



MURRAY STATE
UNIVERSITY

Accounting & Financial Services
Payroll Office

WEB TIME ENTRY HOURLY TIME SHEETS INSTRUCTION MANUAL

Introduction---

Web Time Entry is the method of reporting time for both hours worked and leave time. All hourly employees (students and hourly staff) will be responsible for entering and submitting hours worked every pay period. From that point, the hourly employee's supervisor will be responsible for approving the hours worked. Once the supervisor has approved the hours, they can then be processed by payroll.

It is the sole responsibility of the hourly employee to enter and maintain an accurate representation of the hours worked. It is also the employee's responsibility to submit their time sheet and make sure their time sheet is approved before the deadline each pay period.

Instructions

1. After you log into myGate click on the Employee Tab.

The screenshot displays the myGate portal for Murray State University. At the top, the university's logo and 'Welcome to myGate' are visible. A navigation bar contains links for 'Home', 'Employee', 'Admin Tools', 'Money', and 'myTab'. A red arrow points to the 'Employee' tab with the text 'Click Here'. The left sidebar lists 'Blackboard Login', 'Webmail Login', and 'MSU Web Account Services'. The main content area includes a 'Murray State University' banner, a 'myGate Updates' section with a 'RacerMail News' announcement about a system change, and a 'Feedback / Suggestions' section with a 'Feedback Form' link.

2. In the Time Reporting box, click on the current pay period's Time Sheet.

The screenshot displays the Murray State University myGate portal. At the top, the logo for Murray State University is on the left, and navigation links for Content Layout, Preferences, Help, and Sign Out are on the right. Below the logo, a red arrow points to the text "Select appropriate Time Sheet". The main navigation bar includes links for Home, Employee, Admin Tools, Money, and myTab. The left sidebar contains several sections: Employment Details (with links to Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, and Employee Directory), Bookmarks Plus (with links to Employment Information, Forms Central, Hiring Procedures, Human Resources General Information, Legal Downloading Resources, MSU Benefits Information, Office of Equal Opportunity, Procedures Central, and Training Information), FOAPAL Crosswalk, and Digital Measures. The central area is divided into three main sections: Time Reporting, Time Approval, and Self-Service Banner. The Time Reporting section is currently active and shows a "Time Sheet" table with columns for Job Title, Position #, and Approver's Title. Two rows are listed: "Bi-Weekly - 17, Due Date : Aug 13, 2010" and "Bi-Weekly - 16, Due Date : Jul 30, 2010". The first row is circled in red, and a red arrow points to it from the "Select appropriate Time Sheet" text. Below the table is a "More" link. The Time Approval section has links for "Update Approval Proxies" and "Act as Superuser". The Self-Service Banner section has a link to "Click here to log in to Self-Service Banner". The Banner INB section has a link to "Click here to log in to INB". The Personnel Matters section has a heading "Summer Hours, Fall Break & Energy Savings Day" and a list of bullet points detailing summer hours, fall break, and energy savings days. The Electronic W-2 Forms section is at the bottom right.

MURRAY STATE UNIVERSITY | Welcome to myGate | Content Layout | Preferences | Help | Sign Out

Select appropriate Time Sheet

Home Employee Admin Tools Money myTab

Employment Details

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory

Bookmarks Plus

- Employment Information
- Forms Central
- Hiring Procedures
- Human Resources General Information
- Legal Downloading Resources
- MSU Benefits Information
- Office of Equal Opportunity
- Procedures Central
- Training Information

FOAPAL Crosswalk

FOAPAL Crosswalk
The link above is to the FOAPAL Crosswalk, which is used to cross reference old and new account numbers.

Digital Measures

Time Reporting

Time Sheet

Job Title	Position #	Approver's Title
W Org		
Bi-Weekly - 17, Due Date : Aug 13, 2010		
Bi-Weekly - 16, Due Date : Jul 30, 2010		

More

Time Approval

[Update Approval Proxies](#) [Act as Superuser](#)

Self-Service Banner

[Click here to log in to Self-Service Banner](#)

Banner INB

[Click here to log in to INB](#)

Personnel Matters

Summer Hours, Fall Break & Energy Savings Day

- Summer hours will start on Monday, June 7 and end on Friday, July 30. The new summer office hours will be 7:30 to 4:00.
- Fall Break has been extended so that faculty & staff have Friday, October 1 as a holiday. In addition, faculty have Thursday, September 30 as a holiday.
- Also, 3 days of holiday time off have been arranged for the 2010 Christmas holidays. Called "Energy Savings Days," these are not a change in policy and they may not be implemented in future years.
- See the full list of holidays and details regarding summer hours on the HR website: www.murraystate.edu/hr.

Electronic W-2 Forms

3. Entering hours on your Time Sheet:


Note: You must enter all hours worked and submit a timesheet for EACH pay period worked.

A. Verify the following information is correct before proceeding:

- Title and Position Number
- Department and Department Number
- Time Sheet Period

B. For first week of pay period, identify correct earnings such as Regular Bi-Weekly Pay, Vacation Pay, Sick Pay, etc.

C. For each day that was worked, click **Enter Hours** for the appropriate earnings.



Welcome to *myGate*

Back to Employee Tab

[Preferences](#) | [Help](#) | [Sign Out](#)

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Position Title -- Position Number

Approver's Title -- W Org

Jul 31, 2010 to Aug 13, 2010

Aug 17, 2010 by 12:00 P.M.

Earning

1. Determine type of earnings worked.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 31, 2010	Sunday Aug 01, 2010	Monday Aug 02, 2010	Tuesday Aug 03, 2010	Wednesday Aug 04, 2010	Thursday Aug 05, 2010	Friday Aug 06, 2010
Regular Bi-weekly Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/o pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unexcused w/o pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#)

[Comments](#)

[Preview](#)

[Submit for Approval](#)

[Restart](#)

[Next](#)

Submitted for Approval By:

Figure C

- D. Enter the number of hours worked for the day (1.). Click **Save** (2.). Repeat these steps for each day and each earning type that needs hours entered (Figure D). Click **Copy** if you want to enter the same number of hours on the same earnings for multiple days to speed up this process and proceed to step E., otherwise proceed to F.

MURRAY
STATE UNIVERSITY

Welcome to *myGate*

[Preferences](#) | [Help](#) | [Sign Out](#)

[Back to Employee Tab](#)

Time Sheet Period: Jul 31, 2010 to Aug 13, 2010

Submit By Date: Aug 17, 2010 by 12:00 P.M.

Earning: Regular Bi-weekly Pay

Date: Aug 02, 2010

Shift: 1

Hours: 7.5

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 31, 2010	Sunday Aug 01, 2010	Monday Aug 02, 2010	Tuesday Aug 03, 2010	Wednesday Aug 04, 2010	Thursday Aug 05, 2010	Friday Aug 06, 2010
Regular Bi-weekly Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/o pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unexcused w/o pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Figure D

- E. Check all of the days that you worked the same hours and click **Copy** when all days applicable are checked.



[SITE MAP](#) | [HELP](#) | [EXIT](#)

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Aug 16, 2008 <input type="checkbox"/>	Sunday Aug 17, 2008 <input type="checkbox"/>	Monday Aug 18, 2008 <input checked="" type="checkbox"/>	Tuesday Aug 19, 2008 <input checked="" type="checkbox"/>	Wednesday Aug 20, 2008 <input checked="" type="checkbox"/>	Thursday Aug 21, 2008 <input type="checkbox"/>	Friday Aug 22, 2008 <input type="checkbox"/>
Saturday Aug 23, 2008 <input type="checkbox"/>	Sunday Aug 24, 2008 <input type="checkbox"/>	Monday Aug 25, 2008 <input checked="" type="checkbox"/>	Tuesday Aug 26, 2008 <input checked="" type="checkbox"/>	Wednesday Aug 27, 2008 <input checked="" type="checkbox"/>	Thursday Aug 28, 2008 <input checked="" type="checkbox"/>	Friday Aug 29, 2008 <input checked="" type="checkbox"/>

Regular Bi-weekly Pay, Shift 1
Aug 16, 2008, 7.5 Hours

☐

☐

☐

Time Sheet **Previous Menu** **Copy**

Check all dates which to copy the hours

Click copy once you selected all days to copy the hours

Make sure to get the successfully copied message.

! Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

⚠ Your hours have been copied successfully.

You will get "Your hours have been copied successfully" message

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Regular Bi-weekly Pay, Shift 1

Aug 16, 2008, 7.5 Hours

☐
☐
☐

Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Aug 23, 2008	Sunday Aug 24, 2008	Monday Aug 25, 2008	Tuesday Aug 26, 2008	Wednesday Aug 27, 2008	Thursday Aug 28, 2008	Friday Aug 29, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Time Sheet](#)

[Previous Menu](#)

[Copy](#)

Click Time Sheet to return back to your timesheet to continue entering hours or to continue to submit your timesheet

To continue entering additional time or to submit your timesheet, click Time Sheet

F. Enter additional earnings if applicable, i.e. Sick Time

1. Identify Earnings Code
2. Click on Enter Hours in the correct day



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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Admin Secretary III Acct/Fin -- 998995-00
Department and Number: Admin Secretary III Acct/Fin -- W00009
Time Sheet Period: Aug 16, 2008 to Aug 29, 2008
Submit By Date: Nov 01, 2009 by 01:00 P.M.

Earning:

Regular Bi-weekly Pay

Date:

Aug 18, 2008

Shift:

1

Hours:

7.5

1. To Enter other earnings type click the appropriate earning, ie. sick pay, and the click enter hours for the appropriate day and enter the sick hours.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Regular Bi-weekly Pay	1	0	60		Enter Hours	Enter Hours	7.5	7.5	7.5	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			75		0	0	7.5	7.5	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

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- G. Click next to view the second week. If you used the copy function earlier then you may already have entered hours on the second week. Check and make sure you have all hours worked entered correctly.



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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Holiday Worked

Aug 19, 2008

1

7.5

Earning	Shift Default	Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Hours or	Units	Units	Aug 16,	Aug 17,	Aug 18,	Aug 19,	Aug 20,	Aug 21,	Aug 22,
	Units			2008	2008	2008	2008	2008	2008	2008
Regular Bi-weekly Pay	1	0	52.5	Enter	Enter	7.5	Enter	7.5	Enter	Enter
Vacation Pay		0	0	Enter	Enter	Enter	Enter	Enter	Enter	Enter
Sick Pay		0	15	Enter	Enter	Enter	Enter	Enter	7.5	7.5
Holiday Pay		0	7.5	Enter	Enter	Enter	7.5	Enter	Enter	Enter
Holiday Worked	1	0	7.5	Enter	Enter	Enter	7.5	Enter	Enter	Enter
Military Leave	1	0	0	Enter	Enter	Enter	Enter	Enter	Enter	Enter
Jury Duty	1	0	0	Enter	Enter	Enter	Enter	Enter	Enter	Enter
Death in Family	1	0	0	Enter	Enter	Enter	Enter	Enter	Enter	Enter
Excused w/pay	1	0	0	Enter	Enter	Enter	Enter	Enter	Enter	Enter
Total Hours:			82.5	0	0	7.5	15	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Holiday Worked

Aug 16, 2008

1

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Regular Bi-weekly Pay	1	0	52.5		Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82.5		0	0	7.5	15	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

Click next to start the second week of the pay period, if you did not do it by copying hours. If you are on the second week this button will be "previous" instead of "next". Use this to navigate back and forth between week one and week two of the pay period.

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Other components on the time on your Timecard:



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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Admin Secretary III Acct/Fin -- 998995-00
Department and Number: Admin Secretary III Acct/Fin -- W00009
Time Sheet Period: Nov 08, 2008 to Nov 21, 2008
Submit By Date: Nov 24, 2008 by 01:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Nov 08, 2008	Sunday Nov 09, 2008	Monday Nov 10, 2008	Tuesday Nov 11, 2008	Wednesday Nov 12, 2008	Thursday Nov 13, 2008	Friday Nov 14, 2008
Regular Bi-weekly Pay	1	0	75		Enter Hours	Enter Hours	7.5	7.5	7.5	7.5	7.5
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:					0	0	7.5	7.5	7.5	7.5	7.5
Total Units:					0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:
Approved By:
Waiting for Approval From:
 RELEASE: 7.2.1.1

To add comments on your timecard for your approver. Do not use this to communicate with the payroll department!
 To enter hours on a second position
 To Preview your time sheet before submitting
 If you need to erase the whole timesheet and restart with a blank timesheet
 To Toggle back and forth between week 1 and week 2 of the pay period

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Using the Restart Button:

- (a) Click Restart Entry.
- (b) The Restart Confirmation page is displayed when the Restart button is clicked.
- (c) Click on OK to return the employee to the Time Sheet page and refreshes the information on that page. All data entered for the entire pay period will be deleted.
- (d) Click on Cancel to return to the Time Sheet page with no changes. The information entered will not be deleted.

Submitting Time:

Verify all hours are correct

Click Save

Click Submit for Approval

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Regular Bi-weekly Pay	1	0	52.5		Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours
Vacation Pay		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay		0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Holiday Pay		0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Holiday Worked		0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Military Leave		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82.5		0	0	7.5	15	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

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You will see “Your time sheet was successfully submitted.”

You will see this message if your time was submitted successfully

[SITE MAP](#) | [HELP](#) | [EXIT](#)

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Regular Bi-weekly Pay	1	0	52.5		Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82.5		0	0	7.5	15	7.5	7.5	7.5
Total Units:				0	0	0	0			0	0

[Position Selection](#)

[Comments](#)

[Preview](#)

[Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

If you need to start a timecard for another position click Position Selection

You on Nov 13, 2008

This shows you submitted your timecard

Once your approver approves the timecard their name with the date will appear here

This shows if your time card is awaiting approval and who will approve it.

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Entering Second Position:

Select Position Selection on the screen that shows your first time card was submitted successfully

Follow the same directions as entering your first position

Logging Out:

Click exit at top right of the screen

You will see this message if your time was submitted successfully

[SITE MAP](#) | [HELP](#) | [EXIT](#)

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

To exit out of time entry

Time Sheet

Title and Number: Admin Secretary III Acct/Fin -- 998995-00

Department and Number: Admin Secretary III Acct/Fin -- W00009

Time Sheet Period: Aug 16, 2008 to Aug 29, 2008

Submit By Date: Nov 01, 2009 by 01:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 16, 2008	Sunday Aug 17, 2008	Monday Aug 18, 2008	Tuesday Aug 19, 2008	Wednesday Aug 20, 2008	Thursday Aug 21, 2008	Friday Aug 22, 2008
Regular Bi-weekly Pay	1	0	52.5		Enter Hours	Enter Hours	7.5	Enter Hours	7.5	Enter Hours	Enter Hours
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused w/pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			82.5		0	0	7.5	15	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

Submitted for Approval By: You on Nov 13, 2008

Approved By:

Using Self Service Banner to Access your Time Sheet:

If you cannot find your time sheet using the Time Reporting channel on the Employee tab in myGate, you may need to use the Self Service Banner Link.

The screenshot displays the Murray State University myGate portal. The top navigation bar includes links for Home, Employee, Admin Tools, Money, Financial Aid, Academics, and Time/Leave Reporting. The main content area is divided into several sections:

- Internal Job Listings:** Includes links for Building Services Technician I, Director for International Recruitment and Operations Manager, and Coordinator of McNair Scholars Program. A note states: "Note: Internal postings for regular employees only. For more information on internal job postings, click here."
- DigitalMeasures:** Features a "DigitalMeasures Activity Insight Login" button. Below it, text reads: "Digital Measures is an activity reporting system for faculty and professional staff. Please click the image above to login to Digital Measures. If you wish to obtain access to Digital Measures, please contact rza.marjadi@murraystate.edu."
- Self-Service Banner:** A red arrow points to this section, which contains a link: "Click here to log in to Self-Service Banner".
- Banner INB:** Includes a note: "Note: If your myGate password contains a / (forward slash) character, you will need to change your password to access INB through myGate or directly via the blue screen." and a link: "Click here to log in to INB".
- Electronic W2 Forms:** Includes a note: "To receive your W-2 electronically, complete this Consent Form" and links for "View/Print Your Electronic W2", "Printing Instructions", "Receive a Printed W-2", and "W-2 Notice to Employee".

Main Menu

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information

[Student](#)

Register for Classes, View your Academic Records, Request Enrollment Verification, Apply to Graduate.

[Financial Aid](#)

Apply for Financial Aid, Review your Financial Aid, Review your Financial Aid, accept award offers, and view loan applications.

[Employee](#)

Time sheets, time card, W2 and T4 forms, W4 data.

[Finance](#)

Create or review financial documents, budget information, approvals.

Click on Employee

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Employee

[Time Sheet](#)

[Absentee Report](#)

[Benefits and Deductions](#)

Click here to view Retirement, Health, Other Deductions and your Summary of Benefit Statement.

[Pay Information](#)

Click here to view your Direct Deposit Allocation, Earnings and Deductions History and Pay Stubs.

[Tax Forms](#)

Click here to view and/or update W4 information.

[Leave Balances](#)

[Salary Planner](#)

[Electronic Personnel Action Forms](#)

[Labor Redistribution](#)

[Veteran/Disability Status](#)

Select Time Sheet

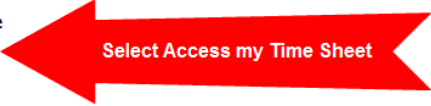
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Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet: ☒ 

Access my Leave Report: ☐


Access my Leave Request: ☐

Approve or Acknowledge Time: ☐

Approve All Departments: ☐

Act as Proxy:

Act as Superuser: ☐



[Proxy Set Up](#)

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Select the current Pay period from the drop down menu.

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department
Accounting Assistant II, 998990-00
Acct Mgr Gen Ldgr-Accts Pay, W00445

My Choice Pay Period and Status
☒

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FAQ:

When will my time sheet be available for each pay period?

Time sheets are available on the first day of each pay period.

Where do I find the submission and approval deadlines for each pay period?

The payroll calendar lists the pay periods, submission and approval deadlines, and pay check dates for each fiscal year. Copies of the payroll calendar can be found on the Accounting and Financial Services website or on the Employee tab of MyGate.

What happens if I forget to submit my time sheet by the submission deadline?

If you open your time sheet for the current pay period but do not submit it, your supervisor can submit it for you after the submission deadline and before the approval deadline. If it is past the submission and approval deadline, and you have not submitted a time sheet for the current pay period, you will need to complete a Late Time Sheet Form and send it to the Payroll Office. A copy of the Late Time Sheet Form can be found on the Support Site. *NOTE: All late time sheets are NOT paid on the current pay period; hours submitted will be processed on the next paycheck.

What happens if my supervisor does not approve my time sheet before the approval deadline?

You will need to complete a Late Time Sheet Form and send it to the Payroll Office. A copy of the Late Time Sheet Form can be found on the Support Site. *NOTE: All late time sheets are NOT paid on the current pay period; hours submitted will be processed on the next paycheck.

What happens if I get an error when trying to access my time sheet?

Please call the Payroll Office at 4129.

What do I need to do if I need to make a correction to a time sheet that has already been approved by my supervisor?

You will need to complete a Time Sheet Correction Form and send it to the Payroll Office. A copy of the Time Sheet Correction Form can be found on the Support Site.

How do I report time when there is a University Holiday?

Did you work during the holiday?

Yes – report hours worked as “Holiday Pay Worked”

And report scheduled hours as “Holiday Pay”

No – report scheduled hours as “Holiday Pay”

Example:

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Nov 21,2015	Sunday Nov 22,2015	Monday Nov 23,2015	Tuesday Nov 24,2015	Wednesday, Nov 25,2015	Thursday Nov 26,2015	Friday , Nov 27,2015
Regular Bi-weekly Pay	1		49				7.5	7.5			
Sick Pay	1		3.5								
Holiday Pay	1		22.5						7.5	7.5	7.5
Total Hours:			75				7.5	7.5	7.5	7.5	7.5
Total Units:				0							

How do I report time when there is a University Closure?

Did you work during the university closure?

Yes – report hours worked as “University Closure Pay Worked”

And report scheduled hours as “University Closure Pay”

No – report scheduled hours as “University Closure Pay”

Example:

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday Nov 21,2015	Sunday Nov 22,2015	Monday Nov 23,2015	Tuesday Nov 24,2015	Wednesday, Nov 25,2015	Thursday Nov 26,2015	Friday , Nov 27,2015
Regular Bi-weekly Pay	1		60.5				9.5	8			
Holiday Pay	1		24						8	8	8
Holiday Worked	1		6						3		3
Total Hours:			90.5				9.5	8	11	8	11
Total Units:				0							