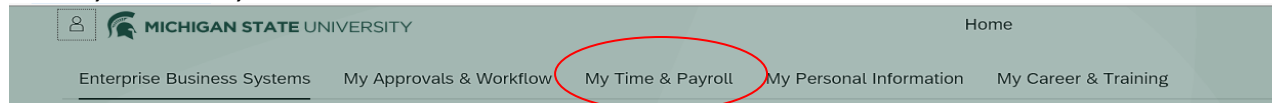


Entering Time into EBS Instructions for Temps, On-calls & Students

1. Log into EBS <https://ebs.msu.edu>
 - a. Log in with your Net ID / Password; two factor authentication is required

2. Click *My Time & Payroll*



3. Click the *Time Entries & Statement* tile



4. The Calendar view and Timesheet will open

The screenshot shows the EBS interface with the 'Personnel Assignment' tray expanded. The 'Calendar' view is displayed, showing a calendar for August, September, and October 2019. The 'Timesheet' view is also displayed, showing a table of time entries for the week of 10/20 to 10/25. The table has columns for 'Del...', 'Date', 'Pers.Assgn', 'Name', 'Rec. Cctr', 'WBS element', 'Rec. order', 'Receiver Fund', 'Receiving Func. Area', 'Att./abs. type', 'Total', 'Hours', 'Det.', 'Start time', and 'End time'. The 'Total' column shows 0.00 for each entry.

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"/>	SU, 10/20	417176	Student Undergrad Edu							0.00				
<input type="checkbox"/>	MO, 10/21	417176	Student Undergrad Edu							0.00				
<input type="checkbox"/>	TU, 10/22	417176	Student Undergrad Edu							0.00				
<input type="checkbox"/>	WE, 10/23	417176	Student Undergrad Edu							0.00				
<input type="checkbox"/>	TH, 10/24	417176	Student Undergrad Edu							0.00				
<input type="checkbox"/>	FR, 10/25	417176	Student Undergrad Edu							0.00				

Note: The Personnel Assignment tray can be expanded for details, which is helpful for individuals with more than 1 assignment.

5. If you have more than one Personnel Assignment (e.g. have more than one position on campus), you will need to select your Personnel Assignment

Personnel Assignment ▼

- 10670642 00360217 Student Intern I
- 10004549 00378702 Student Research Assistant I
- 10004054 00378852 Student Clerical Assistant I
- 10004549 00386670 Student Research Assistant II
- 10004054 00399768 Student Media/Comm Assistant II

September 2019 October 2019 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa										
31	28	29	30	31	1	2	3	36	1	2	3	4	5	6	7	40	29	30	1	2	3	4	5

6. The timesheet will open with the current week highlighted

Personnel Assignment ▼ Printable Time Statement

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

▼ Calendar

August 2019							September 2019							October 2019									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
31	28	29	30	31	1	2	3	36	1	2	3	4	5	6	7	40	29	30	1	2	3	4	5
32	4	5	6	7	8	9	10	37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12
33	11	12	13	14	15	16	17	38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19
34	18	19	20	21	22	23	24	39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26
35	25	26	27	28	29	30	31	40	29	30	1	2	3	4	5	44	27	28	29	30	31	1	2
36	1	2	3	4	5	6	7	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9

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

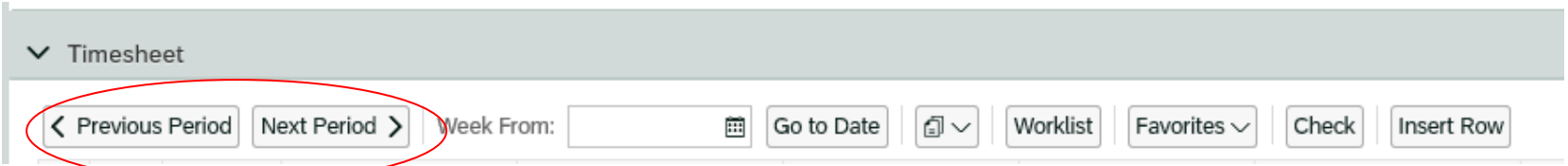
▼ Timesheet

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

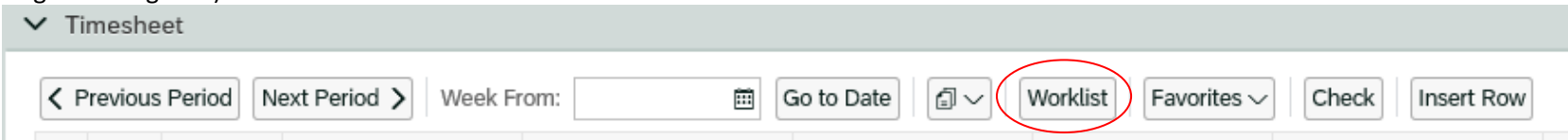
Del...	Date	Pers.Assgn	Name	Rec. Cctr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.	Start time	End time
<input type="checkbox"/>										0.00				
<input type="checkbox"/>	SU, 10/20	360217	Student Intern I							0.00				
<input type="checkbox"/>	MO, 10/21	360217	Student Intern I							0.00				
<input type="checkbox"/>	TU, 10/22	360217	Student Intern I							0.00				
<input type="checkbox"/>	WE, 10/23	360217	Student Intern I							0.00				
<input type="checkbox"/>	TH, 10/24	360217	Student Intern I							0.00				
<input type="checkbox"/>	FR, 10/25	360217	Student Intern I							0.00				

Save

7. Using the Previous Period and Next Period buttons, you can navigate to other weeks (note, the system will only allow you to input time from a prior period; entries further back will require entry by the unit's HR administrator.)



8. Click the Worklist button to select the appropriate funding lines for your assignment. (Some employees work across projects, while others may only have a single funding line.) **ALL TIME ENTRIES MUST BE ASSOCIATED TO A FUNDING LINE.**



Note: You will need to ensure that at least 1 funding line is checked (selecting multiple lines is permissible)

Receiver fund-- Account Number

WBS element-- Sub-account

Rec. CCtr-- Cost Center

Import from Worklist									
<input type="checkbox"/>	Pers.Assgn	Name	Per. assignmTxt.	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Base Rate
<input checked="" type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT		MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	AA-TRAIN	MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	ECE	MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	INTRSSNS	MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	LCE-YR3	MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	LCE-YR4	MSGA100416	99999999	20.57
<input type="checkbox"/>	00417176	Student Undergrad Edu/Teach Assist IV	30420668 00417176		NO_SUB-ACCOUNT	MCE	MSGA100416	99999999	20.57
<input type="checkbox"/>									
<input type="checkbox"/>									

9. After selecting the appropriate funding line(s), click Import. Multiple accounts can be selected to import, if needed, by checking all applicable rows. *****If the account you need is not listed, please send an email to MSUE.TOC.Student@msu.edu. Within this email, be sure to include the account number to be added, sub-account (if applicable) and the effective date for the change.**

Please note: Account changes can take up to 14 days to be fully processed.

Import from Worklist

<input checked="" type="checkbox"/>	Pers.Assgn	Name	Per. assignmTtxt.	Rec. Cctr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Base Rate
<input checked="" type="checkbox"/>	00360217	Student Intern I	30325605 00360217		NO_SUB-ACCOUNT		MSXT022947	99999999	11.21
<input type="checkbox"/>									
<input type="checkbox"/>									

Import **Cancel**

10. Once the desired fund(s) are selected, The Time Sheet will be populated with the funding information. There can be multiple entries (rows) for the same day if more than 1 funding string is required

Timesheet

< Previous Period Next Period > Week From: Go to Date Favorites ▾ 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"/>											0.00				
<input type="checkbox"/>		SU, 10/20	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999		0.00				
<input type="checkbox"/>			417176	Student Undergrad Edu		NO_SUB-ACCOUNT LCE-YR3		MSGA100416	99999999						
<input type="checkbox"/>			417176	Student Undergrad Edu		NO_SUB-ACCOUNT AA-TRAIN		MSGA100416	99999999						
<input type="checkbox"/>			417176	Student Undergrad Edu											
<input type="checkbox"/>		MO, 10/21	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999		0.00				
<input type="checkbox"/>			417176	Student Undergrad Edu		NO_SUB-ACCOUNT LCE-YR3		MSGA100416	99999999						
<input type="checkbox"/>			417176	Student Undergrad Edu		NO_SUB-ACCOUNT AA-TRAIN		MSGA100416	99999999						
<input type="checkbox"/>			417176	Student Undergrad Edu											
<input type="checkbox"/>		TU, 10/22	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999		0.00				

Save

11. To enter time, select the appropriate Att/abs type (2020 for student employees / 2000 for on-call or temporary employees)

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
										0.00	
	SU, 10/20	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999		0.00	
		417176	Student Undergrad Edu		NO_SUB-ACCOUNT LCE-YR3		MSGA100416	99999999			
		417176	Student Undergrad Edu		NO_SUB-ACCOUNT ECE		MSGA100416	99999999			
		417176	Student Undergrad Edu								
	MO, 10/21	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999		0.00	
		417176	Student Undergrad Edu		NO_SUB-ACCOUNT LCE-YR3		MSGA100416	99999999			
		417176	Student Undergrad Edu		NO_SUB-ACCOUNT ECE		MSGA100416	99999999			
		417176	Student Undergrad Edu								
	TU, 10/22	417176	Student Undergrad Edu		NO SUB-ACCOUNT MCE		MSGA100416	99999999			

12. Enter the amount of time worked; hours can be entered to the tenth of the hour

Att./abs. type	Total	Hours
Student Hourly	0.00	8

13. When all time has been entered, click the save button in the lower right corner of the entry screen

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
										8.00				
	SU, 10/20	417176	Student Undergrad Edu							0.00				
	MO, 10/21	417176	Student Undergrad Edu		NO_SUB-ACCOUNT MCE		MSGA100416	99999999	Student Hourly	8.00	8			
	TU, 10/22	417176	Student Undergrad Edu							0.00				
	WE, 10/23	417176	Student Undergrad Edu							0.00				
	TH, 10/24	417176	Student Undergrad Edu							0.00				
	FR, 10/25	417176	Student Undergrad Edu							0.00				
	SA, 10/26	417176	Student Undergrad Edu							0.00				

Save

14. Entries will appear in yellow until your supervisor has approved them.

Personnel Assignment ▾

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

▾ Calendar

August 2019							September 2019							October 2019									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
31	28	29	30	31	1	2	3	36	1	2	3	4	5	6	7	40	29	30	1	2	3	4	5
32	4	5	6	7	8	9	10	37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12
33	11	12	13	14	15	16	17	38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19
34	18	19	20	21	22	23	24	39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26
35	25	26	27	28	29	30	31	40	29	30	1	2	3	4	5	44	27	28	29	30	31	1	2
36	1	2	3	4	5	6	7	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9

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

The system will display error messages if you fail to select something or enter the wrong information. However, the error messages are not very descriptive. Below are some common errors/ potential causes of the errors.