

# Supervisor Non-academic Temporary, On-Call, and Student Payroll Approval FAQs

**I supervise non-academic temporary, on-call, or student staff (TOCS). How do I approve their time worked?**

[Instructions for approving non-academic TOCS](https://www.canr.msu.edu/od/human_resources/time_and_attendance) work time is available on the MSU Extension Organizational Development site under Human Resources/ Time Off & Timesheets – see the Temporary, on-Call, and Student Employee (on and off-campus) section at [https://www.canr.msu.edu/od/human\\_resources/time\\_and\\_attendance](https://www.canr.msu.edu/od/human_resources/time_and_attendance).

**I supervise academic temporary/on-call staff. How do I approve their time worked?**

Hours worked will be submitted to [MSUE.toc.student@msu.edu](mailto:MSUE.toc.student@msu.edu) on the [Academic TOC Timesheet](#) with appropriate signatures/approval.

**How do my eligible temporary staff submit paid medical leave (PML) for entry?**

Prior to July 1, 2023, PML will be submitted to Extension HR via email through the employee's supervisor. The email should include:

- The date PML was used,
- The number of hours used, and
- The account information to be used for the PML hours.

Additional materials and instructions are being drafted for use after July 1, 2023 and will be released when they are available.

**I have a staff member who is paid by project (project pay) not by the hour. What do I submit for payroll?**

Contact Extension HR at [msue.toc.student@msu.edu](mailto:msue.toc.student@msu.edu) for further information.

**My staff member is working on a new project with a different account number. How do I have this added to their file?**

Email account changes/ additions to [msue.toc.student@msu.edu](mailto:msue.toc.student@msu.edu) including the effective date of the change, the account number, and any additional accounting string information needed (e.g., subaccount, wbs element, etc.). Extension HR will process a cost redistribution to have the account information updated. This can take time so submitting requests at least 2-weeks in-advance is a best practice.

**When is time submission and approval due? When will my staff member be paid?**

[Payroll schedules](#) including deadlines for time submission, approval and pay dates is available on the OD site under Human Resources then Time Off & Timesheets. You may require your staff to enter their time prior to the date listed in this document to allow for adequate time for review and approval.

**What happens if my time is not approved by the payroll deadline?**

Time must be entered and approved by the deadline for an employee to receive payment. Time entered and/or approved late will be processed on the payroll run following approval.

## **How does time get approved if I am away from work when approval is due?**

You may designate a substitute supervisor by emailing [msue.hr@msu.edu](mailto:msue.hr@msu.edu) and asking that a substitute be added to your information. The individual designated must have Supervisor Tools (MSS Access) available to be a substitute. This person will remain a substitute until/ unless a separate email is sent asking for the individual to be removed as your substitute. Note, once a substitute is assigned the individual(s) also become substitutes for approval of professional development requests submitted through EBS.

## **I am a substitute supervisor. How do I approve time for another supervisor?**

Log into EBS and go to the Supervisor Tools tab, then the Approve Employee Time tile. Choose the drop down area next to the Report To field and select the supervisor you are approving time for then click submit.

If you do not have Supervisor Tools, you are not able to act as a substitute supervisor, consult with Extension HR on next steps.

If you do not see the name of the supervisor you are substituting for, you have not been established as a substitute for that individual. See information on how a substitute supervisor is designated, above.

## **My staff member is getting an error when they try to enter their time in EBS, how should I proceed?**

Refer to the [instructions for time entry](#) and/or the [Common Errors document](#) to troubleshoot. If you continue to have errors, consult with MSU Extension Human Resources.

## **Where do I go if I have questions?**

- Contact MSU Extension Human Resources at [msue.toc.student@msu.edu](mailto:msue.toc.student@msu.edu).
- MSU Extension Organizational Development website – Time Off & Timesheets – [http://www.canr.msu.edu/od/human\\_resources/time\\_and\\_attendance](http://www.canr.msu.edu/od/human_resources/time_and_attendance).