


Bi-Weekly Web Time Entry

EMU Bi-Weekly and Student Pay Cycle

- ① Time sheets span the first two weeks of the pay cycle. Time sheets are available via my.emich the first Sunday of the pay period.
- ② Employee time sheets must be submitted by the Employee no later than 11:59pm the first Monday after the pay period ends.
- ③ Employee time sheets must be approved by the Approver no later than 11:59pm the first Tuesday after the pay period ends.

① Two Week Pay Period		Time Sheet Submission & Approval	
Sun – Sat	Sun – Sat	② First Monday after the Pay Period ends	③ First Tuesday after the Pay Period ends
Time sheets are available via my.emich the first Sunday of the pay period (12:01am)		Submission deadline (11:59pm)	Approval deadline (11:59pm)

Opening Your Time Sheet

1. Log in to my.emich and click the **Employee** tab.
2. Navigate to the **Services Main Menu** section and click the **Focus Mode**  button.
3. Click the **Employee** link and then the **Time Sheet** link.
4. Click the appropriate **Title & Department** radio button.
*Note: Approvers, Superusers, and Proxies - first click the **Access my Time Sheet** radio button and then the **Select** button.*
5. Click the **Pay Period & Status** pull-down arrow and select the desired pay period.
Note: View the status of your time sheets from this field.
6. Click the **Time Sheet** button.

Entering Hours for One Day

1. From the **Time Sheet** page, click the **Enter Hours** link for the desired date and earnings type.
2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
Note: You must enter time for each day of your regular schedule.
3. Click the **Save** button.

Entering Hours for a Pay Period

- You can copy hours from one date to other pay period dates.
1. From the **Time Sheet** page, click the displayed hours or **Enter Hours** link for the desired date and earnings type.
 2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
 3. Click the **Copy** button.
 4. Click the **Copy by Date** checkbox for dates to be copied.
 5. Click the **Copy** button.
Note: A message displays that the hours were copied.
 6. Click the **Time Sheet** button.

Adjusting Your Hours

- Changing hours you have entered for a day is no problem, as long as you have not submitted the time sheet for approval.
1. From the **Time Sheet** page, click the displayed hours link for the date and earnings type to be changed.
 2. Delete the number in the **Hours** field.
 3. Click the **Save** button.
*Note: The time sheet should now display the **Enter Hours** link.*
 4. Click the **Enter Hours** link for the correct date and earnings type.
 5. Type the correct number of hours, to the nearest quarter hour, in the **Hours** field.
 6. Click the **Save** button.

Leaving a Comment on Your Time Sheet

- Use comments to explain any special circumstance(s) found on your time sheet.
1. From the **Time Sheet** page, click the **Comments** button.
 2. Type your message in the **Enter or Edit Comment** box.
 3. Click the **Save** button.
 4. Click the **Previous Menu** button.

Printing Your Time Sheet

- Use the page setup feature to layout the time sheet for printing.
1. From the **Time Sheet** page, click the **Preview** button.
 2. Click the **File** menu and click **Page Setup** from the list.
 3. Click the **Landscape** radio button.
 4. Adjust the margins by typing **.2** in the **Left** and **Right** fields and then click the **OK** button.
 5. Click the **File** menu and click **Print** from the list.
 6. Click the **OK** or **Print** button.
 7. Click the **Previous Menu** button.

Obtaining your PIN

Your PIN is required when submitting your time sheet.

1. From the **Services Main Menu** section, click the **Personal Information** tab.
2. Click the **Display EID and PIN** link.
3. Write down the PIN, while maintaining its confidentiality.
4. Click the **Employee** tab.

Submitting Your Time Sheet

Check the selected pay period, earnings types, and recorded times for accuracy prior to submitting your time sheet.

Note: A zero (0) cannot be recorded in your time sheet.

1. From the **Time Sheet** page, click the **Submit for Approval** button.
2. Type your PIN in the Certification Statement's **PIN** field.
*Note: This is the equivalent to signing your time sheet; it certifies you approve that the time sheet information is accurate. See **Obtaining your PIN** for more information.*
3. Click the **Submit for Approval** button.
Note: A message displays that your time sheet was submitted.

Opening a Time Sheet for Another Job / Position

Employees will submit separate time sheets if they have more than one job/position or are paid from more than one account.

1. From the **Position Selection** page, click the appropriate **Title & Department** radio button.
2. Click the **Pay Period & Status** pull-down arrow and select the desired pay period.
3. Click the **Time Sheet** button.

Employee Responsibilities

- Submit your time sheet anytime prior to the 11:59pm deadline the first Monday after the pay period ends.
Note: Time sheet deadlines may change to accommodate holidays.
- Check the pay period, earnings types, and recorded times for accuracy prior to submitting your time sheet.
Note: You will be required to certify that the time sheet information is accurate.
- Verify leave balances amounts via the my.emich **Employee** tab >> **Employee** link >> **Leave Balances** link before submitting your time sheet. If your leave balances are insufficient to cover your reported hours, your pay will be docked.

Employee Responsibilities (continued)

- Add comments to your time sheet to document any variations and/or changes to your normal work schedule.
- Check your time sheet status the first Wednesday after the pay period ends to verify that it has been approved. If it has not been approved, contact your Approver for next steps.
- If you are unable to submit your time sheet by the deadline, contact your Approver to make arrangements for them to complete and submit your time sheet.
- Campus Police (CP), Clerical / Secretarial (CS), Food Maintenance (FM), Police Sergeant (PS), and Professional Technical (PT) must submit a time sheet, reporting time for each day of their regular schedule including: regular hours, vacation, overtime, comp time, shift premiums, etc. (a.k.a. exception time), for every pay period regardless of the actual hours worked.
- Employee Consultants (EC) and Temporary Employees (TEM) employees must submit a time sheet, reporting actual hours worked (a.k.a. positive time), for any pay period that hours are worked.

Quick Tips & Reminders

- DO NOT USE your browser **Back** button to navigate or you may lose any work you have completed.
- Use the **Next** and **Previous** buttons to navigate between all weeks of the pay period.
- You can view the current status of your time sheet. See **Opening your Time Sheet** for more information.
- Your time sheet will only show earning types related to your job/position.
- Record your time to the nearest quarter hour.
- A zero (0) cannot be recorded in your time sheet.
- Early time sheets can be submitted at any time prior to the submission deadline.
- Contact your Approver to change a submitted time sheet.

Additional Help

- Contact the Help Desk at 734.487.2120 for questions and help with my.emich usernames and passwords.
- Contact Payroll at 734.487.2393 for questions and help entering and approving time sheets and leave reports.