



Web Time Entry

Training for Approvers



Log In to MyMU

Go to myMU at myMU.marshall.edu,

Enter your MUID
(901....#) and PIN.

A screenshot of the myMU website in a browser window. The browser title is 'Marshall University Login - powered by SunCard SCS Inc. - Windows Internet Explorer'. The address bar shows 'https://myMU.marshall.edu/home.aspx?login'. The website has a green header with 'myMU WE ARE MARSHALL'. Below the header, there are several sections: 'Secure Access Login' with fields for MUID and PIN; 'Having problems logging in? Click here!'; 'Account Management' with a link to 'Click here!'; 'HERDLINE myMU' with a 'myMU News' section; 'Quick Links' with categories like Academic Resources, Computing, Career Services, and Finance; 'Welcome to myMU' with a 'IT Service Desk Information' section; and 'myMU Hours of Operation' with a 'Technical Support' section. At the bottom, there are 'MAKE myMU HOME' and 'MU WHEREVER YOU ARE' sections with social media icons for Facebook, YouTube, and Twitter.



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Select Time Sheet

The MyMU page displays. Click on “Employee” tab

Select the time sheet period you want to review / approve in the Time Approval channel.

myMU Marshall University - Windows Internet Explorer
http://myMU.marshall.edu/rag.18cc3587591081a3.render.userLayoutRootNode.uPUP_root=rootsUp_sparam=activeTabactiveTab=U1411s8uP_tparam=frm&frm=
File Edit View Favorites Tools Help
myMU Marshall University
myMU WE ARE... MARSHALL.
Welcome Mary Ellen Heuton
You are currently logged in.
myMU Tutorial Library AIS Employee Sample
Time Reporting
No Records Found at this time.
Time Approval
1, 4300 , Controller's Office
Hourly - 17, Period Ending : Aug 31, 2010, Time Sheet
1, 4400 , Payroll Office
Hourly - 17, Period Ending : Aug 31, 2010, Time Sheet
Update Approval Proxies Act as Superuser
Employee Resources
Benefits
ENOD: Pay Stubs
Forms
View Personal Info
MU Human Resource Links
Banner
Training & Development
Equity Programs
Holiday Schedule
HIPAA Homepage
Faculty Resources
New Employee Resources
Arriving Employee Info
Departing Employee Info
Parking
UCS Help Desk
Academic Services
Click here to:
Register for courses, search the course catalog, view grades and transcripts, update your personal information, and access many other administrative services.
Evoter
Click to access the Evoter Website.
CoursesEval
CoursesEval³
CoursesEval is an online course evaluation system that allows you to submit your evaluations through an online form rather than the usual "fill-in-the-bubble" paper form.
Electronic Notification of Deposit (eNOD)
ENODS
Click here to access your W-2 and electronic pay stubs
OR
ENODS M.U.R.C.
Click here to access your W-2 and electronic pay stubs
New to M.U.R.C. ENOD services? click here for easy to follow instructions.
Gartner
Click here for access.
eSurvey
August 19, 2010
https://pav.adb.com/



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Timesheet Status – In Progress

The Department Summary page displays and the time sheets will be grouped by their status.

To review a timesheet, click on the name of the employee.

myMU
Back to Employee Tab
myMU
Personal Information Employee Self Service
Search Go [SITE MAP](#) [HELP](#)

Department Summary

Select the employee's name to access additional details.

COA: 1, Marshall University
Department: 4400, Payroll Office
Pay Period: Aug 17, 2010 to Aug 31, 2010
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Sep 01, 2010, 12:00 P.M.

Select New Department

In Progress				
ID	Name and Position	Total Hours	Total Units	Other Information
901	Amanda 164400 - 02		8.25	.00

Not Started	
ID	Name and Position
901	Cara 164300 - 01

Pay Event Transactions

Action required by all approvers:	1
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	1
Total Hours:	8.25



Review – In progress

You will be taken to the Employee Details page where you can review the detail the employee has entered to date.

myMU
 Personal Information Employee Self Service
 Search Go [SITE MAP](#) [HELP](#)

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:	901 Amanda	Department and Description:	1 4400 Payroll Office
Title:	164400-02 Student Employee	Transaction Status:	In Progress

[Previous Menu](#)

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Shift	Special	Total Rate	Total Hours	Total Units	Tuesday, Aug 17, 2010	Wednesday, Aug 18, 2010	Thursday, Aug 19, 2010	Friday, Aug 20, 2010	Saturday, Aug 21, 2010	Sunday, Aug 22, 2010	Monday, Aug 23, 2010	Tuesday, Aug 24, 2010	Wednesday, Aug 25, 2010	Thursday, Aug 26, 2010	Friday, Aug 27, 2010	Saturday, Aug 28, 2010	Sunday, Aug 29, 2010	Monday, Aug 30, 2010	Tuesday, Aug 31, 2010
Student 1 Assistant Hourly		8.25	4	4.25															
Total Hours:		8.25	4	4.25															
Total Units:			0																

Time In and Out

Earnings	Tuesday, Aug 17, 2010	Wednesday, Aug 18, 2010	Thursday, Aug 19, 2010	Friday, Aug 20, 2010	Saturday, Aug 21, 2010	Sunday, Aug 22, 2010	Monday, Aug 23, 2010	Tuesday, Aug 24, 2010	Wednesday, Aug 25, 2010	Thursday, Aug 26, 2010	Friday, Aug 27, 2010	Saturday, Aug 28, 2010	Sunday, Aug 29, 2010	Monday, Aug 30, 2010	Tuesday, Aug 31, 2010
Student Hourly	09:00 AM	08:45 AM													
Assistant Hourly	01:00 PM	01:00 PM													



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Timesheet Status – Pending

Once an employee submits a timesheet it will appear in the summary as Pending.

You may review, approve or change their time.

Summary - Windows Internet Explorer
https://ms02000.marshall.edu/banoux/bwlinkas.P_ProcSelectApproveAction

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	Other Information
901	Melody I. 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 I 164300 - 01		.00	.00

Not Started		
ID	Name and Position	Other Information
9014	Elyse J 164300 - 01	



Change Time Record

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.

myMU Marshall University - Windows Internet Explorer

http://myMU.marshall.edu/.../time-approval-channel-linux

myMU

Back to Employee Tab

MILO

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 _ _ _ _ _ on Aug 18, 2010

Approved By:

Waiting for Approval From: Barbara _ _ _ _ _

RELEASE: 8.1



Approve Time Sheet

Click the checkbox in the Approve column of any timesheets you want to approve and then click save.

You may also do individually from the employee detail.

The screenshot shows the 'Employee Self Service' page in Internet Explorer. The page title is 'Summary - Windows Internet Explorer' and the URL is 'https://msosbox.marshall.edu/employee/Default.aspx?Proc=SelectApproveAction'. The page content includes a search bar, a 'Department Summary' section, and a table of pending time sheets.

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.

Buttons: 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	Other Information
901	Melody I. 194300 - 01	Approve	10.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record

In Progress				
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901C	Carla J 164300 - 01		5.25	.00
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Not Started		
ID	Name and Position	Other Information
9014	Elyse J 164300 - 01	



Exit Time Reporting

Click on “Exit” in upper right hand corner.

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



Tips & Recommendations

IMPORTANT:

Always use the navigation buttons in MyMU and the Employee Self Service module, instead of the Forward & Back buttons in Internet Explorer.