MINNESOTA STATE

Non-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 non-exempt, MSUAASF employee time. A video tutorial is also available for users.
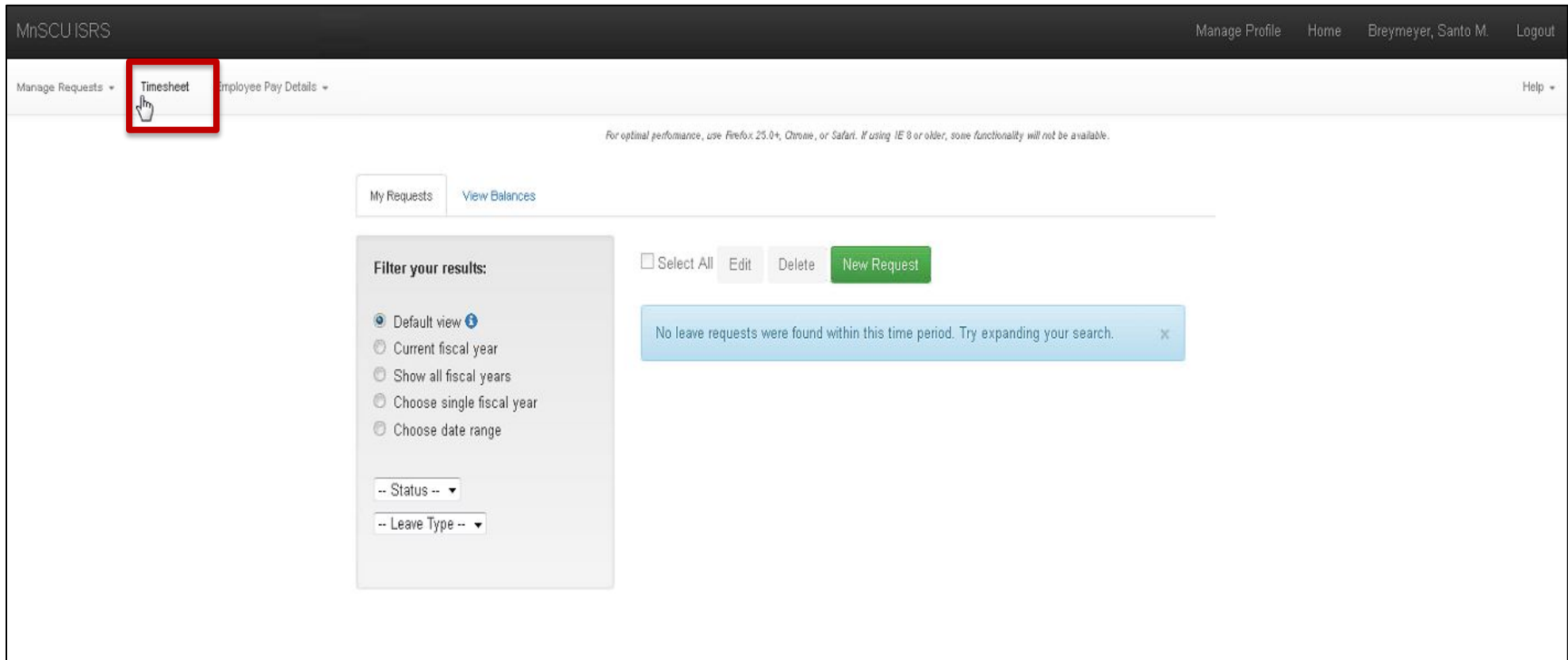
<u>The final page of this guide provides a guide chart of when to use the overtime codes, as well as examples.</u>

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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 is the timecard. It shows the dates of the pay period and the work schedule – work schedule is default, you do not need to enter. The row labeled *Regular Pay (REG)* shows your actual hours worked – it defaults to match the work schedule unless changes are made.

3. **Example of a Change to the Timecard – leave request.**

If you had clicked *Manage Requests* and returned to the *Time and Leave Reporting* page, you could have entered a vacation request. A picture is not shown because leave requests follow your current process for requesting leave.

Let's say you requested four hours of leave on Friday, November 19th. On the *Timesheet* page, a corresponding row appears on the timesheet labeled *Vacation (VAC)*. When your time sheet is submitted, approved, and payroll processes your leave balances will adjust accordingly.

4. **Other Changes**

The other changes you will notice on the *Time and Leave Reporting* page – this is the page that appears when you login.

When you click the green *New Request* button on the page this box appears. Select a *date* and then click the *Request Type* dropdown box.

The dropdown contains a new section called *Additional Pay*. This section contains pay codes for logging overtime, compensatory time, and alternate holiday time.

Additional Pay requests are entered in the same format as you previously entered your leave requests.

Create Request

0 - **Credentials Evaluator**

- Bracamonte, Leah F.

Dates

Select one or more dates.

| ◀ | Nov | ▾ | 2016 | ▾ | ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Selected dates:
- 11/21/2016

Request Type

-- Request Type --

Leave Requests
VAC - Vacation Leave
SIK - Sick Leave
PLV - Personal Leave
BRV - Bereavement
CT1 - Comp Time
AHT - Alternate Holiday Taken
BON - Bone Marrow Donor
ETL - Lve w/o Pay-Sched Hrs Not Wrkd
MSL - Miscellaneous Leave
TNG - Training
ULV - Union Lve W/O Pay-Lve Accrual
Additional Pay
OT1 - Overtime @ 1.0
OTR - Overtime @ 1.5
CE1 - Comp Time Earned @ 1.0
C15 - Comp Time Earned @ 1.5
HCT - Holiday Hours to Comp Time
9HO - Holiday Payoff-Scheduled Day Off
9HP - Holiday Payoff-Worked on Holiday

Comments

Enter comments for your request.

Cancel   Submit

5. **Example – Entering Overtime**

To enter overtime, go to the *Time and Leave Reporting* page – this is the page that appears when you login.

When you click the green *New Request* button on the page this box appears. Select the *date* and then click the *Request Type* dropdown box.

In the dropdown box select code *OTR – Overtime @ 1.5* beneath the *Additional Pay* heading.

Next, enter the duration (*Start & End* time). The total hours will automatically calculate for you. You may enter *Comments* below, but they are not required.

In this example, you can see we requested 1.50 hours of overtime on November 17th, working between the hours of 4:30 PM and 6:00 PM.

Create Request   ✕

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Dates	Request Type

Select one or more dates.

OTR - Overtime @ 1.5   ▼

◀ Nov ▼ 2016 ▼ ▶

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Duration

Start: *
04:30:PM

End: *
06:00:PM

Selected dates:
- 11/17/2016

* Total hours per day:
1.50

Example: 8.00

Comments

covered late office hours

Cancel   Submit

6.   **Example – Entering Overtime**

In the previous example (#5), we requested 1.5 hours of overtime on the *Time and Leave Reporting* page. If we clicked *Timesheet* in the upper left corner, we would see the time added as a row on the timesheet – *OT @ 1.5 (OTR)*.

MSUAASF Non-Exempt Overtime Codes (as appearing in eTimesheet)

Additional Pay Code	When to use	Example
OT1 – Overtime @ 1.0	Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid the straight time overtime (not banked as comp time). You are eligible for straight time overtime. You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	*You work:* (see table below)

You work:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
OT1	-	-	-	-	2	2
					Total Hours	42

You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.

Your "hours worked" are 34 (REG + OT1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to be paid the additional 2 hours at straight time.

Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.

Additional Pay Code	When to use	Example
OTR – Overtime @ 1.5	Use code OTR when "hours worked" is greater than 40 hours, and you request to have the overtime paid (not banked as comp time).	*You work:* *42 hours worked. Total of 42 hours (42-40 = 2). Log 40 hours REG, and 2 hours OTR.*
CE1 – Comp Time Earned @ 1.0	Use code OT1 when total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time. You are eligible for straight time overtime. You are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	*You work:* *You work your 8 hours each day in the workweek, taking 8 hours vacation on Thu. Your supervisor asks you to work late on Tue.* *Your "hours worked" are 34 (REG + CE1 = not over 40), so you are not eligible for FLSA overtime, but since you worked 2 hours longer on Tue. you can use this code to bank the additional 2 hours as comp time.* *Instead of being paid for the two hours, the hours could be balanced: the 8 hours of vacation could be reduced to 6 hours and the additional 2 hours marked as REG hours.*

OTR example table:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
OTR	-	2	-	-	-	2
					Total Hours	42

CE1 example table:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	-	8	8	8	32
VAC	-	8	-	-	-	8
CE1	-	-	-	-	2	2
					Total Hours	42

Additional Pay Code	When to use	Example
C15 – Comp Time Earned @ 1.5	Use code C15 when "hours worked" is greater than 40 hours, and you request to bank the time over 40 hours as comp time.	*You work:*
HCT – Holiday Hours to Comp Time	Use code HCT to recognize "Work on a designated holiday" ([Article 17, Section D]). Alternative holiday hours as comp time.	*You work:*
9HO – Holiday Payoff-Scheduled Day Off	Use code 9HO when you have an alternate work schedule and the holiday falls on your regularly scheduled day off.	*You work:*

C15 example table:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
C15	-	2	-	-	-	2
					Total Hours	42

42 hours worked. Total of 42 hours (42-40 = 2). 40 hours REG, and Log 2 hours C15.

HCT example table:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
HCT	-	-	-	8	-	8
					Total Hours	48

40 hours worked. 8 hours were worked on Monday (a designated holiday). Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For alternative day off log 40 hours REG, and 8 hours HCT.

9HO example table:

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	-	8	32
9HO	-	-	-	8	-	8
					Total Hours	40

You work 8 hour days on Wednesday, Thursday, Friday and Tuesday (Monday scheduled off). Monday is a holiday. Log 40 hours REG, and 8 hours 9HO.

Additional Pay Code	When to use	Example
9HP – Holiday Payoff-Worked on Holiday	Use code HCT to recognize "Work on a designated holiday" ([Article 17, Section D](#)). Alternative holiday hours paid.	*You work:*

Type	Wed	Thurs	Fri	Mon	Tues	Total
REG	8	8	8	8	8	40
9HP	-	-	-	8	-	8
					Total Hours	48

40 hours worked. 8 hours were worked on a designated holiday. Work on a designated holiday can be provided as an alternative day off or paid off. (Article 17, Section D). For payoff log 40 hours REG, and 8 hours 9HP.