

Steps to log into Marketplace

Southwest
MINNESOTA STATE UNIVERSITY

Alerts News Map Apply Visit Foundation Giving

ABOUT - ACADEMICS ADMISSION - CAMPUS LIFE COST & AID - ALUMNI ATHLETICS QUICKLINKS

Home / Administration / Human Resources / Time and Leave Reporting (E-Timesheets)

Time and Leave Reporting (E-Timesheets)

Share: f t e

Time and Leave Reporting (E-Timesheet) Logon

Time and Leave Reporting and Pay Details Presentation

Other resources:

A *Training for Time and Leave Reporting* document has been posted along with the *Time and Leave Reporting User Guides* (StarID and password required). This document includes a link to the February 20, 2014 WebEx recording, the PowerPoint link for the session, and links to future sessions which are also listed below.

[Employee Pay Details Guide](#)

Human Resources
Announcements / News
Employee Benefits
Employment Opportunities
Time and Leave Reporting (E-Timesheets)
Forms
Labor Union Contracts and Seniority Rosters
Mission Statement
Mustangs Making a Difference Award

<http://www.smsu.edu/administration/humanresources/time-reporting.html>

1. To access Marketplace, start at our Human Resources page. Once you are at this page click on the Time & Leave Reporting (E-Timesheet) Logon.

MINNESOTA STATE COLLEGES & UNIVERSITIES

Please login to continue.

The "*" indicates a required field.

* StarID: [Forgot StarID?](#)

* Password: [Forgot Password?](#)

Institution:

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](#) if you are having problems creating an account or logging in.

You must **logout** when finished to ensure that nobody else gains access to your records.

MINNESOTA STATE

The Minnesota State Colleges and Universities system is an equal opportunity employer and educator.

2. Enter in your StarID & Password

MnSCU ISRS

Home Johnson, Christy J Logout

Manage Requests Timesheet Employee Pay Details Help

For optimal performance, use Firefox. Chrome or Safari. Some functionality may not be available with Internet Explorer.

My Request

Filter your results:

- Default view
- Current fiscal year
- Show all fiscal years
- Choose single fiscal year
- Choose date range

-- Status --

-- Leave Type --

Select All Edit Delete New Request

Status	Type	Avail	Date	More
Approved	Vacation Leave	8 00 h	09/07/2018	▼
Approved	Sick Leave	1 50 h	08/23/2018	▼

3. Click on the Home tab in the upper right hand corner.

MINNESOTA STATE

Reports Contact Us Logout

Employee Home Johnson, Christy J Southwest Minnesota State University Help

Dashboard My Profile My Jobs My Settings

Employee Applications

eTimesheet Request review or approve employee time and leave

Faculty - Student Advisees Class Lists Grading and LDA Grade Changes Overrides

Security Administration - Requesting and approving ISRS security requests

Tuition Waiver View and request employee tuition waiver

Administrative Applications

Accounting - Accounting Application

Equipment - Equipment Application

Purchasing ISRS Purchasing Application

Some Useful Links

- State of MN Employee Self-Service
- State Employee Group Insurance Program (SEGRP)
- Retirement
- Employee Contracts/Plans
- SharePoint (ISRS HR Products)
- Job Opportunities
- Payroll Calendar
- Academic Calendar
- HR Office Contact Information

Minnesota State is an equal opportunity employer and educator.
About this application

4. On your Employee home page make sure that Southwest Minnesota State University is shown in the upper right hand corner. If it is not, click on the drop down arrow and select it. Then click on purchasing in the lower left hand corner.

Minnesota State ISRS

Employee Home Reports Contact Us Logout

Purchasing*

Christy Johnson SW Minn SU Help

Home
Minnesota State Marketplace
Marketplace FY Roll
Vendor Search

State Purchasing Home

Marketplace Resources

- Marketplace Intranet Site
- System Access
- FAC

Sourcing and Procurement Division Webpage

- Home page
- Templates
- Contracts
- Strategic Partnerships

Finance Division Website

- Home page
- Custom Tools and Resources
- Employee Portal

Contact Information

- Marketplace Help Desk
- IT Service Desk
- Procurement Team

ISRS Documentation and Training
Office of State Procurement Contract Information

- Click on the drop down arrow next to purchasing and choose Minnesota State Marketplace.
- This is also where you will do vendor searches by clicking on Vendor Search.



Sign on with your StarID

Sign onto Minnesota State Marketplace

StarID

Password

[Reset password](#)

- Next enter in your StarID and password again and then you will be on the Marketplace homepage.