

Student Payroll Supervisor Train the Trainer Guide



Web

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Student Payroll Supervisor Introduction

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

At the end of each pay period the Student Payroll Supervisor web application located on Employee Home will be used to review and approve the time worked records for the student employees they supervise.

Security

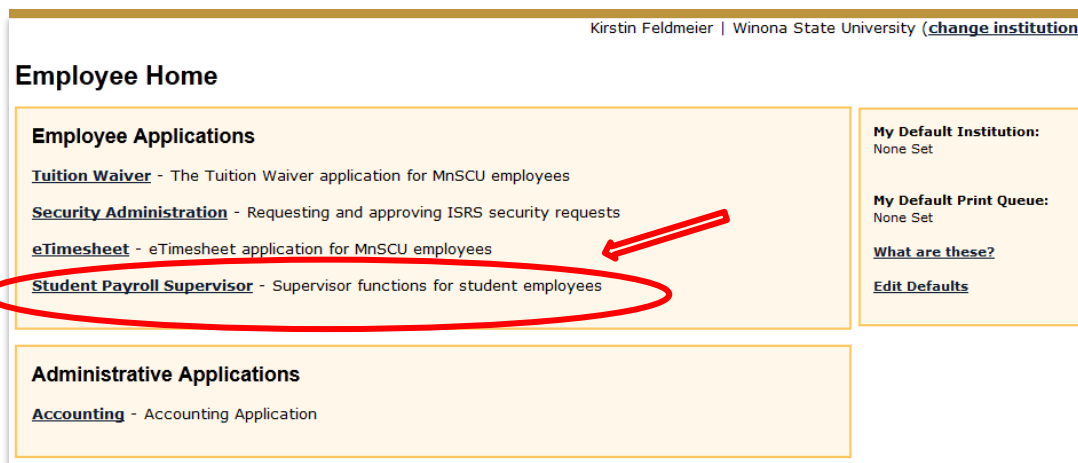
Student Payroll Supervisor: no security web role is needed. If the supervisor is assigned on the work authorization then they will have access to the supervisor application and functions.

Off-campus Supervisor not an employee of the college/university – not all schools have them: no security web role is needed. If they are assigned as a supervisor on a work authorization then they will have access to the supervisor application and functions through a URL separate from Employee Home.

Access

Student Payroll Supervisor: can access the web administrative application via [ISRS Employee Home](#) > Employee Applications > Student Payroll Supervisor.

Or from home or on a mobile device - URL <https://webproc.mnscu.edu/finance-student/supervisor/approveTimeWorked.do>



Off-campus Supervisors not an employee of the college/university: Not all school have off-campus supervisors. Skip this section if that is the case. If you do, they will NOT be able to access the application via Employee Home. They will gain access using their StarId and password through the following separate URL <https://webproc.mnscu.edu/finance-student/supervisor/approveTimeWorked.do>

First, the off-campus supervisors will need a Tech ID if they don't already have one. This is done through the Person Demographic Maintenance Screen (PS9999UG) in ISRS Uniface by someone at the campus with PERSON_HIGH security. The off-campus supervisor will need to provide an email address to be included when the record is added so they can activate their StarId. Student Payroll Staff will need to take note of the Tech ID that is generated to enter it in the Supervisor field on the Student Employee Work Authorization Entry (PR0024UG) screen.

Once the PERSON record is created a StarId needs to be manually assigned by the System Office. Student Payroll Staff will need to send in a MnSCU ITS Service Desk ticket titled: Student eTime Off-Campus Supervisor with the following information: the off-campus supervisors Tech ID (if Tech ID from a different college/university then provide college/university's name too), Name, and email address. After the StarId is created we will respond with instructions that need to be given to the off-campus supervisor to activate it.

Review Time Worked

The screenshot shows a web interface for a Student Payroll Supervisor. At the top, there is a header with the role 'Student Payroll Supervisor' on the left and the user name 'Kirstin Feldmeier' and organization 'Winona SU' on the right, along with a 'Help' link. The main content area is titled 'Approve Time Worked'. Below the title, it displays the 'Pay Period Date Range' as '04/08/2015 - 04/21/2015' and the 'Payment Date' as '05/01/2015'. There are four status filters: '5 Not Submitted' (red), '4 Ready For Approval' (green), '5 Approved' (blue), and '14 All' (white). A blue button labeled 'Approve Time' is located at the bottom left of the interface.

Ready For Approval (green) – Displays the time worked records that have been submitted by the student employee but are pending approval for the current and prior pay periods.

Review the records under Ready For Approval for accuracy and to make sure no changes are needed.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted
4 Ready For Approval
5 Approved
14 All

[Approve Time](#)

i This is a prior pay period. x

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Thu, Mar 26 | 7:00 AM | 10:00 AM | 3.00 Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 Regular |
| Total Hours | | | 10.75 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Wed, Apr 8 | 4:45 PM | 9:45 PM | 5.00 Regular |
| Sat, Apr 11 | 11:00 AM | 2:45 PM | 3.75 Regular |
| Thu, Apr 16 | 4:00 PM | 9:00 PM | 5.00 Regular |
| Total Hours | | | 13.75 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:03 AM

Approve Time Worked

To approve the time worked records, click the check box before the statement “I certify that hours/amount are correct and the work was performed in a satisfactory manner.” The box will need to be checked for all records to be approved. Up to five records per page display and can be approved at one time.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015

Payment Date 05/01/2015


5 Not Submitted

4 Ready For Approval

5 Approved

14 All

Approve Time

 This is a prior pay period. ×

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:00 AM | 3.00 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 10.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Wed, Apr 8 | 4:45 PM | 9:45 PM | 5.00 | Regular |
| Sat, Apr 11 | 11:00 AM | 2:45 PM | 3.75 | Regular |
| Thu, Apr 16 | 4:00 PM | 9:00 PM | 5.00 | Regular |
| Total Hours | | | 13.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:03 AM

Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015

Payment Date 05/01/2015


5 Not Submitted

4 Ready For Approval

5 Approved

14 All

Approve Time

 This is a prior pay period. ×

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:00 AM | 3.00 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 10.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Wed, Apr 8 | 4:45 PM | 9:45 PM | 5.00 | Regular |
| Sat, Apr 11 | 11:00 AM | 2:45 PM | 3.75 | Regular |
| Thu, Apr 16 | 4:00 PM | 9:00 PM | 5.00 | Regular |
| Total Hours | | | 13.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:03 AM

Not Submitted (red) – Displays the time worked records that have been entered by the student employees they supervise but not yet submitted for approval. The supervisor will want to follow up with the student to have them get their hours submitted.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015

Payment Date 05/01/2015



5 Not Submitted

4 Ready For Approval

5 Approved

14 All

Approve Time

 This is a prior pay period. 

Julio Mike Hilderman 10521641 Office Asst



Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Wed, Feb 25 | 7:00 AM | 9:00 AM | 2.00 | Regular |
| Wed, Feb 25 | 12:30 PM | 3:15 PM | 2.75 | Regular |
| Fri, Feb 27 | 4:30 AM | 9:00 AM | 4.50 | Regular |
| Total Hours | | | 9.25 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Not Submitted

 This is a prior pay period. 

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|-------------|------------|----------|--------------|---------|
| Wed, Dec 24 | 7:00 AM | 11:45 AM | 4.75 | Regular |
| Total Hours | | | 4.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Not Submitted

Modify Time Worked

In general, the student should be the one to make updates to their time worked records. It is at the discretion of each school to decide whether the supervisor should modify, add or delete a student's time worked record. The system does provide the functionality.

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

There are two ways to modify a record

The first way is if the student record is already pulled up, select the date of the record

i This is a prior pay period. ✕

Julio Mike Hilderman 10521641 **Office Asst**

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|--------------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:00 AM | 3.00 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 10.75 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 9:46 AM

This brings you to a Modify Time Worked page

Modify Time Worked ✕

Title Office Asst

* **Date** Thursday, Mar 26 ▼

* **Start Time** 7:00 AM ▼

* **End Time** 10:00 AM ▼

Comments

[Save](#) [Delete](#) [Close](#)

Update the record

Modify Time Worked [Close]

Title Office Asst

*** Date** Thursday, Mar 26 [Dropdown]

*** Start Time** 7:00 AM [Dropdown]

*** End Time** 10:45 AM [Dropdown]

Comments

7:00 AM
7:15 AM
7:30 AM
7:45 AM
8:00 AM
8:15 AM
8:30 AM
8:45 AM
9:00 AM
9:15 AM
9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM
10:45 AM
11:00 AM
11:15 AM

[Save] [Delete] [Close]

Select [Save]

Modify Time Worked ✕

Title Office Asst

*** Date** Thursday, Mar 26

*** Start Time** 7:00 AM

*** End Time** 10:45 AM

Comments

A message will display that the change was successful.

Approve Time Worked

✓ Time worked was changed successfully. x

Pay Period Date Range 04/08/2015 - 04/21/2015

Payment Date 05/01/2015

5 Not Submitted

4 Ready For Approval

5 Approved

14 All

Approve Time

i This is a prior pay period. x

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|--------------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 11.50 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

View Position Details

Ready for Approval 4/20/2015 12:29 PM

The second way to modify time is to use the Student Payroll Supervisor drop-down in the upper left corner

Student Payroll Supervisor ▾

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted 4 Ready For Approval 5 Approved 14 All

Approve Time

Select Maintain Time Worked

Student Payroll Supervisor ▾

Student eTime
Approve Time Worked
Maintain Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted 4 Ready For Approval 5 Approved 14 All


Approve Time

This brings you to the Maintain Time Worked page

Maintain Time Worked

Tech ID

Pay Period Data

| | |
|--------------------------|---|
| Begin Date | 04/08/2015 |
| End Date | 04/21/2015 |
| Payment Date | 05/01/2015 |
| Change Pay Period | <input type="text" value="mm/dd/yyyy"/>  |


Search Clear

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

Click [Search]

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Sat, Apr 18 | 8:00 AM | 11:00 AM | 3.00 Regular |
| Total Hours | | | 3.00 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

Not Submitted

Select the Date

Modify Time Worked ×

Title UPAC Director

• **Date** Saturday, Apr 18 ▼

• **Start Time** 8:00 AM ▼

• **End Time** 11:00 AM ▼

Comments

Save Delete Close

Make the update

Modify Time Worked ×

Title UPAC Director

• **Date** Saturday, Apr 18 ▼

• **Start Time** 8:15 AM ▼

• **End Time**

Comments

Save Delete Close

The updated record displays

Select [Save]

Modify Time Worked [Close]

Title UPAC Director

• **Date** Saturday, Apr 18 [Dropdown]

• **Start Time** 8:15 AM [Dropdown]


• **End Time** 11:00 AM [Dropdown]

Comments [Text Area]

[Save] [Delete] [Close]


Message that the time changed successfully displays

Maintain Time Worked

 Time worked was changed successfully. x

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Sat, Apr 18 | 8:00 AM | 11:00 AM | 3.00 Regular |
| Total Hours | | | 3.00 |


I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

Not Submitted

Add Time Worked

There are two ways to add a record

First way is if the student record is already pulled up, select the student's name

 This is a prior pay period. x

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|--------------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 11.50 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 12:29 PM

This brings you to the Maintain Time Worked page for the student

Maintain Time Worked

Pay Period Data

Begin Date 03/25/2015
End Date 04/07/2015
Payment Date 04/17/2015

[Approve Time](#) [Go Back](#)

Hilderman, Julio Mike 10521641

Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund
Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 Regular |
| Total Hours | | | 11.50 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time](#) [View Position Details](#)

Ready for Approval 4/20/2015 12:29 PM

Total for 03/25/2015 - 03/31/2015 11.50 hours
Total for 04/01/2015 - 04/07/2015 0.00 hours
Total For Pay Period 11.50 hours

[View Daily Totals](#)

[Approve Time](#) [Go Back](#)

Select [Add Time]

Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 Regular |
| Total Hours | | | 11.50 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time](#) [View Position Details](#)

Ready for Approval 4/20/2015 12:29 PM

This brings up an Add Time Worked page

Add Time Worked ✕

Title Office Asst

• **Date** Wednesday, Mar 25

• **Start Time** 7:00 AM

• **End Time** 7:15 AM

Comments

[Save](#) [Close](#)

Select the Date

Add Time Worked [Close]

Title Office Asst

Date Sunday, Mar 29

Start Time

End Time

Comments

Wednesday, Mar 25
 Thursday, Mar 26
 Friday, Mar 27
 Saturday, Mar 28
Sunday, Mar 29
 Monday, Mar 30
 Tuesday, Mar 31
 Wednesday, Apr 1
 Thursday, Apr 2
 Friday, Apr 3
 Saturday, Apr 4
 Sunday, Apr 5
 Monday, Apr 6
 Tuesday, Apr 7

[Save] [Close]

Select the Start Time

Add Time Worked [Close]

Title Office Asst

Date Sunday, Mar 29

Start Time 7:00 AM

End Time

Comments

2:15 AM
 2:30 AM
 2:45 AM
 3:00 AM
 3:15 AM
 3:30 AM
 3:45 AM
 4:00 AM
 4:15 AM
 4:30 AM
 4:45 AM
 5:00 AM
 5:15 AM
 5:30 AM
 5:45 AM
 6:00 AM
 6:15 AM
 6:30 AM
 6:45 AM
7:00 AM

[Save] [Close]

Select the End Time

The screenshot shows a dialog box titled "Add Time Worked" with a close button (X) in the top right corner. The form contains the following fields:

- Title:** Office Asst
- Date:** Sunday, Mar 29
- Start Time:** 7:00 AM
- End Time:** 10:00 AM (The dropdown menu is open, showing a list of times from 7:00 AM to 10:30 AM in 15-minute increments. The 10:00 AM option is highlighted in blue.)
- Comments:** A text area with a scroll bar.

At the bottom right of the dialog box are two buttons: "Save" (in blue) and "Close".

Select [Save]

This screenshot shows the same "Add Time Worked" dialog box, but the End Time dropdown menu is now closed. The "End Time" field displays "10:00 AM". The "Save" button is highlighted in blue, indicating it is the selected action.

A message displays that the time added was successful

Maintain Time Worked

✓ Time worked was added successfully. ×

Pay Period Data

| | |
|---------------------|------------|
| Begin Date | 03/25/2015 |
| End Date | 04/07/2015 |
| Payment Date | 04/17/2015 |

[Approve Time](#) [Go Back](#)

Hilderman, Julio Mike 10521641

Office Asst

| | |
|-----------------------|--|
| Funding Source | 334250 - INTRAMURALS |
| | 0920 - Federal Student Salary-Workstudy Fund |
| Supervisor | Kirstin Feldmeier |

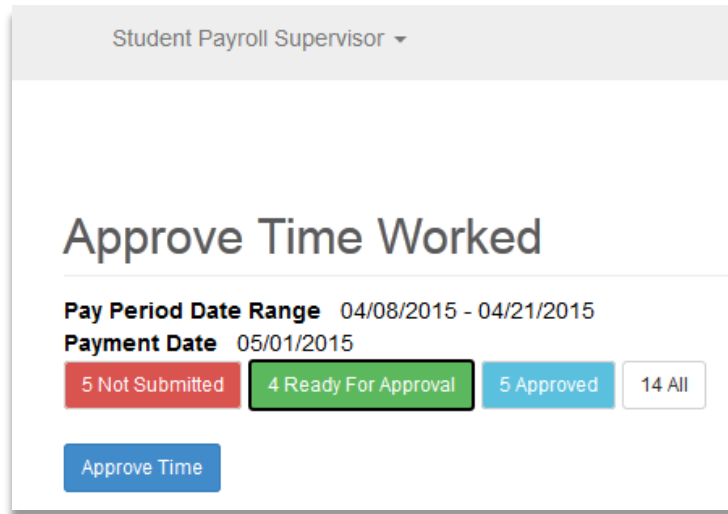
| Date | Start Time | End Time | Hours Worked | |
|-----------------------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Sun, Mar 29 | 7:00 AM | 10:00 AM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 14.50 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

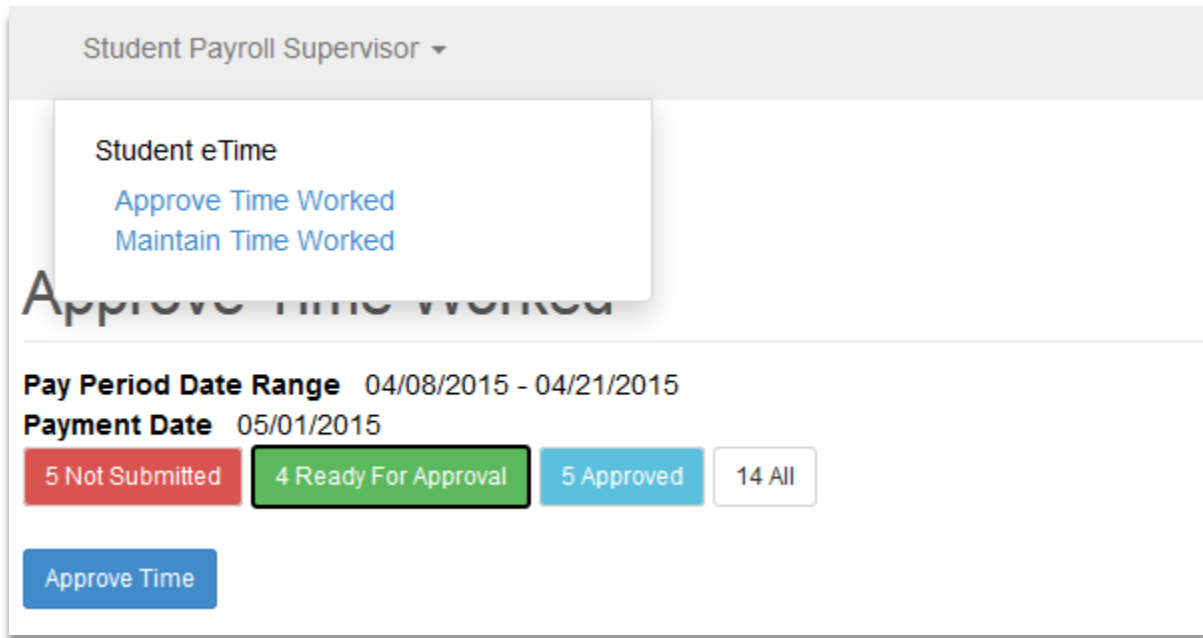
[Add Time](#) [View Position Details](#)

Ready for Approval 4/20/2015 12:44 PM

The second way to add time is to use the Student Payroll Supervisor drop-down in the upper left corner



Select Maintain Time Worked




This brings you to the Maintain Time Worked page

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

Search


Clear

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

Search


Clear

Click [Search]

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

| | |
|--|------------|
| Total for 04/08/2015 - 04/14/2015 | 0.00 hours |
| Total for 04/15/2015 - 04/21/2015 | 0.00 hours |
| Total For Pay Period | 0.00 hours |

Select [Add Time]

Add Time Worked ✕

Title UPAC Director

• **Date** ▼

• **Start Time** ▼

• **End Time** ▼

Comments

Select the Date

Add Time Worked ✕

Title UPAC Director

• **Date** ▼

• **Start Time**

• **End Time**

Comments

Wednesday, Apr 8

Thursday, Apr 9

Friday, Apr 10

Saturday, Apr 11

Sunday, Apr 12

Monday, Apr 13

Tuesday, Apr 14

Wednesday, Apr 15

Thursday, Apr 16

Friday, Apr 17

Saturday, Apr 18

Sunday, Apr 19

Monday, Apr 20

Tuesday, Apr 21

Select the Start Time

The screenshot shows a dialog box titled "Add Time Worked" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Title:** UPAC Director
- Date:** Saturday, Apr 18
- Start Time:** A dropdown menu is open, showing a list of times from 3:30 AM to 8:15 AM in 15-minute increments. The time 8:00 AM is highlighted in blue.
- End Time:** A dropdown menu is present but not open.
- Comments:** A text area for entering comments.
- Buttons:** "Save" and "Close" buttons are located at the bottom right of the dialog.

Select the End Time

Add Time Worked ×

Title UPAC Director

• **Date** Saturday, Apr 18

• **Start Time** 8:00 AM

• **End Time** 11:00 AM

Comments

- 8:15 AM
- 8:30 AM
- 8:45 AM
- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM
- 10:45 AM
- 11:00 AM
- 11:15 AM
- 11:30 AM
- 11:45 AM

Select [Save]

Add Time Worked ×

Title UPAC Director

• **Date** Saturday, Apr 18 ▼

• **Start Time** 8:00 AM ▼

• **End Time** 11:00 AM ▼


Comments

Message that the time added successfully displays

✓ Time worked was added successfully. ✕

Tech ID

Pay Period Data

Begin Date 04/08/2015
 End Date 04/21/2015
 Payment Date 05/01/2015
 Change Pay Period 

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
 0910 - Student Salary-Student Help
 Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|--------------------|------------|----------|--------------|
| Sat, Apr 18 | 8:00 AM | 11:00 AM | 3.00 Regular |
| Total Hours | | | 3.00 |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

Not Submitted

Delete Time Worked

There are two ways to delete a record

The first way is if the student is already pulled up

Select the Date of the record.



This is a prior pay period.



Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

| Date | Start Time | End Time | Hours Worked | |
|--------------------|------------|----------|--------------|---------|
| Thu, Mar 26 | 7:00 AM | 10:45 AM | 3.75 | Regular |
| Sat, Mar 28 | 12:45 PM | 3:45 PM | 3.00 | Regular |
| Sun, Mar 29 | 7:00 AM | 10:00 AM | 3.00 | Regular |
| Tue, Mar 31 | 2:45 PM | 7:30 PM | 4.75 | Regular |
| Total Hours | | | 14.50 | |

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

Ready for Approval 4/20/2015 12:44 PM

This accesses the Modify Time Worked page

Modify Time Worked



Title Office Asst

* **Date** Sunday, Mar 29

* **Start Time** 7:00 AM

* **End Time** 10:00 AM

Comments

Save Delete Close

Select [Delete]

The second way to delete time is to use the Student Payroll Supervisor drop-down in the upper left corner

Student Payroll Supervisor ▾

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted 4 Ready For Approval 5 Approved 14 All

Approve Time

Select Maintain Time Worked

Student Payroll Supervisor ▾

Student eTime
[Approve Time Worked](#)
[Maintain Time Worked](#)

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted 4 Ready For Approval 5 Approved 14 All

Approve Time

This brings you to the Maintain Time Worked page

Maintain Time Worked

Tech ID

Pay Period Data

| | |
|--------------------------|---|
| Begin Date | 04/08/2015 |
| End Date | 04/21/2015 |
| Payment Date | 05/01/2015 |
| Change Pay Period | <input type="text" value="mm/dd/yyyy"/> |


Search Clear

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 

[Search](#)

[Clear](#)

Click [Search]

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

| Date | Start Time | End Time | Hours Worked |
|-------------|------------|----------|--------------|
| Sat, Apr 18 | 8:00 AM | 11:00 AM | 3.00 Regular |

Total Hours 3.00

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time](#)

[View Position Details](#)

Not Submitted

Select the Date

Click [Delete]

Modify Time Worked ×

Title UPAC Director

• **Date** Saturday, Apr 18 ▼

• **Start Time** 8:00 AM ▼

• **End Time** 11:00 AM ▼

Comments

Are you sure you want to delete this time entry?

Select [OK]

Message that the time deleted successfully displays

Maintain Time Worked

Time worked was deleted successfully.

Tech ID 11110592

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period 04/21/2015

Search Clear

View Position Details

Select [View Position Details]

Position Details

| | |
|----------------------|--|
| Authorization Number | 53646 |
| Funding Source | 210113 - SPECIAL EDUCATION 0920 - Federal Student Salary-Workstudy Fund |
| Supervisor | Kirstin Feldmeier |
| Max Amount Allowed | \$2,400.00 |
| Earned Amount | \$1,621.87 |
| Remaining Balance | \$778.13 |
| Begin Date | 08/25/2014 |
| End Date | 05/19/2015 |
| Rate of Pay | \$8.40 |

Close

Total Hours From Paper Timesheets 17.00

I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

View Position Details

Ready for Approval 3/16/2015 2:18 PM

The following information displays:

- **Authorization Number** – Work authorization number
- **Funding Source** – Reporting cost center and description
Object code and description
- **Supervisor** – Supervisor's first and last name
- **Max Amount Allowed** - The maximum total amount that the student employee can earn under this work authorization

- **Earned Amount** – Expended amount or the total amount to date that has been paid against this work authorization
- **Remaining Balance** - the difference between the max amount allowed and the earned amount
- **Begin Date** – Start Date
- **End Date** – Expire Date
- **Rate of Pay** – Pay Rate entered or rate of pay based on pay code

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