MDES Employee Time System

(METS)

Training Manual

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

July 27, 2023

CONTENTS

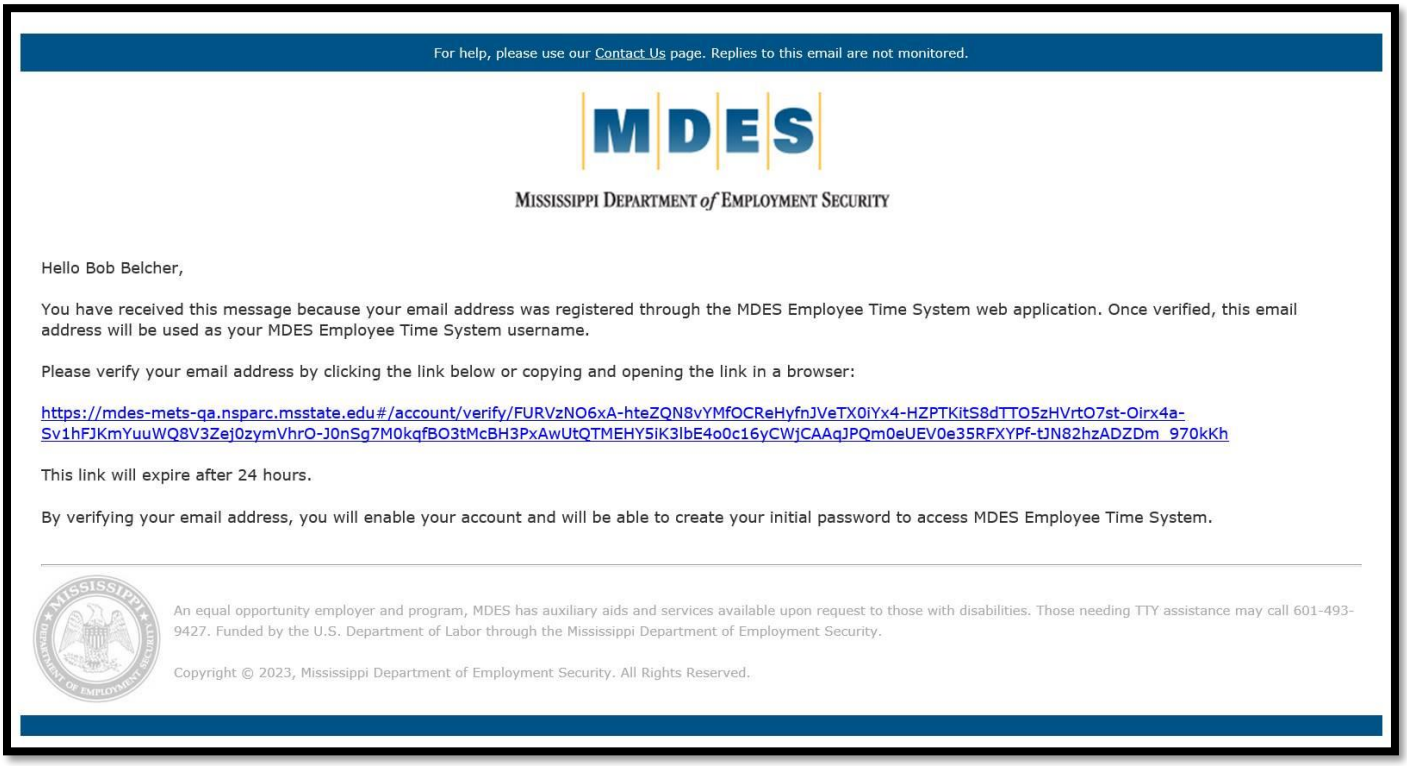
System Access 2
Login 3
Settings 4
Password Reset 5
Employee Functions 9
Dashboard 9
Timesheet Management 10
Month View 13
Week View 13
Reporting Time worked 14
Reporting Leave 15
Reporting Reconcilliations 16
Tracking Leave 17
Reporting Extra Time Worked 18
Open Payroll 18
Timesheet Submission System Notifications 19
Submitting the Timesheet 19
Resubmitting Rejected Timesheets 20
Approved Timesheet Notification 22
Closed Payroll 22
Printing 22
Supervisor Functions 24
Employee Management 24
Payroll Management 24
Processing Timesheets 26
Roll-Up Management 27
METS Communication 28
Errors 30
METS Help 31

SYSTEM ACCESS

METS web address: https://mets.mdes.ms.gov

You will also find a link to METS on the Insider under the Employee Services Tab.

Initial access to the MDES Employee Time System (METS) will be provided by email. This email will contain a link to verify your email address and a process for creating your METS password. The link will expire within 24 hours from when the email was sent. Your username will always be your MDES email address. NOTE: METS cannot use personal email addresses for usernames. (See example verification email below.)



For help, please use our Contact Us page. Replies to this email are not monitored.

MDES

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

Hello Bob Belcher,

You have received this message because your email address was registered through the MDES Employee Time System web application. Once verified, this email address will be used as your MDES Employee Time System username.

Please verify your email address by clicking the link below or copying and opening the link in a browser:

https://mdes-mets-qa.nsparc.msstate.edu#/account/verify/FURVzNO6xA-hteZQN8vYMfOCReHyfnJVeTX0iYx4-HZPTKitS8dTTO5zHVrtO7st-Oirx4a-Sv1hFJKmYuuWQ8V3Zej0zymVhrO-J0nSg7M0kqfBO3tMcBH3PxAwUtQTMEHY5iK3lbE4o0c16yCWjCAAqJPQm0eUEV0e35RFXYPf-tJN82hzADZDm_970kKh

This link will expire after 24 hours.

By verifying your email address, you will enable your account and will be able to create your initial password to access MDES Employee Time System.

An equal opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities. Those needing TTY assistance may call 601-493-9427. Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security.

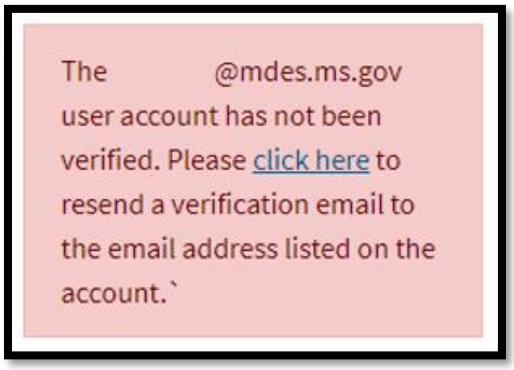
Copyright © 2023, Mississippi Department of Employment Security. All Rights Reserved.

Click the link, enter your MDES email address as your username. You will be prompted to create a password. See the Password Reset section for password parameters. Once you have successfully set up your account, you will receive this message:

> Account creation and verification are now complete. Please login with your username and password to begin using MDES Employee Time System.

If the METS account verification email is not opened or acted upon when the link is active, then the verification procedure is as follows:

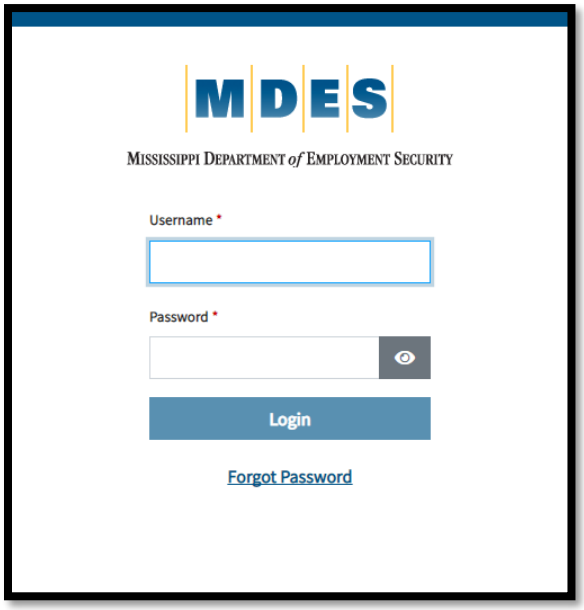
1. Navigate to https://mets.mdes.ms.gov
2. Attempt to login with your MDES email address. Any password can be entered.
3. You will receive an error message regarding the verification email.
4. This error message will request you to click here to trigger a new email with an active verification link to be sent to you.



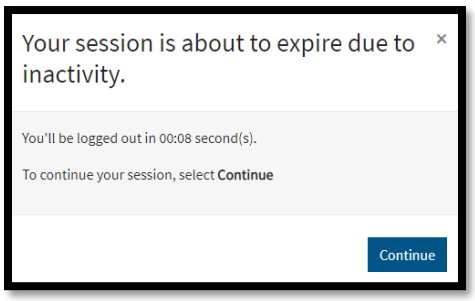
The link in this second email will again be active for only 24 hours from when the email is sent.

LOGIN

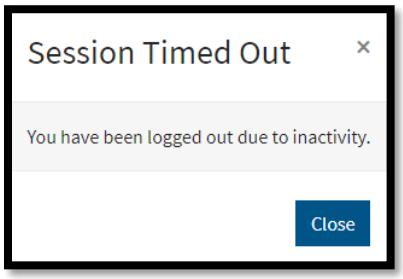
When you log into METS to submit your time, you will see the log in screen as indicated below. Your Username will be your MDES email address. You will be prompted to create your own password upon initial sign on.



If you log onto METS and are inactive for 20 minutes, you will see the message: **Your session is about to expire due to inactivity**. To continue working, click on Continue.

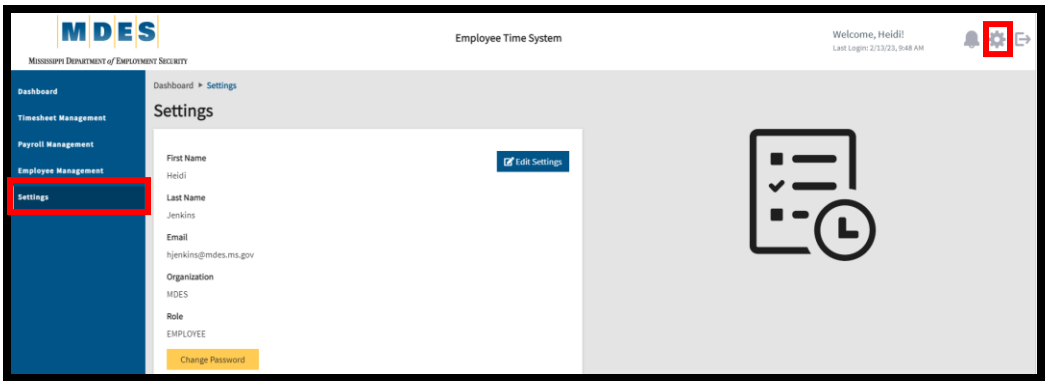


If you do not select Continue before the timer expires, you see the following message: **Session Timed Out. You have been logged out due to inactivity.** You will be required to log back into METS. Click on Close and log back into the system to complete your time sheet.

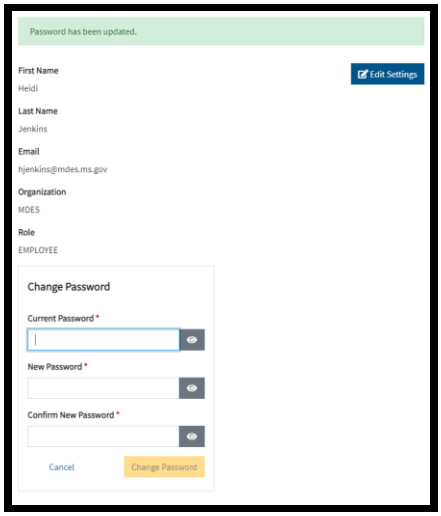


SETTINGS

Use settings to change your password or edit how your name appears in the METS system. Settings are found on the blue options menu or by using the settings icon next to your name in the top right corner.



Click edit settings, to update your name. Click Change password to reset your password (see password reset for password requirements). A Change Password box will appear where you will type in your current password, your new password, and a confirmation of your new password. Then click the Change Password button. When successful, a green banner with the message: Password has been updated.

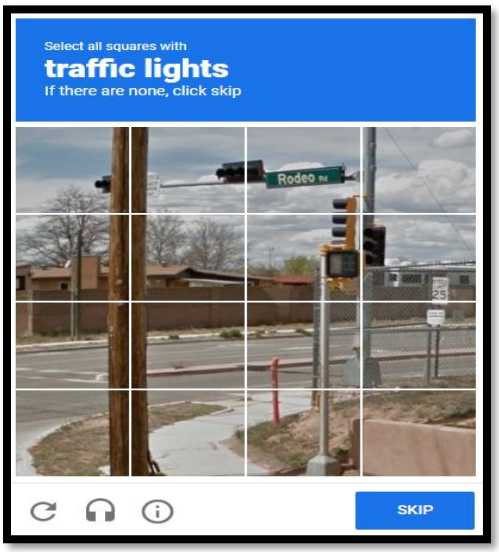


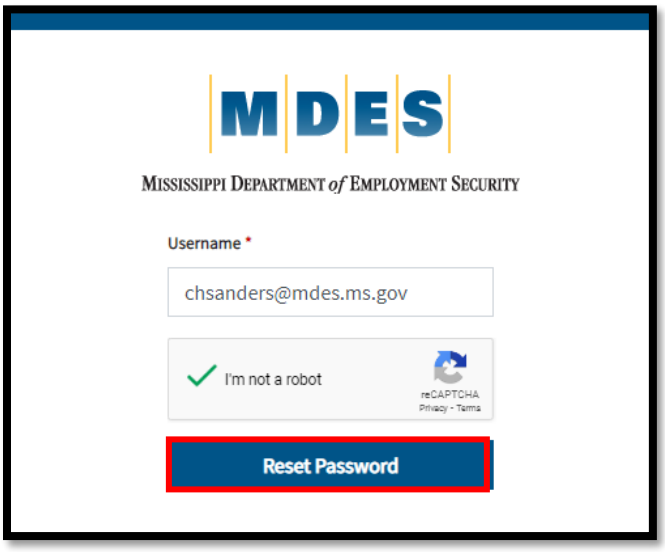
PASSWORD RESET

If after your initial login, you forget your METS password, enter your Username, and click on Forgot Password. Then click on the checkbox for I am not a robot.

Select the required images. If you do not select the images quickly enough, you will get an error message that reads: Verification challenge expired. Check the checkbox again. You will be required to click on the checkbox for I am not a robot and begin the process again.

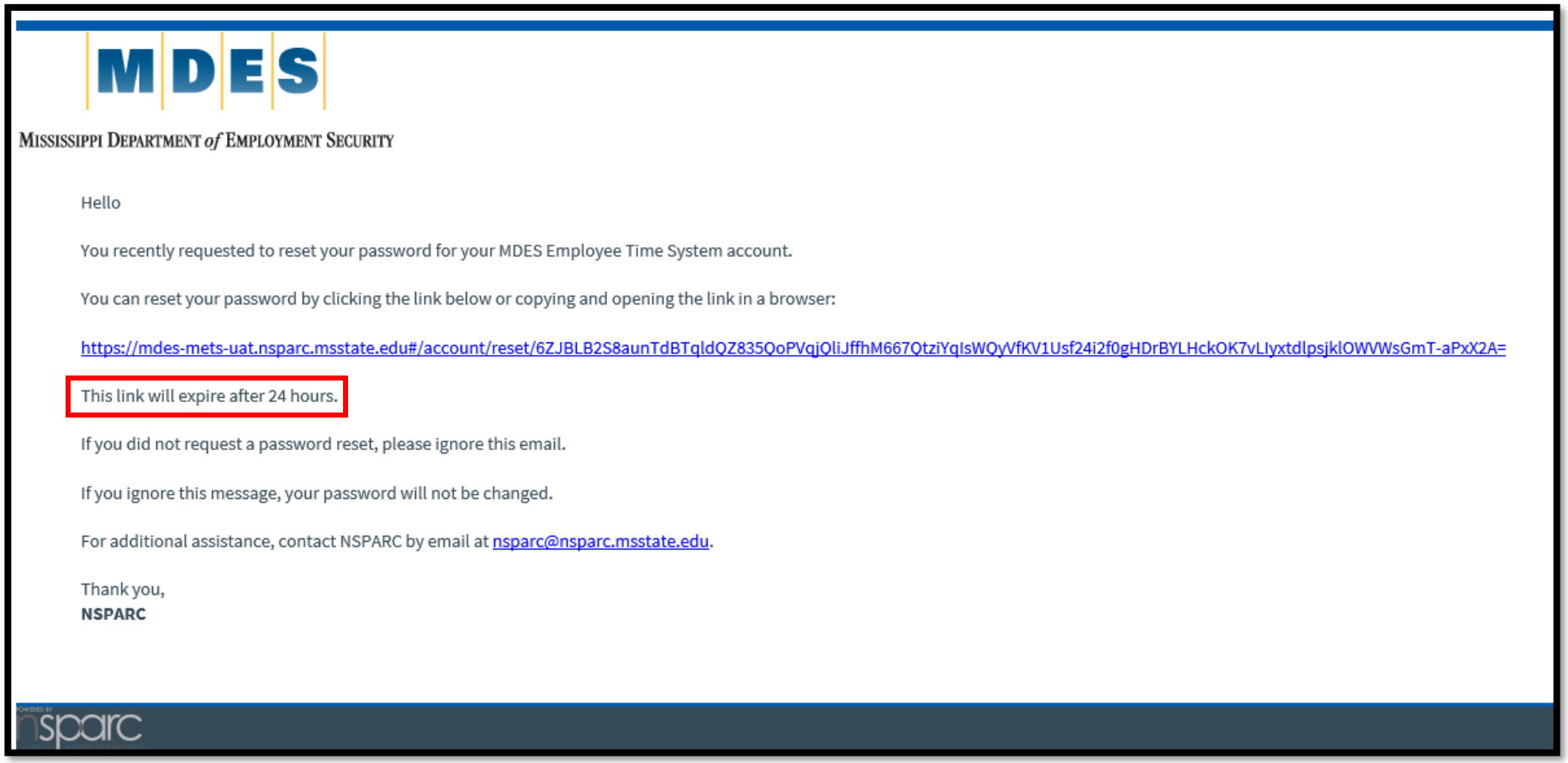
Once the reCAPTCHA © image selection process is successful, a green checkmark appears in the checkbox. Click on Reset Password.


Select all squares with
traffic lights
If there are none, click skip
Rodeo
SKIP


MDES
MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY
Username *
chsanders@mdes.ms.gov
I'm not a robot
reCAPTCHA
Privacy - Terms
Reset Password

You will then see the following message: **A password reset email has been sent.**

Here is an example email with a link to reset your password for METS. This link sent from noreply@mdes.ms.gov and will expire in 24 hours.



MDES

MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

Hello

You recently requested to reset your password for your MDES Employee Time System account.

You can reset your password by clicking the link below or copying and opening the link in a browser:

https://mdes-mets-uat.nsparc.msstate.edu#/account/reset/6ZJBLB2S8aunTdBTqldQZ835QoPVqjQliJffhM667QtziYqIsWQyVfKV1Usf24i2f0gHDrBYLHckOK7vLIyxtdlpsjklOWVWsGmT-aPxX2A=

This link will expire after 24 hours.

If you did not request a password reset, please ignore this email.

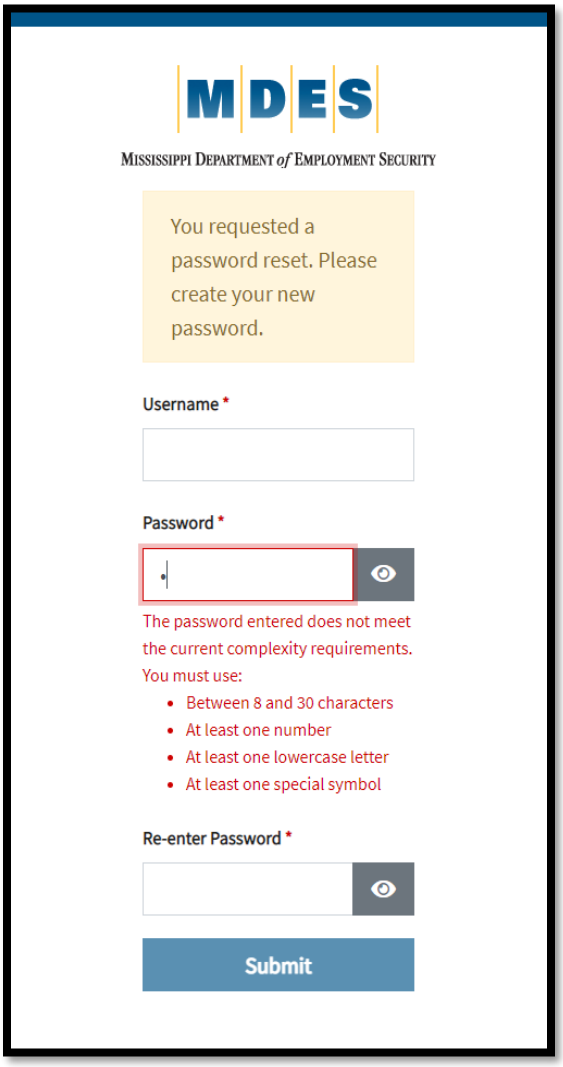
If you ignore this message, your password will not be changed.

For additional assistance, contact NSPARC by email at nsparc@nsparc.msstate.edu.

Thank you,
NSPARC

nsparc

Click on the link to reset your password for METS within 24 hours. The login screen will now display the following message: **You requested a password reset. Please create your new password.**



Enter your username and create a new password.

Your new password for METS must consist of the following required parameters:

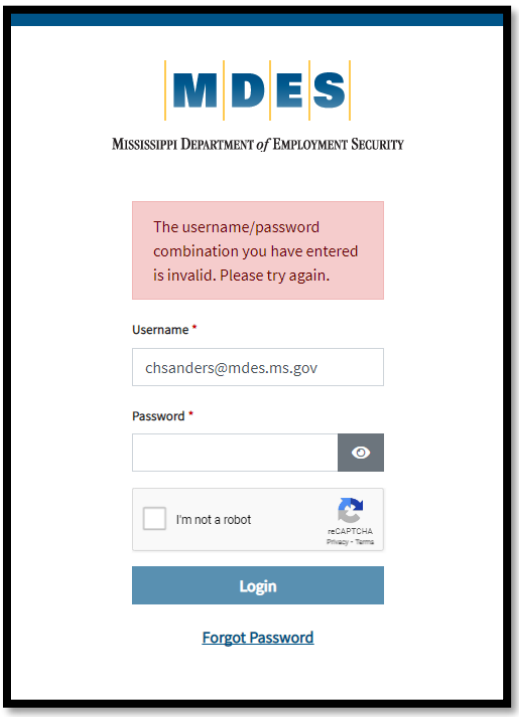
1) Between 8 and 30 characters in length
2) At least 1 uppercase letter
3) At least 1 lowercase letter.
4) At least 1 number
5) At least 1 special symbol
6) Must not be the same as the last password

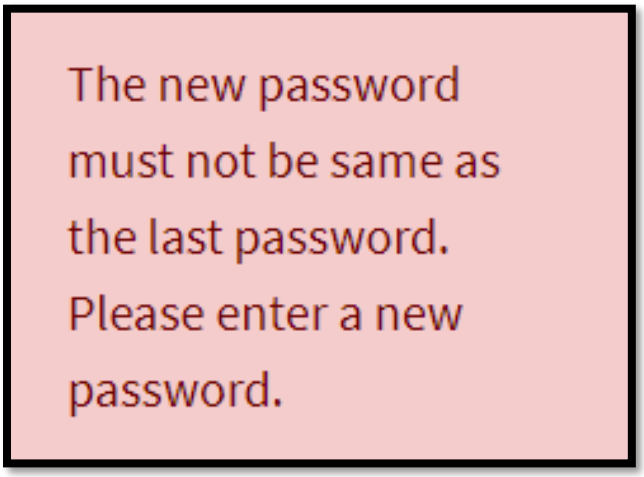
As you add each of the required parameters for the password, the requirement in red will disappear. Once you do not see any of the requirements in red, you have successfully created a new password.

Type the new password again in the Re-enter Password box.

If the new password is not entered correctly twice, you will see the following message: **The passwords you entered do not match. Please try again.**

Upon logging in, if you receive the message: The username/password combination you have entered is invalid. Please try again. This could mean that you typed in your email address wrong and/or you typed in your password incorrectly. If you try to reuse a password, you will receive the error message: The new password must not be same as the last password. Please enter a new password. However, the message: Password has been reset, indicates a successful change.

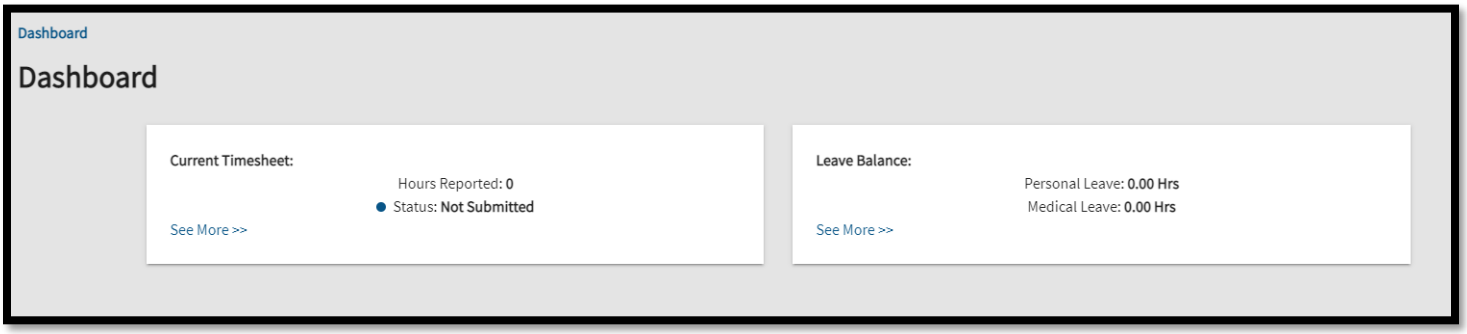




EMPLOYEE FUNCTIONS

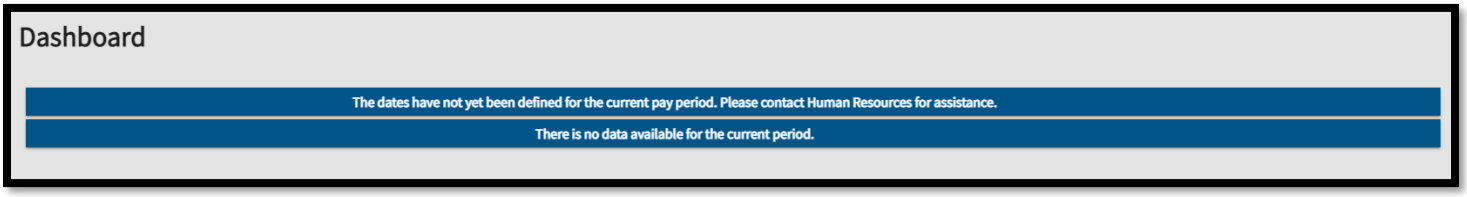
DASHBOARD

The dashboard displays information on the status of the current timesheet and leave balances. Clicking on the See More>> options will take the user directly to their timesheet.

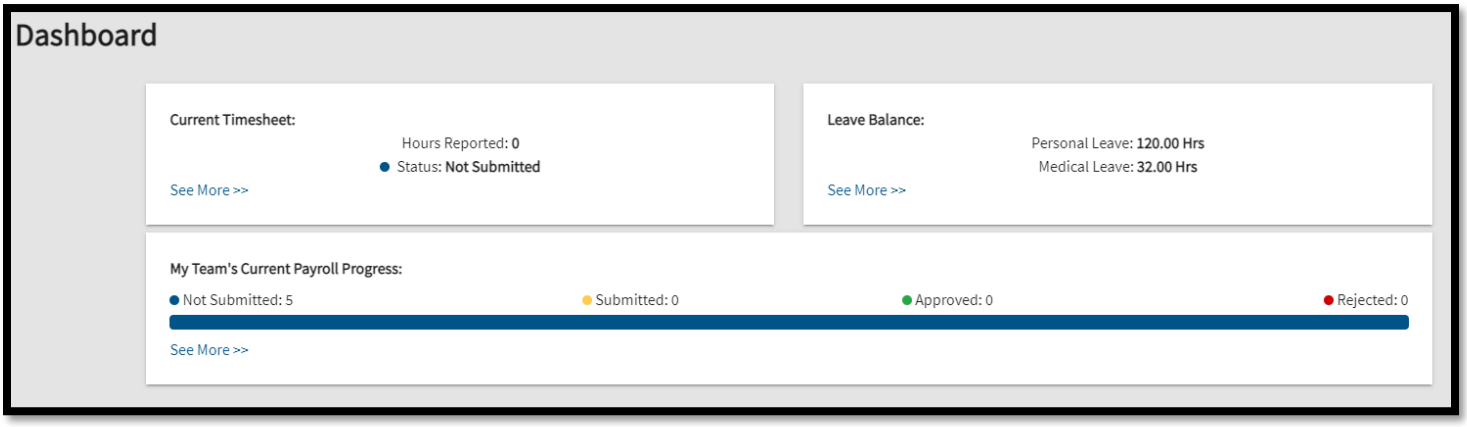


The dashboard will continue to evolve as METS is updated.

The dashboard will let you know if the current month's payroll period has not yet been loaded into METS with the following screen.

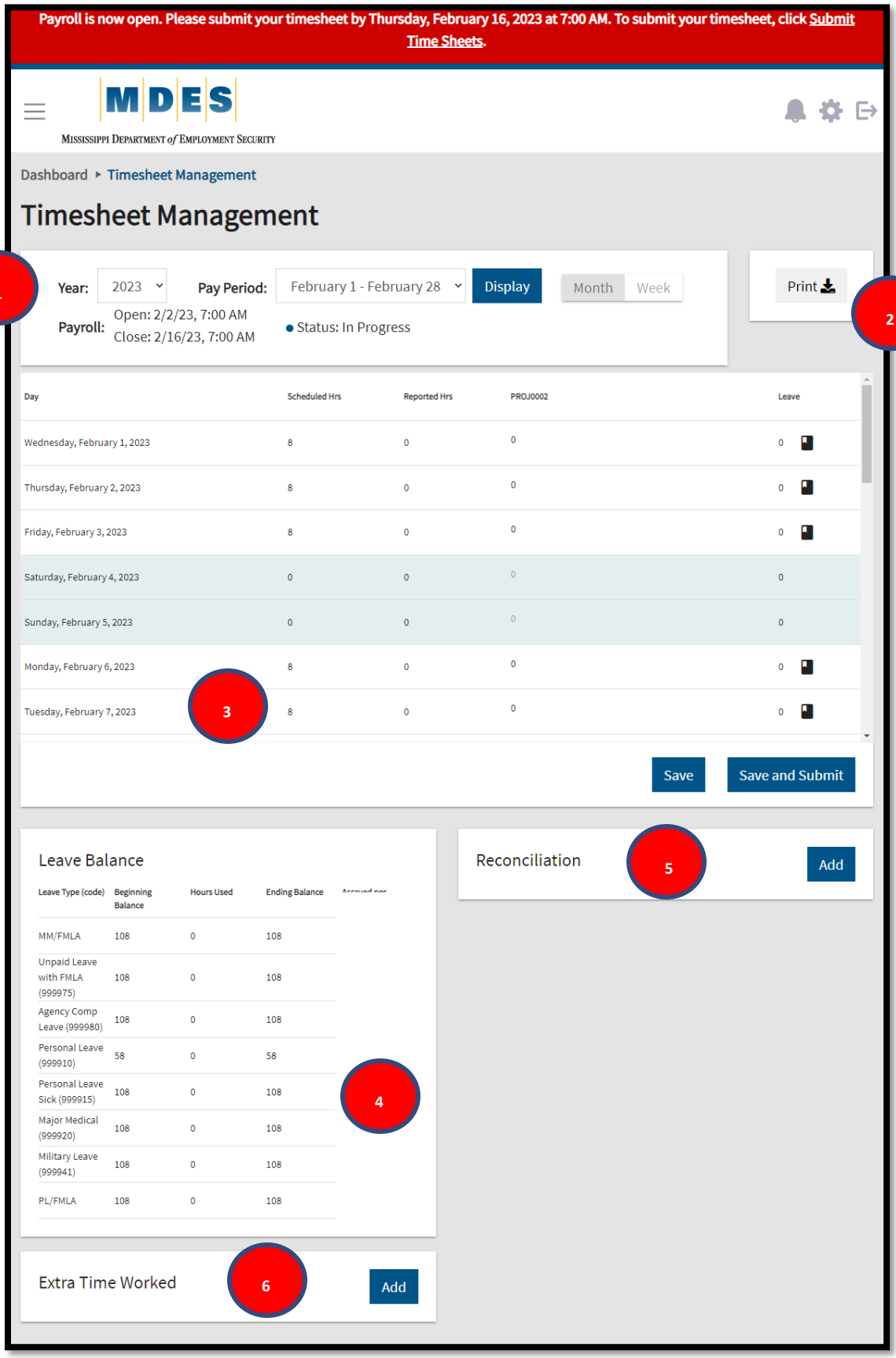


A supervisor's dashboard will also have information on the status of their subordinate's time sheets.



By clicking on See More>>, the supervisor's Payroll Management screen will appear.

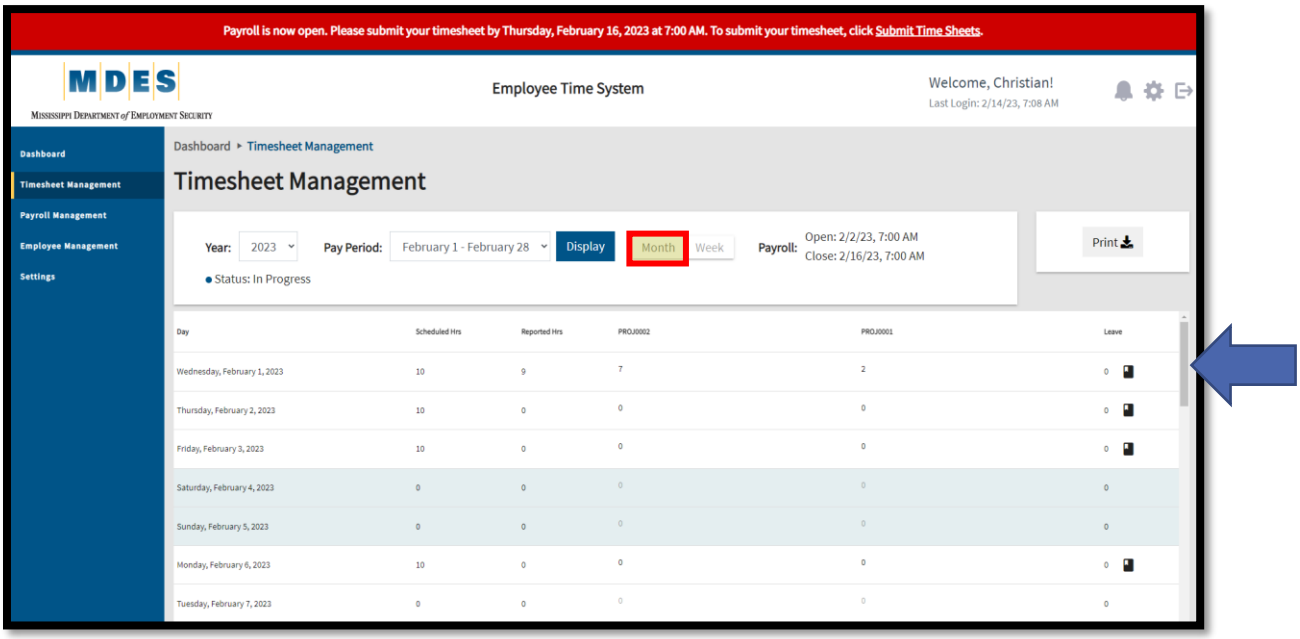
TIMESHEET MANAGEMENT


Payroll is now open. Please submit your timesheet by Thursday, February 16, 2023 at 7:00 AM. To submit your timesheet, click Submit Time Sheets.
MDES
Mississippi Department of Employment Security
Dashboard ▸ Timesheet Management
Timesheet Management
1
Year: 2023
Pay Period: February 1 - February 28
Display
Month
Week
Payroll: Open: 2/2/23, 7:00 AM
Close: 2/16/23, 7:00 AM
Status: In Progress
Print
2
Day
Scheduled Hrs
Reported Hrs
PROJ0002
Leave
Wednesday, February 1, 2023 8 0 0 0
Thursday, February 2, 2023 8 0 0 0
Friday, February 3, 2023 8 0 0 0
Saturday, February 4, 2023 0 0 0 0
Sunday, February 5, 2023 0 0 0 0
Monday, February 6, 2023 8 0 0 0
Tuesday, February 7, 2023 8 0 0 0
3
Save
Save and Submit
Leave Balance
Leave Type (code)
Beginning Balance
Hours Used
Ending Balance
MM/FMLA 108 0 108
Unpaid Leave with FMLA (999975) 108 0 108
Agency Comp Leave (999980) 108 0 108
Personal Leave (999910) 58 0 58
Personal Leave Sick (999915) 108 0 108
Major Medical (999920) 108 0 108
Military Leave (999941) 108 0 108
PL/FMLA 108 0 108
4
Reconciliation
5
Add
Extra Time Worked
6
Add

1	Time sheet options bar – on this bar, you can view previous timesheets or the current timesheet. You can change the timesheet view to have access to the entire month or specific weeks. The options bar will display the days payroll opens and closes. The status of the displayed timesheet is shown here too. There are four timesheet status categories: ● Status: Approved ● Status: In Progress ● Status: Submitted ● Status: Rejected
2	Print button – will print a copy of the displayed timesheet including the leave balances, leave reconciliations, and extra time worked for that month.
3	Timesheet – records the number of hours worked or leave taken from the first to last day of the month.
4	Leave Balance box – shows the employee's available leave as of the first of the month, the number of leave hours used and the ending balance as of the end of the last day of the month.
5	Reconciliation Box – this is where a record of any absences taken not reflected on the previous month's timesheet are recorded.
6	Extra Time Worked Box – this is the area where overtime hours are recorded and can only be used with authorized approval.

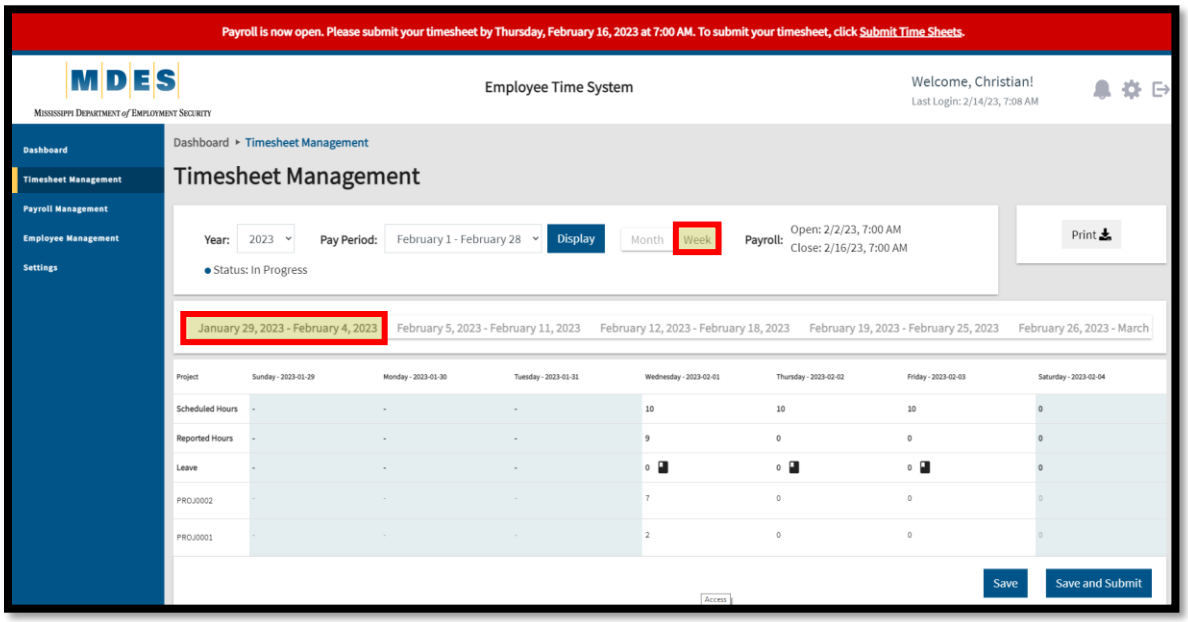
MONTH VIEW

In Time Management, month view is the default. In this view, you will see the first day of the month at the top. To key in your time for the other days of the month that you cannot see, you will need to utilize the scroll bar on the right indicated by the arrow.



WEEK VIEW

If you prefer the Week view, simply select Week from the options bar at the top (See image below). From this view, you can key in time one week at time. Once you have keyed in the time for that week, simply click on the next week until you have keyed in your time for each day of the month.



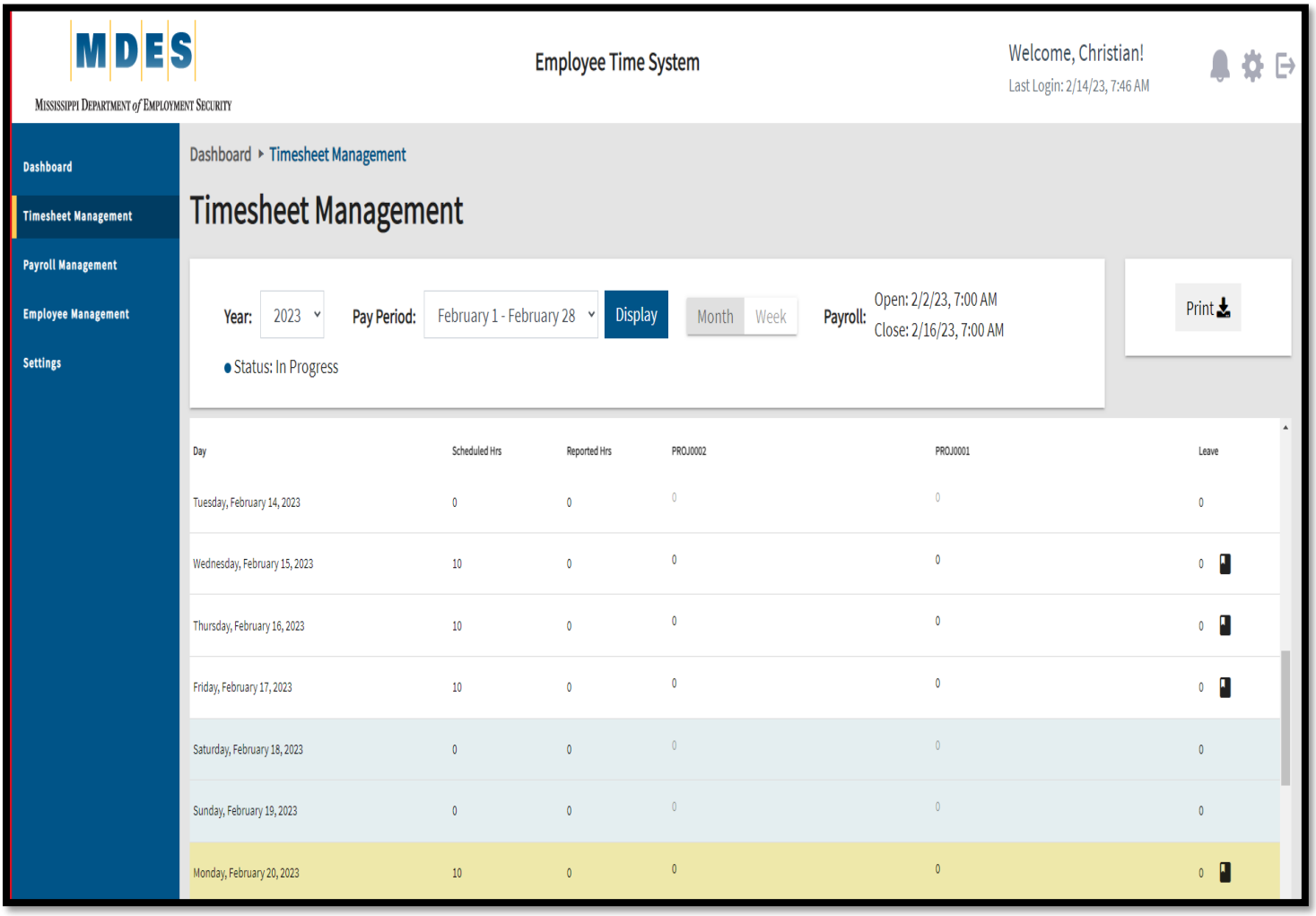
REPORTING TIME WORKED

Timesheets can only be completed when the payroll system is open. When payroll is open, a red banner with the words:

Payroll is now open. Please submit your timesheet by Friday, June 30, 2023 at 5:00 PM. To complete your timesheet, click here.

To complete your time sheet, ensure the correct year and month or week are displayed in the options bar. Each day, enter the correct number of hours worked for each project code displayed. If you have more project codes than can be displayed on the screen, there will be a scroll bar at the bottom of the page allowing you to slide the screen right and left.

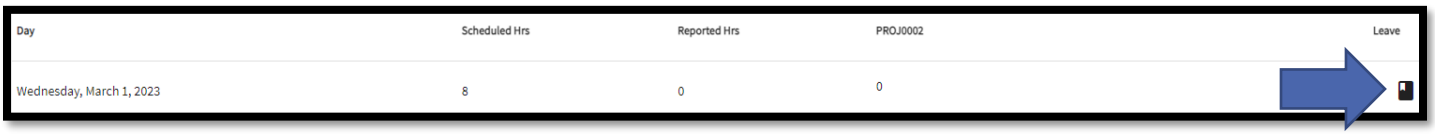
Dates that are shaded in blue reflect weekends and other non-working days (from compressed schedules). Holidays are shaded in yellow.



REPORTING LEAVE

While on the correct date, click the black leave square.

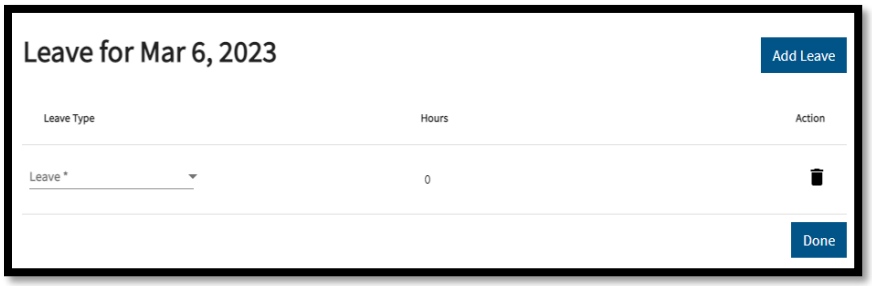
Month View:



Week View:

A pop-up box will appear, confirming the date for the leave to be reported. If this is the correct date, click the Add Leave button.

Once the add leave button is clicked, a new box appears. Choose a leave type from the dropdown menu. This menu will only show the leave options available. Enter the number of hours taken for that type of leave. Click the Add Leave button again to add an additional type of leave hours for this same day. Choose the trash can to remove leave entered for this day or choose the Done button when finished.



If the amount of leave taken for the day is less than scheduled hours for that day, remember to go back and report the remaining work hours.

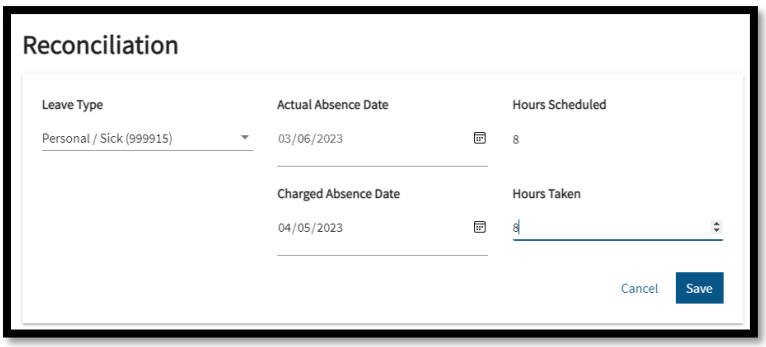
REPORTING RECONCILLIATIONS

Once payroll closes for the month, unexpected time off will be recorded in the next month using the reconciliation box.

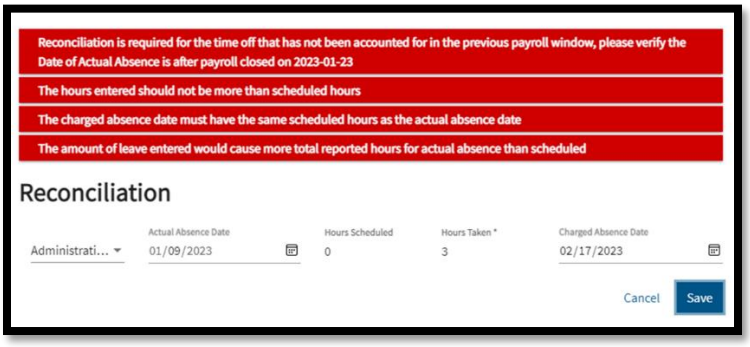
NOTE: if you are out of work unexpectedly and do not have enough leave available to use, HR must be notified immediately. Hours scheduled = # working hours in actual absence day.

To start, choose the date last month's absence will be recorded on this month and click the Add button. Ensure that the number of hours scheduled on the date of the actual absence matches the number of hours scheduled on the date the absence is going to be recorded.

The reconciliation form will appear for you to record the type of leave taken, the date of the absence, the number of hours absent and the date on which the leave will be recorded. You must click the save button for the reconciliation to save.

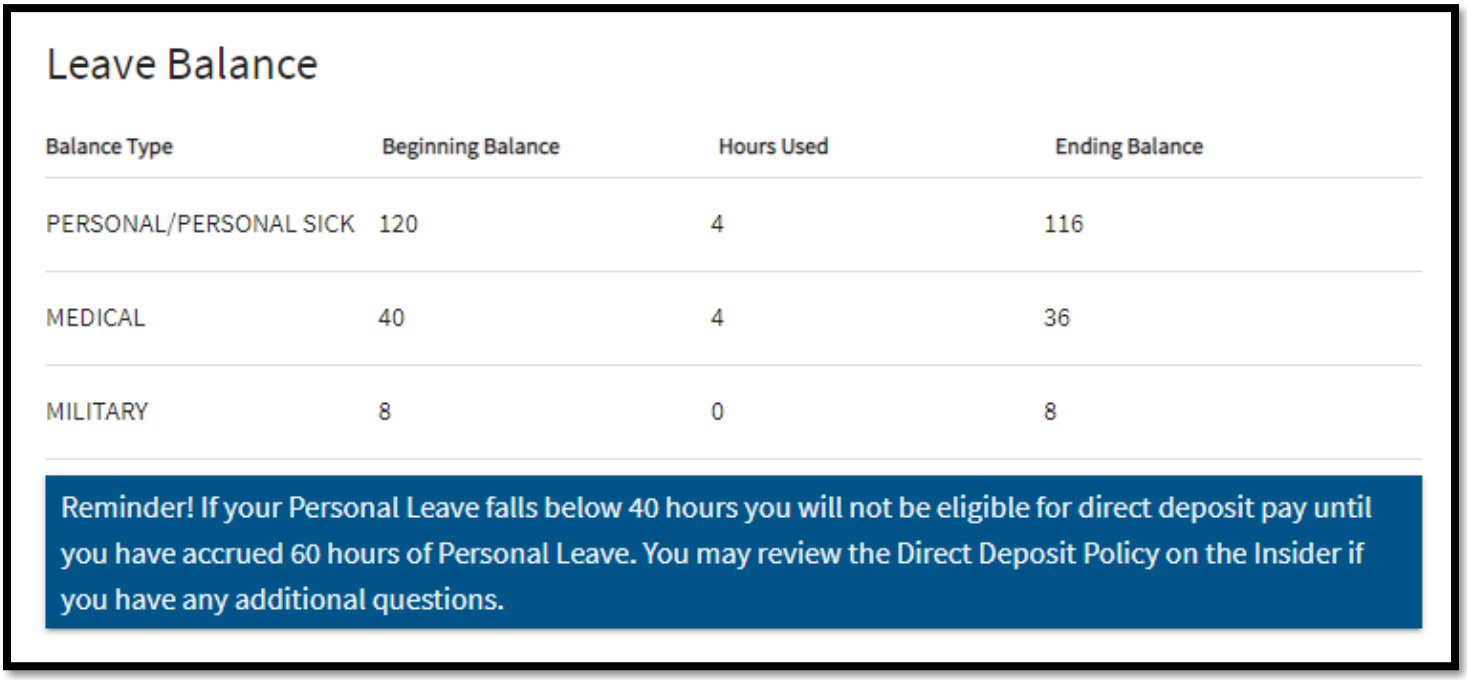


You will be notified if the reconciliation created causes an error or potential error by either a red error message above the reconciliation box or an orange error warning box in the bottom right corner of the screen. See examples below.



TRACKING LEAVE

The Leave Balance box will display only the leave available to use. The beginning balance shows the amount of leave the employee has available as of the first day of the month. Hours used will be a total of all hours of the specific leave type used on the month's timesheet. The ending balance shows the remaining amount of the specific leave type as of the end of the last day of the month.



Leave Balance

Balance Type	Beginning Balance	Hours Used	Ending Balance
PERSONAL/PERSONAL SICK	120	4	116
MEDICAL	40	4	36
MILITARY	8	0	8

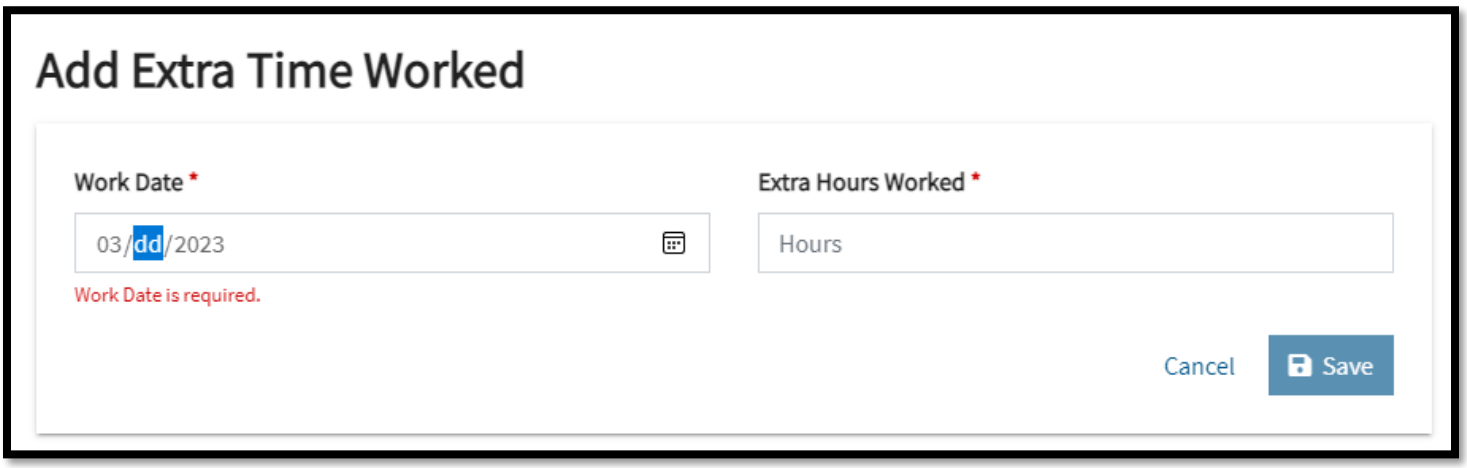
Reminder! If your Personal Leave falls below 40 hours you will not be eligible for direct deposit pay until you have accrued 60 hours of Personal Leave. You may review the Direct Deposit Policy on the Insider if you have any additional questions.

Below the leave listed, there will be a message reminding employees that if their personal leave balance falls below 40 hours they will be taken off of direct deposit. There is also a referral to the Insider for the full direct deposit policy.

REPORTING EXTRA TIME WORKED

When authorized, the Extra Time Worked box is the location where overtime hours are recorded. Overtime hours must be approved in advance of working any extra hours.

After clicking on the Extra Time Worked Add button, another box appears. This is where the date and number of overtime hours are recorded. Make sure to save after each entry.

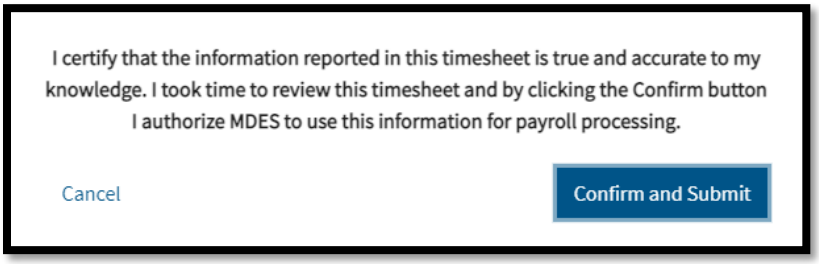


OPEN PAYROLL

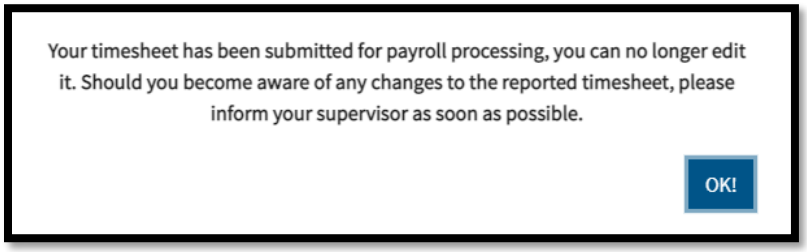
A red banner will appear at the top of METS when payroll is open. The banner will include the closing date and time of payroll too. When payroll closes, the banner will disappear, and the current timesheet will be in view only mode.

TIMESHEET SUBMISSION SYSTEM NOTIFICATIONS

METS has several system notices. A timesheet is not complete until the employee certifies the information is accurate and authorized for payroll processing.



Employees are required to acknowledge any changes to a submitted timesheet will be communicated to their supervisor as soon as possible.

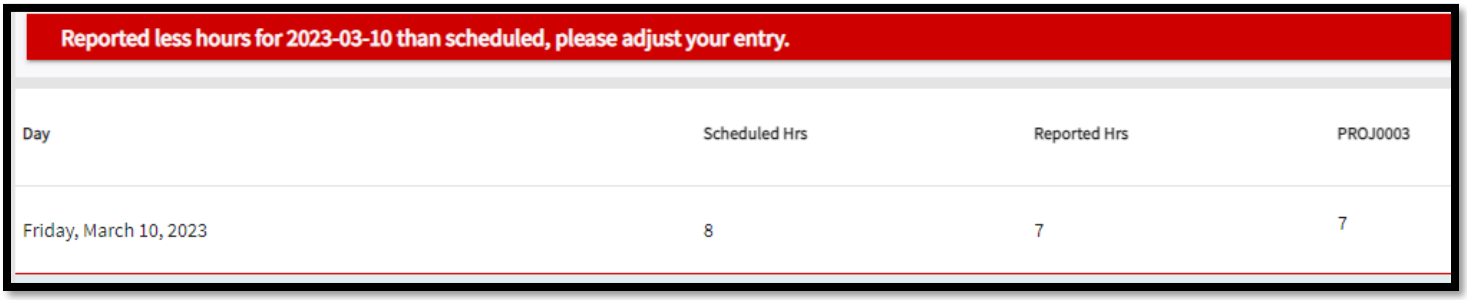


SUBMITTING THE TIMESHEET

While payroll is open, an employee will have the ability to save or save and submit their timesheet.

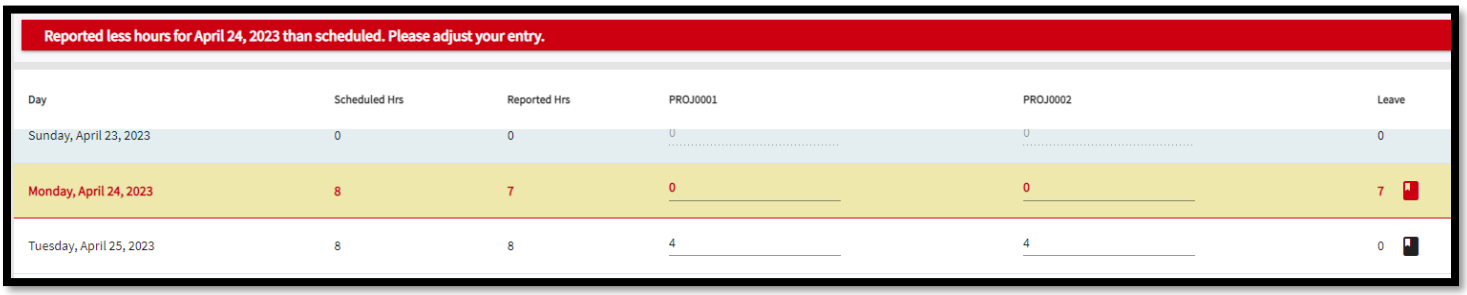
Once Save and Submit is selected, no additional edits can be made by the employee. If the Save and Submit button is selected and the timesheet contains errors, this error message will appear in the bottom right corner of the screen.

A more detailed description of the error will appear in a red banner at the top of the timesheet. Below is an example of an error message.



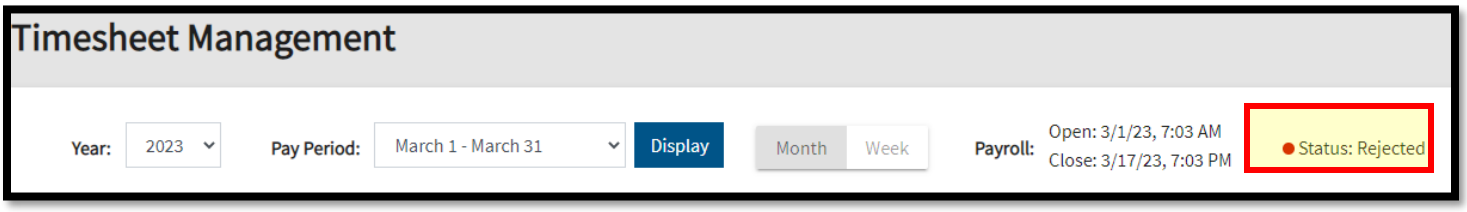
There may be more errors than are visible. Use the Expand and Collapse drop down to view remaining error messages.

The characters on the timesheet turn red on a particular date to alert you that the date contains errors.

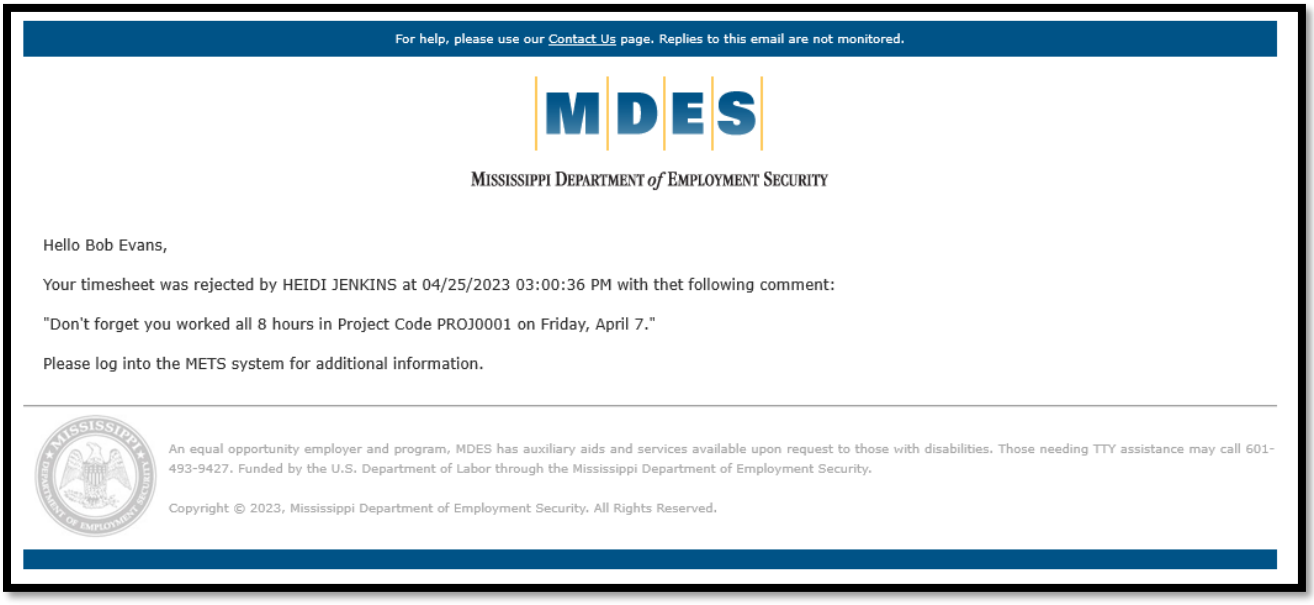


RESUBMITTING REJECTED TIMESHEETS

If the supervisor rejects a subordinate's timesheet, the employee status will change on their options bar and the Re-Work button will appear.

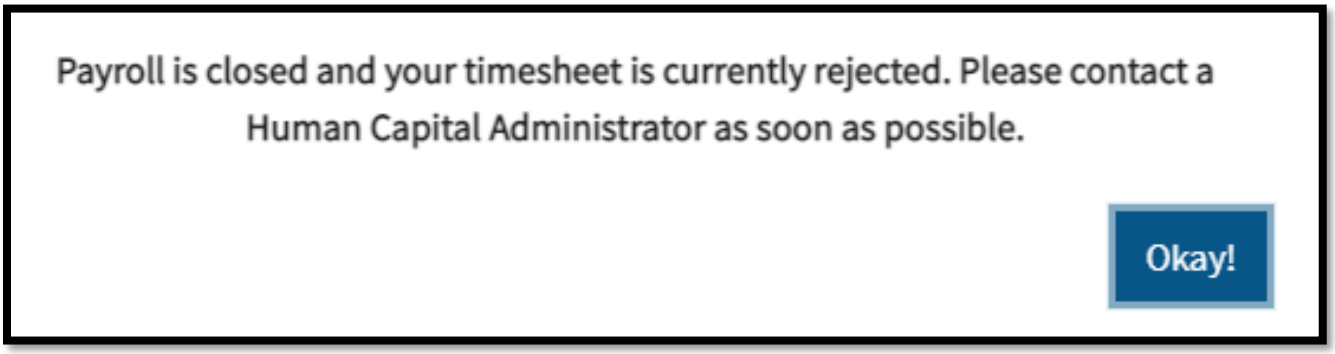


Additionally, the employee will get an email from No-Reply@mdes.ms.gov which contains a statement from the supervisor, letting them know why the timesheet was rejected.



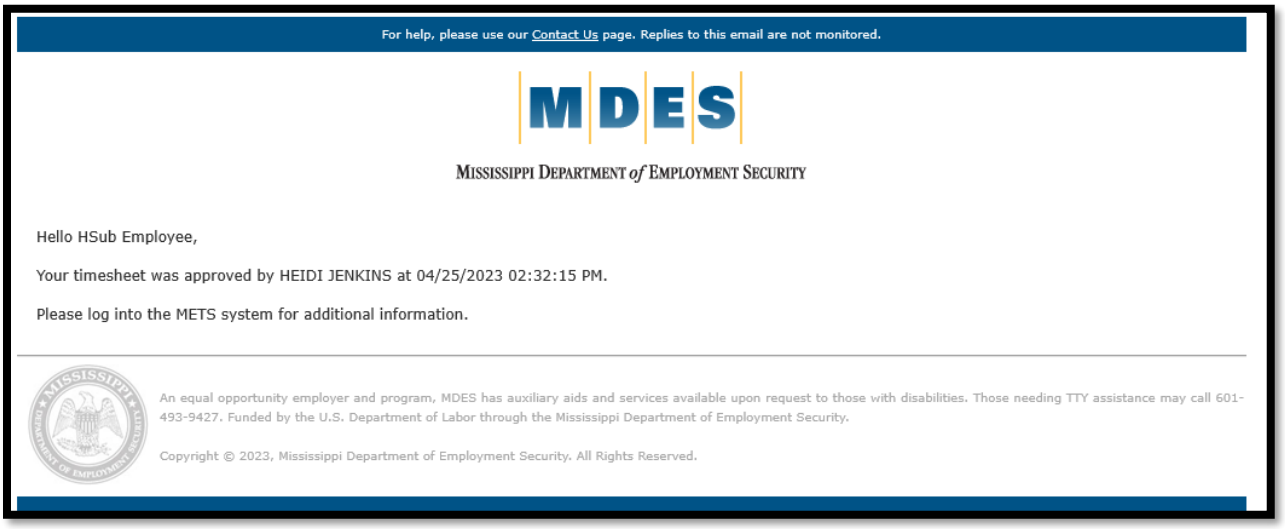
The employee will select the Re-Work button and fix any issues on the timesheet. Once fixed, the timesheet will go through the save and submit process again.

If the timesheet is not re-worked and payroll closes, a message will appear advising the employee to contact HR.



APPROVED TIMESHEET NOTIFICATION

When an employee's timesheet is approved by their supervisor, they will be notified by email from no-reply@mdes.ms.gov. The email will look like this example.


For help, please use our Contact Us page. Replies to this email are not monitored.

MDES

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

Hello HSub Employee,

Your timesheet was approved by HEIDI JENKINS at 04/25/2023 02:32:15 PM.

Please log into the METS system for additional information.

An equal opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities. Those needing TTY assistance may call 601-493-9427. Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security.

Copyright © 2023, Mississippi Department of Employment Security. All Rights Reserved.

CLOSED PAYROLL

All timesheets must be submitted and approved before the payroll closing date and time.

PRINTING

Use the print button on the options bar to print out a copy of your timesheet. (See example timesheet on next page.) Leave Balances, Leave Reconciliation, and Extra Time Worked will be reflected at the bottom of the timesheet.

Name	PIN	Pay Period Start	Pay Period End	Payroll Open	Payroll Close
		5/1/23	5/31/23	5/1/23, 3:24 PM	5/31/23, 3:24 PM

Week 1

	4/30/23	5/1/23	5/2/23	5/3/23	5/4/23	5/5/23	5/6/23	Total
205600		0.00	0.00	0.00	0.00	0.00	0.00	0.0
100		4.00	4.00	4.00	4.00	4.00	0.00	20.0
671600		0.00	0.00	0.00	0.00	0.00	0.00	0.0
210400		4.00	4.00	4.00	4.00	4.00	0.00	20.0
Leave								0.0
Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
Scheduled		8.00	8.00	8.00	8.00	8.00	0.00	40.00

Week 2

	5/7/23	5/8/23	5/9/23	5/10/23	5/11/23	5/12/23	5/13/23	Total
205600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
100	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.0
671600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
210400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Leave								0.0
Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
Scheduled	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Week 3

	5/14/23	5/15/23	5/16/23	5/17/23	5/18/23	5/19/23	5/20/23	Total
205600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
100	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.0
671600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
210400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Leave								0.0
Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
Scheduled	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Week 4

	5/21/23	5/22/23	5/23/23	5/24/23	5/25/23	5/26/23	5/27/23	Total
205600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
100	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.0
671600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
210400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Leave								0.0
Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0
Scheduled	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Week 5

	5/28/23	5/29/23	5/30/23	5/31/23	6/1/23	6/2/23	6/3/23	Total
205600	0.00	0.00	0.00	0.00				0.0
100	0.00	0.00	8.00	8.00				16.0
671600	0.00	0.00	0.00	0.00				0.0
210400	0.00	0.00	0.00	0.00				0.0
Leave		HOLD: 8.00						8.0
Total	0.0	8.0	8.0	8.0	0.0	0.0	0.0	24.0
Scheduled	0.00	8.00	8.00	8.00				24.00

Leave Balances

Balance Type	Beginning Balance	Hours Used	Ending Balance
Military	8.00	0	8.00
MEDICAL	40.00	0	40.00
PERSONAL/PERSONAL SICK	120.00	0	120.00

Leave Reconciliation

Leave Type	Actual Absence Date	Hours Scheduled	Hours Taken	Absence Charged Date

Extra Time Worked

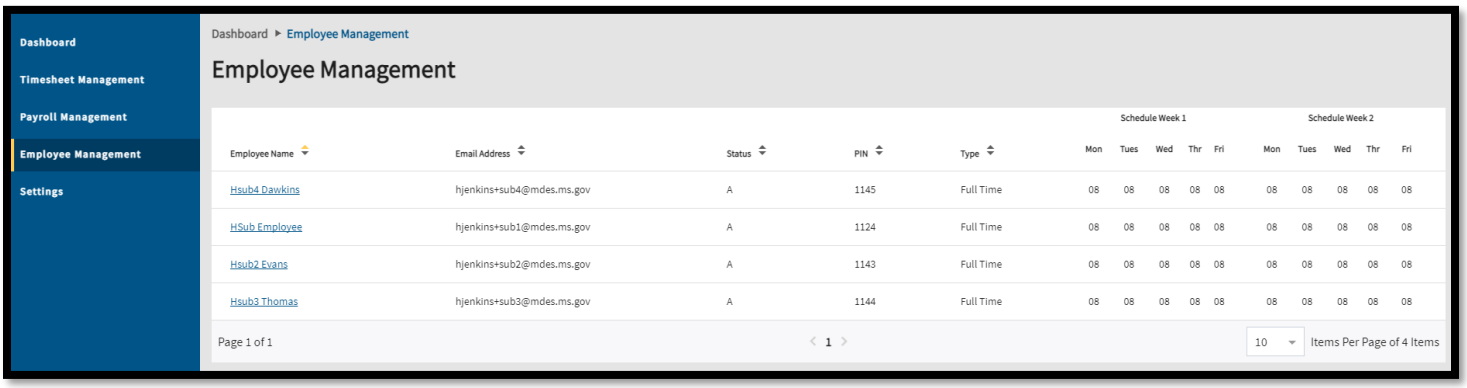
Work Date	Extra Hours Worked

SUPERVISOR FUNCTIONS

EMPLOYEE MANAGEMENT

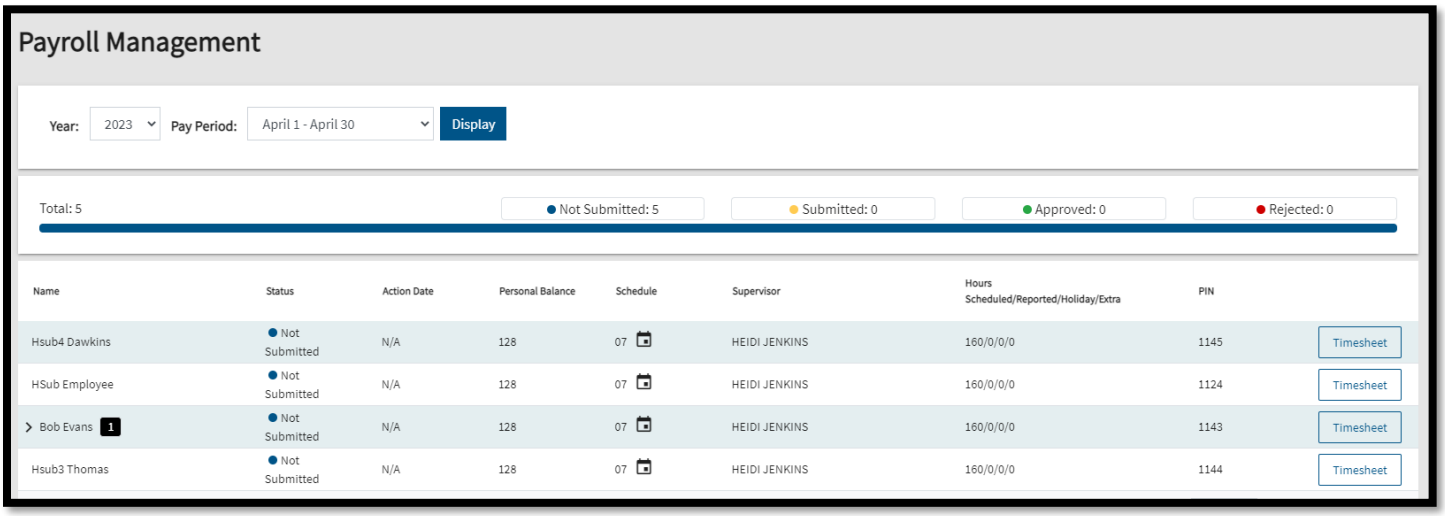
In addition to Time Management and Settings, supervisors will have options for Payroll Management and Employee Management. Employee Management is a listing of employees whose timesheets the supervisor is responsible for reviewing and approving.

The Employee Management screen displays each employee name, email address, active or inactive status, PIN number, full or part time status and schedule.



PAYROLL MANAGEMENT

The Payroll Management page is for a supervisor to review, edit, and approve time.



The Payroll Management screen lists the supervisor's employees. Additional columns contain additional information.

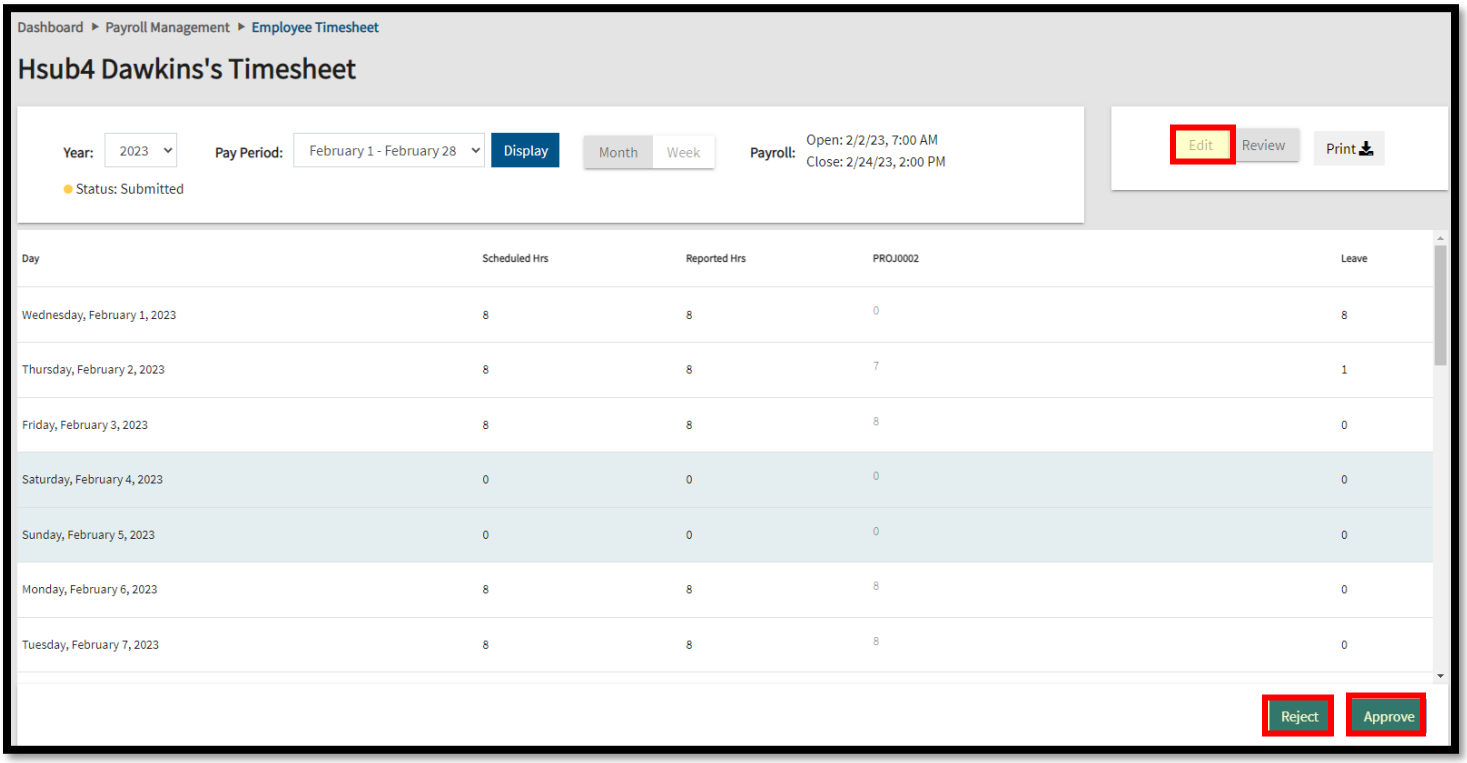
1	**Timesheet Status Column** – shows the status of each employee's timesheet. ● Status: Approved ● Status: Submitted ● Status: Rejected ● Not Submitted
2	**Action Date Column** – shows the date and last action taken on the timesheet.
3	**Personal Balance Column** – displays the employee's personal leave ending balance.
4	**Schedule Column** – hover over the calendar to see the employee's two-week schedule.
5	**Supervisor Column** – lists employee's direct supervisor.
6	**Scheduled/Reported/Holiday/Extra Column** – shows the employee's scheduled number of hours for the month/ the total number of hours reported on the timesheet/ holiday hours recorded/extra time worked hours on the timesheet.
7	**PIN** – displays employee's PIN number
8	**Timesheet Button** - click this button to exhibit employee's timesheet.

Above the employee list, a status bar indicates the number of subordinates whose timesheets have been submitted, approved, rejected, or not submitted yet at quick glance.

The status bar will be completely green when all the supervisor's employees' timesheets are approved.

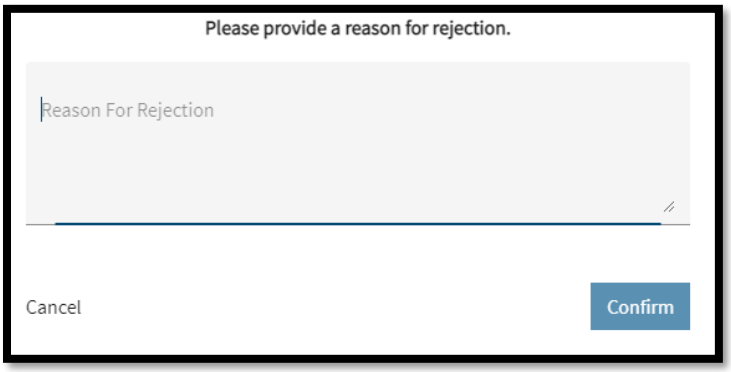
PROCESSING TIMESHEETS

From the Payroll Management screen, click on the employee's Timesheet button to reveal their timesheet information (example below).



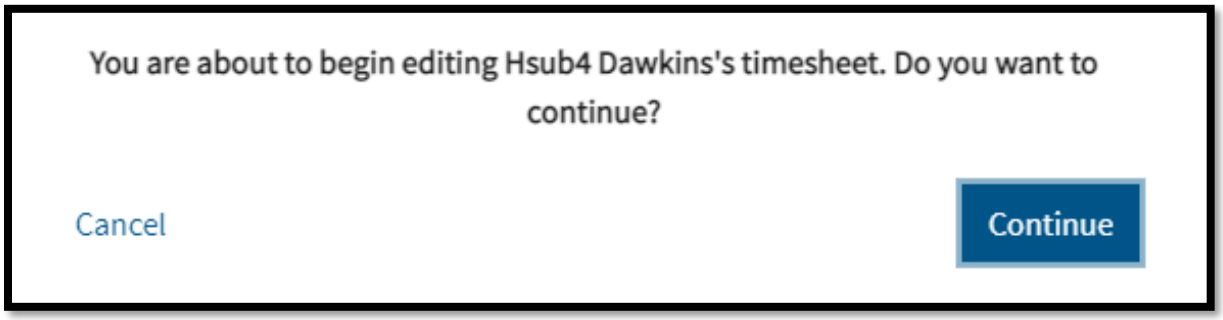
After reviewing, the supervisor has three options: edit, reject, or approve.

If the supervisor rejects the timesheet, a popup form will appear for the supervisor to provide the employee with a reason for rejecting the timesheet.

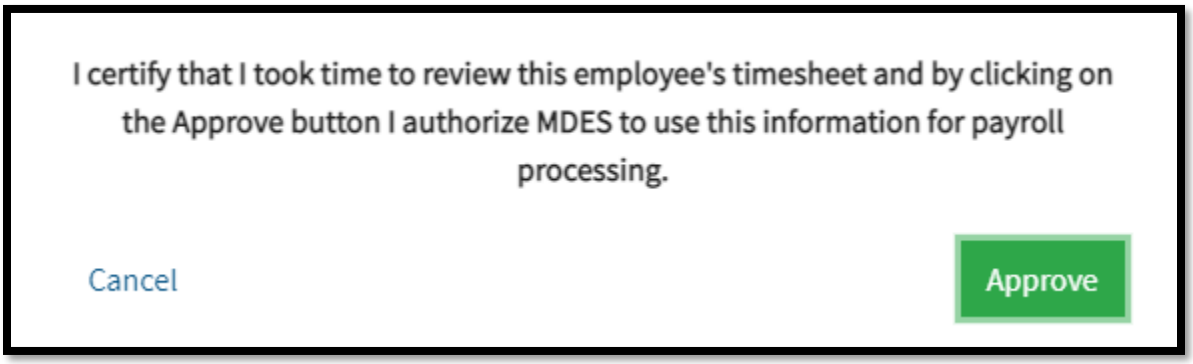


Additionally, the employee will get an email from No-Reply@mdes.ms.gov which contains the reason typed by the supervisor in the box above, letting the employee know why the timesheet was rejected.

If the edit button is selected, a popup warning will appear. The supervisor will need to confirm the intent to edit the timesheet before proceeding to make changes. Make sure to save changes made after editing the timesheet. Click on the Review Button after editing, to re-reveal the Reject and Approve buttons.

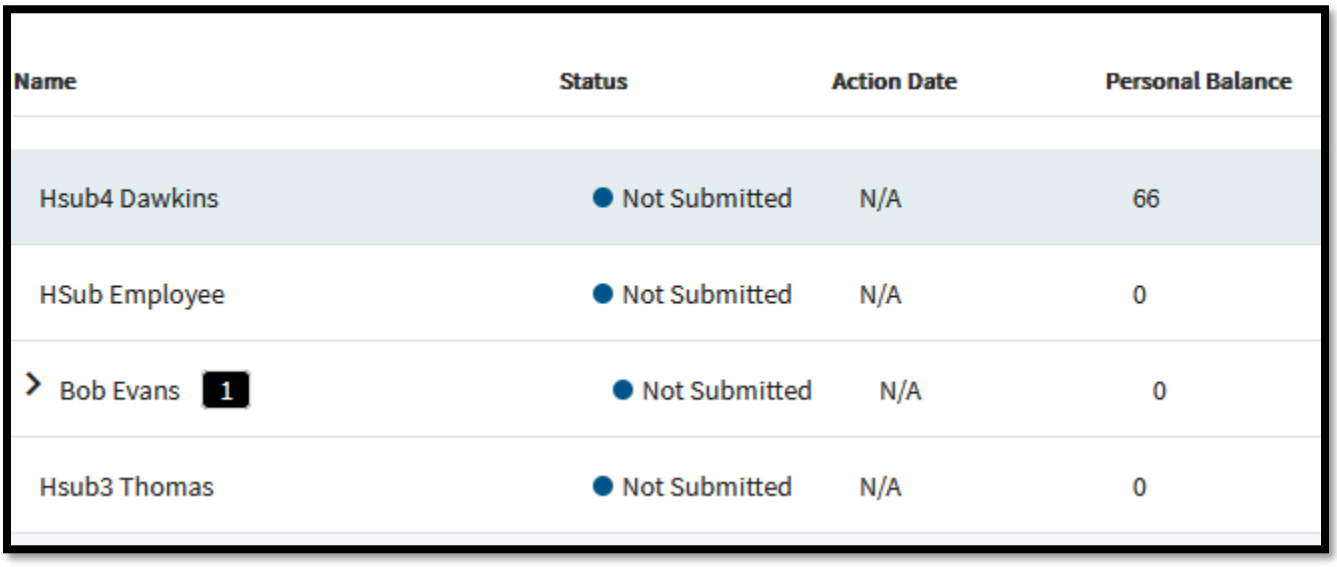


Selecting the approve button will prompt a warning to appear to ensure that the intent to approve is accurate.

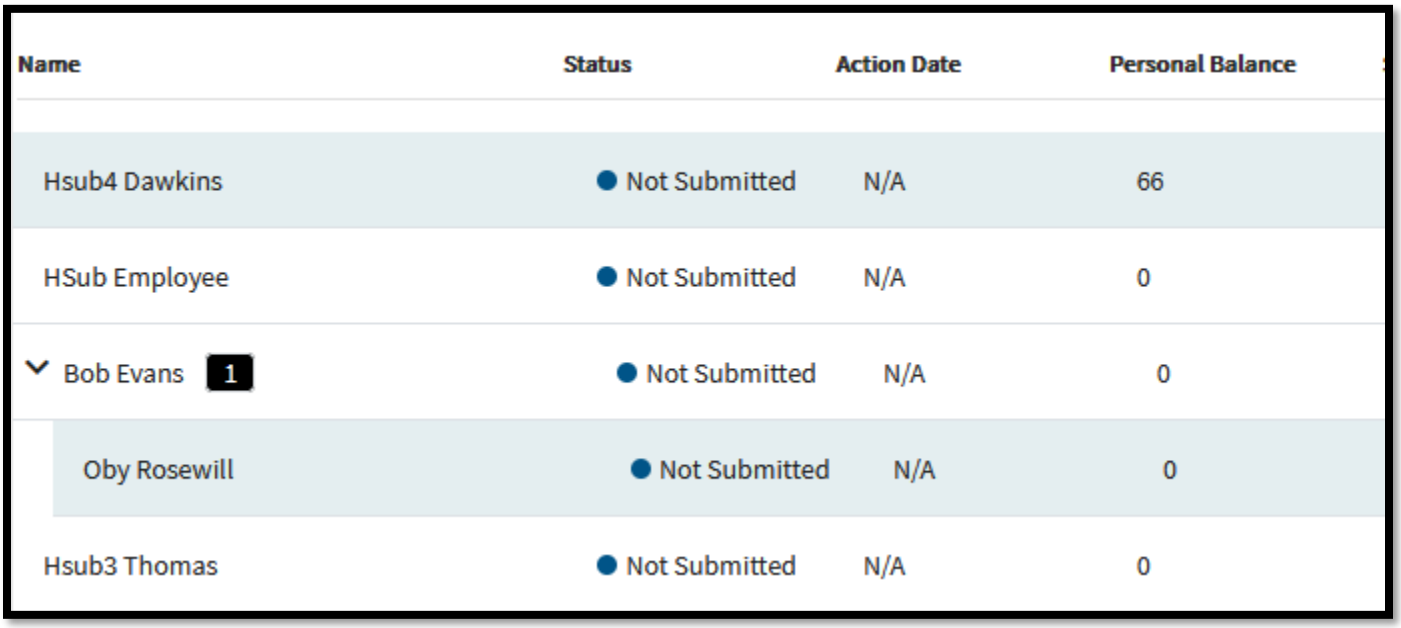


ROLL-UP MANAGEMENT

A supervisor's employee that also has timesheets to review will display the number of employee's timesheets that employee is responsible for.



Click on the arrow next to the employee's name for the employee's subordinate(s) to display. By clicking the timesheet button for each subordinate, the roll up supervisor will, after review, be able to reject or approve each timesheet.

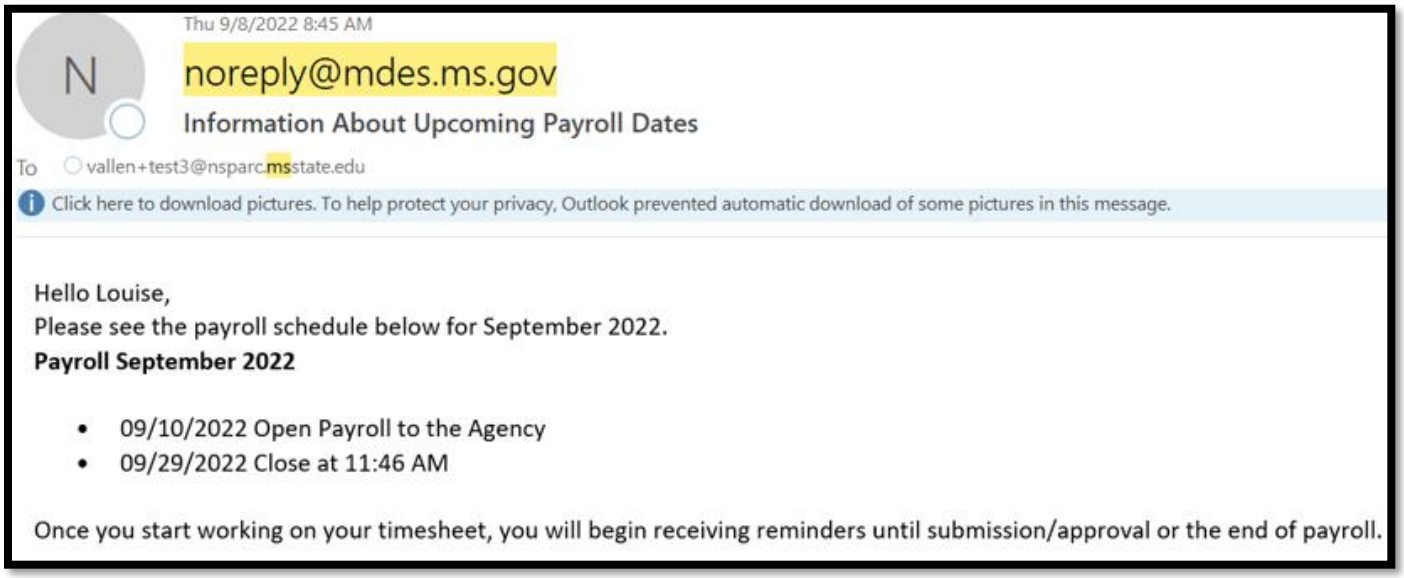


Name	Status	Action Date	Personal Balance
Hsub4 Dawkins	Not Submitted	N/A	66
HSub Employee	Not Submitted	N/A	0
Bob Evans 1	Not Submitted	N/A	0
Oby Rosewill	Not Submitted	N/A	0
Hsub3 Thomas	Not Submitted	N/A	0

METS COMMUNICATION

METS will send agency wide email communications throughout the payroll process. Do not reply to these emails.

Two days before payroll opens, everyone will receive this reminder:



Thu 9/8/2022 8:45 AM

N noreply@mdes.ms.gov

Information About Upcoming Payroll Dates

To vallen+test3@nsparc.msstate.edu

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

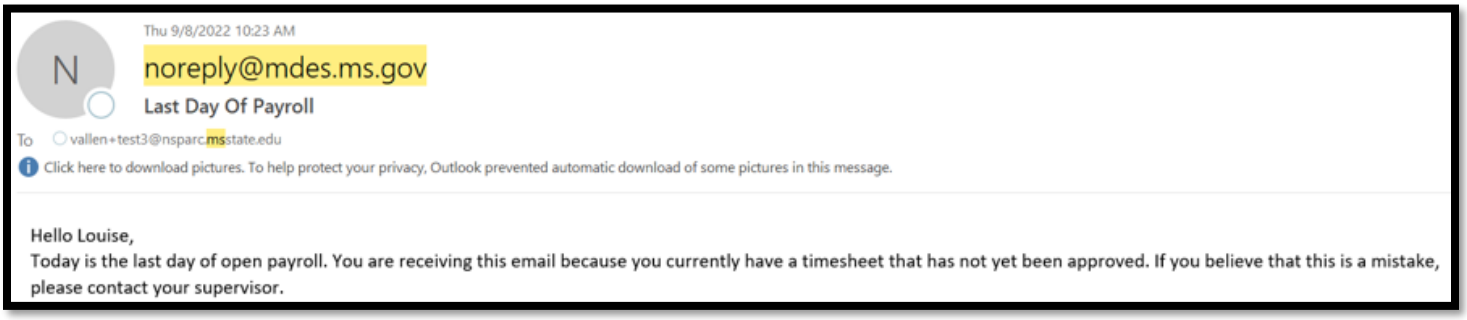
Hello Louise,
Please see the payroll schedule below for September 2022.
Payroll September 2022

- 09/10/2022 Open Payroll to the Agency
- 09/29/2022 Close at 11:46 AM

Once you start working on your timesheet, you will begin receiving reminders until submission/approval or the end of payroll.

Anyone whose timesheet is not approved halfway thru payroll will receive this reminder:

Anyone whose timesheet is not approved on the last day of payroll will receive this reminder:



Additionally, daily count-down reminders to submit timesheets will be sent until the employee submits their timesheet.

ERRORS

ERROR MESSAGE	TRIGGER CONDITION
Reported more hours for {{ Work Date}} than scheduled, please adjust your entry.	When time is reported more than scheduled for a particular work date.
Reported less hours for {{ Work Date}} than scheduled, please adjust your entry.	When time is reported less than scheduled for a particular work date.
The charged absence date {{Charged Absence Date}} for the leave reconciliation does not occur during the current pay period.	When a reconciliation record has a charged absence date that does not occur in the current pay period during Timesheet Submission and saving reconciliation.
Reported more hours for {{Actual Absence Date}} than scheduled, please adjust your entry.	When a reconciliation record has hours entered for the actual absence date that exceeds the number of scheduled hours for the actual absence date during Timesheet Submission.
Reconciliation is required for the time off that has not been accounted for in the previous pay period, please verify the date of actual absence is within the pas pay period.	When a reconciliation record contains an actual absence date outside of the previous pay period when entering and saving reconciliation.
{{Balance Type}} available for reconciliation is too low for the amount entered.	When the leave balance available for the corresponding Actual Absence Date would be taken below the available balance for that date.
A reconciliation record already exists for the actual date and charged date with leave type {{Leave Type.}}	When a reconciliation record already exists with the same actual date, charged date, and Leave Type as the one currently being saved during saving reconciliation.
The leave you have entered will cause a balance to be less than zero.	When attempting to add a leave record that would cause a balance to go below zero.
Holiday pay is available for up to 8 hours only, please use another leave code to make-up the rest of the scheduled time.	When attempting to add a Holiday leave record of more than 8 hours.
You currently have entered work time or leave other than holiday leave for Date please ensure this is correct before submission.	When a user has recorded leave or work time other than holiday leave for the specified date.
No valid {{Leave Type}} leave balance was found for reconciliation with actual absence date {{Actual Absence Date}}.	When a reconciliation record selected leave type does not have a valid balance on the Actual Absence Date.
The charged absence date must have the same scheduled hours as the actual absence date.	When a reconciliation record Actual Absence Date has a different number of scheduled hours than the selected Charged Absence Date.

METS HELP

Email requests for assistance with METS to mets@mdes.ms.gov.