



# Web Time Entry

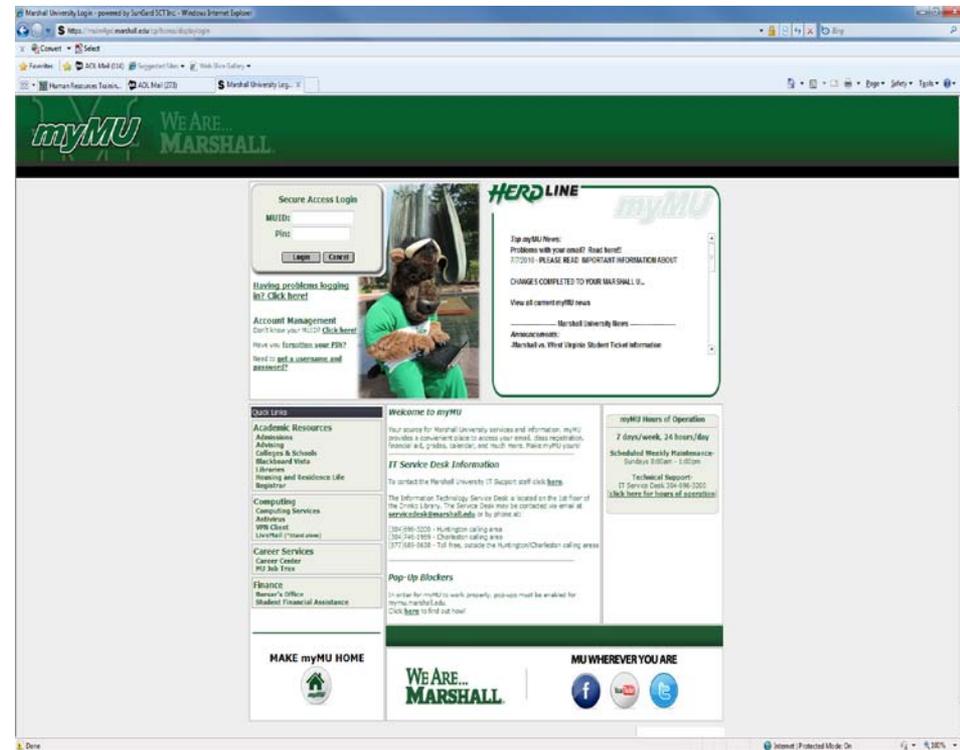
Training for Hourly Employees  
(formerly green timesheet users)



# Log In to MyMU

Go to myMU at [myMU.marshall.edu](https://myMU.marshall.edu),

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





**MARSHALL**  
UNIVERSITY



# Select Time Sheet

The MyMU page displays. Click on “Employee” tab.

From the “Time Reporting” channel, click on the link for the pay period you want to update.



# Select Day to Update

The “Time and Leave Reporting” page will display.

Locate the specific day you want to update. Click “Enter Hours” link directly below that day.

The screenshot shows a web browser window displaying the "Time and Leave Reporting" page. The page includes a search bar, navigation links for "Personal Information" and "Employee Self Service", and a "Time Sheet" section. The "Time Sheet" section displays the following information:

**Title and Number:** Student Employee -- 164300-01  
**Department and Number:** Controller's Office -- 4300  
**Time Sheet Period:** Aug 01, 2010 to Aug 16, 2010  
**Submit By Date:** Aug 18, 2010 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 01, 2010	Monday Aug 02, 2010	Tuesday Aug 03, 2010	Wednesday Aug 04, 2010	Thursday Aug 05, 2010	Friday Aug 06, 2010	Saturday Aug 07, 2010
Student Assistant Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

At the bottom of the table, there are buttons for "Position Selection", "Comments", "Preview", "Submit for Approval", "Restart", and "Next".

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 6.1



# Input Your Hours

Fill in the Time In and Time Out fields in HHMM format. Click on “Save”.

Repeat for all applicable days.

Click on Timesheet to return to summary page.

A screenshot of a web browser showing the 'Time In and Out' form. The browser title is 'Time In and Out - Windows Internet Explorer'. The address bar shows a URL from marshall.edu. The page has a blue header with 'MARSHALL UNIVERSITY' and 'FR EDUCATION'. Below the header, there are tabs for 'Personal Information' and 'Employee Self Service'. A search bar is present. The main section is titled 'Time In and Out' and includes instructions: 'Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.' The form shows the date 'Tuesday, Aug 03, 2010' and 'Earnings Code: Extra Help Hourly'. There is a table with columns for 'Shift', 'Time In', 'Time Out', and 'Total Hours'. The table has five rows, each with a '1' in the Shift column, 'AM' in the Time In and Time Out columns, and '0' in the Total Hours column. At the bottom, there are buttons for 'Timesheet', 'Previous Day', 'Next Day', 'Add New Line', 'Save', 'Copy', and 'Delete'. The page footer says 'RELEASE: 8.1'.



# Submit Time

Once all hours for the pay period are entered, click on the “Submit for Approval” button.

You will be required to re-enter your PIN to confirm your time sheet submission.

The screenshot shows a web browser window displaying the 'Time and Leave Reporting' page. The page includes a search bar, navigation links (SITE MAP, HELP, EXIT), and a section for 'Time Sheet' reporting. The reporting details are as follows:

- Title and Number:** Casual Hourly -- 144200-01
- Department and Number:** Time Sheet 3 - Bursar's Office -- T34200
- Time Sheet Period:** Aug 01, 2010 to Aug 16, 2010
- Submit By Date:** Aug 18, 2010 by 05:00 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 08, 2010	Monday Aug 09, 2010	Tuesday Aug 10, 2010	Wednesday Aug 11, 2010	Thursday Aug 12, 2010	Friday Aug 13, 2010	Saturday Aug 14, 2010
Extra Help Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

At the bottom of the table, there are buttons for 'Position Selection', 'Comments', 'Preview', 'Submit for Approval', 'Restart', 'Previous', and 'Next'. Below the table, there are fields for 'Submitted for Approval By:', 'Approved By:', and 'Waiting for Approval From:'. The release version is noted as 'RELEASE: 8.1'.



# Exit Time Reporting

Click on “Exit” in upper right hand corner.

Any problems, go to [www.marshall.edu/wte](http://www.marshall.edu/wte) for troubleshooting ideas and more info.

The screenshot shows a web browser window displaying the 'Time and Leave Reporting' page. The page includes a search bar, navigation links for 'SITE MAP', 'HELP', and 'EXIT', and a 'Time Sheet' section. The 'Time Sheet' section contains a table with columns for 'Earning', 'Shift', 'Default Hours or Units', 'Total Hours', 'Total Units', and days of the week from Sunday to Saturday. The table shows data for 'Extra Help Hourly' with 1 unit on Sunday. Below the table are buttons for 'Position Selection', 'Comments', 'Preview', 'Submit for Approval', 'Restart', 'Previous', and 'Next'. At the bottom, there are fields for 'Submitted for Approval By', 'Approved By', and 'Waiting for Approval From', with the value 'RELEASE: 8.1' entered in the last field.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 08, 2010	Monday Aug 09, 2010	Tuesday Aug 10, 2010	Wednesday Aug 11, 2010	Thursday Aug 12, 2010	Friday Aug 13, 2010	Saturday Aug 14, 2010
Extra Help Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



**MARSHALL**  
UNIVERSITY®



# 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.