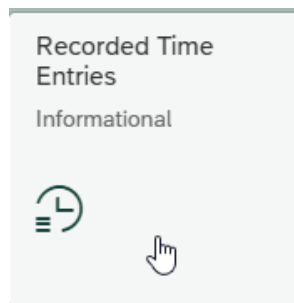


Recorded Time Entries Tile for ESTA – February-April 2025

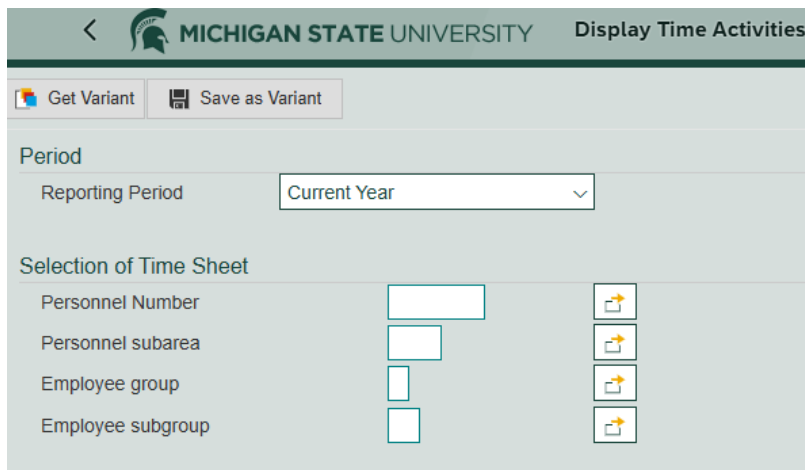
Use this guide as a temporary tool to track an employee's time worked and calculate earned sick time. A tool will be available in mid-April. Details will be shared at that time.

Notes:

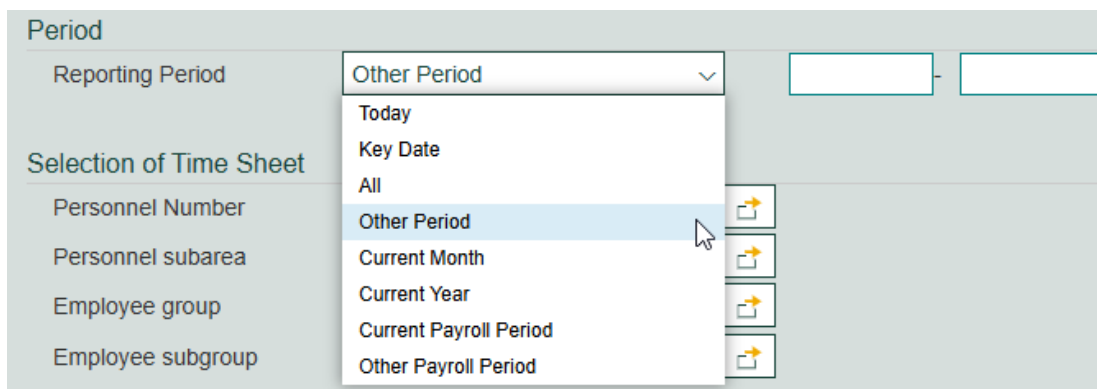
- For these groups, EBS will be unable to support a traditional “bucket” of time, similar to sick, vacation, and personal time for regular support staff.
- All supervisors and time administrators have access to the “Recorded Time Entries” tool (under Supervisor tools).



Click the Recorded Time Entries tile to reach this selection screen:

The screenshot shows the "Recorded Time Entries" selection screen. At the top is a dark green header with a back arrow, the Michigan State University logo, and the text "Display Time Activities". Below the header are two buttons: "Get Variant" and "Save as Variant". The main section is titled "Period" and contains a "Reporting Period" dropdown menu currently set to "Current Year". Below this is a section titled "Selection of Time Sheet" with four rows: "Personnel Number", "Personnel subarea", "Employee group", and "Employee subgroup". Each row has a text input field and a button with a document icon and a plus sign.

Select the dropdown box in the “Reporting Period” option.

This screenshot shows the "Reporting Period" dropdown menu open. The menu lists several options: "Other Period", "Today", "Key Date", "All", "Other Period" (highlighted with a blue bar and a mouse cursor), "Current Month", "Current Year", "Current Payroll Period", and "Other Payroll Period". The background shows the same selection screen as the previous image, but the focus is on the dropdown menu.


Populate the dates from 2/21/2025 (for existing employees) or the date of hire for any student/temp/on-call that was hired after 2/21/2025.

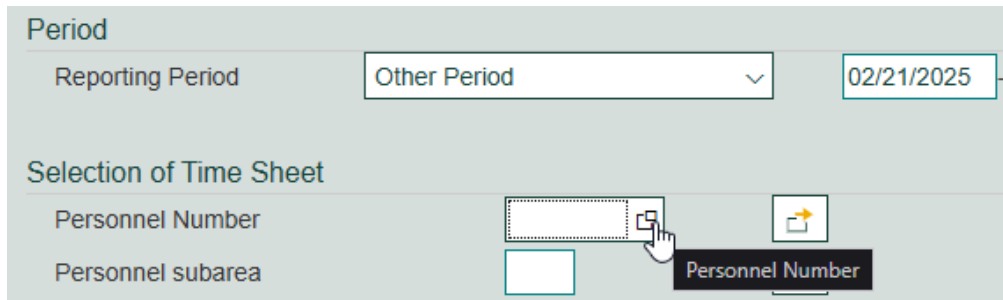


Period

Reporting Period Other Period 02/21/2025 - 

End Date


Search for the employee by entering the personnel ID number. If the ID is unknown, you can search for an employee by clicking on the  icon.



Period

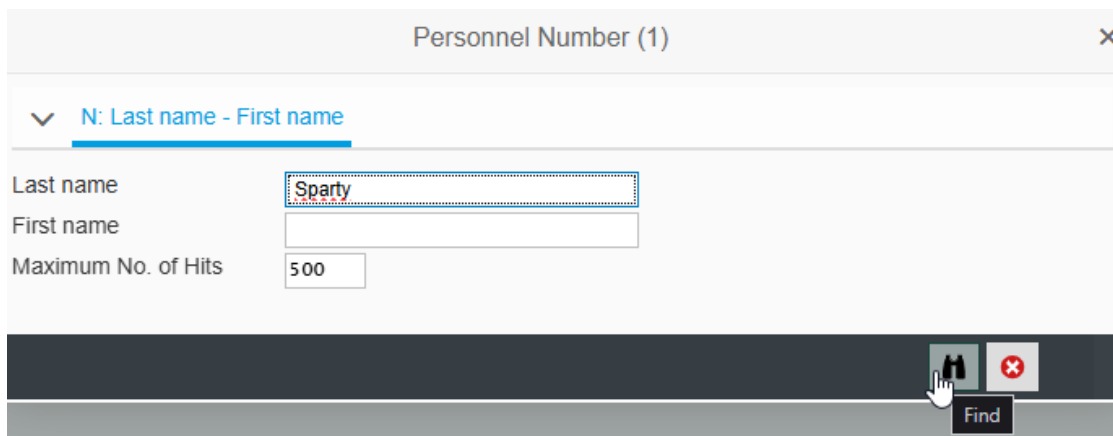
Reporting Period Other Period 02/21/2025

Selection of Time Sheet

Personnel Number 

Personnel subarea

Personnel Number





Personnel Number (1) X

▼ N: Last name - First name

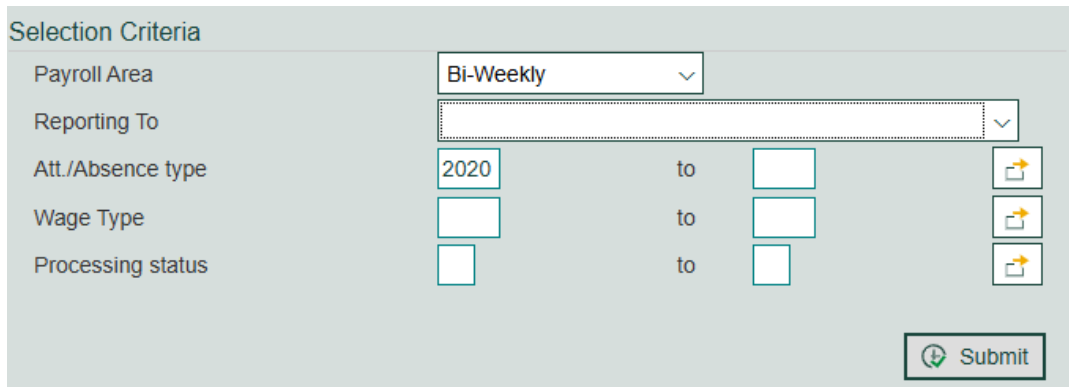
Last name

First name

Maximum No. of Hits

  Find


Enter code 2020* for Student Employees or 2000 for Temp On-Call Employees.





Selection Criteria

Payroll Area Bi-Weekly

Reporting To

Att./Absence type 2020 to 

Wage Type to 

Processing status to 

Submit

**Not required but recommended to limit results.*

A detailed report of day-by-day entries will populate, with total hours at the bottom.

| <div><div>Details</div><div>Find</div><div>Find Again</div><div>Ascending</div><div>Descending</div><div>Filter ▾</div><div>Total ▾</div><div>Sub Totals ▾</div><div>Layout ▾</div><div>Download ▾</div></div> | | | | | | | | | | | | | |
|--|------------|----------|--------|-----|-------|--------|---|--------------|-----|----------|----------------|-----|----|
| Last name First name ^ | Date ▾ | Pers.No. | Status | F/S | PArea | BaseRT | ± | Number | UoM | A/A type | A/A type text | V.. | WT |
| GLEND, DOUG | 03/12/2025 | 93001871 | ✓ | | B1 | 14.50 | | 2.500 | H | 2020 | Student Hourly | | |
| | 03/11/2025 | | ✓ | | B1 | 14.50 | | 5 | H | 2020 | Student Hourly | | |
| | 03/10/2025 | | ✓ | | B1 | 14.50 | | 5 | H | 2020 | Student Hourly | | |
| | 03/08/2025 | | ✓ | | B1 | 14.50 | | 5 | H | 2020 | Student Hourly | | |
| | 03/07/2025 | | ✓ | | B1 | 14.50 | | 4 | H | 2020 | Student Hourly | | |
| | 03/05/2025 | | ✓ | | B1 | 14.50 | | 4 | H | 2020 | Student Hourly | | |
| | 03/04/2025 | | ✓ | | B1 | 14.50 | | 3.500 | H | 2020 | Student Hourly | | |
| | 03/01/2025 | | ✓ | | B1 | 14.50 | | 6 | H | 2020 | Student Hourly | | |
| | 02/28/2025 | | ✓ | | B1 | 14.50 | | 4 | H | 2020 | Student Hourly | | |
| | 02/27/2025 | | ✓ | | B1 | 14.50 | | 3 | H | 2020 | Student Hourly | | |
| | 02/25/2025 | | ✓ | | B1 | 14.50 | | 5.500 | H | 2020 | Student Hourly | | |
| | 02/24/2025 | | ✓ | | B1 | 14.50 | | 2.500 | H | 2020 | Student Hourly | | |
| | 02/21/2025 | | ✓ | | B1 | 14.50 | | 5.500 | H | 2020 | Student Hourly | | |
| | | | | | | | | ▪ 55.500 H | | | | | |
| | | | | | | | | ▪ ▪ 55.500 H | | | | | |

Divide total hours by 30 (whole numbers only, no rounding up) to determine the amount of earned sick time. In this case, 55.5 hours worked equals only 1 hour of ESTA has been earned to date.

Note: a supervisor or time administrator will only be able to see the personnel number and number of hours worked in their unit. Any additional units the employee has hours worked in will need to be provided by either the employee or Human Resources.

As a reminder, the Earned Sick Time Act report will automate all the above, with all hours worked across all units, once it launches in mid-April 2025.