

Reporting Elapsed Time

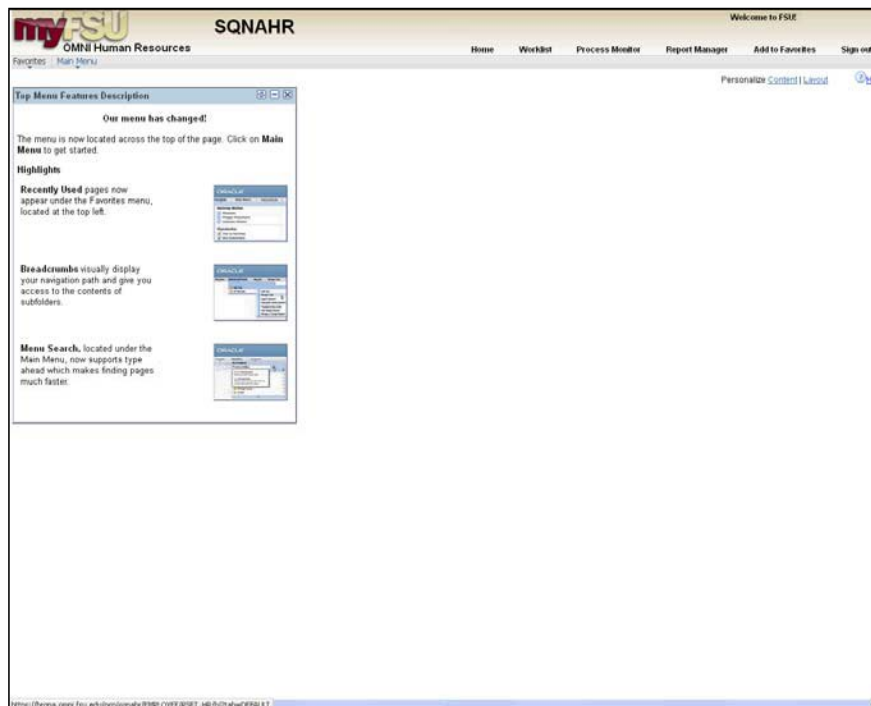
Overview:

Understanding the Reporting of Elapsed Time & Leave Process

In this guide you will learn how to report time and leave on an Elapsed timesheet. Elapsed timesheets have a pre-loaded number of scheduled hours each day, which total a weekly amount equal to your FTE. For a full-time employee these hours will equal 40 for the week. If you are not altering your schedule for the week, by recording a leave event, no time entry is needed. All time and leave should be recorded using the "Week" view (rather than the "Pay Period" view) on your timesheet.

Log into myFSU and from the portal page select the Human Resources link.

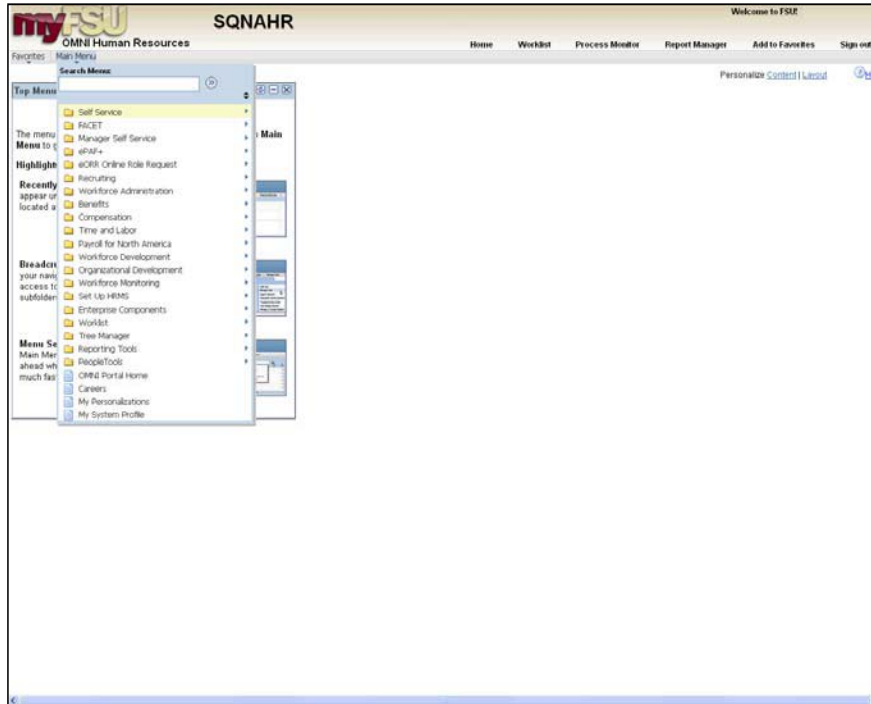
Procedure




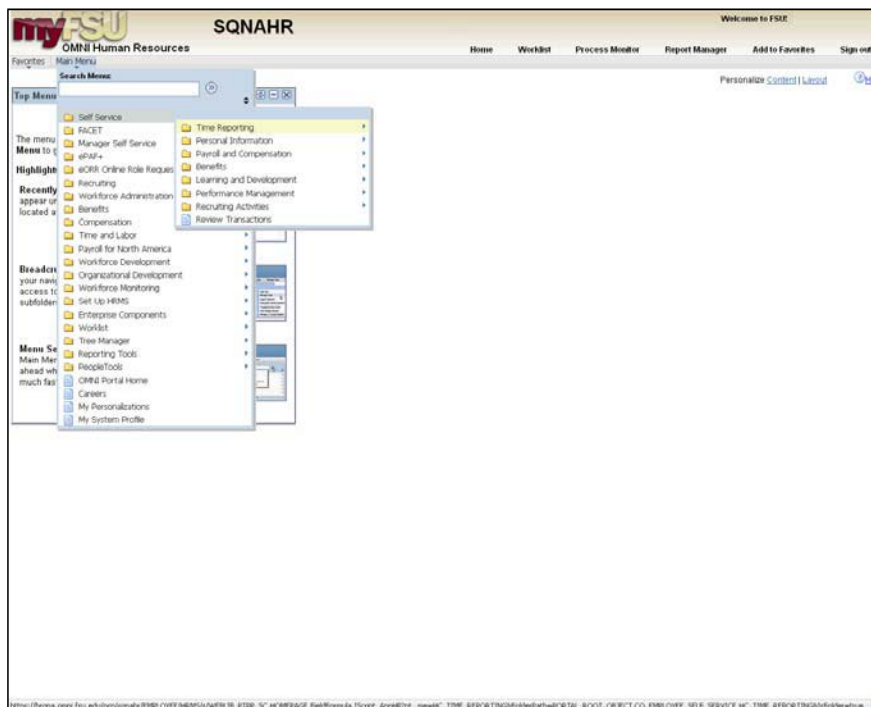
| Step | Action |
|------|--------------------------------------|
| 1. | Click in the Main Menu field. |

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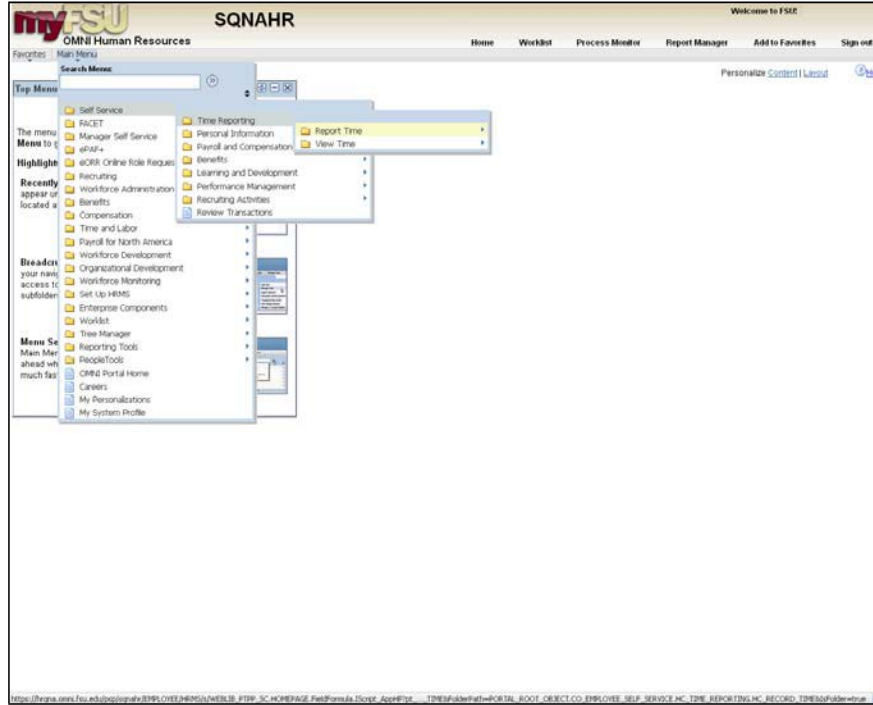
| Step | Action |
|------|---|
| 2. | Click the Self Service list item.  |



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Reporting Elapsed Time

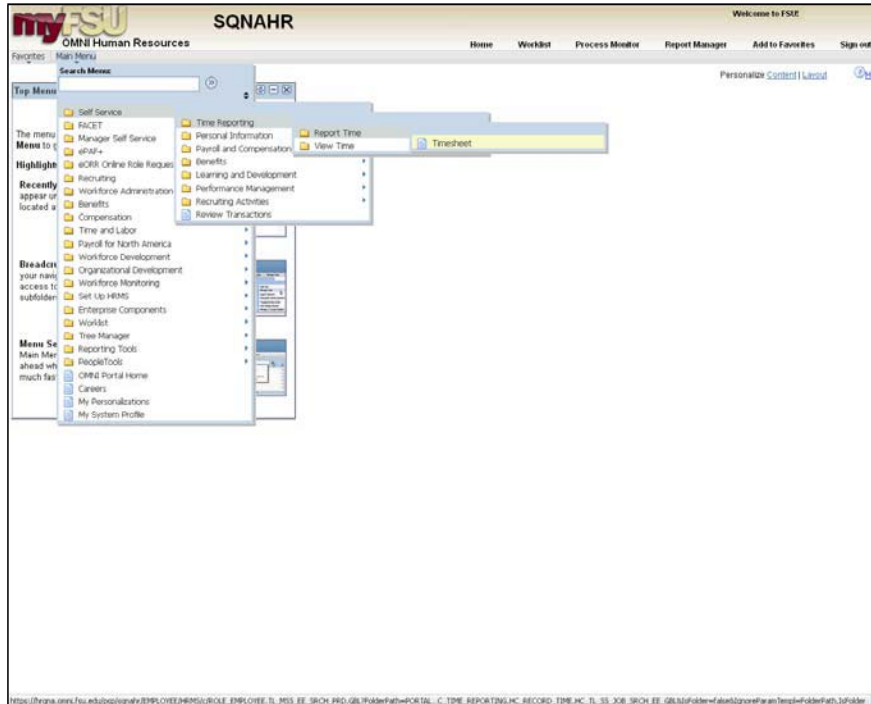
| Step | Action |
|------|--|
| 3. | Click in the Time Reporting field. Time Reporting |

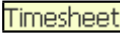


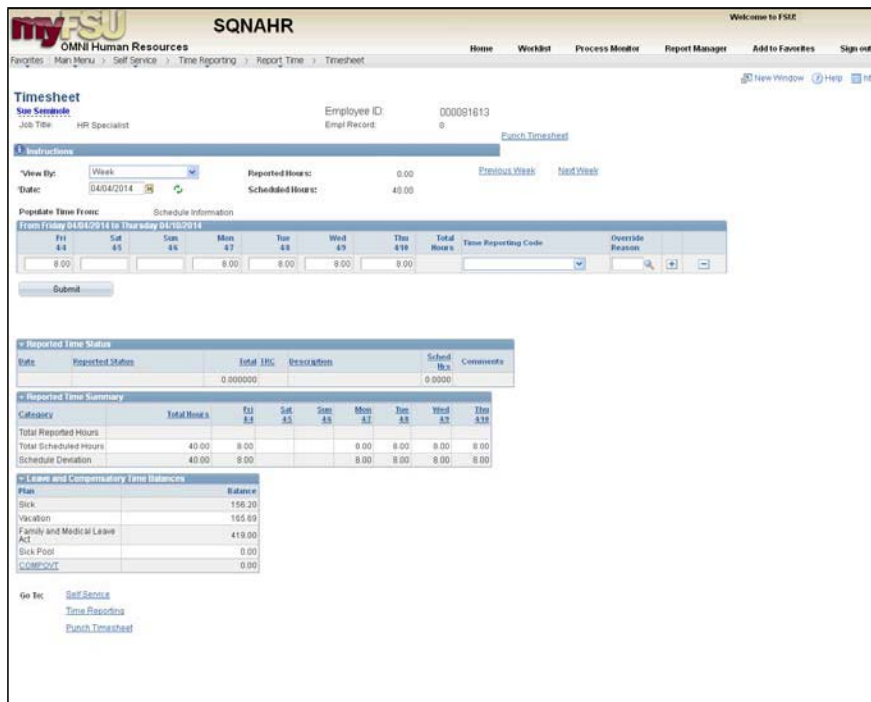
| Step | Action |
|------|--|
| 4. | Click in the Report Time field. Report Time |

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Reporting Elapsed Time




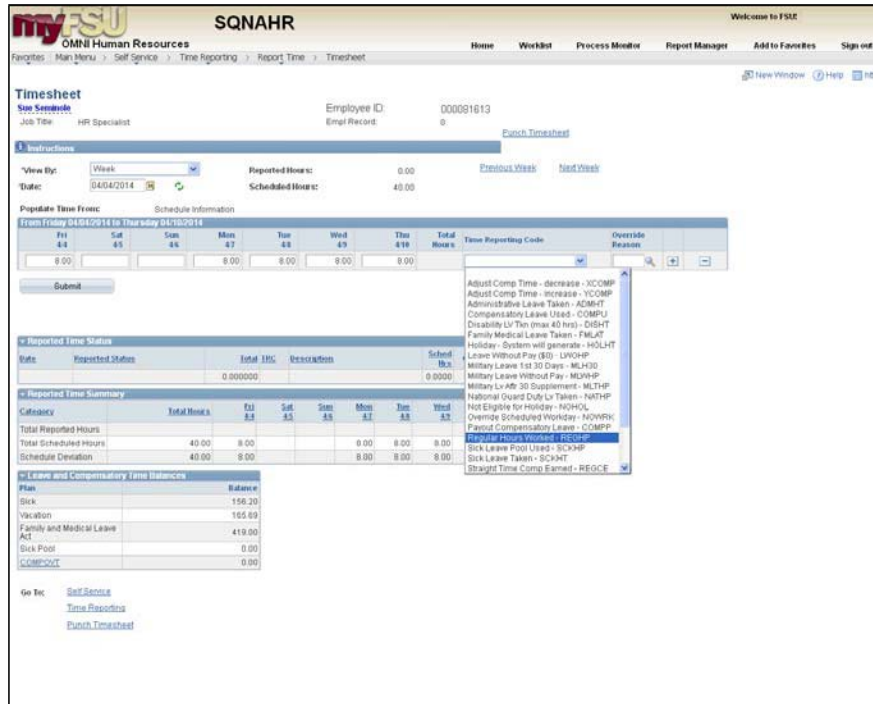
| Step | Action |
|------|---|
| 5. | Click the Timesheet menu.  |



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Reporting Elapsed Time

| Step | Action |
|------|---|
| 6. | This employee will be entering some Sick Leave taken during the week. Click the check mark to label this top row.  |



The screenshot displays the SQNAHR Timesheet interface for an HR Specialist. The main area shows a weekly schedule with columns for days of the week (Fri, Sat, Sun, Mon, Tue, Wed, Thu) and a 'Total Hours' column. A dropdown menu is open, listing various Time Reporting Codes. The code 'Regular Hours Worked - REGHP' is highlighted in blue. Other codes include 'Adjust Comp Time - decrease - XCOMP', 'Adjust Comp Time - increase - YCOMP', 'Administrative Leave Taken - ADMIT', 'Compensatory Leave Used - COMPU', 'Disability Lf Tim (max 40 hrs) - DISHT', 'Family Medical Leave Taken - FMLAT', 'Holiday - System will generate - HOLHT', 'Leave Without Pay (30) - LWOPF', 'Military Leave (at 30 Days) - MLH30', 'Military Leave Without Pay - MLWHP', 'Military Lf AB 30 Supplement - MLTHP', 'National Guard Duty Lf Taken - NATHP', 'Not Eligible for Holiday - NOHOL', 'Overtime Scheduled/Worked - NOVOTY', 'Parent Compensatory Leave - COMPP', 'Sick Leave Pool Used - SICKHP', 'Sick Leave Taken - SCHMT', and 'Straight Time Comp Earned - REOCE'.

| Step | Action |
|------|--|
| 7. | Select the Time Reporting Code for Regular Hours (REGHP).  |

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Reporting Elapsed Time

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OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Timesheet

See Schedule Job Title: HR Specialist Employee ID: 000091613 Emp Record: 0

Instructions

View By: Week Date: 04/04/2014 Reported Hours: 0.00 Scheduled Hours: 40.00

Populate Time From: From Friday 04/04/2014 to Thursday 04/10/2014

| Day | Mon | Tue | Wed | Thu | Total Hours | Time Reporting Code | Override Reason |
|-----|------|------|------|------|-------------|---------------------------|-----------------|
| Mon | 8.00 | 8.00 | 8.00 | 8.00 | 32.00 | Regular Hours Worked - RE | |

Reported Time Status

| Date | Reported Status | Total Hrs | Description | Sched. Hrs | Comments |
|------|-----------------|-----------|-------------|------------|----------|
| | | 0.000000 | | 0.0000 | |

Reported Time Summary

| Category | Total Hours | Mon | Tue | Wed | Thu |
|-----------------------|-------------|------|------|------|------|
| Total Reported Hours | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | 8.00 | 8.00 | 8.00 |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 165.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| COMP/OUT | 0.00 |

| Step | Action |
|------|--|
| 8. | An additional row/line will be needed to record the Sick Leave taken. Click the "+" sign to add a new row. |



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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Timesheet

See Schedule Job Title: HR Specialist Employee ID: 000091613 Emp Record: 0

Instructions

View By: Week Date: 04/04/2014 Reported Hours: 0.00 Scheduled Hours: 40.00

Populate Time From: From Friday 04/04/2014 to Thursday 04/10/2014

| Day | Mon | Tue | Wed | Thu | Total Hours | Time Reporting Code | Override Reason |
|-----|------|------|------|------|-------------|---------------------------|-----------------|
| Mon | 8.00 | 8.00 | 8.00 | 8.00 | 32.00 | Regular Hours Worked - RE | |
| Tue | | 8.00 | | | 8.00 | | |

Reported Time Status

| Date | Reported Status | Total Hrs | Description | Sched. Hrs | Comments |
|------|-----------------|-----------|-------------|------------|----------|
| | | 8.000000 | | 0.0000 | |

Reported Time Summary


| Category | Total Hours | Mon | Tue | Wed | Thu |
|-----------------------|-------------|------|------|------|------|
| Total Reported Hours | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | 8.00 | 8.00 | 8.00 |

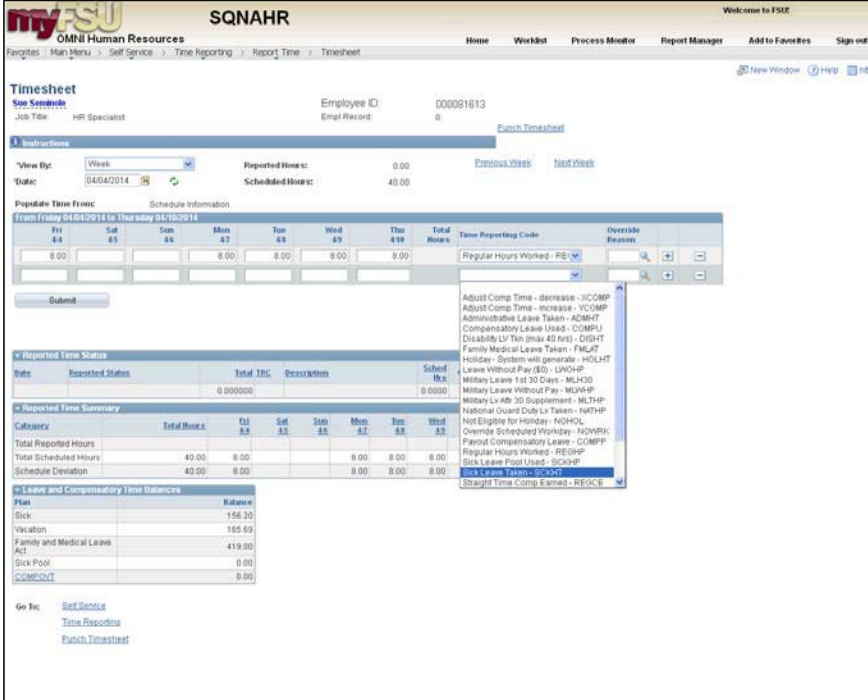
Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 165.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| COMP/OUT | 0.00 |

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Reporting Elapsed Time

| Step | Action |
|------|--|
| 9. | Select the label for this line by clicking on the check mark .  |



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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet
See Summary Employee ID: 000091613
Job Title: HR Specialist Emp Record: 0

Instructions: View By: Week Reported Hours: 0.00 Previous Week Next Week
Date: 04/04/2014 Scheduled Hours: 40.00

Populate Time From: Schedule Information
From (Mon) 04/07/2014 To (Thursday) 04/10/2014

| Day | Mon | Tue | Wed | Thu | Total Hours | Time Reporting Code | Override Reason |
|-------|------|------|------|------|-------------|----------------------------|-----------------|
| 04/07 | 8.00 | 8.00 | 8.00 | 8.00 | 32.00 | Regular Hours Worked - REG | |

Reported Time Status

| Date | Reported Status | Total TRC | Description | Sched. Hrs |
|------|-----------------|-----------|-------------|------------|
| | | 0.000000 | | 0.0000 |


Reported Time Summary

| Category | Total Hours | Mon | Tue | Wed | Thu | Friday | Sat | Sun |
|-----------------------|-------------|------|-----|------|------|--------|-----|-----|
| Total Reported Hours | | | | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | | 8.00 | 8.00 | 8.00 | | |
| Schedule Deviation | 40.00 | 8.00 | | 8.00 | 8.00 | 8.00 | | |

Leave and Compensatory Time Balances

| Plan | Balance |
|--------------------------|---------|
| Sick | 156.20 |
| Vacation | 165.69 |
| Family and Medical Leave | 419.00 |
| AD | |
| Sick Pool | 0.00 |
| COMP/OUT | 0.00 |

Go To: Self Service Time Reporting Punch Timesheet

| Step | Action |
|------|---|
| 10. | Select the Time Reporting Code for Sick Leave Taken (SCKHT).  |

Training Guide

Reporting Elapsed Time

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Man Menu Self Service Time Reporting Report Time Timesheet

Timesheet See Semelko Employee ID: 000091613
Job Title: HR Specialist Emp Record: 6 [Punch Timesheet](#)

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
Date: 04/04/2014 Scheduled Hours: 40.00

Populate Time From Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | | Regular Hours Worked - RE | |
| | | | | | | | | | Sick Leave Taken - SCKHT | |

[Submit](#)

Reported Time Status

| Date | Reported Status | Total TRC | Essentials | Sched. Hrs. | Comments |
|------|-----------------|-----------|------------|-------------|----------|
| | | 0.000000 | | 0.0000 | |

Reported Time Summary

| Category | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|
| Total Reported Hours | | | | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | | | | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | | | | 8.00 | 8.00 | 8.00 |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 155.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| CAMP/OUT | 0.00 |

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

| Step | Action |
|------|--|
| 11. | Click in the box for the day you are modifying. For the purpose of this example, click on Wed 4/9. |

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Man Menu Self Service Time Reporting Report Time Timesheet

Timesheet See Semelko Employee ID: 000091613
Job Title: HR Specialist Emp Record: 6 [Punch Timesheet](#)

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
Date: 04/04/2014 Scheduled Hours: 40.00

Populate Time From Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 0.00 | | | 0.00 | 0.00 | 8.00 | 0.00 | | Regular Hours Worked - RE | |
| | | | | | | | | | Sick Leave Taken - SCKHT | |

[Submit](#)

Reported Time Status

| Date | Reported Status | Total TRC | Essentials | Sched. Hrs. | Comments |
|------|-----------------|-----------|------------|-------------|----------|
| | | 0.000000 | | 0.0000 | |

Reported Time Summary

| Category | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|
| Total Reported Hours | | | | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | | | | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | | | | 8.00 | 8.00 | 8.00 |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 155.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| CAMP/OUT | 0.00 |

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Reporting Elapsed Time

| Step | Action |
|------|--|
| 12. | To record the Sick Leave taken on 4/9, you will need to delete the elapsed scheduled hours from the timesheet. For the purpose of this example, enter "0.00". |

The screenshot displays the myFSU SQAHR Timesheet interface. At the top, it shows the user's name (myFSU), the system name (SQAHR), and navigation links like Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. The main content area is titled 'Timesheet' and includes fields for Employee ID (000091613) and Job Title (HR Specialist). There are tabs for 'Instructions', 'View By: Week', and 'Date: 04/04/2014'. A table shows the weekly schedule with columns for days (Fri, Sat, Sun, Mon, Tue, Wed, Thu) and 'Total Hours'. The 'Sick Leave Taken - SCHLT' field is highlighted in yellow. Below the timesheet, there are sections for 'Reported Time Status', 'Reported Time Summary', and 'Leave and Compensatory Time Balances'.

| Step | Action |
|------|---|
| 13. | To record the Sick Leave taken, Click in the field. <input type="text"/> |

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Reporting Elapsed Time

mySU SQAHR Welcome to FSSE

OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet See Summary Employee ID: 000091813
Job Title: HR Specialist Emp Record: 0

Instructions: [Punch Timesheet](#)

*View By: Week Reported Hours: 0.00 Previous Week Next Week
Date: 04/04/2014 Scheduled Hours: 40.00

Populate Time From: Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | | Regular Hours Worked - RE | |
| | | | | | | | | | Sick Leave Taken - SCLHT | |

Submit

Reported Time Status

| Date | Reported Status | Total TRC | Essentials | Sched. Hrs. | Comments |
|------|-----------------|-----------|------------|-------------|----------|
| | | 0.000000 | | 0.0000 | |

Reported Time Summary

| Category | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|
| Total Reported Hours | | | | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 155.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| CCAMPDUT | 0.00 |

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

| Step | Action |
|------|---|
| 14. | Enter the Sick Leave hours used for this date. For the purpose of this example, enter "8.00". |

mySU SQAHR Welcome to FSSE

OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet See Summary Employee ID: 000091813
Job Title: HR Specialist Emp Record: 0

Instructions: [Punch Timesheet](#)

*View By: Week Reported Hours: 0.00 Previous Week Next Week
Date: 04/04/2014 Scheduled Hours: 40.00

Populate Time From: Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | | Regular Hours Worked - RE | |
| | | | | | | | | 8.00 | Sick Leave Taken - SCLHT | |

Submit

Reported Time Status

| Date | Reported Status | Total TRC | Essentials | Sched. Hrs. | Comments |
|------|-----------------|-----------|------------|-------------|----------|
| | | 0.000000 | | 0.0000 | |

Reported Time Summary

| Category | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|
| Total Reported Hours | | | | | | | | |
| Total Scheduled Hours | 40.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 |
| Schedule Deviation | 40.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 |


Leave and Compensatory Time Balances

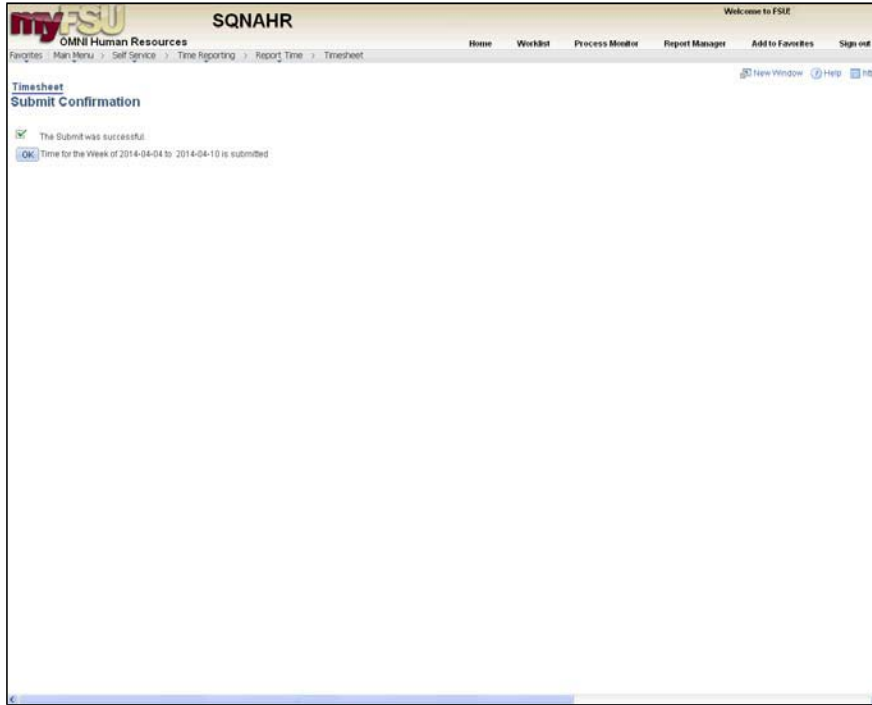
| Plan | Balance |
|------------------------------|---------|
| Sick | 156.20 |
| Vacation | 155.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| CCAMPDUT | 0.00 |


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[Time Reporting](#)
[Punch Timesheet](#)

Training Guide

Reporting Elapsed Time

| Step | Action |
|------|---|
| 15. | To submit these changes, click the Submit button.  |



| Step | Action |
|------|--|
| 16. | Click the OK button.  |

Training Guide

Reporting Elapsed Time

mySU SQAHR Welcome to ESSE

OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Timesheet

See [Summary](#)

Job Title: HR Specialist Employee ID: 000081613 Emp Record: 0

[Print Timesheet](#)

Instructions

View By: Week Date: 04/04/2014 Reported Hours: 40.00 Scheduled Hours: 40.00

Populate Time From: Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 | Regular Hours Worked - RE | |
| | | | | | | 0.00 | | 0.00 | Sick Leave Taken - SCKHT | |

Reported Time Status

| Date | Requested Status | Approval Monitor | Total TIC | Description | Sched Bk | Comments |
|------------|------------------|------------------|-----------|------------------------------|----------|----------|
| 04/04/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/07/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/08/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/09/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/09/2014 | Needs Approval | Approval Monitor | 0.00 | SCKHT - Sick Leave Taken | 0.0000 | |
| 04/10/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |

Reported Time Summary

| Calendar | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|-------|
| Total Reported Hours | 40.00 | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| Total Scheduled Hours | 40.00 | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| Schedule Deviation | | | | | | | | | |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 148.20 |
| Vacation | 185.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| COMP/OUT | 0.00 |

Go To: [Self Service](#)

<https://hrna.msu.edu/bsqahr/EMPL/VIEW/EMPLOYEE/HRMS/Tab=DEFAULT>

| Step | Action |
|------|--|
| 17. | Your time has been successfully entered. The time changes now need approval by your Manager. |

mySU SQAHR Welcome to ESSE

OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Timesheet

See [Summary](#)

Job Title: HR Specialist Employee ID: 000081613 Emp Record: 0

[Print Timesheet](#)

Instructions

View By: Week Date: 04/04/2014 Reported Hours: 40.00 Scheduled Hours: 40.00

Populate Time From: Schedule Information

| From Friday 04/04/2014 to Thursday 04/10/2014 | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total Hours | Time Reporting Code | Override Reason |
|---|---------|---------|---------|---------|---------|---------|----------|-------------|---------------------------|-----------------|
| | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 | Regular Hours Worked - RE | |
| | | | | | | 0.00 | | 0.00 | Sick Leave Taken - SCKHT | |

Reported Time Status

| Date | Requested Status | Approval Monitor | Total TIC | Description | Sched Bk | Comments |
|------------|------------------|------------------|-----------|------------------------------|----------|----------|
| 04/04/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/07/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/08/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/09/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |
| 04/09/2014 | Needs Approval | Approval Monitor | 0.00 | SCKHT - Sick Leave Taken | 0.0000 | |
| 04/10/2014 | Submitted | Approval Monitor | 0.00 | REGHP - Regular Hours Worked | 0.0000 | |

Reported Time Summary

| Calendar | Total Hours | Fri 4/4 | Sat 4/5 | Sun 4/6 | Mon 4/7 | Tue 4/8 | Wed 4/9 | Thu 4/10 | Total |
|-----------------------|-------------|---------|---------|---------|---------|---------|---------|----------|-------|
| Total Reported Hours | 40.00 | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| Total Scheduled Hours | 40.00 | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| Schedule Deviation | | | | | | | | | |

Leave and Compensatory Time Balances

| Plan | Balance |
|------------------------------|---------|
| Sick | 148.20 |
| Vacation | 185.69 |
| Family and Medical Leave Act | 419.00 |
| Sick Pool | 0.00 |
| COMP/OUT | 0.00 |

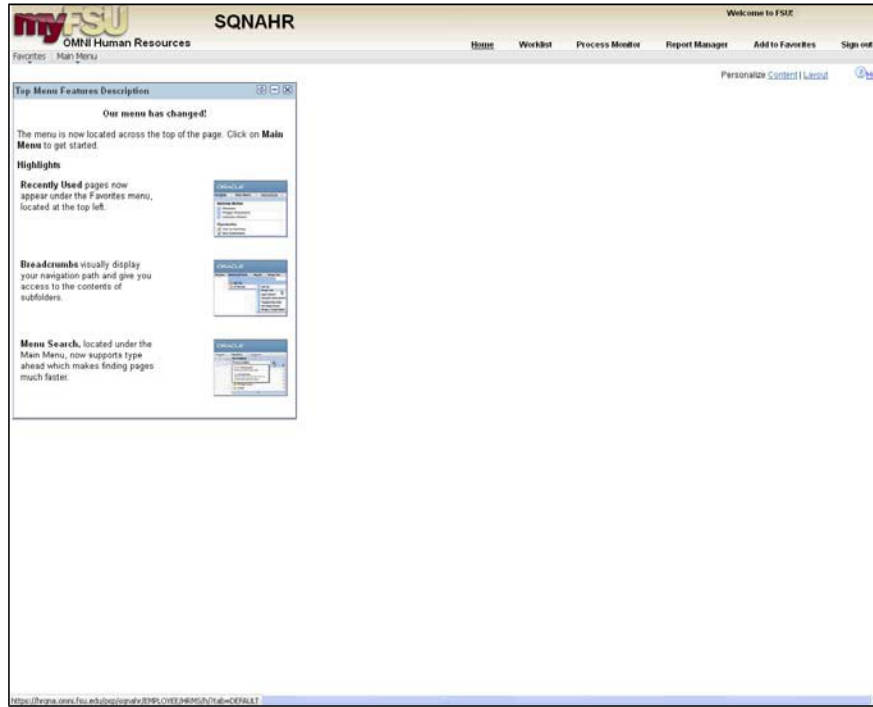
Go To: [Self Service](#)

<https://hrna.msu.edu/bsqahr/EMPL/VIEW/EMPLOYEE/HRMS/Tab=DEFAULT>

Training Guide

Reporting Elapsed Time

| Step | Action |
|------|---|
| 18. | Click the Home link. Home |



| Step | Action |
|------|--|
| 19. | Congratulations! You have completed the topic. End of Procedure. |