



Morning Sun Financial Services of Ohio Web Based Timesheet Enrollment Instructions

Morning Sun Financial Services of Ohio is pleased to offer the convenience of allowing employees to fill out and submit their timesheets through Morning Sun's online time reporting system. This portal will allow you, the Employer, to approve or deny all your employees timesheets. If you use this application, no paper timesheets are needed for payment.

Note: if you choose this method of submitting timesheets, all of your employees must use this method.

To enroll in our time reporting system you, the Employer, will need to provide Morning Sun with your email address. The email address you provide will be the address that is used by the time system to alert you when you have a timesheet to approve for payment.

When Morning Sun receives your request to enroll in the Time Reporting system, an email will be sent to you, using the email address you have provided. Included in this email will be your employer and your employee login credentials as well as detailed User and Approval instructions.

You and your employees will need to have access to the internet and have established email accounts. The employer email address must be different from any of the employee addresses.

Please notify Morning Sun of any changes to the email addresses.

Payroll Department: 1-866-233-7024, ms-ohpayroll@morningsunfs.com

Thank you,

Morning Sun Financial Services