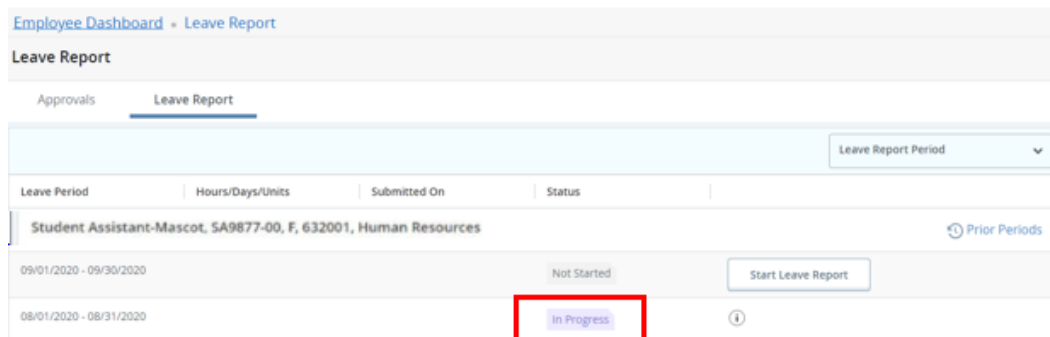
- a. Click Yes on the dialog box to confirm the entry to be deleted and then click save.



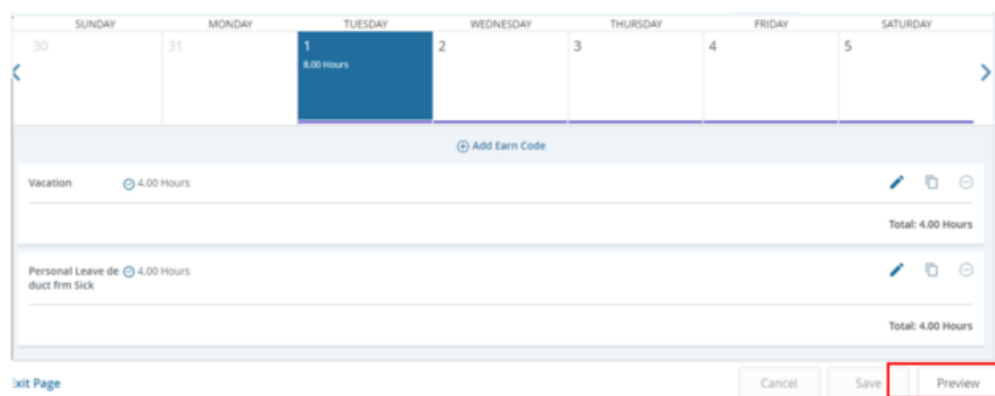
Submitting Leave Report For Approval

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. This step should only be completed after entering all leave taken in the detail screen.



- a. Verify all days are completed, the hours for each entry are correct, and the correct leave code is used.

- b. From the Preview screen, you can enter additional comments, then click submit.

Preview

Pay Period: 09/01/2020 - 09/30/2020 | 8.00 Hours
Submit By: 10/15/2020, 11:59 PM

Earning Distribution	
Earn Code	Total
Vacation	4.00
Personal Leave deduct from Sick	4.00
Total Hours	8.00
Total Units	0.00

Comment (Optional):
Add Comments
2000 characters remaining

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

09/01/2020 - 09/30/2020 | 8.00 Hours | Pending | Submitted On 09/24/2020, 10:27 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
20	21	22	23	24 8.00 Hours	25	26

Unlv Emergency L 8.00 Hours
Total: 8.00 Hours

Exit Page Recall Leave Report Preview

The Leave Report can now be edited to resubmit 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 **LOGOUT** icon at the top right hand corner to log 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 BEARPASS 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 1st – 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 Payroll 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 Payroll. 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 Payroll.

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 in 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 Payroll can access your timesheet.

10. SHOULD EMPLOYEES SHARE THEIR BEARPASS 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 BearPass 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 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

