1. Log in to **ebs.msu.edu**
2. Click **"Time Entries & Statement"**

3. The Calendar View and Timesheet will open

4. You can expand the **"Personnel Assignment"** tray for details

You will need to select the correct assignment for time entry

5. You can select **"Previous Period"** or **"Next Period"** to shift to correct pay period.

6. Click "Worklist" to select the account for the department

Timesheet

Previous Period	Next Period	Week From:		Go to Date		Worklist	Favorites ∨	Check	Insert Row

	Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
☑	🗑	TU, 04/02	419338	Stud...										9:00	13:00
☐	🗑		419338	Stud...											
☐	🗑	WE, 04/03	419338	Stud...											
☐	🗑		419338	Stud...											
☐	🗑	TH, 04/04	419338	Stud...											
☐	🗑		419338	Stud...											
☐	🗑	FR, 04/05	419338	Stud...											
☐	🗑		419338	Stud...											
☐	🗑	SA, 04/06	419338	Student Clerical Ass...		MSGA014551-ST...		MSGA014551	99999999		0.00				
☐	🗑		419338	Student Clerical Ass...											

Import from Worklist

|	Pers.Assgn	Name	Per. assignmTxt.	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Base Rate
☑	00419338	Student Clerical Assistant I	30424715 00419338		Account # & Sub Account		Account #	99999999	9.50
☐									
☐									

Import | Cancel

Import

7. Select correct account & click "Import"

Save

Save

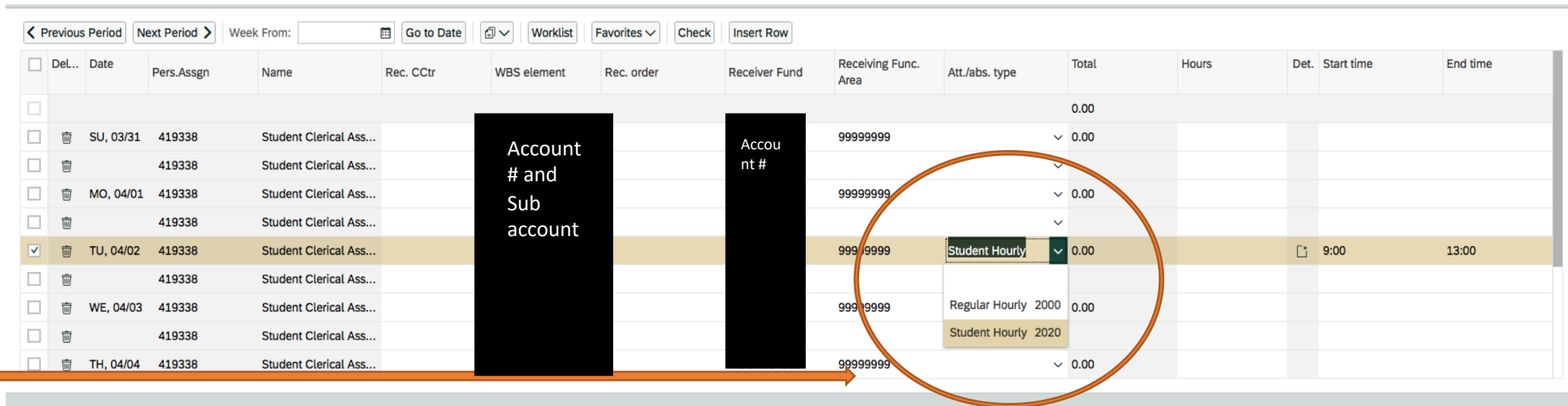7. After importing the account, the accounts will
go into each date

8. **Click the date you are working**.
The date line will highlight
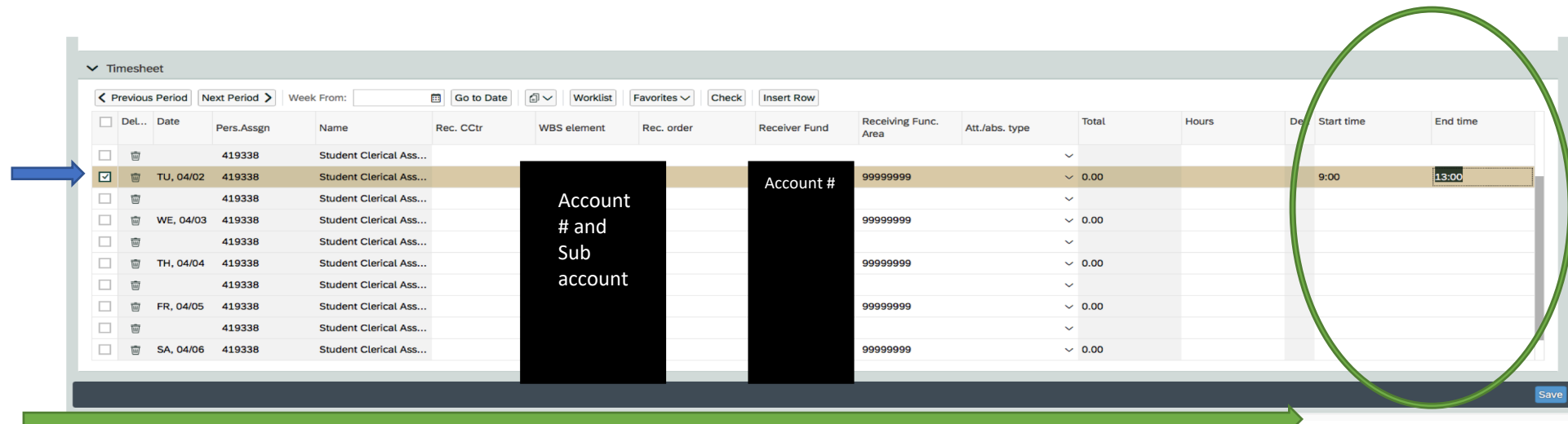
9. Enter your start and end time in the highlighted row

10. Select **"Student Hourly 2020"** under the **"ATT./abs.type"** tab

11. If you work more than one shift, you can insert a row to add the second shift:

First, **select the row** you would like to add an entry to

	Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
☐											4.00				
☐	🗑	SU, 03/31	419338	Student Clerical ...		Account # & Sub Account		Account #	99999999	⌄	0.00				
☐	🗑		419338	Student Clerical ...						⌄					
☐	🗑	MO, 04/01	419338	Student Clerical ...					99999999	⌄	0.00				
☐	🗑		419338	Student Clerical ...						⌄					
☐	🗑	TU, 04/02	419338	Student Clerical ...					99999999	⌄	4.00				
☐	🗑		419338	Student Clerical ...					99999999	Student Hourly ⌄				09:00	13:00
☑	🗑									⌄				14:00	17:00
☐	🗑	WE, 04/03	419338	Student Clerical ...					99999999	⌄	0.00				
☐	🗑		419338	Student Clerical ...						⌄					

Then, select **"insert Row."** An additional row will appear. **Add your start and end time**.

12. You can make notes about your work day in the details tab

First, click "Det."

*This is the screen that will pop up

After making notes, click "OK"

Time Entries & Statement

Time Entries & Statement ⌄

MICHIGAN STATE UNIVERSITY

Record Time Data: Your name

Personnel Assignment ⌄   Printable Time Statement

⊘ Your data has been saved

Display Message Log

3	13	14	**15**	16	**17**	18	19
4	20	21	**22**	23	**24**	25	26
5	27	28	**29**	30	31	1	2
6	3	4	5	6	7	8	9

7	10	11	**12**	13	**14**	15	16
8	17	18	**19**	20	**21**	22	23
9	24	25	**26**	27	**28**	1	2
10	3	4	5	6	7	8	9

11	10	11	**12**	13	**14**	15	16
12	17	18	**19**	20	**21**	22	23
13	24	25	**26**	27	**28**	29	30
14	31	1	2	3	4	5	6

■ Current Selection   ■ Rejected   ■ Non-Working Day   ■ Approved   ■ Waiting for Approval   ☐ Today

⌄ Timesheet

| ‹ Previous Period | Next Period › | Week From: [____] 📅 | Go to Date | ▾ | Worklist | Favorites ⌄ | Check | Insert Row |

Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
☐										5.00				
☐ 🗑	SU, 03/31	419338	Student Clerical Ass...						⌄	0.00				
☐ 🗑	MO, 04/01	419338	Student Clerical Ass...		Account # & Sub Acct		Acct #		⌄	0.00				
☐ 🗑	TU, 04/02	419338	Student Clerical Ass...					99999999	Student Hourly ⌄	5.00	5		09:00	14:00
☐ 🗑	WE, 04/03	419338	Student Clerical Ass...						⌄	0.00				
☐ 🗑	TH, 04/04	419338	Student Clerical Ass...						⌄	0.00				
☐ 🗑	FR, 04/05	419338	Student Clerical Ass...						⌄	0.00				
☐ 🗑	SA, 04/06	419338	Student Clerical Ass...						⌄	0.00				
☐														
☐														

Save

13. When Time Entries are complete, **Click "Save"**

*After saving, the system will add up your total hours for you