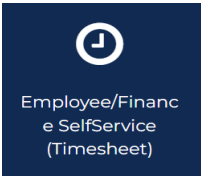


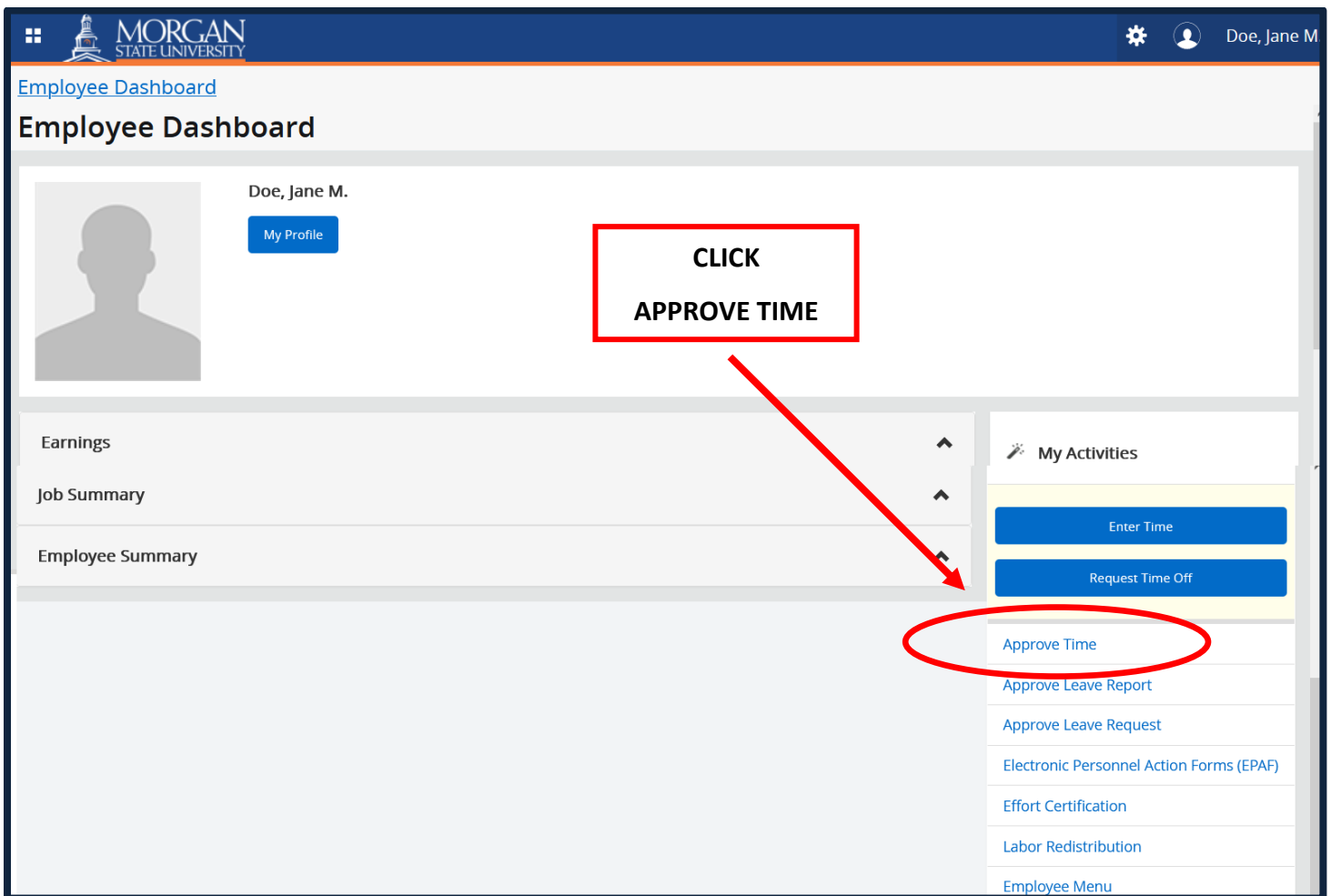
MORGAN STATE UNIVERSITY

HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE



You can approve time by clicking on the Employee/Finance Self-Service (Timesheet) icon on the Morgan State WebSIS Landing Page. When you do so, the Employee Dashboard will display.

Follow the instructions in the squares on the following screen shots. The arrows from the square point to the action to take in the circled buttons.



When you click **"Approve Time,"** the **Time Entry Approvals** page is displayed.

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HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE

SELECT THE PAY PERIOD
B1 = BIWEEKLY REGULAR
OR
B2 = BIWEEKLY CONTRACTUAL

SELECT TIMESHEET STATUS

CLICK EMPLOYEE NAME TO PREVIEW ENTRIES

CLICK to review COMMENTS

CLICK ACTION MENU
Preview
Leave Balance

The screenshot shows the 'Approvals - Timesheet' section of the Morgan State University Employee Self-Service portal. The user is logged in as 'Doe, Jane M.' and is viewing the 'Time Entry Approvals' page. The interface includes a search bar, a dropdown for 'All Departments', and a list of time entry requests. The first request is for the pay period '01/26/2022 - 02/08/2022 (2022 B1 4)'. The status is 'All Status except Not Started'. The employee name is 'Mouse, Mickey' with ID '00195970' and organization 'M-T0030, Information Technology Budget'. The hours/units are '27.50 Hours'. The interface also shows a summary of pending entries and a list of status categories: Pending (1), Pending - In the Queue (0), In Progress (0), Returned (0), Error (0), Pending - Approved (0), Approved (0), and Completed (0).

When you click “EMPLOYEE NAME” or “PREVIEW,” the Timesheet Detail Summary page is displayed.

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HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE

Employee Dashboard • **Time Entry Approvals** • **Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000** • [Preview](#)

Timesheet Detail Summary

00195970, Mouse, Mickey
Test Employee, 688061-71, M, T0030, Information Technology Budget, Rate: \$15.000000
Pay Period: 01/26/2022 - 02/08/2022 27.50 Hours [Pending](#) Submitted On 01/28/2022, 11:12 AM

Time Entry Detail

Date	Earn Code	Shift	Total
01/26/2022	CON, Contractual Biweekly Pay	1	6.25 Hours
01/27/2022	CON, Contractual Biweekly Pay	1	3.00 Hours
01/28/2022	CON, Contractual Biweekly Pay	1	2.50 Hours
01/31/2022	CON, Contractual Biweekly Pay	1	4.00 Hours
02/01/2022	CON, Contractual Biweekly Pay	1	0.00 Hours
02/02/2022	CON, Contractual Biweekly Pay	1	4.00 Hours
02/04/2022	CON, Contractual Biweekly Pay	1	7.75 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
CON, Contractual Biweekly Pay	1	11.75	15.75		27.50 Hours
Total Hours		11.75	15.75		

Routing and Status

Name	Action	Date & Time
Mouse, Mickey	Originated	01/26/2022, 02:43 PM
Mouse, Mickey	Submitted	01/28/2022, 11:12 AM
Doe, Jane M.	Pending Approval	

Comment (Optional):
[Add Comment](#)

2000 characters remaining
 Confidential Comment

Mouse, Mickey
Added on 01/28/2022 (10:15 AM)
Timesheet recalled (System Generated)

Mouse, Mickey
Added on 01/28/2022 (09:59 AM)
Timesheet recalled (System Generated)

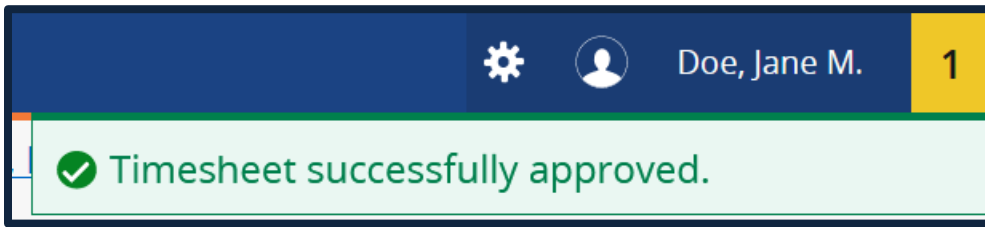
Mouse, Mickey
Added on 01/27/2022 (04:59 PM)
Timesheet recalled (System Generated)

[Return](#) [Details](#) [Return for correction](#) [Approve](#)

When you click “**Approve**,” the approved timesheet will be processed for pay.

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HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE



With approvals successfully processed, you may sign-out.

