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## IMPORTANT NOTES

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**Job Changes:** Job changes within the same pay period will produce two time sheets, one to report hours before the change and one to report hours after the change. Open each and enter your hours in the appropriate dates.

**Data Entry Notes:**

- Single-click your mouse. Double-clicking may register as two single clicks, giving you strange results and messages.
- Do not use your web browser's back button. Use the application's previous button to view the previous screen.
- Often the same buttons found at the top of the screen can be found at the bottom of the screen.



**Deadlines:** Please follow all deadlines. Your time sheet is usually due to your supervisor on Monday. Missing a deadline may result in delayed payment.

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## Need Help or have Questions?

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Contact Wendy McElwee, payroll specialist, [payroll@messiah.edu](mailto:payroll@messiah.edu), 717-796-1800 ext. 2902.

Payroll Employment Website:

<http://www.messiah.edu/payroll>

Policies are detailed in the Human Resources Manual:

[https://www.messiah.edu/info/20591/policies/1016/human\\_resources\\_manual](https://www.messiah.edu/info/20591/policies/1016/human_resources_manual)

## Accessing your Time Sheet in Self-Service

1. Login to Self-Service either directly through [sbs.messiah.edu](http://sbs.messiah.edu) or through [FalconLink.messiah.edu](http://FalconLink.messiah.edu) or from the [Messiah University](http://Messiah University) main website.
2. Select "Employee".
3. Select "Time Sheet Reporting".
4. Next, you will see your job(s), department(s), pay period and status listed. Here is an example of this selection screen.

Title and Department	My Choice	Pay Period and Status
Technician, Payroll Processing, CF0148-V1 Payroll Office, 2827	<input checked="" type="radio"/>	Mar 17, 2019 to Mar 30, 2019 In Progress
Specialist, HR Project, CP0227-V1 Payroll Office, 2827	<input type="radio"/>	Mar 17, 2019 to Mar 30, 2019 Not Started

5. If you have more than one job assignment, click the little dot beside the job you are interested in, under the "My Choice" column.
6. Use the dropdown menu on the right to select the pay period you are reporting.
7. Single-click the "Time Sheet" button.
8. The computer will display your time sheet as a grid where you will enter the hours you work for each day that you work. (See the next page for a sample and further instructions.)
9. Please pay attention to the status indicators listed below. They will tell you what step you are at in the process. Payroll may refer to them when communicating with you.

### Time Sheet Status Indicators:

- Not Started = you have not opened the time sheet to start it
- In Progress = you opened the time sheet to start to enter hours
- Pending = you sent the time sheet to your supervisor for approval
- Approved = your supervisor approved the time sheet
- Completed = the payroll office has received the time sheet

## Data Entry

**Title And Number:** Technician, Payroll Processing -- CF0148-V1  
**Department And Number:** Payroll Office -- 2827  
**Time Sheet Period:** Mar 17, 2019 to Mar 30, 2019  
**Submit By Date:** Apr 10, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 17, 2019	Monday Mar 18, 2019	Tuesday Mar 19, 2019	Wednesday Mar 20, 2019	Thursday Mar 21, 2019	Friday Mar 22, 2019	Saturday Mar 23, 2019
Regular Pay	1	80	0		<a href="#">Enter Hours</a>						
Vacation	1	0	0		<a href="#">Enter Hours</a>						
Sick	1	0	0		<a href="#">Enter Hours</a>						
Personal	1	0	0		<a href="#">Enter Hours</a>						
Holiday Pay	1	0	0		<a href="#">Enter Hours</a>						
Funeral	1	0	0		<a href="#">Enter Hours</a>						
Emergency Closed Pay	1	0	0		<a href="#">Enter Hours</a>						
Essential (Regular Sched)	1	0	0	0	<a href="#">Enter Units</a>						
Essential (Not Reg Sched)	1	0	0		<a href="#">Enter Hours</a>						
Essential (Christmas Closed)	1	0	0	0	<a href="#">Enter Units</a>						
Christmas Closed Pay	1	0	0		<a href="#">Enter Hours</a>						
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted For Approval By:

- 1 Confirm that you have opened the correct job and pay period.
- 2 Note the days are listed across the top, and the types of the earnings are listed on the left. The grid will display only seven days at one time. Use the "Next" button to display the next seven days on the screen.
- 3 Click on the "Enter Hours" link, beneath the day for which you worked, and in the appropriate row for the type of earnings. The screen will refresh.

<p>Regular Pay = used for entering your regular time worked</p> <p>Vacation = used for scheduled time off</p> <p>Sick = used for recording sick time, doctor appointments etc.</p> <p>Sick - Pandemic = used for recording sick time related to a pandemic</p> <p>Personal = used for recording unscheduled time off</p> <p>Holiday Pay = used only for days designated by the university as HR-approved holidays</p> <p>Funeral = used for attending a funeral</p> <p>Closed Pay = used for any time that the campus is closed due to an emergency</p> <p>Essential (Regular Sched) = used by an essential employee who works their regular schedule while the university is closed</p> <p>Essential (Not Reg Sched) = used by an essential employee that is called into work on a day or evening off</p> <p>Christmas Closed = used by all eligible employees during Christmas week</p> <p>Essential (Christmas Closed) = used by an essential employee that is required to work on a Christmas Closed day</p>	<p><b>Earning Definitions</b></p>
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## Date Entry, continued...

**EXIT at top** ↗

Earning: Regular Pay  
Date: Mar 18, 2019  
Shift: 1  
Hours: 4

5 6  
Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Mar 17, 2019	Monday Mar 18, 2019	Tuesday Mar 19, 2019	Wednesday Mar 20, 2019	Thursday Mar 21, 2019	Friday Mar 22, 2019	Saturday Mar 23, 2019
Regular Pay	1	8 80	0		<a href="#">Enter Hours</a>						

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↗ **NEXT at bottom**

- ④ An entry prompt will appear above the grid. Enter the number of hours you worked, to the nearest quarter hour (x.00, x.25, x.50, x.75).

**NOTES:**

- You do not need to enter zeroes if you did not work on any given day.
- The "Shift" should always be 1. Do not separate your hours by shift.

- ⑤ Click on the "Save" button. You must click save or your entry will not be saved. ("Enter" key works too.)
- The screen will refresh, but will look very much the same. The hours you entered will display in the grid cell that you had selected. It is advised that you visually inspect the grid to see your hours were recorded. Do not click in another cell until you know that the current cell has been saved.
  - Once saved, you may repeat the steps to add hours to a different day or pay type.
  - Correct an entry by clicking on the number you had entered and then enter a new number above.
  - To erase an entry, clicking on the number you had entered and then enter a zero (0) above.

 Use the "Next" button (at the bottom) to display the next seven days on the screen.

 You cannot make any changes after you submit your time sheet to your supervisor. To exit the page without submitting it to your supervisor for approval, press the word "Exit" in the upper right, or simply close the browser window. You may now return later to make additions or corrections.

- ⑥ The "Copy" button will allow you to copy the current day's information to multiple days. (If you think you will find the copy function helpful, please review the detailed instructions found later in this document.)
- ⑦ The "Total Hours" column will be the total for the entire pay period, not just a total for the days currently displayed on the screen.
- ⑧ The "Default Hours" column usually shows the number of hours that you are expected to work in the job. You can safely ignore this column, as it has no bearing on your actual pay.

## Date Entry, continued...



- ⑨ Additional action buttons are found at the bottom of the grid.

*Position Selection* = return to previous screen to select a different job, if you have multiple jobs.

*Comments* = Staff comments should be added for any time worked beyond the regular schedule. Supervisors may also add additional comments for clarification purposes. (The payroll staff will **not** be looking for comments. If you need to contact payroll staff, do so via phone or email.)

*Preview* = shows the entire pay period on the screen for your review. You may need to scroll right to see all of the days.

*Submit for Approval* = This button is used to send the time sheet to your supervisor for approval. You will only use this button after you are completely done entering all hours for the entire pay period. The time sheet will be sent to your supervisor for review and approval. **No further changes can be made by you.** If corrections are necessary, please contact your supervisor for further instructions; they can “Return for Corrections” if needed. **\*\*Follow all deadlines. Your time sheet is usually due to your supervisor on Monday.\*\*** To stop entering and return later, either exit the screen (press “exit” on top right) or close your web browser window. You can then return later to finish.

*Restart* = erases all entries for the entire time sheet so you can start over.

*Next* = displays the next week.

*Previous* = displays the previous week.

- ⑩ After you have submitted your time sheet, you can monitor the status by viewing the status lines at the bottom of the screen. You may also monitor the status on the previous screen, where you select the pay period to report, you can monitor the status. (*The status indicators are listed on page 2 of this document.*)



Please follow all deadlines.

Your time sheet is usually due to your supervisor on Monday.

Missing a deadline may result in delayed payment.

## The Copy Function

⑤ located above here

Earnings Code:	Regular Pay, Shift 1	①
Date and Hours to Copy:	Mar 18, 2019, 8 Hours	
Copy From Date Displayed To End Of The Pay Period:	<input checked="" type="checkbox"/>	
Include Saturdays:	<input type="checkbox"/>	③
Include Sundays:	<input type="checkbox"/>	③

Copy by date:

Sunday Mar 17, 2019	Monday Mar 18, 2019	Tuesday Mar 19, 2019	Wednesday Mar 20, 2019	Thursday Mar 21, 2019	Friday Mar 22, 2019	Saturday Mar 23, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 24, 2019	Monday Mar 25, 2019	Tuesday Mar 26, 2019	Wednesday Mar 27, 2019	Thursday Mar 28, 2019	Friday Mar 29, 2019	Saturday Mar 30, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

⑥ ④

The copy function allows you to copy hours you have already entered into one cell in the grid and copy that same number of hours and type of time to additional days.

- ① What you are about to copy is displayed in the upper right. Confirm that you have selected the number and type of hours that you want to copy.
- ② Check the little checkbox below each date that you want to create a copy of the originally selected day and type of time. If you would like to select multiple days, you may not need to select each day. See the next step for a useful option to copy to every weekday.
- ③ There are some check boxes at the top of the screen that allow you to select a few options. The option description is on the left and the check box itself is on the far right. You will probably use the first option the most often, to copy the hours to every weekday (Monday through Friday).
- ④ When you have finished selecting options and days, press the “Copy” button to perform the copy.
- ⑤ The screen will refresh and appear as though nothing has happened. However, near the top you will see a message in red text, which says, “Your hours have been copied successfully.”
- ⑥ When you have finished making the copy, select the “Time Sheet” button to return to the prior screen.