# WEB TIME ENTRY

How-to Guide for Hourly & Student Employees

## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into Web Time Entry</td>
<td>1</td>
</tr>
<tr>
<td>Select the Correct Pay Period</td>
<td>2</td>
</tr>
<tr>
<td>My Choice Pay Period and Status</td>
<td>3</td>
</tr>
<tr>
<td>In Progress</td>
<td>3</td>
</tr>
<tr>
<td>Completed</td>
<td>3</td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
</tr>
<tr>
<td>Input Time In and Time Out</td>
<td>4</td>
</tr>
<tr>
<td>Explanation of Time In and Out</td>
<td>5</td>
</tr>
<tr>
<td>Copy Data from One Day to Another</td>
<td>6</td>
</tr>
<tr>
<td>Entry Preview</td>
<td>7</td>
</tr>
<tr>
<td>Adding Comments to Your Time Sheet</td>
<td>8</td>
</tr>
<tr>
<td>Final Submission of Your Time Sheet</td>
<td>8</td>
</tr>
</tbody>
</table>
LOG INTO WEB TIME ENTRY

1. Open a web browser and go to the Interim Faculty & Staff ConnectU webpage at http://www.msudenver.edu/facstaff/.

2. Click the **Employee Services Menu** link under the “Employee Systems, Services & Reporting” heading.

3. Log into the Banner system using your MSU Denver NetID (username) and NetID password.
4. You should see the Banner “Employee” menu. Click the **Time Sheet** link.

![Image of Banner Employee menu](image)

**SELECT THE CORRECT PAY PERIOD**

1. On the “Time Sheet Selection” screen, verify that your **Title** and **Department** are correct.

2. Verify that the **My Choice Pay Period and Status** dropdown menu has been selected for the correct “In Progress” time period.

3. Click the **Time Sheet** button.

![Image of Time Sheet Selection screen](image)

*Please note: Web Time Entry can be done on either a daily basis or can be done all at once.* When selecting the **My Choice Pay Period and Status**, there will be several options. Each is described in the section below.*
MY CHOICE PAY PERIOD AND STATUS

IN PROGRESS

If the drop down menu says “In Progress,” the time sheet is currently being entered by the student/work study/hourly employee.

![Time Sheet Selection](image)

COMPLETED

If the drop down menu says “Completed,” the time sheet has been completed and paid to the student/work study/hourly employee.

![Time Sheet Selection](image)

APPROVED

If the drop down menu says “Approved,” the time sheet has been submitted by the student/work study/hourly employee and has been approved by the manager/supervisor.

![Time Sheet Selection](image)
1. In the “Time and Leaving Reporting” section, click on the Enter Hours link for the day you would like to edit.

2. In the “Time In and Out” section input the hours worked for that day. Note: All times must be entered with the minutes included, for example 7:00 not 7.

3. After entering the time in and time out for the day, click the Save button.
4. The system will calculate your total hours and present them in the “Account Distribution” section.

EXPLANATION OF TIME IN AND OUT

- The Time Sheet button will go back to the “Time and Leave Reporting” page.
- The Previous Day button will take you to the previous day.
- The Next Day button will take you to the next day.
- The Add New Line button is to add an additional line in the “Time In and Out” section.
- The Save button will save all the entries made in the “Time In and Out” section.
- The Delete button will delete all changes made in the “Time In and Out” section for that day.
COPY DATA FROM ONE DAY TO ANOTHER

1. To copy the data from one day to another click the **Copy** button.

![Time In and Out](image)

2. Click the checkmark box under the days that you want to copy the data to. **Note:** Do not click on the same date you are copying from because your hours will be deleted from that day.

![Date Selection](image)

3. If the Time In and Out is the same for all days check the box "**Copy from date displayed to end of the pay period."**

![Copied Hours](image)
1. To review your time sheet after completion, press the **Preview** button to go to the “Summary of reported time” screen, which will provide a summary of the time sheet and the entries for each day.

![Time Sheet Example]

2. If the hours on your time sheet need to be reset due to an error, click the **Restart** button. The Restart button will delete all changes made to the time sheet and a restart confirmation will be required.

![Restart Confirmation]

3. Click the **Submit** button to completely delete your time sheet and start over.
ADDING COMMENTS TO YOUR TIME SHEET

The **Comments** button will take you to the “Comments” screen. The **Enter or Edit Comment** section provides a place to add comments to your time sheet that can be viewed by your supervisor.

![Comments Screen](image)

FINAL SUBMISSION OF YOUR TIME SHEET

After all time sheet entries are completed and correct, click the **Submit for Approval** button. You will need to contact your supervisor if any changes are required after your time sheet has been submitted for approval.

![Time Sheet](image)