MINNESOTA STATE

Exempt MSUAASF Employees using eTimesheet *(Screenshot Guide)*
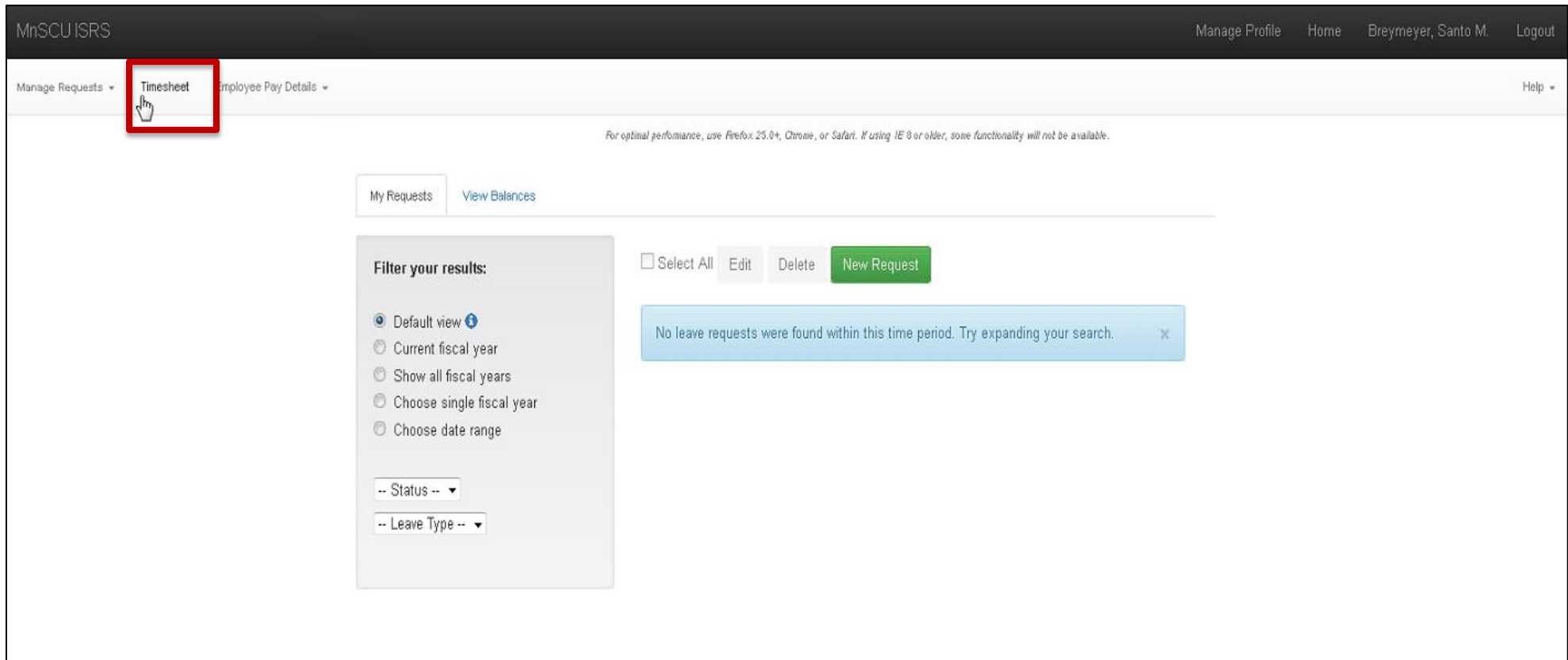
Screenshot Guide

This guide is designed to provide screenshots of the changes within eTimesheet for the purposes of tracking exempt, MSUAASF employee time. A video tutorial is also available for users.

1. **Login page**

When you login to eTimesheet, it will look the same as it did before the changes. This page is called the *Time and Leave Reporting* page. The only noteworthy change is a link is added in the upper left corner entitled *Timesheet*. This link takes you to the *Timesheet* page.

2. **Timesheet page**

This is the *Timesheet* page.

- Red Box: Clicking the *Manage Requests* link in the upper left corner returns you to the *Time and Leave Reporting* page.
- Black Box: This section allows you to select and view your timecard in different pay periods, or view the *Current Pay Period*.
- Orange Box: This section displays your employee information and leave balances.
- Green Box: This section only shows additional rows if leave is requested. The next page shows an example.

3. Timesheet page (leave request added)

This is the *Timesheet* page with a leave request submitted (shown in the green box). The leave row appears as *Vacation (VAC)*.

Leave requests are entered in the same manner they were previously submitted. They are entered on the *Time and Leave Reporting* page, which is the page displayed when you login (example screenshot #1). Click the green *New Request* button and submit the request.

4. **Submitting the Timesheet**

When you are ready to submit your timesheet, *check the box* above the green *Submit for Approval* button. The green button will turn a deeper shade of green indicating you can click the button and *Submit for Approval*.