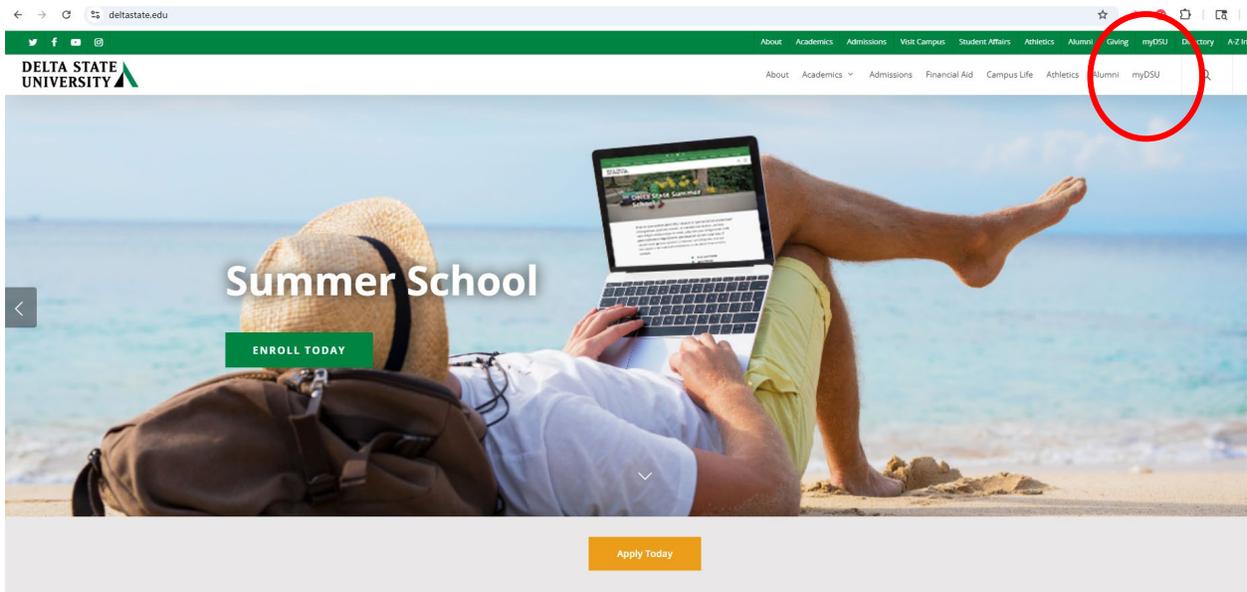


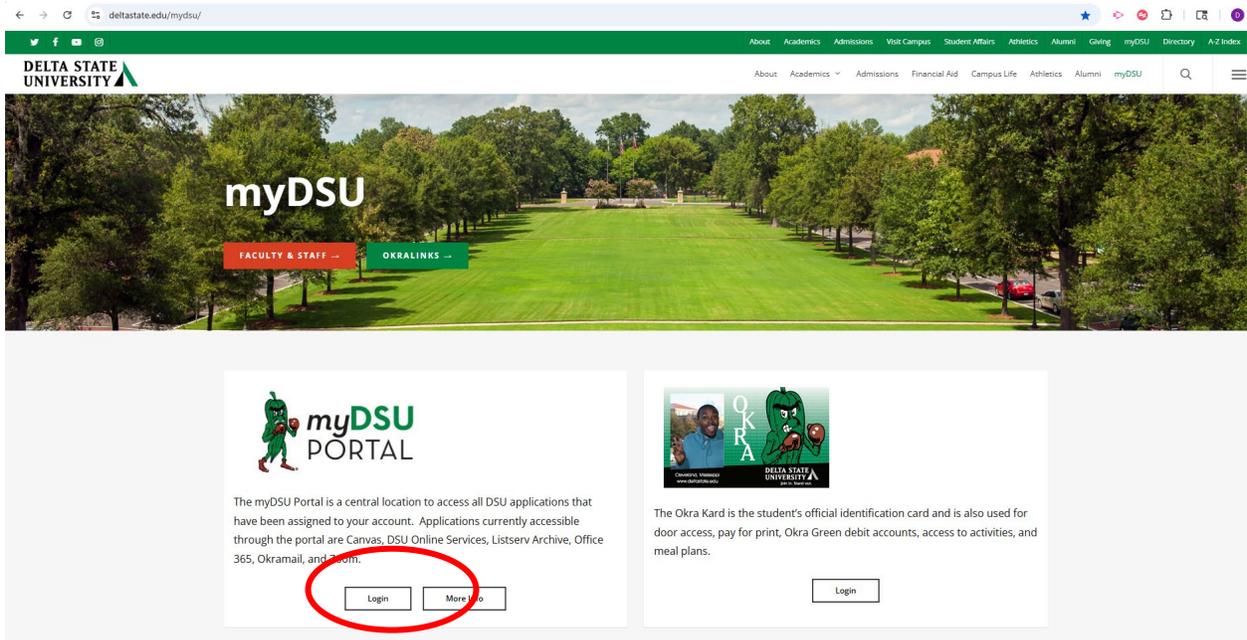
Navigate to deltastate.edu

Click myDSU



[Undergraduate Programs](#) [Graduate Programs](#)

Click Login





Log in to DSU Online Services using your DSU credentials

Ms Rachel Elizabeth Beck

Personal Information

Personal Details [Edit](#)

First Name Rachel	Middle Name Elizabeth	Last Name Becker
Date of Birth [Redacted]	Marital Status Married	Legal Sex Female
Preferred First Name -		

Email

Delta State University Email Address
rbecker@deltastate.edu
(Not Updateable)

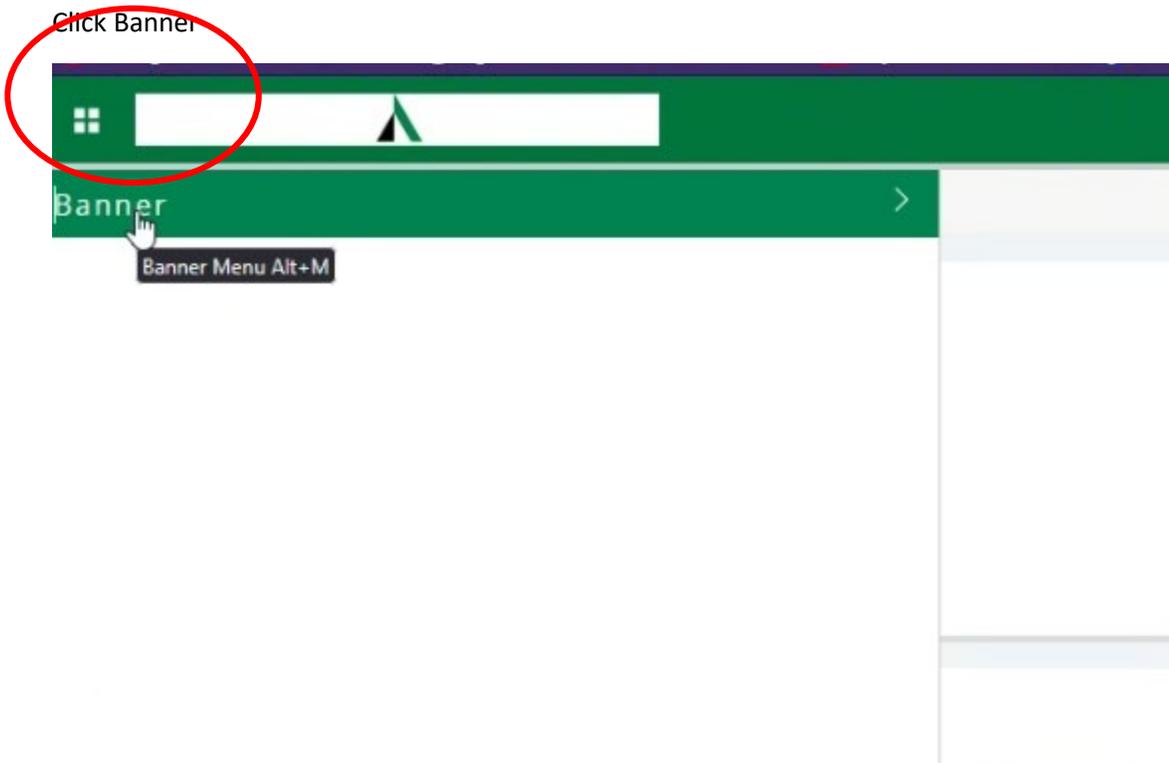
Phone Number [Add New](#)

Permanent/Parent (Primary) [Redacted] (Not Updateable)	Campus Phone (Primary) 662 8464035 (Not Updateable)	Cell/Emergency Text Messaging <input checked="" type="checkbox"/> <input type="checkbox"/>
Cell/Emergency Text Messaging <input checked="" type="checkbox"/> <input type="checkbox"/>		

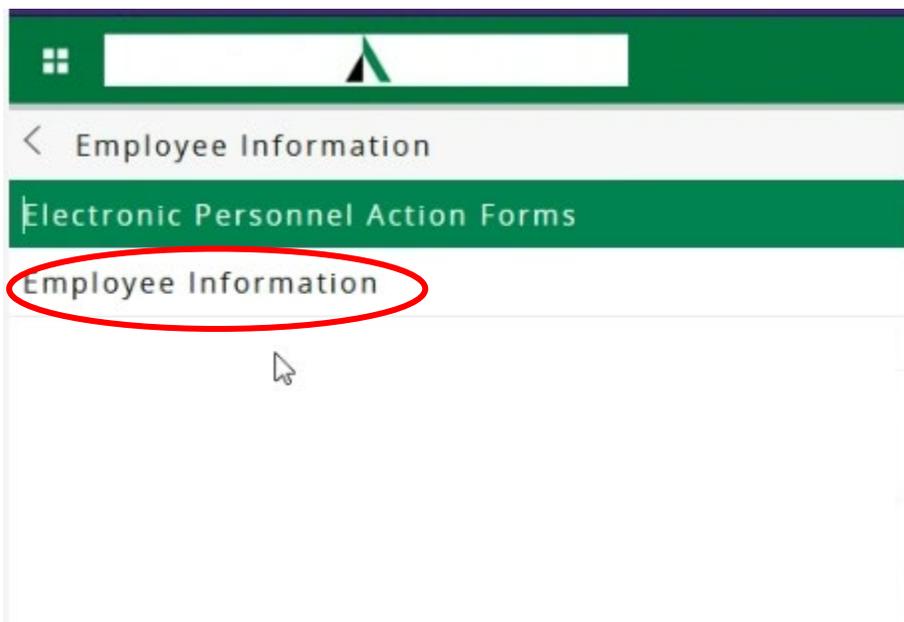
Address [Add New](#)

Click the 4 square tiles

Click Banner



Click Employee Information



Click Enter Time

The screenshot shows the 'Employee Dashboard' for Rachel E. Becker. At the top, there are navigation icons and a search bar. Below the header, the user's name and profile picture are displayed. To the right, there are 'Leave Balances as of 04/22/2025' for Major Medical/STAFF, Personal, and Comp Time. A 'My Profile' button is visible. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column, titled 'My Activities', contains a list of actions: 'Enter Time', 'Request time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Effort Certification', and 'Labor Redistribution'. The 'Enter Time' button is circled in red.

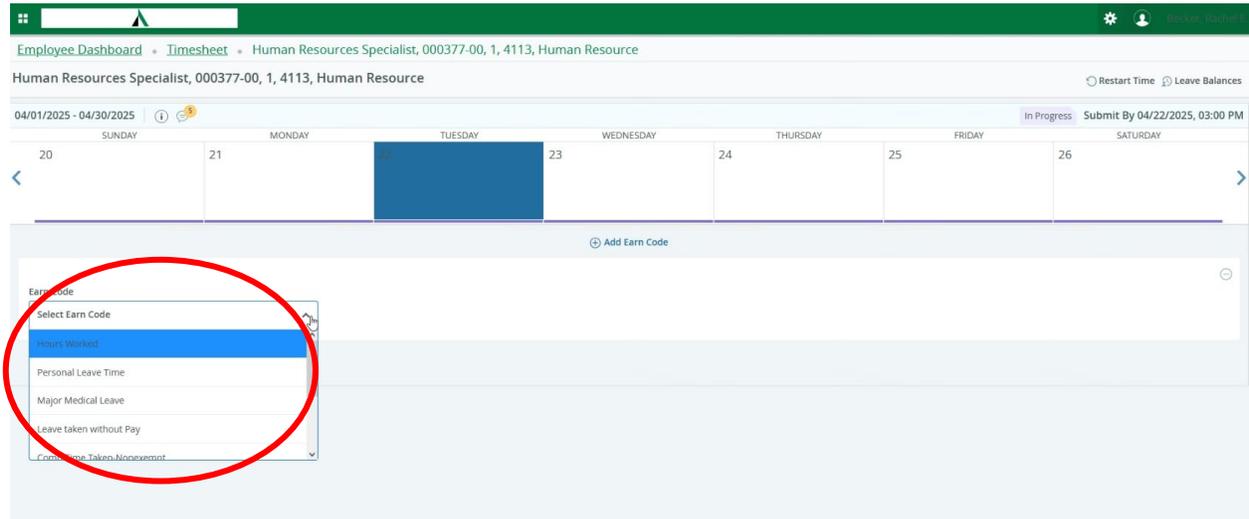
Select the appropriate pay period.

The screenshot shows the 'Timesheet' page. At the top, there are navigation icons and a search bar. Below the header, the user's name and profile picture are displayed. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column, titled 'My Activities', contains a list of actions: 'Enter Time', 'Request time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Effort Certification', and 'Labor Redistribution'. The 'Enter Time' button is circled in red.

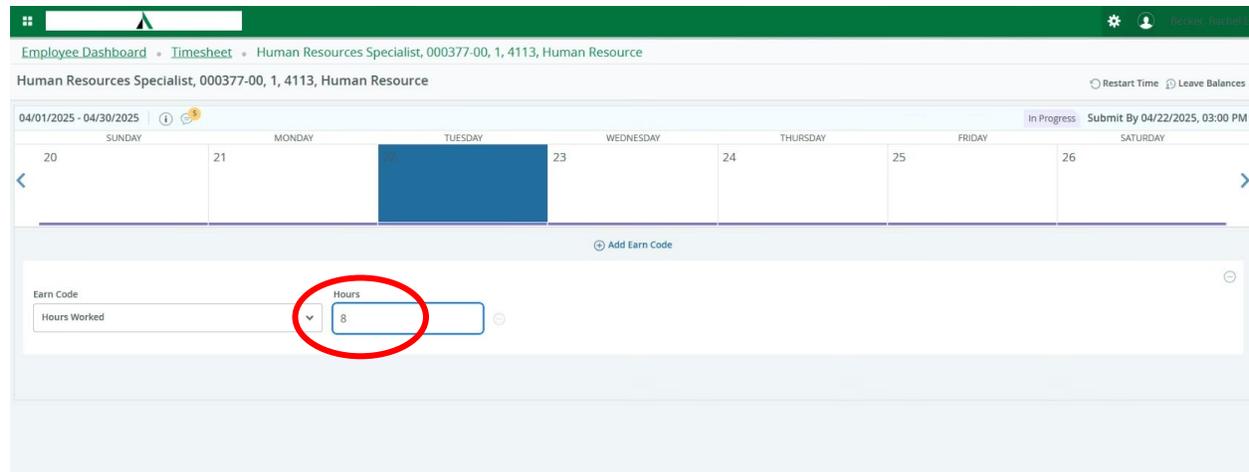
Select the date.

The screenshot shows the 'Timesheet' page in calendar view. At the top, there are navigation icons and a search bar. Below the header, the user's name and profile picture are displayed. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column, titled 'My Activities', contains a list of actions: 'Enter Time', 'Request time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Effort Certification', and 'Labor Redistribution'. The 'Enter Time' button is circled in red.

To enter time you worked on the selected day, select the hours worked earn code from the drop-down menu.



Enter the number of hours worked on the selected day.



Select Save when all hours for that day have been entered.

Employee Dashboard > Timesheet > Human Resources Specialist, 000377-00, 1, 4113, Human Resource

Human Resources Specialist, 000377-00, 1, 4113, Human Resource

04/01/2025 - 04/30/2025

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

20 21 23 24 25 26

⊕ Add Earn Code

Earn Code Hours

Hours Worked 8

Exit Page

Cancel Save Preview

You will see the message “Timesheet data successfully saved” to confirm your time for that day was saved.

Employee Dashboard > Timesheet > Human Resources Specialist, 000377-00, 1, 4113, Human Resource

Human Resources Specialist, 000377-00, 1, 4113, Human Resource

04/01/2025 - 04/30/2025 8.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

20 21 23 24 25 26

⊕ Add Earn Code

Hours Worked 8.00 Hours

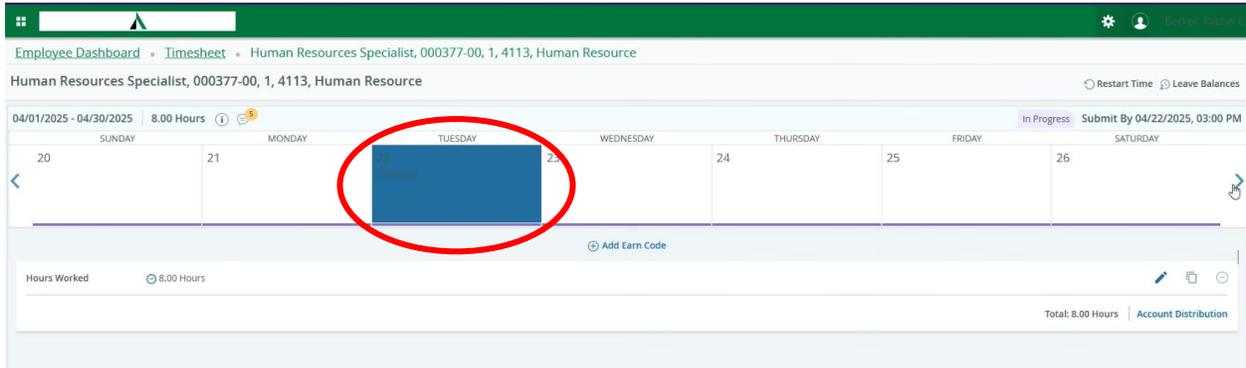
Total: 8.00 Hours | Account Distribution

Exit Page

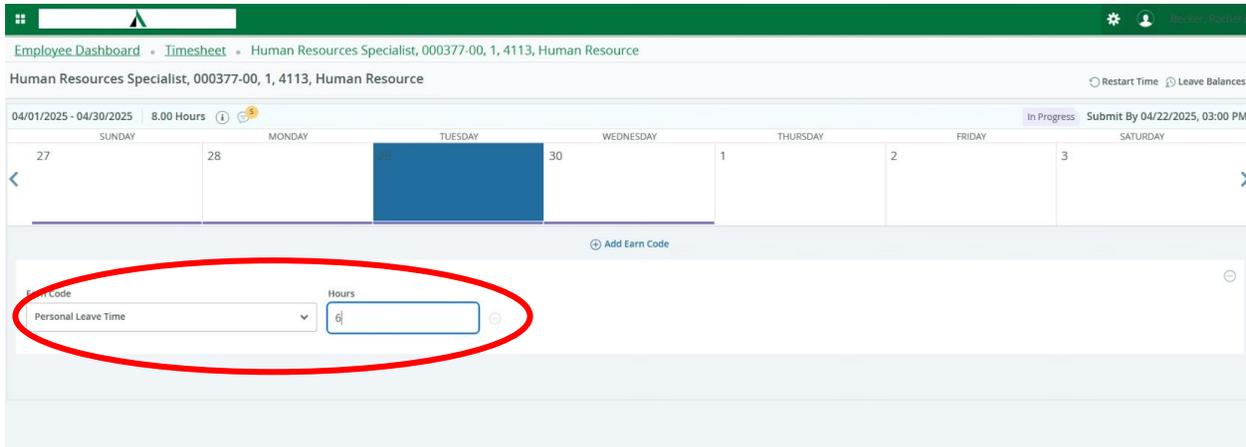
Cancel Save Preview

Timesheet data successfully saved.

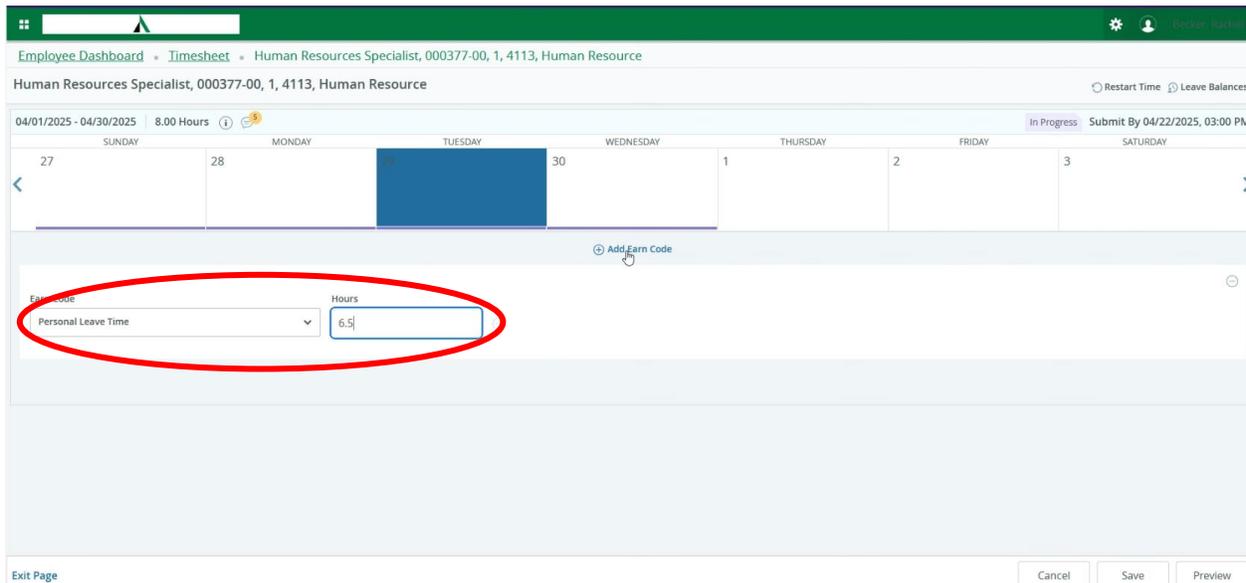
To enter leave time taken, select the day on which you are taking leave.



From the drop-down menu, select the type of leave you are taking. If you are taking all day, enter the total working hours for that day.



If you are only taking leave for part of the day, enter the number of hours you are taking. Then select add earn code to enter additional time taken or worked.



For hours worked, select the appropriate code and enter the time worked.

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource

Human Resources Specialist, 000377-00, 1, 4113, Human Resource

04/01/2025 - 04/30/2025 | 8.00 Hours | In Progress | Submit By 04/22/2025, 03:00

SUNDAY 27 MONDAY 28 TUESDAY 29 WEDNESDAY 30 THURSDAY 1 FRIDAY 2 SATURDAY 3

⊕ Add Earn Code

Earn Code: Personal Leave Time | Hours: 6.5

Earn Code dropdown options:
Select Earn Code
Hours Worked
Personal Leave Time
Leave taken without Pay
Comp Time Taken Nonexempt

Exit Page | Cancel | Save | Preview

When all time for the day is entered select save.

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource

Human Resources Specialist, 000377-00, 1, 4113, Human Resource

04/01/2025 - 04/30/2025 | 8.00 Hours | In Progress | Submit By 04/22/2025, 03:00 PM

SUNDAY 27 MONDAY 28 TUESDAY 29 WEDNESDAY 30 THURSDAY 1 FRIDAY 2 SATURDAY 3

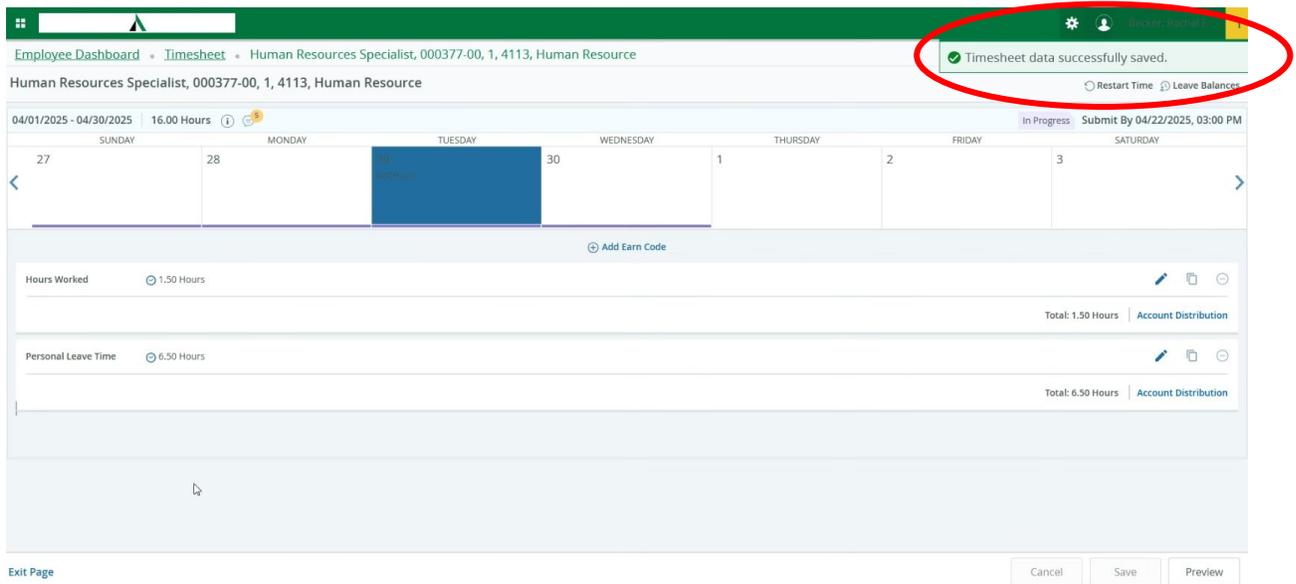
⊕ Add Earn Code

Earn Code: Personal Leave Time | Hours: 6.5

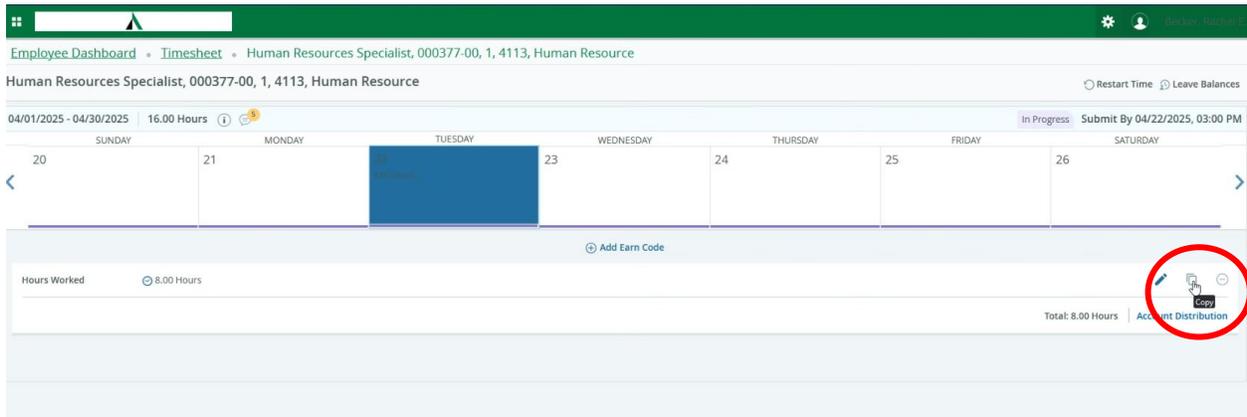
Earn Code: Hours Worked | Hours: 1.5

Exit Page | Cancel | Save | Preview

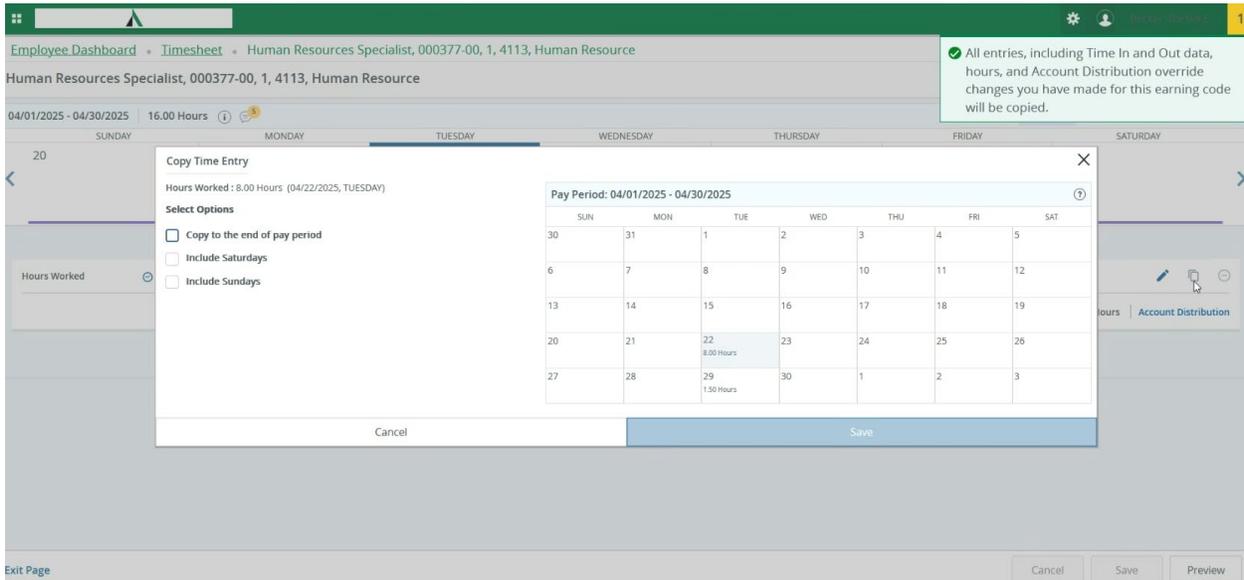
You will see the message “Timesheet data successfully saved” to confirm your time for that day was saved.



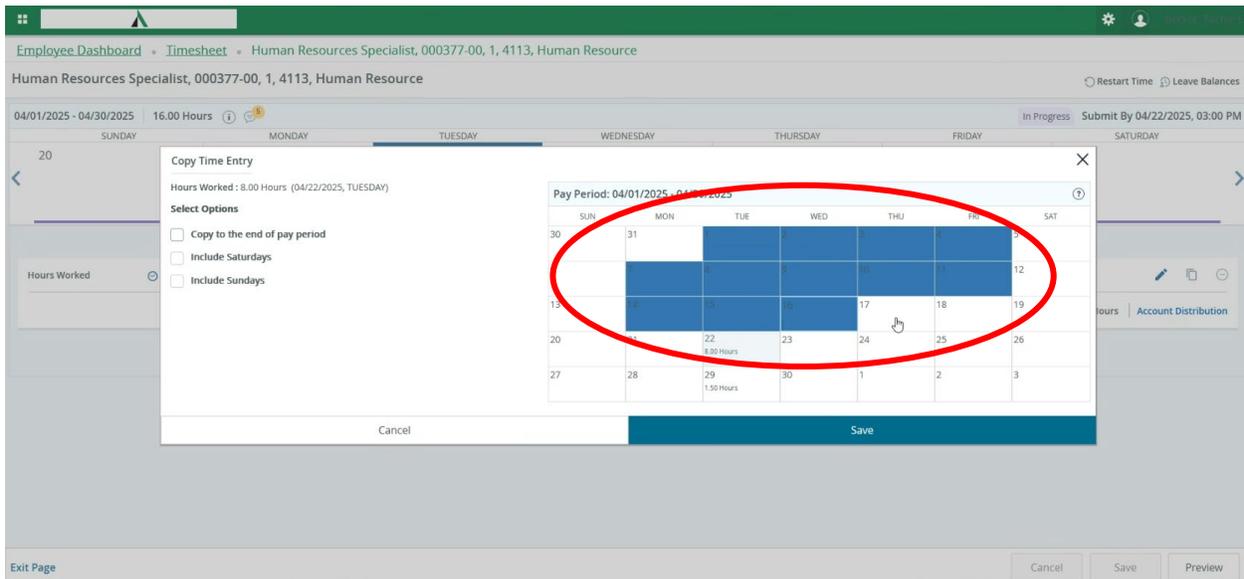
To copy leave or time worked across multiple days, enter the leave or time worked for one day. Select the copy icon.



A copy time entry popup box will appear. Select from the calendar all days which have the same number hours of time worked or leave taken.



Select all days to that you want this number of hours or time taken to be applied to.



After selecting all days, you want this copied to, select save.

The screenshot shows a 'Copy Time Entry' dialog box. On the left, there are 'Select Options' with checkboxes for 'Copy to the end of pay period', 'Include Saturdays', and 'Include Sundays'. On the right, a calendar grid shows the pay period from 04/01/2025 to 04/30/2025. The 'Save' button at the bottom right of the dialog is circled in red.

To enter holiday leave, select the day on which the holiday falls.

The screenshot shows a timesheet application interface. A green notification bar at the top says 'The entry has been successfully copied.' Below the notification, a calendar view shows the dates from 20 to 26. The date 22 (Tuesday) is highlighted with a red circle. The 'Hours Worked' section below the calendar shows '8.00 Hours'.

Select the earn code Holiday Leave-Staff

The screenshot shows a timesheet for a Human Resources Specialist. The calendar view shows days 13 through 19. The 'Add Earn Code' dropdown menu is open, and 'Holiday Leave - Staff' is highlighted. The menu also includes options like 'Leave Taken without Pay', 'Comp Time Taken Nonexempt', and 'Administrative Leave'. Buttons for 'Cancel', 'Save', and 'Preview' are visible at the bottom right.

Enter the number of hours of Holiday Leave for that day. Please note this should be the total number of hours you would be regularly scheduled on that date to work.

Click Save

The screenshot shows the same timesheet interface. The 'Add Earn Code' dropdown menu is now closed, and the 'Hours' field next to 'Holiday Leave - Staff' contains the number '8'. The 'Save' button is circled in red. Buttons for 'Cancel' and 'Preview' are also visible.

A notification will appear showing that it was successfully saved.

When all time has been entered for that month. Click Preview

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource

Timesheet data successfully saved. Restart Time Leave Balances

04/01/2025 - 04/30/2025 176.00 Hours

13 SUNDAY 14 MONDAY 8.00 Hours 15 TUESDAY 8.00 Hours 16 WEDNESDAY 8.00 Hours 17 THURSDAY 8.00 Hours 18 FRIDAY 19 SATURDAY

Add Earn Code

Holiday Leave - Staff 8.00 Hours

Total: 8.00 Hours Account Distribution

Exit Page Cancel Save Preview

Review your time to ensure that each day's hours worked or leave taken are accurate, and that the total time each day matches your regularly scheduled hours.

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource • Preview

Time Entry Detail

Date	Earn Code	Shift	Total
04/01/2025	HRW, Hours Worked	1	8.00 Hours
04/02/2025	HRW, Hours Worked	1	8.00 Hours
04/03/2025	HRW, Hours Worked	1	8.00 Hours
04/04/2025	HRW, Hours Worked	1	8.00 Hours
04/07/2025	HRW, Hours Worked	1	8.00 Hours
04/08/2025	HRW, Hours Worked	1	8.00 Hours
04/09/2025	HRW, Hours Worked	1	8.00 Hours
04/10/2025	HRW, Hours Worked	1	8.00 Hours
04/11/2025	HRW, Hours Worked	1	8.00 Hours
04/14/2025	HRW, Hours Worked	1	8.00 Hours
04/15/2025	HRW, Hours Worked	1	8.00 Hours
04/16/2025	HRW, Hours Worked	1	8.00 Hours
04/17/2025	HRW, Hours Worked	1	8.00 Hours
04/18/2025	SHL, Holiday Leave - Staff	1	8.00 Hours
04/21/2025	HRW, Hours Worked	1	8.00 Hours
04/22/2025	HRW, Hours Worked	1	8.00 Hours
04/23/2025	HRW, Hours Worked	1	8.00 Hours
04/24/2025	HRW, Hours Worked	1	8.00 Hours
04/25/2025	HRW, Hours Worked	1	8.00 Hours
04/28/2025	HRW, Hours Worked	1	8.00 Hours

Return Submit

At the bottom under summary, please check to make sure your total hours for each week total to 40 hours.

The screenshot shows a web application interface for a timesheet. At the top, there is a navigation bar with a green header containing a home icon, a search icon, and a user profile icon labeled 'Becker Rachel E.'. Below the navigation bar, the breadcrumb trail reads: 'Employee Dashboard > Timesheet > Human Resources Specialist.000377-00.1.4113.Human Resource > Preview'. The main content area displays a list of timesheet entries for the date 04/21/2025 to 04/30/2025. Each entry includes a date, a shift type (HRW, Hours Worked), a count (1), and a duration (8.00 Hours). Below this list is a 'Summary' section with a table:

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
HRW, Hours Worked	1	32.00	40.00	32.00	40.00	17.50	161.50 Hours
SHL, Holiday Leave - Staff	1			8.00			8.00 Hours
PLT, Personal Leave Time						6.50	6.50 Hours
Total Hours		32.00	40.00	40.00	40.00	24.00	

The 'Total Hours' row is circled in red. Below the summary table is a 'Routing and Status' section with a table:

Name	Action	Date & Time
Becker, Rachel E.	Originated	04/02/2025, 02:03 PM
Harris, Tijuana M.	In the Queue	

Below the routing table is a 'Comment (Optional):' section with a text input field labeled 'Add Comment'. At the bottom right, there are two buttons: 'Return' and 'Submit'.

Once you've reviewed your time and make sure its accurate, click the box beside "I certify that time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID."

This screenshot shows the same timesheet interface as above, but with a red circle around a checkbox in the 'Comment (Optional):' section. The checkbox is located next to the text: "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID." Below this text, there is a small text area containing the name 'Harris, Tijuana M.' and the timestamp 'Added on 04/22/2025 (01:56 PM)'. At the bottom left, there is a note: 'Please contact the code entered for April 18, 2025.' At the bottom right, there are two buttons: 'Return' and 'Submit'.

Click Submit

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource • Preview

04/30/2025 HRW, Hours Worked 1 8.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
HRW, Hours Worked	1	32.00	40.00	32.00	40.00	17.50	161.50 Hours
SHL, Holiday Leave - Staff	1			8.00			8.00 Hours
PLT, Personal Leave Time	1					6.50	6.50 Hours
Total Hours		32.00	40.00	40.00	40.00	24.00	

Routing and Status		
Name	Action	Date & Time
Becker, Rachel E.	Originated	04/02/2025, 02:03 PM
Harris, Tijuana M.	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Harris, Tijuana M.
Added on 04/22/2025 (01:56 PM)
Please correct the code entered for April 18, 2025

Return Submit

If your something on your time sheet needs correction, your supervisor can return it with comments. You will be able to see those comments at the bottom of your timesheet preview.

Employee Dashboard • Timesheet • Human Resources Specialist, 000377-00, 1, 4113, Human Resource • Preview

Becker, Rachel E.	Originated	04/02/2025, 02:03 PM
Harris, Tijuana M.	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Harris, Tijuana M.
Added on 04/22/2025 (01:56 PM)
Please correct the code entered for April 18, 2025

Harris, Tijuana M.
Added on 04/22/2025 (01:51 PM)
Timesheet recalled (System Generated)

Harris, Tijuana M.
Added on 04/22/2025 (01:46 PM)
Timesheet recalled (System Generated)

Becker, Rachel E.
Added on 04/22/2025 (01:12 PM)
test

Return Submit

You can make any corrections and return it for resubmission.

You will see the notification that your time sheet has been successfully submitted.

Employee Dashboard » Timesheet » Human Resources Specialist, 000377-00, 1, 4113, Human Resource » Preview

The timesheet has been successfully submitted.

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
HRW, Hours Worked	1	32.00	40.00	32.00	40.00	17.50	161.50 Hours
SHL, Holiday Leave - Staff	1			8.00			8.00 Hours
PLT, Personal Leave Time	1					6.50	6.50 Hours
Total Hours		32.00	40.00	40.00	40.00	24.00	

Routing and Status

Name	Action	Date & Time
Becker, Rachel E.	Originated	04/02/2025, 02:03 PM
Becker, Rachel E.	Submitted	04/22/2025, 02:40 PM
Harris, Tijuana M.	Pending Approval	

Harris, Tijuana M.
Added on 04/22/2025 (01:56 PM)
Please correct the code entered for April 18, 2025

Harris, Tijuana M.
Added on 04/22/2025 (01:51 PM)
Timesheet recalled (System Generated)

Harris, Tijuana M.
Added on 04/22/2025 (01:46 PM)

Return

Once submitted you will see your timesheet is pending.

Employee Dashboard » Timesheet

Timesheet

Approvals | **Timesheet** | Leave Request

Pay Period: [Dropdown]

Pay Period	Hours/Units	Submitted On	Status	
Human Resources Specialist, 000377-00, 1, 4113, Human Resource				
04/01/2025 - 04/30/2025	176.00 Hours	04/22/2025	Pending	📄 5

Prior Periods