Student Employee Introduction
This guide provides basic steps the student performs in their portion of the web based Student eTime application.

Student employees will use the Student Employment > Enter Time Worked option in eServices to record their hours worked and submit them to their supervisors to review and approve each pay period.

Security
Student Employee: No specific security is needed but the ability to login to Student eServices.

Access
Student Employee: Can access the application on their computer and/or mobile device through Student eServices > Student Employment located on the left-side navigation bar > Enter Time Worked.
Add Time Worked

Figure 1 MnSCU eservices Student Employment screen. Enter Time Worked option

Select [Add Time]

Figure 2 eTime - Time Worked Details - Add Time Worked, Select Add Time
Select the Date in the pay period

**Figure 3 Add Time Worked, Monday April 20, Start Time 7am, End Time 7:15am**

**Figure 4 Add Time Worked example. Drop down menu, selecting Saturday April 11**
Select the Start Time

![Select Start Time](image)

*Figure 5 Add Time Worked example - Start Time drop down list - 11am selected*

Select the End Time

![Select End Time](image)

*Figure 6 Add Time Worked example - End Time drop down list 2:45pm selected*
The hours entered display

Click [Add Time]

![Add Time Worked example - Add Time button highlighted](image)

A message displays that the time was added successfully.

![Time Worked Details example, submitted successfully text](image)
Submit Time Worked
At the end of each pay period the student employee will submit the hours so their supervisor can go and approve them.

![Time Worked Details](image)

Figure 9 Time Worked Details example overview. Select the check box next to statement "I certify the hours reported are correct and that I have fulfilled my job obligations."

Select the check box next to the statement "I certify the hours reported are correct and that I have fulfilled my job obligations" for each position to be submitted.
Click the [Submit Time] button
A message displays that the time was submitted successfully. In addition to a *Submitted timestamp* in the bottom lower right corner.

![Figure 12 Time Worked Details example. Submitted timestamp indication.](image)

**Modify Time Worked**

If the time entered needs to be change, the student can modify the record.

**Note:** Only records that have not been processed can be modified.

Select on the Date that needs modification.
That day’s details display

Select [Modify]
Figure 15 Modify Time Worked example illustration. Thursday, April 9th, Start Time 5pm, End Time 9:45pm

Make the change

The End time is now correct

Select [Save]
A message displays that the time worked was added successfully
If the hours were already submitted, they will need to be submitted again.

**Delete Time Worked**
If time worked was entered in error, the student can delete it.

**Note:** Only records that have not been processed can be deleted.

Select the Date of the record that needs deleting.
Figure 19 Time Worked Details - Displays April 9 through April 16 dates

That day’s details display

Select [Delete]
A message displays that the record was deleted successfully.
If the hours were already submitted, they will need to be submitted again.

Need Help?
If you need additional assistance, please contact the MnSCU ITS Service Desk or call 877-GO-MNSCU (877-466-6728).

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