

Approving MSU Extension Weekly Timesheet

These instructions apply to: Approval of employee time for part-time (scheduled 30-hours/ week or less) 4-H Program Coordinators (4-H PC), Community Nutrition Instructors (CNI), and Program Instructors (PI), and All Clerical-Technical (CT) Aligned classifications. A timesheet is due **every week**.

Overview:

Time worked and time off should be managed through thoughtful, proactive planning and regular communication between supervisor and employee. It is the responsibility of the employee to plan anomalies in weekly schedules in consultation with their supervisor, ensuring that hours worked adhere to policy standards – this includes working additional hours, flex time, holidays, leave time, etc.

The supervisor will ensure employee timesheets reconcile to the employee's Outlook and EBS entries. As such the following information is entered as noted in each system:

1. Outlook: Flex Time earned, Flex time used, Leave time and other information as directed by supervisor.
2. EBS: All leave time (personal, sick, vacation, personal observance, etc.) taken is recorded.
3. Weekly Timesheet: Hours worked (including additional hours worked that exceed normal weekly hours based on FTE), Flex time.
 - a. Additional information on Flex time:
 - i. Earned - entered as hours worked in the timesheet,
 - ii. Used - reflected as reduced hours worked on the day utilized,
 - iii. Leave time and other information as directed by supervisor.

Employees are expected to flex additional hours worked, when available, to offset vacation, personal, personal observance, sick time, etc. to the extent possible. Any additional hours worked and not flexed and/or overtime (hours worked over 40) within the MSU work week reporting period (Sunday – Saturday), must be paid to the employee. If more hours are worked than what is recorded on the timesheet, employee is in violation of policy. The employee should not be coerced, persuaded or otherwise encouraged to record inaccurate hours.

Timesheet submission is due no later than noon on the first Monday following the last day of the weekly reporting period. Supervisor approval is due by noon on Wednesday. For example, time to be recorded for the week of March 2, 2025 is due by noon on Monday, March 10, 2025; approval is due by noon on Wednesday, March 12, 2025. Additional hours worked and overtime (hours worked in excess of 40 within a work week) will be processed by MSUE HR.

Approving MSU Extension Weekly Timesheet

Supervisor's Approval of Weekly Timesheet:

1. When an employee completes a weekly timesheet, an email to the supervisor (as entered by the employee) is generated with a link to approve the timesheet. Supervisors will confirm they have reviewed the timesheet against the employee's calendar and their EBS time entries as part of the approval process. For this reason, It is a best practice to have the employee's calendar and their EBS time entries opened as you prepare to approve a timesheet.

See example email:



Supervisor Email
After Submission.pdf

Timesheet: 2025-03-23 Another Test



MSU Extension HR <noreply@qemailserver.com>

To: Henry, Gina



Reply

Reply All

Forward



Thu 3/27/2025 6:40 PM

Hello Walt Disney ,

Another Test submitted a timesheet for the week of 2025-03-23 for your review.

Please click on the link below to review/approve the timesheet:

https://msu.co1.qualtrics.com/jfe/form/SV_bxBr3RXAjBZ2Bgi?Q_R=R_3NKZRpfDxD8YnPa&Q_R_DEL=1&Role=Approver

2. Clicking on the email link will first prompt a review of the information the employee entered including:
 1. The Sunday of the week for the week of the time entry,
 2. The regular work schedule the employee has entered and whether they indicated that leave time/ holiday time was utilized,
 3. In cases where leave/ holiday time was utilized, what time was used,
 4. The work time and leave time entered,
 5. The summary of the entries including additional or overtime hours worked.

Approving MSU Extension Weekly Timesheet

Select the Sunday that starts the week time is being entered for (YYYY-MM-DD):

2025-03-23

1

Enter the number of hours normally scheduled for each day of the week:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday Total

Hours

0 8 8 8 8 8 8 56

For the week starting on 2025-03-23, was the schedule indicated above the hours worked?

Yes, my hours worked this week exactly matched the regular schedule indicated above.

No, I worked additional hours above my schedule and/or utilized leave time.

2

University Holiday time was chosen for this week. As a reminder, holiday hours are allotted based the regular work hours per week as noted here:

Hours normally worked in a week	Hours provided each University Holiday
36-40	8 hrs
26-35.9	6 hrs
20-25.9	4 hrs

4

What types of leave were utilized for the week starting on 2025-03-23?

(Types with ** count as hours worked and contribute to overtime and/or additional pay calculations (if relevant))

Overtime/additional hours will be accounted for on the next page; if no leave time was used, please leave this page blank.

Personal (2960) ☐

Personal Observance (2982) ☐

Sick (2905) ☐

Family Sick (2910) ☐

Vacation Instead of Sick (2901) ☐

Personal Instead of Sick (2961) ☐

Vacation (2900) ☐

University Holiday ** ☒

3

Bereavement (2965) ☐

Edue Leave (2208) ** ☐

Jury Duty (2970) ☐

Military Lv (2975) ☐

FMLA Sick (2940) ☐

FMLA Vacation (2945) ☐

FMLA Unpaid (2950) ☐

FMLA Family Sick (2925) ☐

FMLA Personal (2935) ☐

Excused Unpaid (2990) ☐

Unexcused Unpaid (2995) ☐

4

Enter hours by day and type. The total should be greater than or equal to the typical hours worked: 40

	Hours Worked	University Holiday
Sunday	0	0
Monday	12	0
Tuesday	7	0
Wednesday	0	8
Thursday	7	0
Friday	7	0
Saturday	0	0
Total	33	8

5

Timesheet Submission Summary for the week of 2025-03-23:

Hours scheduled in a typical week: 40

- Total regular hours recorded: 41
- Additional hours to be paid (up to 16 hrs per week, not overtime): 0
- Overtime hours to be paid: 1

Total leave time for the week starting with 2025-03-23

Types of leave taken: University Holiday **

Total leave hours: 8

**Leave time is paid unless noted as unpaid

Are changes to this submission needed?

Yes, please send me back to the beginning so I can make an edit.

No, I'm ready to submit.

Does the time entered match your Outlook and EBS entries and is correct to the best of your knowledge?

No, please do not process this survey response.

Yes, I acknowledge that the time entered matches my Outlook and EBS entries and is correct to the best of my knowledge. **Unexcused additional hours or overtime will be entered by HR and might be subject to review.

Please sign to acknowledge that the time entered matches your Outlook and EBS entries and is correct to the best of your knowledge.

Signature

6

What is my employee's work schedule?

If you are unsure of your employee's work schedule, please work with MSU Extension HR to find this information.

Approving MSU Extension Weekly Timesheet

3. After reviewing the employee's entries and confirming them against the employee's Outlook and EBS information, the supervisor can approve or decline the entry.

Supervisor Review

Do you approve this timesheet?

Yes, I have verified this timesheet against the employee's outlook and EBS.

☐

No, send an email to the staff person asking them to correct their timesheet and resubmit.

☐

4. If the supervisor approves the information entered, the supervisor will then be given the ability to assign an account for any additional or overtime pay. The supervisor will then sign, confirming the entries match the employee's Outlook and EBS entries and are approved.

Supervisor Review

Do you approve this timesheet?

Yes, I have verified this timesheet against the employee's outlook and EBS.

☒


No, send an email to the staff person asking them to correct their timesheet and resubmit.

☐

This timesheet included 1 hours of overtime and 0 additional hours up to 40, please provide the account numbers and number of hours to be applied to each account. Any hours unaccounted for will go to the employees default accounts at the discretion of HR.

	Account Number	# of Hours to be paid from this account
Account 1	<input type="text" value="MSRETESTT"/>	<input type="text" value="1"/>
Account 2	<input type="text"/>	<input type="text"/>
Account 3	<input type="text"/>	<input type="text"/>

Please sign to acknowledge that the time entered matches Another Test's Outlook and EBS entries and is correct to the best of your knowledge.


clear



Approving MSU Extension Weekly Timesheet

5. If the supervisor declines the information entered, the supervisor will then be given the ability to enter a message to the employee regarding the rejection of the time, this notice is then emailed to the employee. The supervisor also receives an of the declined time and message for their records. Once the employee resubmits their time, a new email will go to the supervisor with a link to approve the new timesheet submission.

See example emails:



Supervisor Email
After Denial.pdf



Employee Email After
Denial.pdf

Supervisor Review

Do you approve this timesheet?

Yes, I have verified this timesheet against the employee's outlook and EBS.



No, send an email to the staff person asking them to correct their timesheet and resubmit.



Please provide a note that will be included in an email to Wilma Flintstone explaining why this timesheet was rejected:

Hi Wilma, Your Outlook calendar and EBS entries reflect time off on 3/25 and I recall that you asked for this day off. Please resubmit the timesheet reflecting this time or contact me to discuss if you didn't take the time off.



6. A confirmation that the action was recorded is then displayed and emails are sent to the employee and supervisor.

See example emails:



Supervisor Email
After Approval.pdf



Employee Email After
Approval.pdf

We thank you for your time spent submitting this weekly timesheet information. Your response has been recorded.

If an error or omission is discovered after approval of a timesheet, an email including the supervisor and employee should be sent to msue.toc.student@msu.edu.