

Submission of MSU Extension Weekly Timesheet

These instructions apply to: Part-time (scheduled 30-hours/ week or less) 4-H Program Coordinators (4-H PC), Community Nutrition Instructors (CNI), and Program Instructors (PI), and All Clerical-Technical (CT) Aligned Classifications. A timesheet is due **every week**.

Overview:

Time worked and time off should be managed through thoughtful, proactive planning and regular communication between supervisor, district director and institute leadership. It is the responsibility of the employee to plan anomalies in weekly schedules in consultation with their supervisor, ensuring that hours worked adhere to policy standards – this includes working additional hours, flex time, holidays, leave time, etc.

Employee will ensure their time is tracked properly and that time is recorded completely and accurately on a weekly basis in Outlook, EBS and via the [MSU Extension Weekly Timesheet Survey](#).

Reconciliation of time across Outlook, EBS, and the [MSU Extension Weekly Timesheet Survey](#) is expected as a part of this process. As such the following information is entered as noted in each system:

1. Outlook: Flex Time earned, Flex time used, Leave time and other information as directed by supervisor.
2. EBS: All leave time (personal, sick, vacation, personal observance, etc.) taken is recorded.
3. Weekly Timesheet: Hours worked (including additional hours worked that exceed normal weekly hours based on FTE), Flex time.
 - a. Additional information on Flex time:
 - i. Earned - entered as hours worked in the timesheet,
 - ii. Used - reflected as reduced hours worked on the day utilized,
 - iii. Leave time and other information as directed by supervisor.

Employees are expected to flex additional hours worked, when available, to offset vacation, personal, personal observance, sick time, etc. to the extent possible.

Employee will submit timesheet reporting all hours worked/time taken in the prior week via the [MSU Extension Weekly Timesheet Survey](#) no later than noon on the first Monday following the last day of the weekly reporting period. For example, time to be recorded for the week of March 2, 2025 is due by noon on Monday, March 10, 2025. Additional hours worked and overtime (hours worked in excess of 40 within a work week) will be processed by MSUE HR.

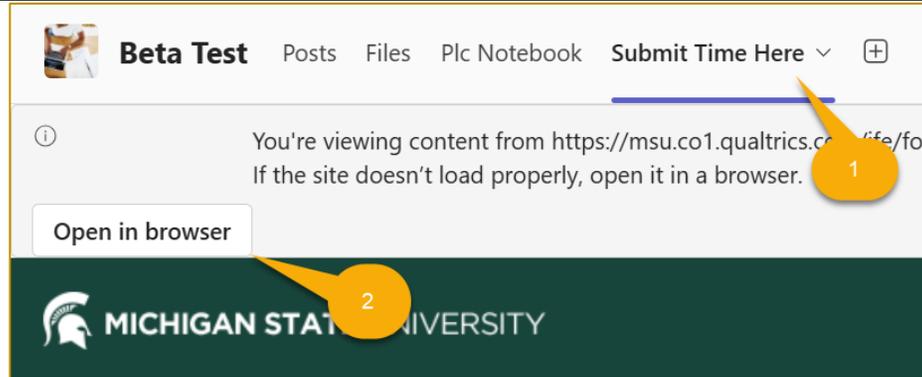
If the employee does not anticipate working on Saturday, and/or is scheduled to be away from the office on a Monday when the timesheet is due, the weekly timesheet should be submitted to the supervisor ahead of time.

Any additional hours worked and not flexed and/or overtime (hours worked over 40) within the MSU work week reporting period (Sunday – Saturday), must be paid to the employee. If more hours are worked than what is recorded on the timesheet, employee is in violation of policy. If you believe you are being coerced, persuaded or otherwise encouraged to record inaccurate hours, you should report this to MSU Extension Human Resources immediately at msue.hr@msu.edu. If you would rather do so anonymously, you may report this to the MSU misconduct hotline at <http://misconduct.msu.edu/>.

Submission of MSU Extension Weekly Timesheet

Employee Timesheet Submission:

1. Go to the [MSU Extension Weekly Timesheet Survey](#) available on the MSU Extension Organizational Development/ Human Resources/ Time Off & Timesheets/ Weekly Timesheet.



2. Enter Employee Information on first page:

Complete the information below (all fields required)

Name

MSU Email

Institute/County

Job Title

Job Title

Supervisor Name

Supervisor MSU Email

3. Select the Sunday of the week for which time is being recorded
 - a. The arrow button to move to the next page will appear when a Sunday is selected.

Submission of MSU Extension Weekly Timesheet

Select the **Sunday** that starts the week time is being entered for (YYYY-MM-DD):

Once a Sunday is selected, the next button will display.

The next page will ask for information on the regular work schedule (i.e., hours scheduled per day each week)

←

Select the **Sunday** that starts the week time is being entered for (YYYY-MM-DD):

2025-03-23

←

→

Next button will display.

ation on the regular work schedule (i.e., hours

←

→

Must be a Sunday

For the next arrow to display

4. Enter the number of hours you are normally scheduled to work each day of the week.

Enter the number of hours normally scheduled for each day of the week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
Hours	<input style="width: 30px;" type="text" value="0"/>	<input style="width: 30px;" type="text" value="8"/>	<input style="width: 30px;" type="text" value="0"/>	<input style="width: 30px;" type="text" value="40"/>				

Enter the hours you are regularly scheduled to work each day.

What is my work schedule:

If you are unsure of your work schedule, confirmation of regular work schedule is completed outside of the Timesheet Submission survey, through [EBS](#):

- a. Log into EBS
- b. Go to My Time & Payroll
- c. Click on the Time Entries & Statement Tile
- d. Your regular work schedule is listed above the time entry section

If the work schedule listed does not reflect the regular hours you are scheduled to work, contact MSU Extension Human Resources (msue.hr@msu.edu) If the hours worked for the week exactly match the hours normally scheduled choose "Yes, my schedule for this week exactly matches the regular schedule indicated above."

Submission of MSU Extension Weekly Timesheet

5. Confirm whether you worked your regular schedule (“Yes” response) or worked additional hours, utilized leave time, or holiday applies (“No” response).
- a. You will NOT choose “Yes” if any leave time was used, any extra hours were worked on any day of the week and/or any holiday applies, select the next arrow; for “Yes” responses, skip to Instruction 9

Enter the number of hours normally scheduled for each day of the week:

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
	0	8	8	8	8	8	0	40

For the week starting on 2025-03-23, was the schedule indicated above the hours worked?

Yes, my hours worked this week exactly matched the regular schedule indicated above.

 No, I worked additional hours above my schedule and/or utilized leave time.

Enter the hours you are regularly scheduled to work each day.

Choose this option if you did not:
 1. Use any leave time;
 2. Work any extra hours on any day of the week;
 3. Holiday applies.

Click Arrow

- b. You will choose “No” if any leave time or holiday applies, or any extra hours were worked on any day of the week; select the next arrow

Submission of MSU Extension Weekly Timesheet

Enter the number of hours normally scheduled for each day of the week:

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
	0	8	8	8	8	8	0	40

For the week starting on 2025-03-23, was the schedule indicated above the hours worked?

Yes, my hours worked this week exactly matched the regular schedule indicated above.

No, I worked additional hours above my schedule and/or utilized leave time.

← →

Click Arrow

Enter the hours you are regularly scheduled to work each day.

Choose this option if:
 1. Leave time was used;
 2. Worked any extra hours on any day of the week;
 3. Holiday applies.

6. Choose the leave time categories used during the week and/or University Holiday, select the next arrow

Select all Leave categories and/ or University Holiday, as applicable

What types of leave were utilized for the week starting on 2025-03-23?
(types with ** count as hours worked and contribute to overtime and/or additional pay calculations if relevant)

Overtime/additional hours will be accounted for on the next page; if no leave time was used, please leave this page blank.

Personal (2960)	<input type="checkbox"/>
Personal Observance (2982)	<input type="checkbox"/>
Sick (2905)	<input type="checkbox"/>
Family Sick (2910)	<input type="checkbox"/>
Vacation Instead of Sick (2901)	<input type="checkbox"/>
Personal Instead of Sick (2961)	<input type="checkbox"/>
Vacation (2900)	<input type="checkbox"/>
University Holiday **	<input type="checkbox"/>
Bereavement (2965)	<input type="checkbox"/>
Educ. Leave (2200) **	<input type="checkbox"/>
Jury Duty (2970)	<input type="checkbox"/>
Military Lv (2975)	<input type="checkbox"/>
FMLA Sick (2940)	<input type="checkbox"/>
FMLA Vacation (2945)	<input type="checkbox"/>
FMLA Unpaid (2950)	<input type="checkbox"/>
FMLA Family Sick (2925)	<input type="checkbox"/>
FMLA Personal (2935)	<input type="checkbox"/>
Excused Unpaid (2990)	<input type="checkbox"/>
Unexcused Unpaid (2995)	<input type="checkbox"/>

→

Click Arrow

7. If Holiday is selected, the note on application of holiday time will appear as a reminder.

Submission of MSU Extension Weekly Timesheet

University Holiday time was chosen for this week. As a reminder, holiday hours are allotted based the regular work hours per week as noted here:

Hours normally worked in a week	Hours provided each University Holiday
36-40	8 hrs
26-35.9	6 hrs
20-25.9	4 hrs



8. Enter the time applicable in Hours Worked, and each Leave/ Holiday category selected.
 - a. Flex Time Entries are all reflected through the Hours Worked area:
 - i. On days extra hours were worked beyond the regular schedule (i.e., flex time is earned), the extra hours increase the Hours Worked
 - ii. On days flex time is used, the Hours Worked are reduced
 - b. Enter any leave time that is applicable
 - c. Confirm the Total Hours field reflects at least the number of hours you are scheduled each week.

Enter hours by day and type. The total should be greater than or equal to the typical hours worked **40**

	Hours Worked	Personal Observance (2982)	Vacation (2900)	University Holiday	Total
Sunday	0	0	0	0	0.00
Monday	10	0	0	0	10.00
Tuesday	0	8	0	0	8.00
Wednesday	0	0	0	8	8.00
Thursday	0	0	8	0	8.00
Friday	6	0	0	0	6.00
Saturday	0	0	0	0	0.00
Total	16	8	8	8	40.00



This total should total at least the number of typical hours worked



Submission of MSU Extension Weekly Timesheet

9. Review the summary of the time entered.

Displayed below are the answers submitted on the previous page. The entries from this page cannot be changed.

Review all information to confirm it reflects what you've entered and expect to

Timesheet Submission Summary for the week of **2025-03-23**:

Hours scheduled in a typical week: **40**

- Total regular hours recorded: **41**
 - Additional hours **to be paid** (up to 40 hrs per week, not overtime): **0**
 - Overtime hours **to be paid**: **1**

Total leave time for the week starting with **2025-03-23**

Types of leave taken: **Personal Observance (2982), Vacation (2900), University Holiday ****

Total leave hours: **8**

****leave time is paid unless noted as unpaid**

	Hours Worked	Personal Observance (2982)	Vacation (2900)	University Holiday	Total
Sunday	0	0	0	0	0.00
Monday	12	0	0	00	12.00
Tuesday	7	0	0	0	7.00
Wednesday	0	0	0	8	8.00
Thursday	7	0	0	0	7.00
Friday	7	0	0	0	7.00
Saturday	0	0	0	0	0.00
Total	33	0	0	8	41.00

Are changes to this submission needed?

Yes, please send me back to the beginning so I can make an edit.

No, I'm ready to submit.

a. If there is information on the summary that is not correct, choose "Yes". You will be redirected back through the survey to make changes.

Saturday	0
Total	16

Are changes to this submission needed?

Yes, please send me back to the beginning so I can make an edit.

No, I'm ready to submit.

Submission of MSU Extension Weekly Timesheet

- b. If the summary is correct, choose "No". You will then choose whether you are ready to submit your timesheet. If you are unable to confirm your Outlook, EBS entries, and timesheet are aligned, choose "No". The timesheet will not be submitted, and you can complete the timesheet once your EBS and Outlook entries are updated.

Are changes to this submission needed?

Yes, please send me back to the beginning so I can make an edit.

No, I'm ready to submit.

Choose ready to submit if the information in the summary is correct.

Does the time entered match your Outlook and EBS entries and is correct to the best of your knowledge?

No, please do not process this survey response.

Yes, I acknowledge that the time entered matches my Outlook and EBS entries and is correct to the best of my knowledge. ***Submissions with additional hours or overtime will be entered by MSUE-HR after the submission of this survey***

If you choose "No", the timesheet will not be submitted for processing. Please take steps to align your EBS and Outlook entries and resubmit your timesheet survey at that time.



- c. If you are ready to submit and your timesheet matches your Outlook and EBS entries, choose "Yes". A signature box will appear asking you to confirm your submission. Click the next arrow.

Submission of MSU Extension Weekly Timesheet

Are changes to this submission needed?

Yes, please send me back to the beginning so I can make an edit.

No, I'm ready to submit.

Choose ready to submit if the information in the summary is correct.

Does the time entered match your Outlook and EBS entries and is correct to the best of your knowledge?

No, please do not process this survey response.

Yes, I acknowledge that the time entered matches my Outlook and EBS entries and is correct to the best of my knowledge. *****Submissions with additional hours or overtime will be entered by MSUE-HR after the submission of this survey*****

Choosing "Yes" will bring up a signature box to acknowledge the entries match Outlook and EBS entries.

Please sign to acknowledge that the time entered matches your Outlook and EBS entries and is correct to the best of your knowledge.

 clear



10. Submission confirmation and emails are generated to the employee and the supervisor.

See example emails:



Employee Email After Submission.pdf



Supervisor Email After Submission.pdf

We thank you for your time spent submitting this weekly timesheet information. Your response has been recorded.
