MINNESOTA STATE

Student Payroll Supervisor Train the Trainer Guide

Contents

Student Payroll Supervisor Introduction

This guide provides basic steps the supervisor performs in their portion of the web based Student eTime application. Supervisors of a student employee or an employee that has proxy access, will be able to review and approve the time worked the student submitted for the pay period. In addition, if necessary modify and delete the student's time worked.

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.

Minnesota State is an affirmative action, equal opportunity employer and educator.

Security

Student Payroll Supervisor: no security web role is needed. If the supervisor is assigned on the work authorization or employees who have proxy access during the time period should 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 from anywhere (on-campus, off-campus, home etc.) via ISRS Employee Home > Employee Applications > Student Payroll Supervisor.

For optimal browser performance use Firefox 25.0 or greater, Chrome, Safari. Internet Explorer is NOT recommended.
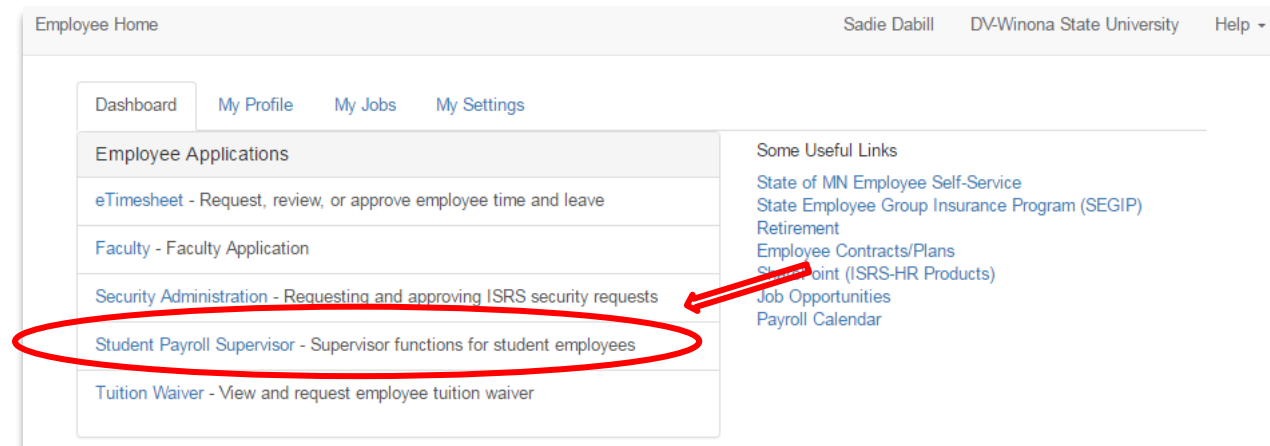

Off-campus Supervisors that are NOT employees of the college/university: (Does not pertain to all institutions. If your institution does not use off-campus student supervisors, skip this section.) All off-campus student supervisors will need to be set up with a non-employee affiliation for your institution through Manage Non-Employee Appointments.

The "Manage Non-Employee Appointments" functionality provides a means for a hiring supervisor to affiliate a non-employee to a Minnesota State institution in order to access institution systems and resources. The process is initiated when a hiring supervisor, or their designee, provides the individual's name, affiliation type and personal email address using the Manage Non-Employee Appointments functionality. Once provided, the system issues a secure token to the individual in a welcome email.

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Using the token, the individual is given secure access to Employee Home to create a profile and establish a non-employee affiliation to your institution as an off-campus student supervisor.

Approve Time Worked

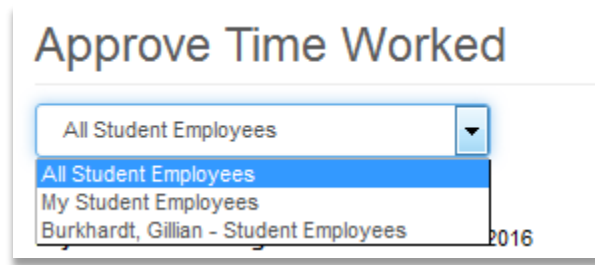The application by default opens the Approve Time Worked page and Ready For Approval button.
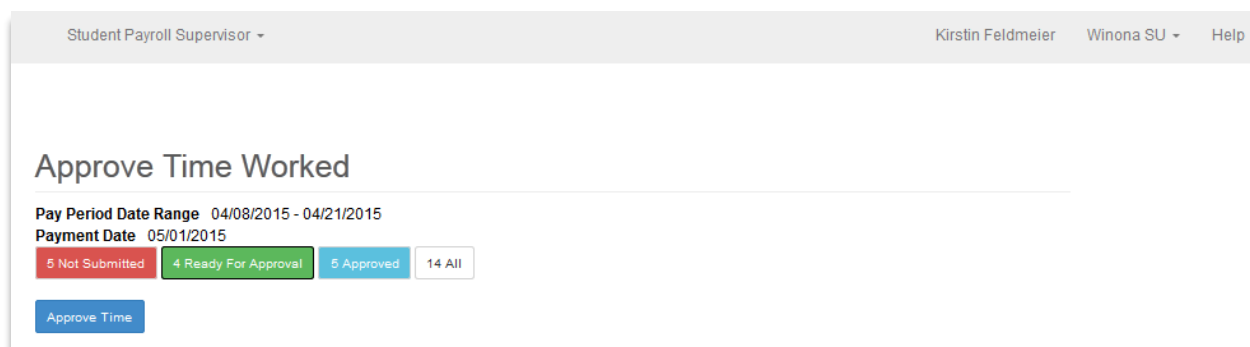
Screen Buttons Options

- **Not Submitted** (red) Displays time worked records entered by the student employees that have not yet been submitted.
- **Ready For Approval** (green) Displays time worked records that have been submitted by the student employee but are pending approval for the current pay period or a prior pay period.
- **Approved** (light blue) Lists the records that have already been approved.
- **All** (white) Lists the combined records in Not Submitted, Ready For Approval, Approved

Approve Time – Ready For Approval

Review the records for accuracy.

If the supervisor is assigned proxy rights a drop-down appears under Approve Time Worked with the option limit search results

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The bottom right corner displays the Submitted status, in addition to the date/time and the name of the person whom it was submitted by.

NOTE: For any work authorizations, where the expended amount is greater than 80% of the work authorization's maximum amount, the following informational message will be displayed to the supervisor/proxy: "This student has earned $X,XXX.XX of the $X,XXX.XX allowed for this position." This will include the current pay period's pending hours. This is being done to warn the supervisor/proxy that they are close to earning the maximum amount allowed.

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Approve Time Worked

All Student Employees ▼

Pay Period Date Range 06/15/2016 - 06/28/2016
Payment Date 07/08/2016

[2 Not Submitted] [6 Ready For Approval] [0 Approved] [8 All]

[Approve Time]

[Last] [Next →]

Ashlie Florence Abens   12660308   Work Study

    Funding Source   210312 - Athletics Administration Intercollegiate
                        0960 - State Student Salary Workstudy

Date	Start Time	End Time	Hours Worked		
Wed, Apr 20	6:00 PM	8:45 PM	2.75	Regular	🗨
Fri, Apr 22	5:00 PM	9:00 PM	4.00	Regular	
Sun, Apr 24	5:00 PM	9:30 PM	4.50	Regular	
Tue, Apr 26	5:00 PM	8:45 PM	3.75	Regular	
		Total Hours	15.00		

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

[View Position Details]

                                  Submitted 6/1/2016 2:04 PM Ashlie Abens
                                  Ready for Approval

ⓘ This is a prior pay period.   ✕

Emery Abrahamson   00902864   Personal Trainer

    Funding Source   331400 - Recreational Sports
                        0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked		
Fri, Apr 22	1:00 PM	2:00 PM	1.00	Regular	🗨
		Total Hours	1.00		

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

[View Position Details]

                                  Submitted 6/2/2016 9:00 PM Emery Abrahamson
                                  Ready for Approval

If no changes are needed, 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 check for all records to be approved. Up to five records per page display and can be approved at one time.

Approve Time Worked

All Student Employees ▼

Pay Period Date Range 06/15/2016 - 06/28/2016
Payment Date 07/08/2016

`2 Not Submitted` `6 Ready For Approval` `0 Approved` `8 All`

`Approve Time`

`Last` `Next →`

Ashlie Florence Abens 12660308 Work Study

　　　Funding Source 210312 - Athletics Administration Intercollegiate
　　　　　　　　　　　0960 - State Student Salary Workstudy

Date	Start Time	End Time	Hours Worked		
Wed, Apr 20	6:00 PM	8:45 PM	2.75	Regular	💬
Fri, Apr 22	5:00 PM	9:00 PM	4.00	Regular	
Sun, Apr 24	5:00 PM	9:30 PM	4.50	Regular	
Tue, Apr 26	5:00 PM	8:45 PM	3.75	Regular	
		Total Hours	15.00		

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

`View Position Details`

Submitted 6/1/2016 2:04 PM Ashlie Abens
Ready for Approval

ⓘ This is a prior pay period.　　　　　　　　　　　　　　×

Emery Abrahamson 00902864 Personal Trainer

　　　Funding Source 331400 - Recreational Sports
　　　　　　　　　　　0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked		
Fri, Apr 22	1:00 PM	2:00 PM	1.00	Regular	💬
		Total Hours	1.00		

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

`View Position Details`

Submitted 6/2/2016 9:00 PM Emery Abrahamson
Ready for Approval

Select the [Approve Time] button.

A message display that the records have been approve successfully

Once this is completed it is reflected in the Student Payroll Administration Application.

To view the records select the Approved button

The records display and in the button right corner the Approved status with the time/date and the name of the person whom approved it

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Along with the submitted and approved timestamp, once a time worked record is processed the Processed status displays with the date/time completed.

Not Submitted – 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.

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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 that needs to be changed

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Emery Abrahamson 00902864 Personal Trainer

Funding Source 331400 - Recreational Sports
0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked		
Fri, Apr 8	7:00 AM	10:00 AM	3.00	Regular	💬
Tue, Apr 12	7:00 PM	8:00 PM	1.00	Regular	
Tue, Apr 19	7:00 PM	8:00 PM	1.00	Regular	
		Total Hours	5.00		

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

[View Position Details]

Submitted 6/22/2016 10:28 AM Carson Prevete
Ready for Approval

This brings you to a Modify Time Worked page

Modify Time Worked   ✕

Title   Personal Trainer

✱ Date   Tuesday, Apr 12 ▼

✱ Start Time 7:00 PM ▼

✱ End Time   8:00 PM ▼

Comments   [   ]

[Save] [Delete] [Close]

Update the record

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Select [Save]

A message will display that the change was successful. Along with an updated Submitted status in the lower right corner with the date/time and person whom submitted it

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Approve Time Worked

✓ Time worked record was added successfully.   ×

All Student Employees ▾

Pay Period Date Range   06/15/2016 - 06/28/2016
Payment Date   07/08/2016

[2 Not Submitted] [4 Ready For Approval] [2 Approved] [8 All]

[Approve Time]

ⓘ This is a prior pay period.   ×

Emery Abrahamson   00902864   Personal Trainer

    Funding Source   331400 - Recreational Sports
                            0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked		
Fri, Apr 8	7:00 AM	10:00 AM	3.00	Regular	💬
Tue, Apr 12	7:00 PM	9:45 PM	2.75	Regular	
Tue, Apr 19	7:00 PM	8:00 PM	1.00	Regular	
		Total Hours	6.75		

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

[View Position Details]

Submitted 6/22/2016 11:05 AM Carson Prevete
Ready for Approval

Maintain Time Worked

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

Student Payroll Supervisor ▾

Select Maintain Time Worked

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This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student

Click [Search]

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
Maintain Time Worked

Tech ID 12660308

Pay Period Data

Begin Date	06/15/2016
End Date	06/28/2016
Payment Date	07/08/2016
Change Pay Period	06/28/2016 📅

[Search] [Clear]

[Approve Time]

Abens, Ashlie Florence   12660308

Work Study

Funding Source	210312 - Athletics Administration Intercollegiate
	0960 - State Student Salary Workstudy
Supervisor	Carson Prevete

Date	Start Time	End Time	Hours Worked	
Wed, Jun 15	7:00 AM	11:00 AM	4.00	Regular
Mon, Jun 20	6:00 AM	10:00 AM	4.00	Regular
		Total Hours	8.00	

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

[Add Time] [View Position Details]

Submitted 6/22/2016 12:43 PM Ashlie Abens
Ready for Approval

Select the Date

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Make the update

The updated record displays

Select [Save]

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
Message that the time changed successfully displays. Along with an updated Submitted status with the date/time and person whom submitted it

Maintain Time Worked

✔ Time worked record was added successfully.   ✕

Tech ID 12660308

Pay Period Data

Begin Date	06/15/2016
End Date	06/28/2016
Payment Date	07/08/2016
Change Pay Period	06/28/2016 📅

[Search] [Clear]

[Approve Time]

Abens, Ashlie Florence   12660308

Work Study

Funding Source	210312 - Athletics Administration Intercollegiate
	0960 - State Student Salary Workstudy
Supervisor	Carson Prevete

Date	Start Time	End Time	Hours Worked	
Wed, Jun 15	7:00 AM	11:00 AM	4.00	Regular
Mon, Jun 20	6:00 AM	10:45 AM	4.75	Regular
		Total Hours	8.75	

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

[Add Time] [View Position Details]

Submitted 6/22/2016 12:56 PM Carson Prevete
Ready for Approval

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 brings you to the Maintain Time Worked page for the student

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Select [Add Time]

This brings up an Add Time Worked page

Select the Date

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Select the Start Time

Select the End Time

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Select [Save]

A message displays that the time added was successful

Also in the lower right corner an updated Submitted status with the time/date and person whom submitted it

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Maintain Time Worked

> ✓ Time worked record was added successfully.   ×

Pay Period Data

Begin Date	04/06/2016
End Date	04/19/2016
Payment Date	04/29/2016

[Approve Time] [Go Back]

Abrahamson, Emery   00902864

Personal Trainer

Funding Source   331400 - Recreational Sports
                     0910 - Student Salary-Student Help
Supervisor   Carson Prevete

Date	Start Time	End Time	Hours Worked		
Fri, Apr 8	7:00 AM	10:00 AM	3.00	Regular	💬
Tue, Apr 12	7:00 PM	8:00 PM	1.00	Regular	
Tue, Apr 19	7:00 PM	8:00 PM	1.00	Regular	
		Total Hours	5.00		

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

[Add Time] [View Position Details]

Submitted 6/22/2016 10:28 AM Carson Prevete
Ready for Approval

The second way to add 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

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This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student

Click [Search]

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Select [Add Time]

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Select the Date

Select the Start Time

Select the End Time

Select [Save]

Message that the time added successfully displays

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Delete Time Worked

NOTE: If a pay period has been closed and there are pending hours that have never been paid, the supervisor can delete these records.

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.

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This accesses the Modify Time Worked page

Select [Delete]

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

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Select Maintain Time Worked

This brings you to the Maintain Time Worked page

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Enter in the Tech ID of the student

Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy 📅

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]

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Modify Time Worked

Title UPAC Director

Date Saturday, Apr 18

Start Time 8:00 AM

End Time 11:00 AM

Comments

[Save] [Delete] [Close]

Are you sure you want to delete this time entry?

[OK] [Cancel]

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
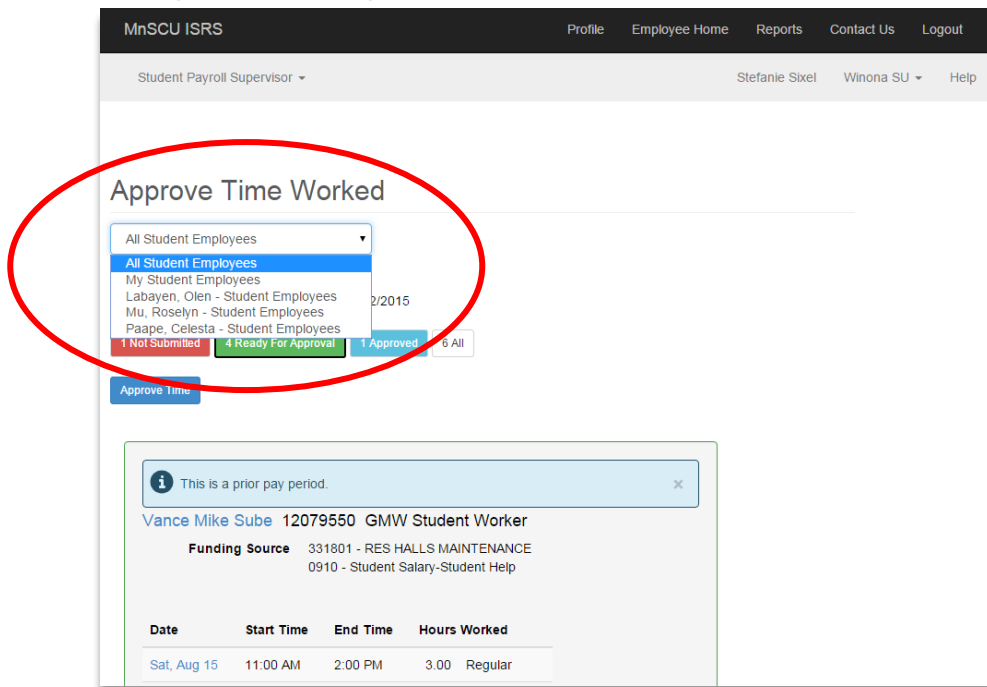**Change Pay Period** 04/21/2015

[Search] [Clear]

Supervisor Proxy

Student eTime Supervisor Proxy Access allows a supervisor to grant another active employee, which may or may not already be a supervisor, access to approve their employees' time worked. This process would be used when the supervisor is out of the office and not available to approve the time worked by the student employees' they supervise.

Employees that are currently granted Supervisor Proxy will have the same functionality in the application as a supervisor but will have an added drop-down list displayed on the Approve Time Worked page. The list will vary based on if they already a supervisor and the number of proxy rights they have been granted.

Supervisor Proxy Access Drop-down List Screen Print

Drop-down Selections	Description
All Student Employees - This is the default selection. When this is selected, the Student Payroll Supervisor's student employees plus the student employees they have proxy access to will be displayed.	Displayed first is the Student Payroll Supervisor's own employees, alphabetical order by student employee's last name.
	Then displayed is the student employees they have proxy access too. These will be grouped by each Student Payroll Supervisor. The records will be in alphabetical order based on Student Payroll Supervisor's last name and then alphabetical order by student employee's last name.
	For the student employees they have proxy access to, the Student Payroll Supervisor's first

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	and last name will display on each individual position.
My Student Employees	When this is selected, ONLY the Student Payroll Supervisor's student employees will be displayed. The student employees they have proxy access to will NOT be displayed. Displays in alphabetical order by student employee's last name.
List the last name and first name initial of any Student Payroll Supervisors that have given proxy access to this Student Payroll Supervisor. Format: Spurgeon, Jared - Student Employees	When this is selected, ONLY the student employees they have proxy access to for a specific Student Payroll Supervisor will be displayed. Displays in alphabetical order by student employee's last name. Displays the Student Payroll Supervisor's first and last name on each position.

Drop-down List of Supervisor Proxy Access Examples

Supervisor who has their own employee + proxy access Example

NOTE: The top record does not have the Supervisor field displayed since it is one of the supervisors own employees where the bottom record shows the Supervisor who granted proxy rights.

Supervisor who has proxy Access, Approved selected, 1st student employee is their own employee, 2nd is a one whom they have proxy access too Example

NOTE: Supervisor name doesn't display on own employee

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Employee (not a Supervisor) that has proxy access to more than 2 supervisors Example

NOTE: No My Employees in drop-down list:

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Employee (not a Supervisor) whom has proxy access to 1 other supervisor Example

NOTE: All Employees or My Employees not in drop-down list. There are two screen shots showing this. One has the drop-down selected to show only Devon Starbird displaying:

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View Position Details

Select [*View Position Details*]

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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

View Student Employee Wage Notice

After a Student Employee Wage Notice has been created for a student employee under your supervision, the record will appear on this list. Student Employees are directed to review and acknowledge the Student Employee Wage Notice through Student e-Services. Student Payroll Supervisors should use this page to identify student employees that have requested to receive a Student Employee Wage Notice in an alternate language by checking the "Alternate Language Requested" flag. It is the responsibility of the institution to contact any student employee that has indicated they would like to receive the Student Employee Wage Notice in an alternate language to provide them with the Alternate Language Request Form.

If a hard copy, signed notice is received from a student, the supervisor or payroll administrator can record the notice as received by checking the box in the "Received by" column. Hard copies of Student Employee Wage Notices must be retained by the institution in the student employee files.

View Student Employee Wage Notice

After a Student Employee Wage Notice has been created for a student employee, the record will appear on this list. Student Employees will be directed to review and acknowledge the Student Employee Wage Notice through Student E-services. If, while reviewing the Student Employee Wage Notice, the student submits a request to receive the notice in an alternate language, a Y will be populated on the record below. Please ensure that the student is able to complete this request.

Additional information can be found by clicking the User Guide, found in the Help Menu on the top right of the screen.

☐ Alternate Language Requested   ☐ Wage Notices Pending Review

View/Print	Student Tech ID	Student Name ↓	Notice Date ↓	Title	Comp Rate	Comp Type	Alt Lang Request	Received By	Received Date
View/Print	13583598	Alsup, Ty	2/20/2020	Student Employee - HuskyTech Specialist	$10.00	Hourly	N	☐	
View/Print	13187362	Apone, Evangeline	2/20/2020	Student Employee - HuskyTech Consultant	$10.40	Hourly	N	☐	
View/Print	13024073	Bossley, Tatum	2/20/2020	Student Employee - HuskyTech Specialist	$10.40	Hourly	N	☐	

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal: http://servicedesk.minnstate.edu/CherwellPortal/MNSO

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