

Regular Staff Weekly Payroll FAQs

For all Clerical-Technical or CT-aligned classification and part-time 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors who are overtime eligible under the Fair Labor Standards Act.

These FAQs do not apply to temporary, on-call, or student employees; for more information on time submission for these groups go to the MSU Extension Organizational Development page under Human Resources and then [Time Off & Timesheets](#) under Temporary, On-Call & Student section.

What is happening?

All staff in Clerical-Technical (CT) classifications and 4-H Program Coordinators (4-H PC), Community Nutrition Instructors (CNI), and Program Instructors (PI) who are overtime eligible under the Fair Labor Standards Act (FLSA) will submit their weekly timesheets to https://msu.co1.qualtrics.com/jfe/form/SV_bxBr3RXAjBZ2Bgi beginning June 9, 2025, this will be for time recorded from 6/1/2025 to 6/7/2025.

I am a 4-H Program Coordinator, Community Nutrition Instructor, or Program instructor who has been instructed to submit a weekly timesheet, why?

There are several factors that determine whether a position is overtime eligible under FLSA. One of those factors is a salary level test. Any staff in these classifications earning less than the salary level established by FLSA are eligible for overtime and are subsequently required to track time weekly. Staff should also continue to follow other time recording guidance as directed by Extension, your institute, and supervisor.

I am a full-time 4-H Program Coordinator, Community Nutrition Instructor, or Program instructor. Do I submit a weekly timesheet?

No, 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors earning more than the salary level established by FLSA are exempt from overtime and, therefore, do not need to submit a weekly timesheet; continue to follow other time recording guidance as directed by Extension, your institute, and supervisor.

I am an overtime eligible CT, CT-aligned, 4-H PC, CNI, or PI staff member. How do I submit my weekly timesheet?

CTs, CT-aligned, and overtime eligible 4-H PCs, CNIs, and PIs will submit weekly timesheets via Qualtrics to https://msu.co1.qualtrics.com/jfe/form/SV_bxBr3RXAjBZ2Bgi.

Entry will require your name, MSU email, institute/ county (if applicable), job title, supervisor name, supervisor MSU email, selection of the Sunday that start the work week for which time is being entered, number of hours you are normally scheduled each day per week, and confirmation of whether you worked your regular schedule or additional hours were worked/ leave time was utilized.

In cases where additional hours were worked or leave time was utilized, you will be guided through additional pages to complete these entries.

Instructions are available on the MSU Extension Organizational Development site under Human Resources/ Time Off & Timesheets – see the Weekly Timesheet section at https://www.canr.msu.edu/od/human_resources/time_and_attendance.

When do I need to record my hours worked?

Your weekly timesheet is due every Monday by 12pm (noon) EST unless otherwise noted on the [Weekly Timesheet Submission & Approval Schedule for Payroll](#). Once you begin your entry, you will need to complete it in the same session. It is a best practice to ensure your Outlook calendar is kept up-to-date on a daily basis and then use your calendar as a reference for completing your weekly timesheet. Your completed weekly timesheet should match your Outlook calendar and leave time entries in EBS.

I have flex time to record for the week, where do I enter that?

Flex time should be recorded on your Outlook calendar as directed by Extension, your institute, and supervisor.

On the timesheet submission, flex time earned will be reflected as additional time worked in your day. For instance, if your schedule for Monday is 8-hours but you worked an additional 2-hours to attend a meeting, you would record your hours worked for this day as 10-hours. Carrying forward this example, on the day(s) you use the flex time from Monday, you would enter a reduced number of hours worked. So, if you are scheduled to work 8-hours on Tuesday, but you are flexing out the time from Monday, you would enter 6-hours worked on Tuesday.

I am getting errors or running into problems when I am completing my timesheet, how should I proceed?

Contact MSU Extension Human Resources at msue.do.tssub@msu.edu.