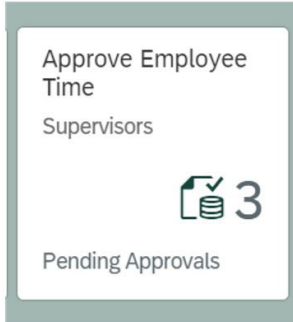


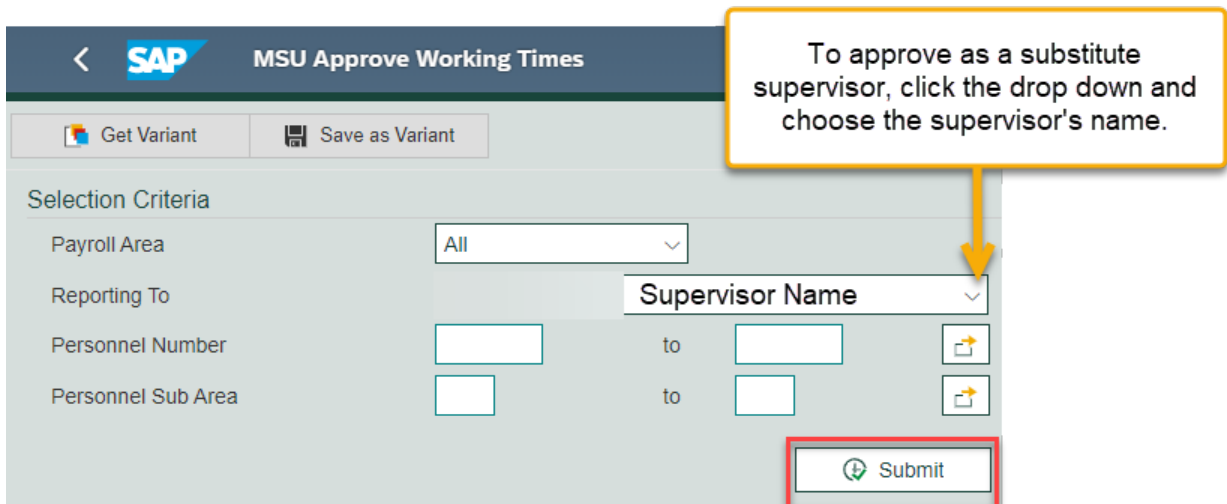
Approving Time in EBS Instructions for Supervisors

1. Log into EBS <https://ebs.msu.edu>
 - a. Log in with your Net ID / Password; two factor authentication is required
2. Under *Supervisor Tools* or *My Approvals & Workflow*, click the *Approve Employee Time* tile

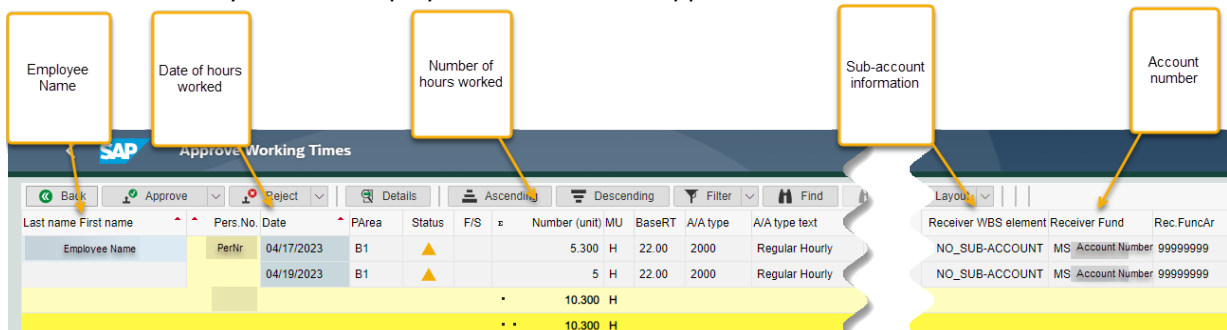


Note that this tile will display a number if you have time to approve for your direct reports; this will not reflect time to approve as a substitute supervisor.

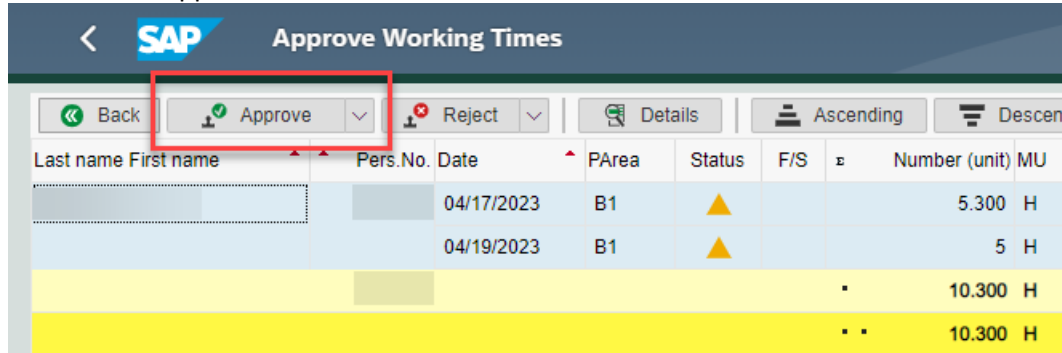
3. The system will open a selection screen. You will see that the system defaults the following information in the screen, based on your log-in credentials:
 - a. Payroll Area will default to All
 - b. Reporting To will default to your name



4. Click the submit button
 - a. The system will display a list of entries to approve



5. Highlight each line you wish to approve by clicking on it. (You can use the standard keyboard actions such as Shift and Ctrl to select all or select only certain lines)
 - a. Be sure to verify
 - i. The date of the work
 - ii. The number of hours reported
 - iii. The account number and any project information is correct
 1. Receiver fund = Account number
 2. WBS element = Sub account
6. Click the approve button



When the time has been approved, the orange triangle will be replaced with a green check mark icon:



Tips:

- Approve time in EBS no later than the Wednesday before the payroll cut off date; this ensures that any payroll issues can be resolved prior to the payroll cutoff date.
- Contact the employee if a payroll entry is not correct and ask them to correct the entry. This can be done by the employee IF the time has not been approved/rejected. (This will allow them to see the data entry error and fix it; often this reduces errors in the future as employees learn to be a bit more careful when they enter time thereafter.)