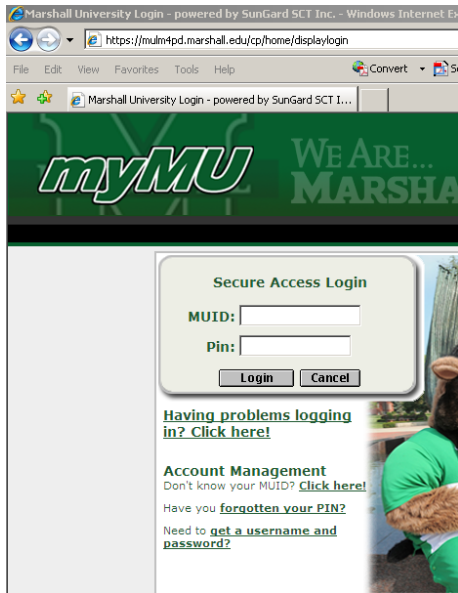
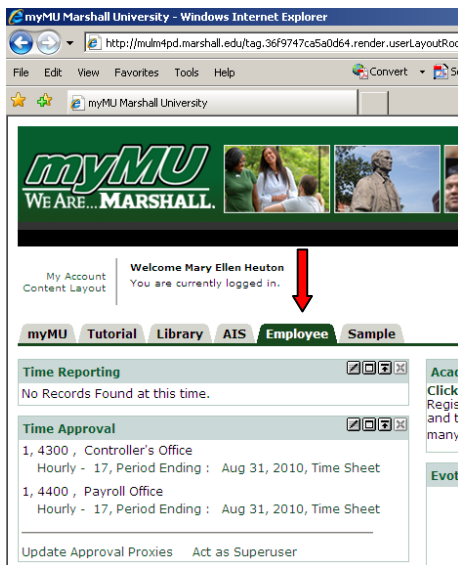


Access to Timesheets for Proxies

Log into MyMU at www.marshall.edu/mymu , enter your MU ID #(901...) and PIN

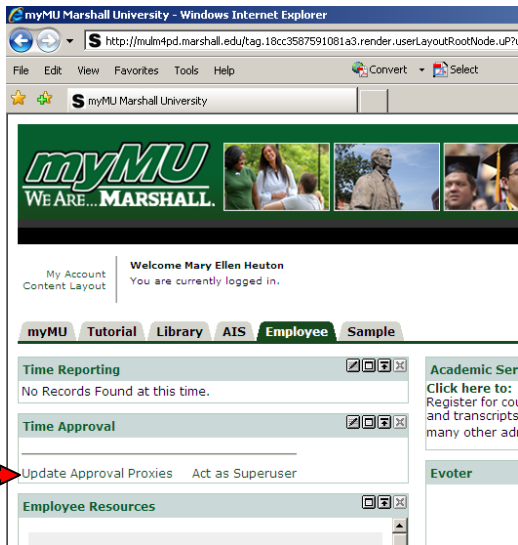


The MyMU page displays; click on the employee tab

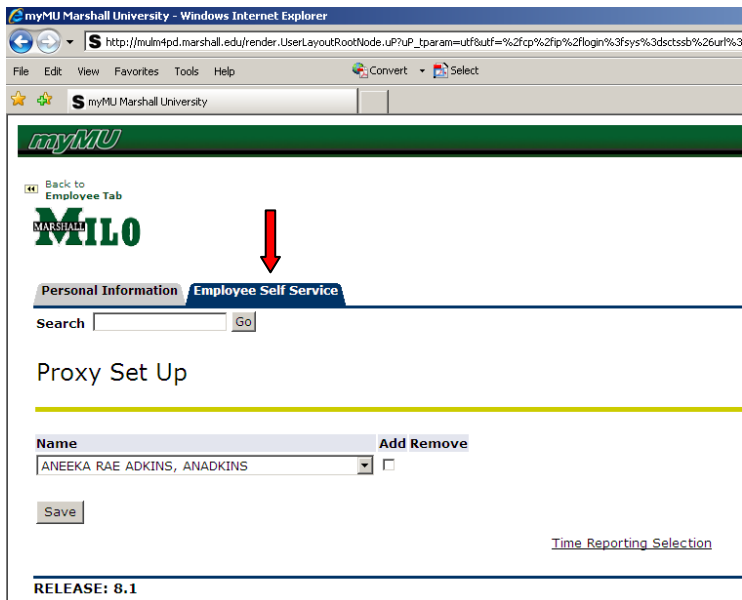


If you are an approver for any positions you will see time sheets that you may select for those positions, however if you are acting as a proxy for other positions, you should follow these steps. You can also use these steps as an alternate way to access the time sheets you will approve.

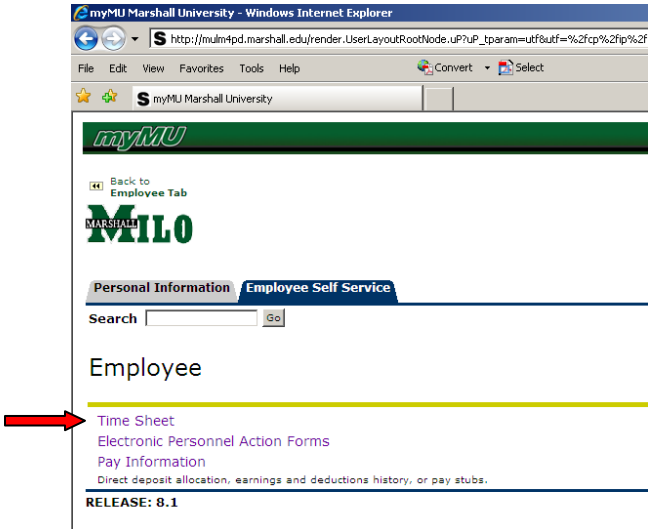
Click on “Update Approval Proxies” in the **Time Approval** channel



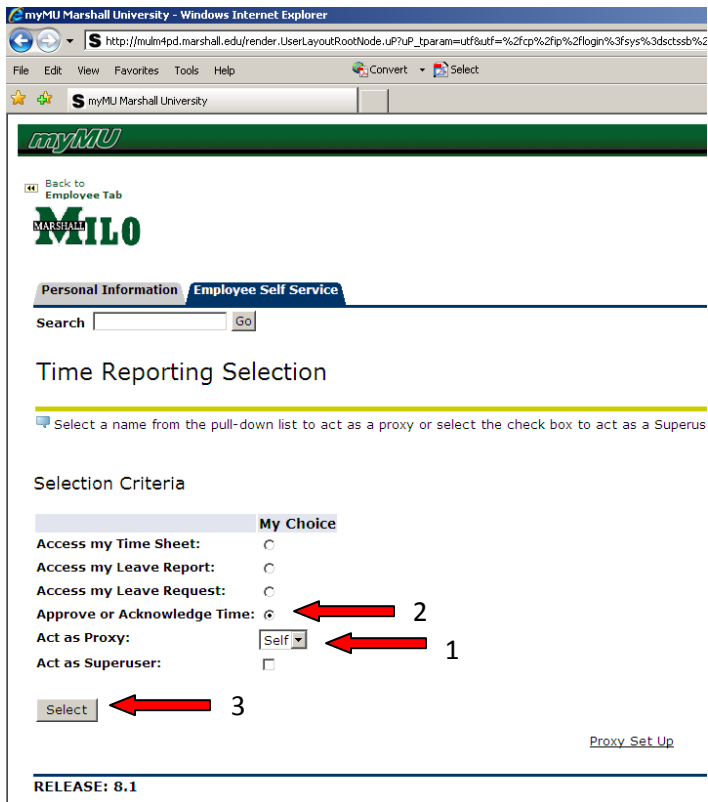
You will be taken to the **Proxy Set Up** page, from here you should then click on the blue Employee Self Service tab



Click on “Time Sheet” in the **Employee** section to be taken to the **Time Reporting Selection** page



1. If you are acting as a Proxy for another approver, choose their name from the drop-down selector, otherwise leave as “Self”
2. Then select the indicator for “Approve or Acknowledge Time” and click on “Select”.
3. Click on the Select button to access the **Approver Selection** page



This will bring you to the **Approver Selection** page where you can then choose the department and pay period for which you want to review or approve. Select the radio button for the department you wish to review/approve and then use the drop down to select the pay period. Then by clicking "Select", you will be taken to the **Department Summary** page where you will see all employees with timesheets for the department and pay period you selected.

myMU Marshall University - Windows Internet Explorer

http://mumf.m Marshall.edu/... time approval channel luminus

myMU Marshall University

myMU

Back to Employee Tab

MARSHALL MILO

Personal Information Employee Self Service

Search [] Go SITE MAP HELP

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

Time Sheet

Department and Description	My Choice	Pay Period
1, 4300, Controller's Office	<input checked="" type="radio"/>	HR, Aug 17, 2010 to Aug 31, 2010
1, 4400, Payroll Office	<input type="radio"/>	HR, Aug 17, 2010 to Aug 31, 2010

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 8.1

Once an employee submits a timesheet it will appear in the summary as Pending. You may review (1), or change their time (2).

Summary - Windows Internet Explorer

Personal Information Employee Self Service

Search [] [Go] SITE MAP HELP EXIT

Department Summary

Select the employee's name to access additional details.

COA: 1, Marshall University
 Department: 4300, Controller's Office
 Pay Period: Jul 01, 2010 to Jul 16, 2010
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Closed as of Aug 11, 2010, 05:00 P.M.

Select New Department Select All, Approve or FYI Reset Save

Pending							
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
901	Melody 194300 - 01	Approve	10.00	.00		<input type="checkbox"/>	<input type="checkbox"/>
Change Time Record							

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
901C	Carla J 164300 - 01		5.25	.00
901	Mary J 164300 - 01		.00	.00

Not Started	
ID	Name and Position
9014	Elyse 164300 - 01

If you select change time record, you will see the hours the employee entered for each day, you may select the day to update the in/out times. You may also approve from this page.

myMU Marshall University - Windows Internet Explorer

Personal Information Employee Self Service

Search [] [Go] SITE MAP HELP

Time and Leave Reporting

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

Time Sheet

Name: Janet
 Title and Number: Casual Hourly -- 145265-02
 Department and Number: Facilities Planning & Management -- 5100
 Time Sheet Period: Aug 17, 2010 to Aug 31, 2010
 Submit By Date: Sep 01, 2010 by 12:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Aug 17, 2010	Wednesday Aug 18, 2010
Extra Help Hourly	1		0	15		7.5
Total Hours:			15			7.5
Total Units:				0		0

Previous Menu Preview Comments Approve

Submitted for Approval By: Janet L Combs on Aug 18, 2010
 Approved By:
 Waiting for Approval From: Barbara Allen Simpkins

RELEASE: B.1

If you select Previous Menu or are already on the Department Summary, you may click the checkbox in the Approve column of any timesheets you want to approve and then click save.

Summary - Windows Internet Explorer
https://msunbau.marshall.edu/banau/impltas.P_ProcSelectApproverAction

Personal Information Employee Self Service
Search [] [GO] SITE MAP HELP EXIT

Department Summary

Select the employee's name to access additional details.

COA: 1, Marshall University
Department: 4300, Controller's Office
Pay Period: Jul 01, 2010 to Jul 16, 2010
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Closed as of Aug 11, 2010, 05:00 P.M.

Select New Department Select All, Approve or FYI Reset Save

Pending							
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
901	Melody 194300 - 01	Approve	10.00	.00		<input type="checkbox"/>	<input type="checkbox"/>

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
901C	Carla J 164300 - 01		5.25	.00
901	Mary J 164300 - 01		.00	.00

Not Started	
ID	Name and Position
9014	Elyse 164300 - 01

Once you have completed all tasks, click on "Exit" in upper right hand corner.

Any problems; go to www.marshall.edu/wte for troubleshooting ideas and more info.