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

7. Select correct account & click “Import”
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.

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.”
13. When Time Entries are complete, **Click “Save”**

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