

On Thursday 12/28 the following changes will be released to Student Payroll applications to comply with the new state law effective January 1st.

New state law effective January 1, 2024 - Employees in Minnesota, including student employees of Minnesota State are entitled to earned sick and safe time, a form of paid leave. Student employees will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the State of Minnesota fiscal year, July 1 – June 30.

Student e-time entry:

A student's sick leave balance will be displayed on the Time Worked Details screen and a button labeled Add Sick has been added to enter any sick hours they wish to use. NOTE: Non-eTime and Contract students can also log in here to view their sick balance.

A link to the ESST Notice for Student Workers has also been added in the left navigation.

Student e-services

Dashboard

Home

Account Management

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Housing and Dining

Bills and Payment

Student Employment

Enter Time Worked

Earnings

Direct Deposit Setup

W-2 Tax Form

Wage Notice

Payroll Calendar

ESST Notice Student Workers

Contact Us

Time Worked Details

Sick Leave Balance : 0.00 hours

Test ESST

Funding Source

527045 - National Crude Oil Spill-Pinewood
0910 - Student Salary-Student Help

Supervisor

Jefferson Durrin

Add Time

Add Sick

View Position Details

Pay Period Data

Total for 12/20/2023 - 12/26/2023	0.00 hours
Total for 12/27/2023 - 01/02/2024	0.00 hours
Total For Pay Period	0.00 hours

View Daily Totals

Pay Period Date Range

12/20/2023 - 01/02/2024

Payment Date

01/12/2024

View or Add Time for a Date
NOT within this Pay Period

mm/dd/yyyy

Retrieve

Maintain Time Worked

For student payroll supervisors and administrators, the Maintain Time Worked screen has been modified to display a student's sick balance as well as the addition of the Add Sick button that can be used to add sick hours if the student is unable.

Maintain Time Worked

Tech ID

Pay Period Data

Begin Date	12/20/2023
End Date	01/02/2024
Payment Date	01/12/2024
Change Pay Period	01/02/2024 

Pettigrew, Tiffanie Florence 00057093

Sick Balance: 59.00

Test ESST

Funding Source	527045 - National Crude Oil Spill-Pinewood 0910 - Student Salary-Student Help
Supervisor	Jefferson Durrin

A new field labeled Cost Center, located under the title “Sick Leave Account for Workstudy only”, has been added. The cost center entered will be the account that sick leave pay is charged to for State and Federal work study.

NOTE: This field was needed because State and Federal work study funds cannot be used to pay sick leave. A cost center must be identified and keyed in here before you can run payroll processing.

The screenshot shows the 'Payroll Controller' window for PR0001UG, DVLP, DV-Bemidji State University, dated 12/20/2023. The 'Fiscal Year' is set to 2024. Under 'Work Authorization', 'Do Not Encumber' is selected. Under 'Financial Aid / Max Earnings', 'FA/Max Earnings' is selected. Under 'Term Enrollment', 'Not Required' is selected. Under 'Nonresident Alien - Work Eligibility', 'Not Required' is selected. The 'Class Schedule Exception Dates' section has empty fields for 'Begin Date' and 'End Date'. The 'Sick Leave Account for Workstudy only' section shows 'FY: 2024', 'Cost Center: 454525', 'Object Code: 0911', 'ESST Test', and 'Salary EST'.

Sick time for student workers funded by institutional funds will charge to the “Primary CC” entered on the PR0024UG (Student Employee Work Authorization Entry)

The screenshot shows the 'Student Employee Work Authorization Entry' window for PR0024UG, DVLP, DV-Bemidji State University, dated 12/20/2023. The 'Auth Nbr' is 54922, 'SSN' is [redacted], 'ID' is 13708447, and the name is 'Jarma, Nam Florence'. Under 'Authorization Details', 'Type' is 'Standard', 'eTime' is checked, 'Auth Status' is 'Active', 'Title' is 'ESST Test', 'Start date' is 'Jul 1, 2023' to 'Jun 30, 2024', 'Pay Code' is empty, 'Pay Rate' is 18.00, 'Max/Exp Amt' is 0.00 / 0.00, and 'Comments' is empty. Under 'Account Details', 'FY' is 2024, 'Primary CC' is 213003, 'Object Code' is 0910, 'Match CC' is empty, 'Match Pct' is empty, 'Report CC' is 213003, 'Routing ID' is R01720, 'Supervisor' is 12698734, 'Workers' Comp' is 'Prof/Clerical', 'Encumber' is empty, and 'FISAP/MHESO' is 'Not Applicable'. The 'Approved By' field shows '00337920' and 'Gokhale, Georgia Florence'. At the bottom, 'Approve' is Gkp1, 'Max Earnings' is Gkp2, and 'Audit' is Gkp3.

PR0101UG - Employee Timesheet Maintenance

A new E Type – **SIK** has been enabled for use on the PR0101UG screen. If a student reports sick and is using a paper timesheet or is on a contract, staff will need to enter it on this screen. To do so, select E-Type Sick and enter the number of hours they want to use.

Pay Period	E Type	Reporting Type	Hours	Lump Sum Amt	T/S Status	Approve
2024	14	SIK			*Pending*	Do
2024	10	REG	40.00		*Processed*	
2024	10	SIK	1.00		*Processed*	

PR0025UG - Student Employee Contract Details

A new field labeled **Contract Hours** has been added to the PR0025UG to calculate the student's sick time accrual. By default, this field will be set to 40 hours (per pay period). If 40 hours is not an accurate representation of the estimated hours they will work per pay period against their contract, staff should update the number as they see fit.

If the school determines that the contract is not eligible to accrue sick leave, the hours field should be set to 0. NOTE: The hours entered are for accrual only, if sick time is used, the student will be paid based on their hourly rate entered on their work authorization.

Student Employee Contract Details

PR0025UG 1.17 DVLP DV-Bemidji State University 12/19/2023

Auth Nbr: 64916 SSN: [REDACTED] ID: 13188537 Fruci, Teodoro

Authorization Details

Start Date: Dec 1, 2023 to Jun 30, 2024 FY: 2024
 Max/Exp Amt: 0.00 / 0.00 Primary CC: 215037 Sustain.
 Object Code: 0910 Stu Help Sal

Contract Details

Contract Nbr: 18705 Contract Status: Active

Effective Date: Dec 1, 2023 Expiration Date: Jun 30, 2024 Contract Days: 151 Termination Date: Expended Amt:

Contract Amt: 3500.00 Lump Sum/ Full Pay Period: 231.79

Description: ESST Test

Contract Hours: 30 Contract hours per pay period or for contract (if less than a pay period). For use in calculating sick leave.

Approved By: 00337920 Gokhale, Georgia Florence Approve (Gkpt)

Resources:

ESST Notice for Student Workers

https://mnscu.sharepoint.com/sites/students/Resources/ESST_Notece_Student_Workers.pdf

Student Payroll User Guides

<https://mnscu.sharepoint.com/sites/isrsproducts/SitePages/Topics.aspx?Topic=Student%20Payroll>

As always, please submit a ticket for any questions or issues that may arise by visiting

<https://servicedesk.minnstate.edu>