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.

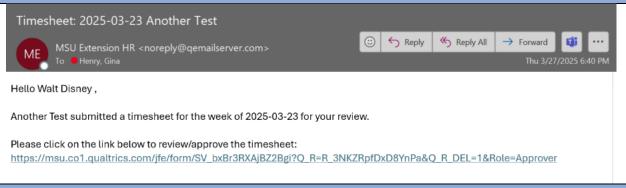
Employees are expected to flex additional hours worked, when available, to offset vacation, personal, personal observance, sick time, etc. to the extent possible. Any additional hours worked and not flexed and/or overtime (hours worked over 40) within the MSU work week reporting period (Sunday – Saturday), 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.

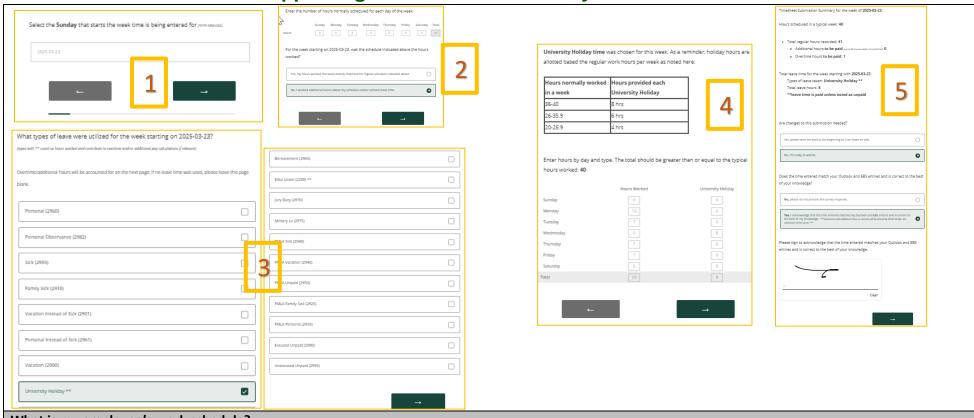
### **Supervisor's Approval of Weekly Timesheet:**

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:





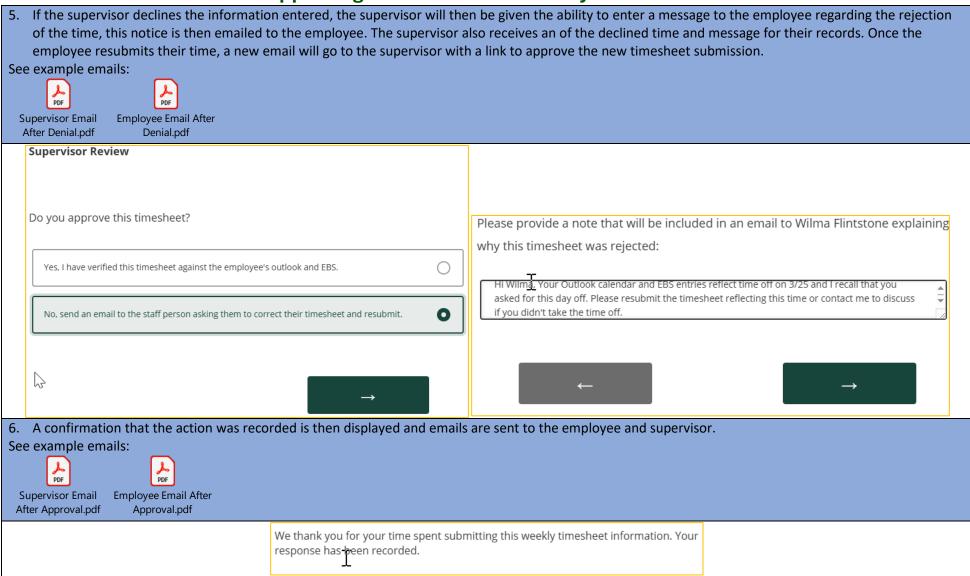
- 2. Clicking on the email link will first prompt a review of the information the employee entered including:
  - 1. The Sunday of the week for the week of the time entry,
  - 2. The regular work schedule the employee has entered and whether they indicated that leave time/ holiday time was utilized,
  - 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.



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 M30 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			
	,				
		Davisia sanggara ship sina ahaasa			
		Do you approve this timesheet?			
		Yes, I have verified this timesheet against the employee's outlook and EBS.			
		No cond an amplito the staff parson asking them to a second their time to the staff parson asking them to a second the staff parson asking them to a second the second to the staff parson asking them to a second the second to t			
		No, send an email to the staff person asking them to correct their timesheet and resubmit.		)	
			$\rightarrow$		
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 entrice	es match the employee's Outlo			
				d 1 hours of overtime and 0 additional hours up to 40, please	
			·	mbers and number of hours to be applied to each account.	
				d for will go to the employees default accounts at the	
			discretion of HR.		
	Surraminan Paniann				
	Supervisor Review			Account Number # of Hours to be paid from this account	
			Account 1	MSRETESTT 1	
			Account 2		
	Do you approve this timesheet?		Account 3		
	Yes, I have verified this timesheet against the employee's outlook and EBS.		Please sign to acknowle	edge that the time entered matches Another Test's Outlook	
			_	correct to the best of your knowledge.	
	No, send an email to the staff person asking them to correct their times	heat and vasubmit	and EBS chares and is	offect to the best of your knowledge.	
	No, send an email to the stan person asking them to correct their times	heet and resubmit.			
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If an error or omission is discovered after approval of a timesheet, an email including the supervisor and employee should be sent to <a href="msue.toc.student@msu.edu">msue.toc.student@msu.edu</a>.