

1. Log in to **ebs.msu.edu**
2. Click **“Time Entries & Statement”**

The screenshot shows the home page of the ebs.msu.edu portal. The browser address bar displays "seportal.ebsp.msu.edu". The page header includes the Michigan State University logo and the word "Home". A navigation menu contains links for "Enterprise Business Systems", "My Approvals & Workflow", "My Time & Payroll", "My Personal Information", and "My Career & Training".

The main content area is organized into several sections:

- Enterprise Business Systems:** A row of seven tiles: "Financial System", "Action List: Finance; Research Admin", "Non-Stock Orders (Open Orders)", "Spartan Marketplace One-Stop Order Portal", "U-Track Campus Package", "Applicant Tracking System PageUp", and "Research Compliance Click™". Each tile has a "New Window Opens" link.
- My Approvals & Workflow:** A row of three tiles: "Action List: Finance; Research Admin", "HR/Payroll Inbox", and "HR Forms Workflow Report". The first two have "New Window Opens" links, while the third is "In Process".
- My Time & Payroll:** A row of seven tiles: "Earnings Statements", "Time Entries & Statement" (circled in orange), "Bank Information Opens Personal Profile", "W-4 Tax Withholding Opens Personal Profile", "W-2 Reprint (Wage and Tax Statement) New Window Opens", "Holiday Calendar", and "1095 Reprint Health Insurance Off... New Window Opens".
- My Personal Information:** A row of three tiles: "Personal Profile View & Update", "Work Location", and "MSU Shares Pledge Form".

The footer contains contact information for HR and IT, the MSU logo, and the motto "SPARTANS WILL".

3. The Calendar View and Timesheet will open

4. You can expand the **“Personnel Assignment”** tray for details

**\*You will need to select the correct assignment for time entry\***

5. You can select **“Previous Period”** or **“Next Period”** to shift to correct pay period.



seportal.ebsp.msu.edu

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MICHIGAN STATE UNIVERSITY

Time Entries & Statement

Your name

Personnel Assignment

10010494 00419338 Student Clerical Assistant I

I certify that the time reported here is accurate and appropriate for the accounts listed.

Calendar

January 2019 February 2019 March 2019

Current Selection Rejected Non-Working Day Approved Waiting for Approval Today

Timesheet

Previous Period Next Period Week From: Go to Date Worklist Favorites Check Insert Row

Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
										0.00				
	SU, 03/24	419338	Student Clerical Ass...							0.00				
	MO, 03/25	419338	Student Clerical Ass...							0.00				
	TU, 03/26	419338	Student Clerical Ass...							0.00				
	WE, 03/27	419338	Student Clerical Ass...							0.00				
	TH, 03/28	419338	Student Clerical Ass...							0.00				
	FR, 03/29	419338	Student Clerical Ass...							0.00				

Save

6. Click **“Worklist”** to select the account for the department

Timesheet

< Previous Period Next Period > Week From: [calendar icon] Go to Date [calendar icon] Worklist Favorites Check Insert Row

Del...	Date	Pers.Assgn	Name	Rec. Cctr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
<input checked="" type="checkbox"/>	TU, 04/02	419338	Stude										9:00	13:00
<input type="checkbox"/>		419338	Stude											
<input type="checkbox"/>	WE, 04/03	419338	Stude											
<input type="checkbox"/>		419338	Stude											
<input type="checkbox"/>	TH, 04/04	419338	Stude											
<input type="checkbox"/>		419338	Stude											
<input type="checkbox"/>	FR, 04/05	419338	Stude											
<input type="checkbox"/>		419338	Stude											
<input type="checkbox"/>	SA, 04/06	419338	Student Clerical Ass...		MSGA014551-ST...		MSGA014551	99999999		0.00				
<input type="checkbox"/>		419338	Student Clerical Ass...											

Import from Worklist

<input checked="" type="checkbox"/>	Pers.Assgn	Name	Per. assignmTxt	Rec. Cctr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Base Rate
<input checked="" type="checkbox"/>	00419338	Student Clerical Assistant I	30424715 00419338		Account # & Sub Account		Account #	99999999	9.50
<input type="checkbox"/>									
<input type="checkbox"/>									

Import Cancel

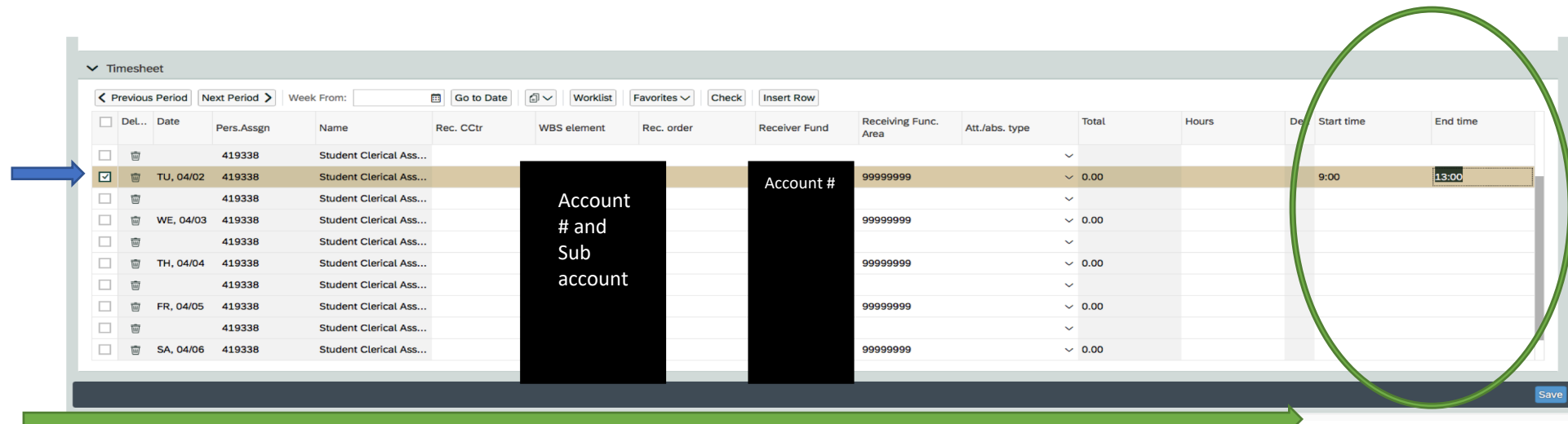
Save

7. Select correct account & click **“Import”**

7. After importing the account, the accounts will go into each date

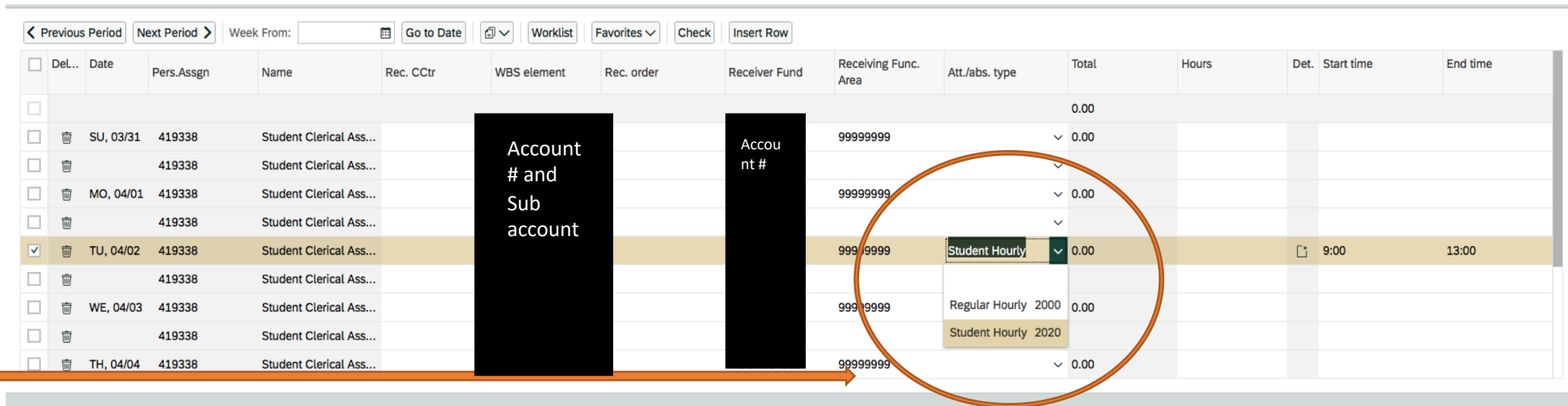
8. Click the date you are working.

The date line will highlight



9. Enter your start and end time in the highlighted row

10. Select "Student Hourly 2020" under the "ATT./abs.type" tab



11. If you work more than one shift, you can insert a row to add the second shift:

First, **select the row** you would like to add an entry to

Timesheet

< Previous Period Next Period > Week From: [ ] Go to Date [ ] Worklist Favorites v Check [ ] **Insert Row**

<input type="checkbox"/>	Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
<input type="checkbox"/>											4.00				
<input type="checkbox"/>	🗑	SU, 03/31	419338	Student Clerical ...		Account # & Sub Account		Account #	99999999		0.00				
<input type="checkbox"/>	🗑		419338	Student Clerical ...					99999999		0.00				
<input type="checkbox"/>	🗑	MO, 04/01	419338	Student Clerical ...					99999999		0.00				
<input type="checkbox"/>	🗑		419338	Student Clerical ...					99999999		4.00				
<input type="checkbox"/>	🗑	TU, 04/02	419338	Student Clerical ...					99999999	Student Hourly				09:00	13:00
<input checked="" type="checkbox"/>	🗑													14:00	17:00
<input type="checkbox"/>	🗑	WE, 04/03	419338	Student Clerical ...					99999999		0.00				
<input type="checkbox"/>	🗑		419338	Student Clerical ...											

Save

Then, select **“insert Row.”** An additional row will appear. **Add your start and end time.**

12. You can make notes about your work day in the details tab

First, click "Det."

\*This is the screen that will pop up

The screenshot shows the Michigan State University time entry system. A 'Details' modal window is open, displaying the following information:

- Recorded Data:**
  - Personnel: 00419338
  - Personnel assignment: 30424715 00419338
  - Receiver cost center: [Redacted]
  - WBS element: Student labor (Acct & Sub)
  - Receiver order: [Redacted]
  - Receiver Fund: Journalism (Acct #)
  - Receiving Functional Area: General (99999999)
  - Att./Absence type: Student Hourly (2020)
- Recorded Time:**
  - Date: 04/02/2019
  - Start time: 09:00
  - End time: 13:00
  - Cell content: 4
- Further Details:**
  - Reason for rejection: [Redacted]
  - Processing status: Released for approval
  - Document no.: [Redacted]
- Information:**
  - Note: [Redacted]

At the bottom of the modal, the 'OK' button is circled in green. In the background timesheet table, the 'Det.' column header is circled in orange.

After making notes, click "OK"

✔ Your data has been saved

Display Message Log

■ Current Selection ■ Rejected ■ Non-Working Day ■ Approved ■ Waiting for Approval ■ Today

Timesheet

Previous Period | Next Period | Week From: | Go to Date | Worklist | Favorites | Check | Insert Row

Del...	Date	Pers.Assgn	Name	Rec. Cctr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
<input type="checkbox"/>										5.00				
<input type="checkbox"/>		SU, 03/31	419338	Student Clerical Ass...						0.00				
<input type="checkbox"/>		MO, 04/01	419338	Student Clerical Ass...						0.00				
<input type="checkbox"/>		TU, 04/02	419338	Student Clerical Ass...				99999999	Student Hourly	5.00	5		09:00	14:00
<input type="checkbox"/>		WE, 04/03	419338	Student Clerical Ass...						0.00				
<input type="checkbox"/>		TH, 04/04	419338	Student Clerical Ass...						0.00				
<input type="checkbox"/>		FR, 04/05	419338	Student Clerical Ass...						0.00				
<input type="checkbox"/>		SA, 04/06	419338	Student Clerical Ass...						0.00				

Account # & Sub Acct | Acct #

Save

13. When Time Entries are complete, Click "Save"

\*After saving, the system will add up your total hours for you

