Employee & Supervisor Timesheet Instructions
Please refer to timesheet for additional direction and examples.

Employee Timesheet Responsibilities:
Employee will complete and submit a **weekly** timesheet.

1. Employee will record all hours worked, earned and/or used flex time, and any use of absence time during the work week on the timesheet.
   a. The Michigan State University work week begins on Sunday and ends on Saturday.
   b. Employee will ensure their time is tracked properly and that time is recorded completely and accurately on a weekly basis in Outlook, EBS and on the timesheet.
      i. Outlook – flex time, leave time and other time as dictated by supervisor is reflected in Outlook.
      ii. EBS – all leave time (personal, sick, vacation, etc.) is recorded.
      iii. Timesheet - all hours worked, earned and/or used flex time, and any use of absence time during the work week.
   c. If more hours are worked than what is recorded on the timesheet, employee is in violation of policy.

2. The current EBS time entry process for employees has not changed. Employee will continue to enter all vacation, sick and personal time, etc., into EBS on a weekly basis.
   a. Employees are encouraged to use flex time to offset vacation, personal and sick time when possible.
   b. Weekly timesheet needs to match vacation time, etc. that is entered into EBS.
   c. Even if there are no additional hours, vacation, sick, etc. being taken, a timesheet is due **EVERY week** to the supervisor.
      i. The attendance codes additional time worked, Regular Additional Up to 40 (2011), and Regular Additional over 40 (2010), will be entered into EBS by MSUE HR.

3. Employee will submit timesheet reporting all hours to the supervisor via the employee's active MSU email address no later than Monday at noon for the week prior (unless otherwise noted on the Timesheet Submission and Approval Schedule for Payroll).
   a. When submitting timesheet to the supervisor, the email subject line must follow the naming convention noted below, where MM DD are Sunday's date for the start of the work week the time is being reported: YYYY_MM_DD_LastName_FirstName. For example, the first week covering this new requirement runs Sunday, 11/27/2016 – Saturday, 12/3/2016. The subject line should be labeled as 2016_11_27_Mouse_Mickey.
   b. If the employee does not anticipate working on Saturday, or is scheduled to be away from the office on a Monday, the weekly timesheet can be submitted before leaving for the week.
   c. Failure to submit a timesheet to the supervisor on a weekly basis is subject to disciplinary action.

Employee Timesheet Responsibilities Continued:

Special notes for Clerical Technical (CT), *bi-weekly* paid employees, all levels, on and off campus:

1. Employee will complete and submit a *weekly* timesheet to the supervisor via the employee's active MSU email address no later than Monday at noon for the week prior (unless otherwise noted on the Timesheet Submission and Approval Schedule for Payroll).

2. Reference #2 above for time entry process to be used.

Keep in Mind:

The need to work additional hours above your normal work schedule should be part of an ongoing discussion with your supervisor.

If you believe you are being coerced, persuaded or otherwise encouraged to record inaccurate hours, you should report this to MSU Extension Human Resources immediately at msue.hr@msu.edu, or 517-353-9108. If you would rather do so anonymously, you may report this to the MSU misconduct hotline at http://misconduct.msu.edu/.

Updated: 1/2019

Employee & Supervisor Timesheet Instructions
Please refer to timesheet for additional direction and examples.

Supervisor Timesheet Responsibilities:

Supervisor will review, approve and forward employee's timesheet on a **weekly basis**.

1. Supervisor receives the timesheet from the employee no later than Monday at noon for the week prior (unless otherwise noted on the Timesheet Submission and Approval Schedule for Payroll).

2. Supervisor will review the information submitted on the timesheet to ensure accuracy.
    a. The entries on the timesheet correlate with the information the employee has entered into EBS & the employee's Outlook calendar.
    b. Verify email subject line follows the naming convention, YYYY_MM_DD_LastName_FirstName, where MM DD are Sunday's date for the start of the work week the time is being reported. For example, the first week covering this new requirement runs Sunday, 11/27/2016 – Saturday, 12/3/2016. The subject line should be labeled as 2016_11_27_Mouse_Mickey.

3. Supervisor "approves" by forwarding the Excel timesheet via the supervisor's active MSU email address on to: MSUE.DO.TSSub@campusad.msu.edu no later than Wednesday at noon for the week prior (unless otherwise noted on the Timesheet Submission and Approval Schedule for Payroll).

4. Supervisor approves time (such as vacation, personal, sick, etc.) in EBS per the information on the timesheet.
    a. At this step in the process, any hours with Attendance Type Code of **Regular Additional Up to 40 (2011)**, or **Regular Additional Over 40 (2010)**, more than likely will not be reflected in EBS.

    **MSUE HR will *enter and approve* all additional hours for all on and off campus *bi-weekly* paid Clerical Technical (CT). No additional approval action is required for supervisors of on and off campus *bi-weekly* paid Clerical Technical (CT).

Changes after timesheet submitted to District Support:

If an error or omission is realized after submitting a timesheet, a *new, corrected* timesheet will need to be submitted to the supervisor immediately. Since timesheets will be submitted weekly, this is expected to be a rare occurrence.

1. Email subject line should follow naming convention, YYYY_MM_DD_LastName_FirstName_Amended.

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