



MINNESOTA STATE

Exempt MSUAASF Employees using eTimesheet *(Screenshot Guide)*

Screenshot Guide

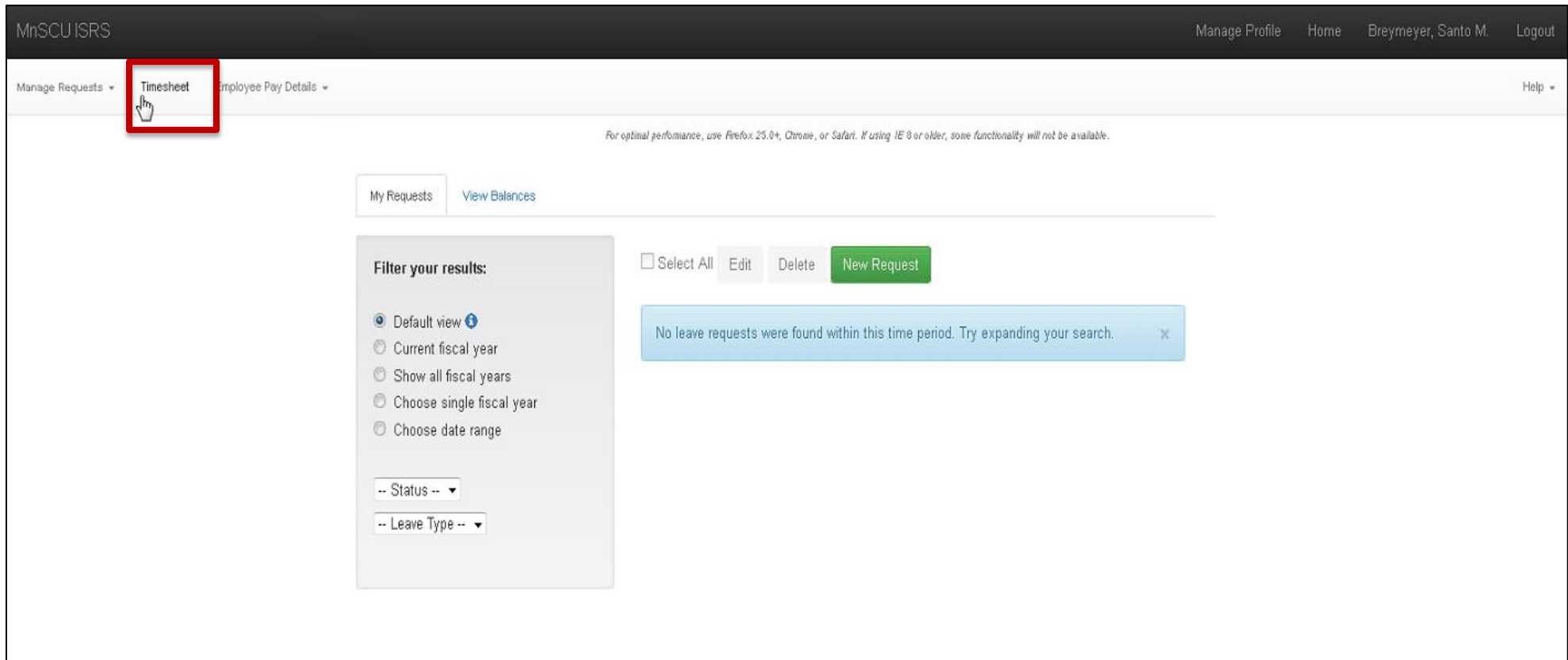
This guide is designed to provide screenshots of the changes within eTimesheet for the purposes of tracking exempt, MSUAASF employee time. A video tutorial is also available for users.

November 2016
Human Resources Division

Minnesota State is an affirmative action, equal opportunity employer and educator



1. Login page



The screenshot displays the MhSCUISRS application interface. The top navigation bar includes links for "Manage Profile", "Home", "Brey Meyer, Santo M.", and "Logout". Below this, a secondary navigation bar contains "Manage Requests", "Timesheet" (highlighted with a red box and a mouse cursor), and "Employee Pay Details". A "Help" link is also present in the top right. A performance notice states: "For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available." The main content area features tabs for "My Requests" and "View Balances". A "Filter your results:" panel on the left includes radio buttons for "Default view", "Current fiscal year", "Show all fiscal years", "Choose single fiscal year", and "Choose date range". Below these are dropdown menus for "Status" and "Leave Type". Action buttons for "Select All", "Edit", "Delete", and "New Request" are located above a message box that reads: "No leave requests were found within this time period. Try expanding your search." The "New Request" button is highlighted in green.

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

MnSCU ISRS

Manage Profile Home Debacco, Sook Logout

Manage Requests Timesheet Help

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Timesheet

Select Pay Period End
Pay Period Ending:
Nov 15, 2016 Change
Current Pay Period

Employee Name: Debacco, Sook
Supervisor: Sojo, Chuck Mike
Work Title: Academic Advisor
Record: 0

Leave Balances
BANK: 524.25 hrs
Floating Holiday: 0.0 days
PERS: 3.0 days
Sick: 1000.0 hrs
Vacation: 341.5 hrs

Pay period Nov 2, 2016 - Nov 15, 2016
Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

Date	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

There are no requests for this pay period.

I have fulfilled my employment obligations for the pay period
Submit for Approval

Comments:
Enter New Comments (max 500 characters)

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Application Name: etimesheet Application Version: 6.7.0-b6c6429 Built: 11-03-2016 18:41:37 CDT

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)

MnSCU ISRS Manage Profile Home Debacco, Sook Logout

Manage Requests **Timesheet** Help →

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Timesheet

Select Pay Period End

Pay Period Ending:
Nov 15, 2016 Change

[Current Pay Period](#)

Employee Name: Debacco, Sook
Supervisor: Sojo, Chuck Mike
Work Title: Academic Advisor
Record: 0

Leave Balances
BANK: 524.25 hrs
Floating Holiday: 0.0 days
PERS: 3.0 days
Sick: 1000.0 hrs
Vacation: 341.5 hrs

Pay period Nov 2, 2016 - Nov 15, 2016

Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

Date	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
Vacation (VAC)														8	8

I have fulfilled my employment obligations for the pay period

[Submit for Approval](#)

Comments:
[Enter New Comments \(max 500 characters\)](#)

Application Name: etimesheet Application Version: 6.7.0-b6c6429 Built: 11-03-2016 18:41:37 CDT

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

MnSCU ISRS Manage Profile Home Debacko, Sook Logout

Manage Requests **Timesheet** Help ▾

For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.

Timesheet

Select Pay Period End

Pay Period Ending:
Nov 15, 2016 Change

Current Pay Period

Employee Name: Debacko, Sook
Supervisor: Sojo, Chuck Mike
Work Title: Academic Advisor
Record: 0

Leave Balances
BANK: 524.25 hrs
Floating Holiday: 0.0 days
PERS: 3.0 days
Sick: 1000.0 hrs
Vacation: 341.5 hrs

Pay period Nov 2, 2016 - Nov 15, 2016

Status: **UNSUBMITTED** Reminder: submit leave slips for this pay period prior to submitting for supervisor approval.

Date	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
Vacation (VAC)														8	8

I have fulfilled my employment obligations for the pay period

Submit for Approval

Comments:
[Enter New Comments \(max 500 characters\)](#)

MINNESOTA STATE

Application Name: etimesheet Application Version: 6.7.0-66c6429 Built: 11-03-2016 18:41:37 CDT

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*.