

PRESIDENTS AND MNSCU ADMINISTRATORS

Login and Submit a Leave Slip

Purpose

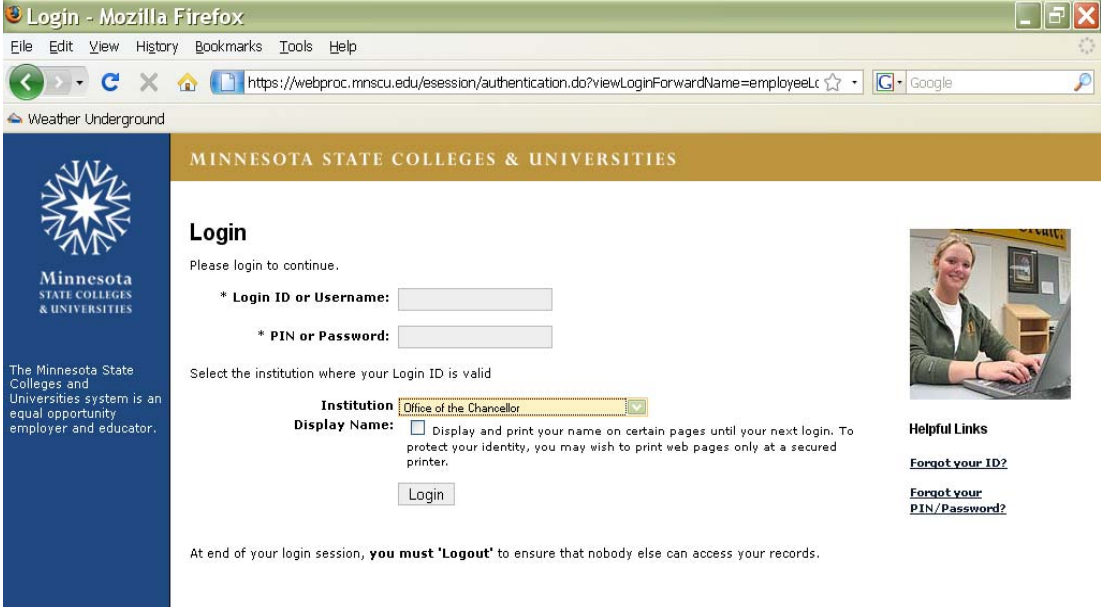
The eTimeSheet application provides access to an employee’s position where the administrator can enter online leave requests in keeping with a positive time reporting standard. The eTimeSheet application also provides supervisors access to their employees’ leave requests and/or timesheets. The supervisor can approve or deny a request, and approve, modify, or submit timesheets. A supervisor can also route employee approval processing to another supervisor.

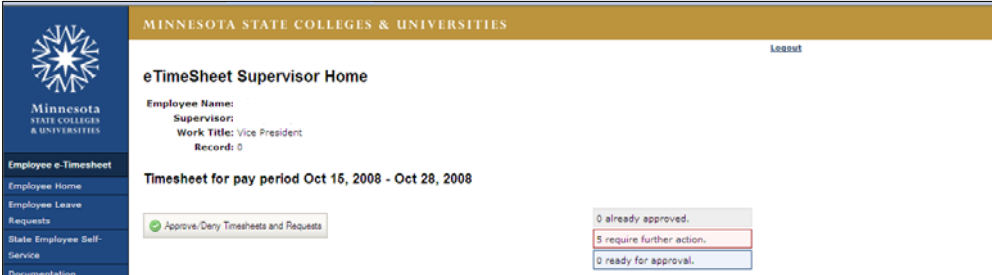
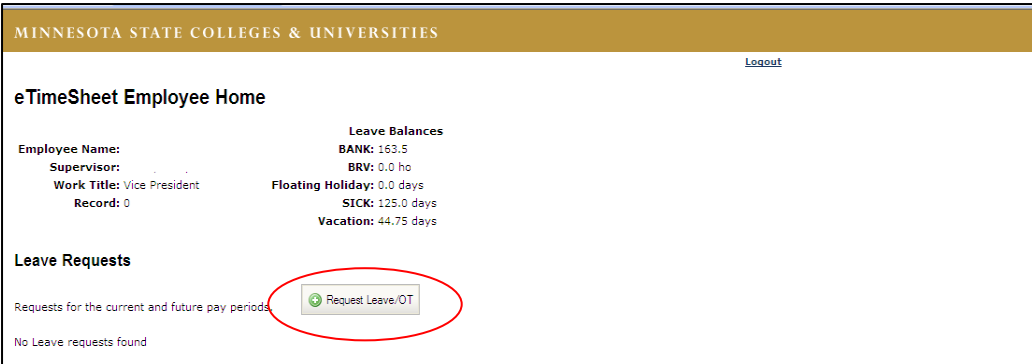
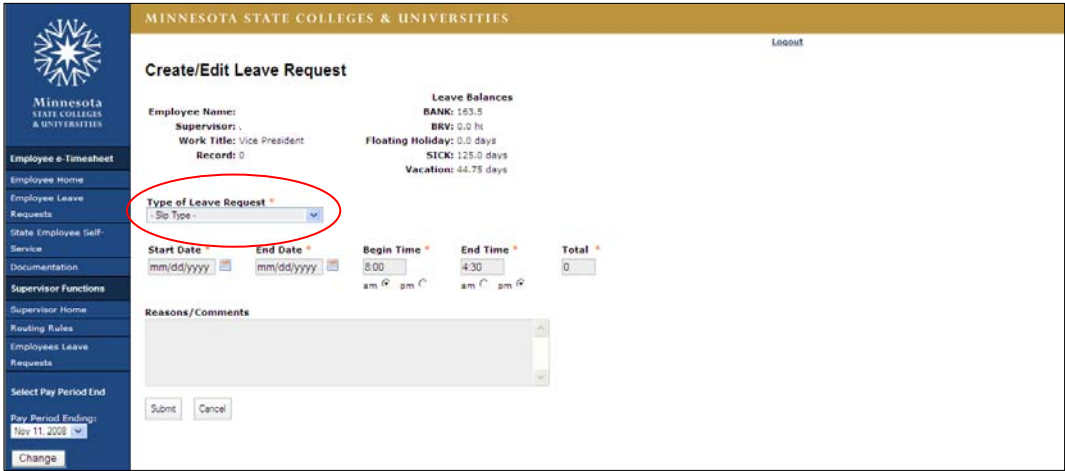
Process

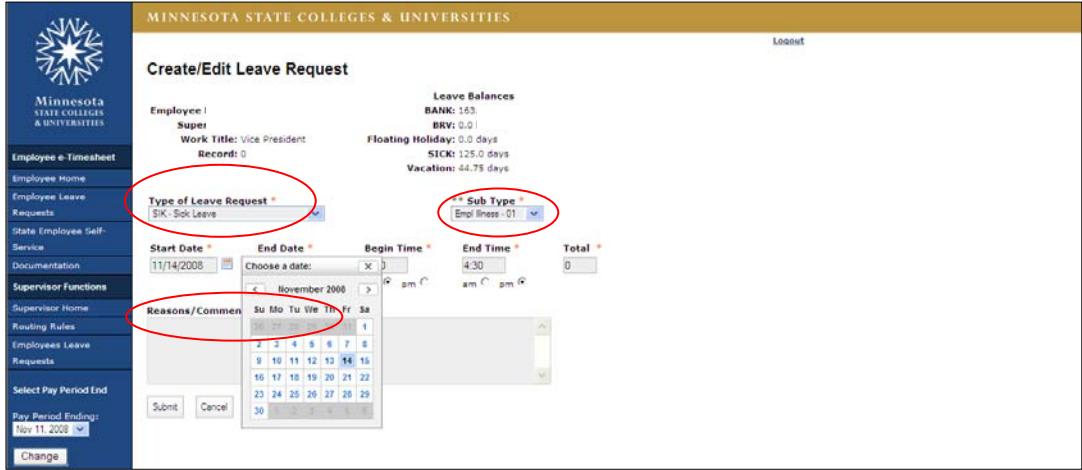
- The employee and the supervisor for a position must have eTimeSheet turned on in the HR Web Application (SCUPPS) for the employee to be able to view a Timesheet for the position.
- The employee must have a secure ID and password/pin.
- All leave requests require approval from the employee’s supervisor.
- A leave request can be submitted prior to the date the employee wants to take off work (for example, vacation or medical appointments), or it can be submitted following the time off (for example, sick days).
- A leave request can be edited by the employee if necessary.

Step-by-step instructions

Complete the following steps to login and submit a leave slip using the eTimeSheet application.

Step	Action
1.	<p>On the MnSCU Login screen, enter your Tech ID and PIN or password. Click Login.</p> 

Step	Action
2.	 <p>The screenshot shows the 'eTimeSheet Supervisor Home' page. It includes a navigation menu on the left with options like 'Employee e-Timesheet', 'Employee Home', 'Employee Leave', 'Requests', 'State Employee Self-Service', and 'Documentation'. The main content area displays 'eTimeSheet Supervisor Home' with fields for Employee Name, Supervisor, and Work Title. Below this is a 'Timesheet for pay period Oct 15, 2008 - Oct 28, 2008' and a 'Request Leave/OT' button circled in red. Summary statistics for 'already approved', 'require further action', and 'ready for approval' are also visible.</p> <p>After you login eTS is set to default to the Supervisor Home page. To use eTS as an employee simply click on Employee Home on the left navigation menu. **Note – you will bypass this page and will go directly to your employee home page if you are not using eTimesheet as a supervisor to approve and deny the time reporting of your employees.</p>
3.	 <p>The screenshot shows the 'eTimeSheet Employee Home' page. It displays 'Leave Balances' for BANK, BRV, Floating Holiday, SICK, and Vacation. A 'Request Leave/OT' button is circled in red. Below the button, it says 'Requests for the current and future pay periods' and 'No Leave requests found'.</p> <p>On the Employee Home screen you will be able to view your leave balances. Balances are as up-to-date as the latest leave reconciling completed in the ISRS module SCUPPS. Balances are listed in days.</p> <p>To submit a request for leave click on the Request Leave/OT button.</p>
4.	 <p>The screenshot shows the 'Create/Edit Leave Request' page. It features a 'Type of Leave Request' dropdown menu circled in red. Below this are fields for Start Date, End Date, Begin Time, End Time, and Total. A 'Reasons/Comments' text area and 'Submit'/'Cancel' buttons are also present.</p> <p>Click on Type of Leave Request to start your leave request. The most commonly used leave types Vacation (Annual) and Sick leave are listed at the top of the list for convenient use.</p>

Step	Action
5.	 <p>When you click on Type of Leave Request you will be prompted to enter a Sub Type for leave if appropriate. The primary leave that requires a Sub Type is sick leave.</p> <p>Next enter the Start Date and End Date of your leave request. You can manually enter a date using the DD/MM/YYYY format or click on the calendar icon to display a current month calendar and make your selection from this pop up. You can enter a single day or a string of days.</p> <p>As an administrator and exempt from FLSA the Begin Time and End Time of your day is flexible. You <i>do not</i> need to adjust the begin and end time displayed. It is appropriate to simply leave the begin and end time set at the default.</p> <p>Next list the total number of leave days in the Total. You must make entries in whole or half days. NOTE: The system will not prevent a fractional decimal to be entered, therefore it is important your whole (1) and half (.50) day entries be accurate.</p> <p>A Reasons/Comments may be entered as appropriate.</p> <p>Finally, click on Submit.</p>

6.

MINNESOTA STATE COLLEGES & UNIVERSITIES Logout

Leave Request Confirmation

Employee Name: _____ Leave Balances
 Supervisor: _____ BANK: 163.5
 Work Title: Vice President BRV: 0.0 hr
 Record: 0 Floating Holiday: 0.0 days
 SICK: 125.0 days
 Vacation: 44.75 days

You requested multiple days of leave. Here is the breakdown by day. Please review this and save it.

Date	Day of Week	Start Time	End Time	Total
11/14/2008	Fri	08:00	04:30	1.0
11/17/2008	Mon	08:00	04:30	1.0
11/18/2008	Tue	08:00	04:30	0.5

Cancel Save

After you click Submit you will be taken to a confirmation screen. If you have entered a string of days on the previous screen you must review the default entry of days for accuracy.

The system default will place half day entries on the last string of days. If your half day was on the first string of days you will need to make the correction on this screen.

Click inside the day entry in the Total column and make the adjustment.

Using this example, click on 1.0 for 11/14/2008 and change to .50, next click on .50 for 11/18/2008 and change to 1.0. Click on Save.

NOTE: eTS will skip over weekend days when you submit a string of days. eTS will not skip over official holidays.

7.

MINNESOTA STATE COLLEGES & UNIVERSITIES Logout

eTimeSheet Employee Home

Employee Name: _____ Leave Balances
 Supervisor: _____ BANK: 163.5
 Work Title: Vice President BRV: 0.0 hr
 Record: 0 Floating Holiday: 0.0 days
 SICK: 125.0 days
 Vacation: 44.75 days

Your leave request has been submitted and is pending approval

Leave Requests

Requests for the current and future pay periods. [Request Leave/OT](#)

Status	Edit	Description	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/> Pending		Sick Leave	Fri	11/14/2008	8:00 AM	4:30 PM	0.5	10/31/2008 19:22:57			
<input type="checkbox"/> Pending		Sick Leave	Mon	11/17/2008	8:00 AM	4:30 PM	1.0	10/31/2008 19:22:57			
<input type="checkbox"/> Pending		Sick Leave	Tue	11/18/2008	8:00 AM	4:30 PM	1.0	10/31/2008 19:23:57			

Pay Period Ending: Nov 11, 2008 [Delete Selected Requests](#)

After you click Save you are taken to this screen. You will see the the status of the leave slips you just entered. Again you are given an opportunity to review and delete your entries if necessary.

If all leave request are accurate you are done and can Logout.

8.

View employees leave requests

Employee Name:
Supervisor:
Work Title: Vice President
Record: 0

Start Date: 10/29/2008
End Date: /mm/dd/yyyy
Leave Status: -ALL-

Employee Name	Leave Type	Status	Day	Date	Begin Time	End Time	Duration	Balance	Comments	Creation Date	Created By
SIK		Pending	Fri	11/14/2008	0:00 AM	4:30 PM	0.5	125.0 days	Balance	10/31/2008 03:22	Erickson, Scott
SIK		Pending	Mon	11/17/2008	0:00 AM	4:30 PM	1.0	129.0 days	Balance	10/31/2008 03:22	Erickson, Scott
SIK		Pending	Tue	11/18/2008	0:00 AM	4:30 PM	1.0	125.0 days	Balance	10/31/2008 03:22	Erickson, Scott

You can also click on **Employee Leave Requests** to view your leave history. Additionally, you can search for leave approved, pending, etc. by clicking on Leave Status in the blue box.

9.

SEMA4 9.0 Production Self-Service - Minnesota State Col...

https://www.s4web.state.mn.us/psp/emp/

State of Minnesota
Employee Self Service

User ID:
Password:
Sign In

[If you've forgotten your password, click here.](#)

[If you experience problems signing on, click here.](#)

Other features: You can click on the State Employee Self-Service on the left navigation menu and you will be taken to the State of Minnesota Employee Self-Service to inquire about paycheck stubs, benefits, tax exemptions, W-2's, etc.

10.



You can also click on Documentation obtain more information about the eTimesheet application.