

Non-academic Temporary, On-Call, and Student Payroll FAQs

What is happening?

Non-academic temporary, on-call, and student (TOCS) employees will directly enter their time worked, by position and account, into EBS. Supervisors of the employee can then review and approve the accounts and time entered through EBS.

What are the exceptions?

MSU Extension HR will still receive and process payroll/ information for:

- project pay,
- academic temporary and on-call staff,
- paid medical leave for all eligible temporary staff, and
- cost redistributions.

I am a non-academic temporary, on-call, or student employee. How do I submit the time I've worked?

Hours worked will be entered through EBS. Instructions are 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.

I am an academic temporary/on-call. How do I submit the time I've worked?

Hours worked will be submitted to MSUE.toc.student@msu.edu on the [Academic TOC Timesheet](#).

How do I submit my Earned Sick Time (ESTA) for entry?

Newly hired eligible employees can earn paid Sick Time after a 120-day waiting period. Eligible employees will receive one hour of sick time for every 30 hours worked, subject to the terms in the policy.

You may use this time for yourself or your family member's physical or mental illness, injury or health condition, medical diagnosis, care or treatment or preventative medical care. This time can also be used if you or a member of your family is a victim of domestic violence or sexual assault.

To use paid sick time under ESTA, contact your supervisor to give notice of your ESTA time. Your supervisor has access to the Earned Sick Time Report in EBS under Supervisor Tools. This report includes information such as time available, time used, indication of whether a staff member has multiple assignments within the University, and whether the staff member is in a waiting period before time can be used.

When possible, give at least seven days' notice. In unforeseeable situations, notify them as soon as possible. Enter your time in EBS using time entry code "2914—Earned Sick Time Used ESTA".

For more information, including the full policy and answers to FAQs, visit the [ESTA page](#) on the HR website.

I am paid by project (project pay). What do I submit for payroll?

Payment information for staff paid on a project basis is submitted directly to Extension HR through the employee's supervisor. Consult with your supervisor regarding specifics of your project pay.

When do I need to record my hours worked?

Your supervisor may establish expectations for time entry deadlines. It is a best practice to record your hours worked through the process applicable to you (via EBS for non-academic temporary or on-call, or on your timesheet for academic temporary or on-call) each day you work. MSU payroll deadlines can be found [here](#).

When is time submission and approval due? When will I be paid?

[Payroll schedules](#) including deadlines for time submission, approval and pay dates is available. A supervisor may require time to be entered prior to the date listed in this document to allow for adequate time for review and approval.

What happens if my time is not submitted and 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.

I am getting errors when I try to enter my 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 your supervisor or MSU Extension Human Resources.

Where do I go if I have questions?

- Contact MSU Extension Human Resources at msue.toc.student@msu.edu.
- MSU Extension Organizational Development website – Time Off & Timesheets – http://www.canr.msu.edu/od/human_resources/time_and_attendance.