



Student Payroll Supervisor Train the Trainer Guide

Contents

- Student Payroll Supervisor Introduction.....1
 - Security.....2
 - Access.....2
- Approve Time Worked.....3
 - Screen Buttons Options.....3
 - Approve Time – Ready For Approval.....3
 - Modify Time Worked.....9
- Maintain Time Worked.....12
 - Add Time Worked.....17
 - Delete Time Worked.....27
- Supervisor Proxy.....32
 - Supervisor Proxy Access Drop-down List Screen Print.....32
 - Drop-down List of Supervisor Proxy Access Examples.....33
- View Position Details.....37
- View Student Employee Wage Notice.....38
- Need Help?.....39

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.

Security

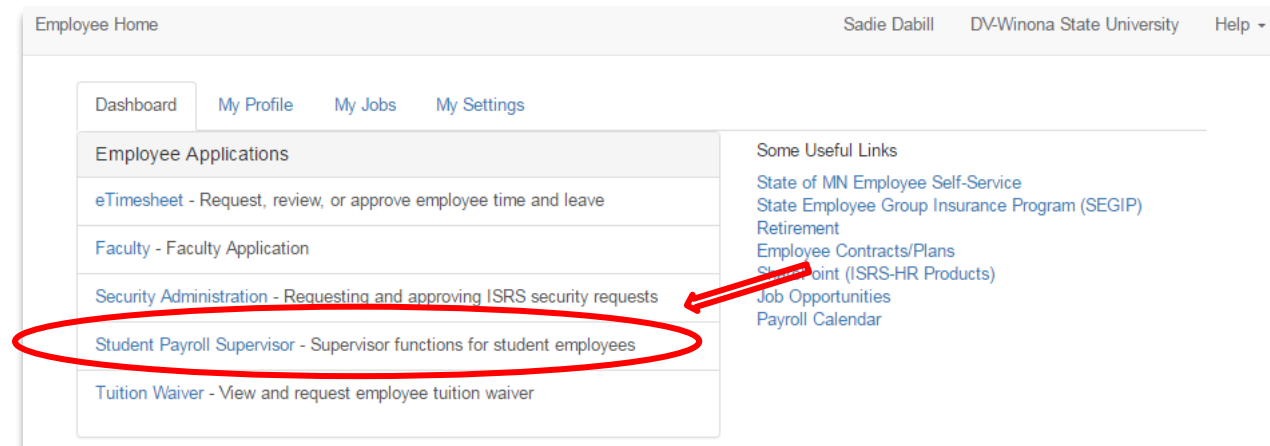
Student Payroll Supervisor: no security web role is needed. If the supervisor is assigned on the work authorization or employees who have proxy access during the time period should have access to the supervisor application and functions.

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.



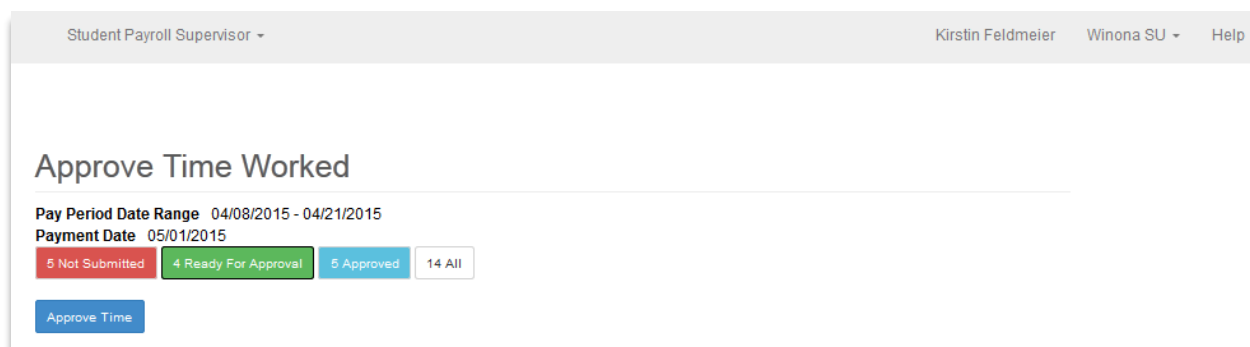
Off-campus Supervisors that are NOT employees of the college/university: (Does not pertain to all institutions. If your institution does not use off-campus student supervisors, skip this section.) All off-campus student supervisors will need to be set up with a non-employee affiliation for your institution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

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.



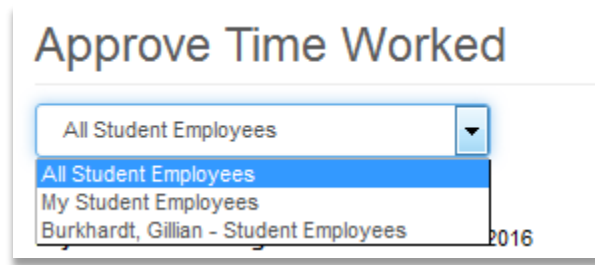
Screen Buttons Options

- **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



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.

Approve Time Worked

All Student Employees

Pay Period Date Range 06/15/2016 - 06/23/2016

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 5/1/2016 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 5/2/2016 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 checked 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 - 06/23/2016

Payment Date 07/08/2016

2 Not Submitted

8 Ready For Approval

0 Approved

8 All

Approve Time

Last

Next →

Ashlie Florence Abens 12860308 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 5/1/2016 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 5/2/2016 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

Approve Time Worked

✓ 2 records have been approved 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

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

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	

[View Position Details](#)

*Submitted 5/1/2016 2:04 PM Ashlie Abens
Approved 6/22/2016 9:30 AM Carson Prevete*

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	

[View Position Details](#)

*Submitted 5/2/2016 9:00 PM Emery Abrahamson
Approved 6/22/2016 9:30 AM Carson Prevete*

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

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	
Fri, Mar 25	11:00 AM	3:00 PM	4.00	Regular
Tue, Mar 29	5:00 PM	9:45 PM	4.75	Regular
Total Hours			8.75	

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

*Submitted 3/30/2016 12:55 AM Ashlie Abens
Approved 4/6/2016 3:02 PM Synthia Haage
Processed 4/7/2016 1:43 PM*

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.

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	
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

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	
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 that needs to be changed

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 Preveze
Ready for Approval*

This brings you to a Modify Time Worked page

Modify Time Worked ✕

Title Personal Trainer

*** Date**

*** Start Time**

*** End Time**

Comments

Update the record

Modify Time Worked

Title Personal Trainer

* Date Tuesday, Apr 12

* Start Time 7:00 PM

* End Time 9:45 PM

Comments

- 7:00 PM
- 7:15 PM
- 7:30 PM
- 7:45 PM
- 8:00 PM
- 8:15 PM
- 8:30 PM
- 8:45 PM
- 9:00 PM
- 9:15 PM
- 9:30 PM
- 9:45 PM
- 10:00 PM

Save Delete Close

Select [Save]

Modify Time Worked

Title Personal Trainer

* Date Tuesday, Apr 12

* Start Time 7:00 PM

* End Time 9:45 PM

Comments

Save Delete Close

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

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

i 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

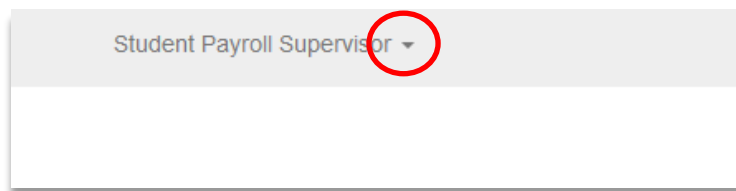
I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

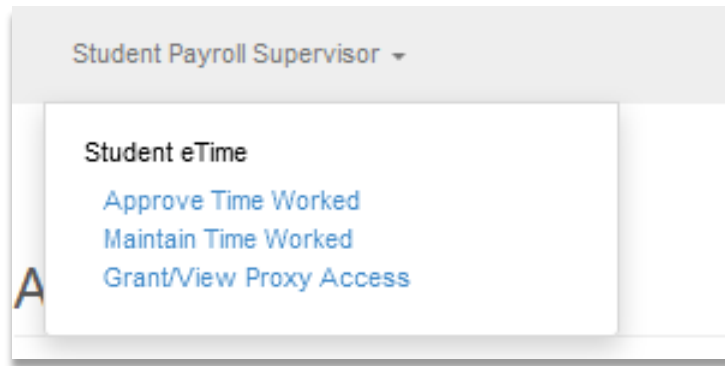
Submitted 6/22/2016 11:05 AM Carson Prevete
Ready for Approval

Maintain Time Worked

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



Select Maintain Time Worked




This brings you to the Maintain Time Worked page

Maintain Time Worked

Tech ID

Pay Period Data


Begin Date	06/15/2016
End Date	06/28/2016
Payment Date	07/08/2016
Change Pay Period	<input type="text" value="mm/dd/yyyy"/> 

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID

Pay Period Data


Begin Date	06/15/2016
End Date	06/28/2016
Payment Date	07/08/2016
Change Pay Period	<input type="text" value="mm/dd/yyyy"/> 

Click [Search]

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 

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.

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

Select the Date

Modify Time Worked ✕

Title Work Study

● **Date** Monday, Jun 20

● **Start Time** 6:00 AM

● **End Time** 10:00 AM

Comments

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

Make the update

Modify Time Worked ✕

Title Work Study

● **Date** Monday, Jun 20

● **Start Time** 6:00 AM

● **End Time** 10:45 AM

Comments

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

6:00 AM

6:15 AM

6:30 AM

6:45 AM

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

The updated record displays

Select [Save]

Modify Time Worked



Title Work Study

● **Date**

● **Start Time**

● **End Time**

Comments


Save

Delete

Close


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. x

Tech ID

Pay Period Data

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

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.

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

i This is a prior pay period. x

Emery Abrahamson 00902864 Personal Trainer

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

Date	Start Time	End Time	Hours Worked
Thu, Apr 7	7:00 PM	8:00 PM	1.00 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			3.00

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

[View Position Details](#)

*Submitted 4/22/2016 1:05 PM Emery Abrahamson
Ready for Approval*

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

Maintain Time Worked

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
Thu, Apr 7	7:00 PM	8:00 PM	1.00 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			3.00

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

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

*Submitted 4/22/2016 1:05 PM Emery Abrahamson
Ready for Approval*

Select [Add Time]

This brings up an Add Time Worked page

Add Time Worked [Close]

Title Personal Trainer

- **Date** Wednesday, Apr 6
- **Start Time** 7:00 AM
- **End Time** 7:15 AM

Comments

[Save] [Close]

Select the Date

Add Time Worked [Close]

Title Personal Trainer

- **Date** Friday, Apr 8
- **Start Time**
- **End Time**

Comments

[Save] [Close]

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 form contains the following fields:

- Title:** Personal Trainer
- Date:** Friday, Apr 8
- Start Time:** 7:00 AM (dropdown menu is open)
- End Time:** (empty)
- Comments:** (empty text area)

The Start Time dropdown menu is open, showing a list of times from 2:15 AM to 7:00 AM. The 7:00 AM option is highlighted in blue. At the bottom right of the dialog are "Save" and "Close" buttons. A footer bar at the bottom left contains the text: "reational Sports", "Salary-Student Help", and "te".

Select the End Time

The screenshot shows the same "Add Time Worked" dialog box. In this view, the End Time dropdown menu is open, and the 10:00 AM option is highlighted in blue. The Start Time field remains set to 7:00 AM. The list of times in the End Time dropdown menu ranges from 7:00 AM to 10:45 AM. The "Save" and "Close" buttons are visible at the bottom right. The footer bar at the bottom left contains the text: "reational Sports", "Salary-Student Help", and "te".

Select [Save]

The screenshot shows a dialog box titled "Add Time Worked". The form inside has the following fields:

- Title:** Personal Trainer
- Date:** Friday, Apr 8
- Start Time:** 7:00 AM
- End Time:** 10:00 AM
- Comments:** (Empty text area)

At the bottom right of the dialog, there are two buttons: "Save" and "Close".

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

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 ▾

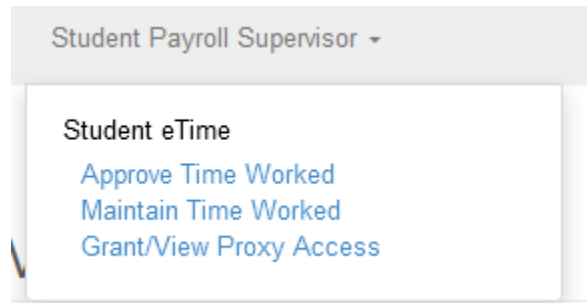
Approve Time Worked

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



This brings you to the Maintain Time Worked page

A screenshot of the "Maintain Time Worked" page. The title "Maintain Time Worked" is at the top. Below it is a "Tech ID" label followed by an empty text input field. Underneath is a grey box titled "Pay Period Data" containing the following information: "Begin Date" 04/08/2015, "End Date" 04/21/2015, "Payment Date" 05/01/2015, and "Change Pay Period" with a text input field containing "mm/dd/yyyy" and a calendar icon. At the bottom of the page are two buttons: "Search" and "Clear".

Enter in the Tech ID of the student

A screenshot of the "Maintain Time Worked" page, identical to the previous one but with the "Tech ID" field now containing the value "11110592".

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

The screenshot shows a dialog box titled "Add Time Worked" with a close button (X) in the top right corner. The dialog contains several fields: "Title" (UPAC Director), "Date" (Saturday, Apr 18), "Start Time", "End Time", and "Comments". The "Date" field is currently selected, and a dropdown menu is open, displaying a list of dates from Wednesday, Apr 8 to Tuesday, Apr 21. "Saturday, Apr 18" is highlighted in blue. At the bottom right, there are "Save" and "Close" buttons.

Select the Start Time

The screenshot shows the same "Add Time Worked" dialog box. The "Date" field is now set to "Saturday, Apr 18". The "Start Time" field is selected, and a dropdown menu is open, displaying a list of times from 3:30 AM to 8:15 AM in 15-minute increments. "8:00 AM" is highlighted in blue. The "End Time" and "Comments" fields are visible but not selected. At the bottom right, there are "Save" and "Close" buttons.

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 dialog contains the following fields:

- Title:** UPAC Director
- Date:** Saturday, Apr 18
- Start Time:** 8:00 AM
- End Time:** 11:00 AM (with a dropdown menu open showing options from 8:15 AM to 11:45 AM in 15-minute increments; 11:00 AM is highlighted)
- Comments:** A text area with a scroll bar.

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

Select [Save]

The screenshot shows the same "Add Time Worked" dialog box, but the dropdown menu for the End Time field is now closed. The "End Time" field displays "11:00 AM". The "Save" button remains highlighted in blue.

Message that the time added successfully displays

Time worked was added 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

Approve Time

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

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.

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

Search

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

Click [Delete]

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

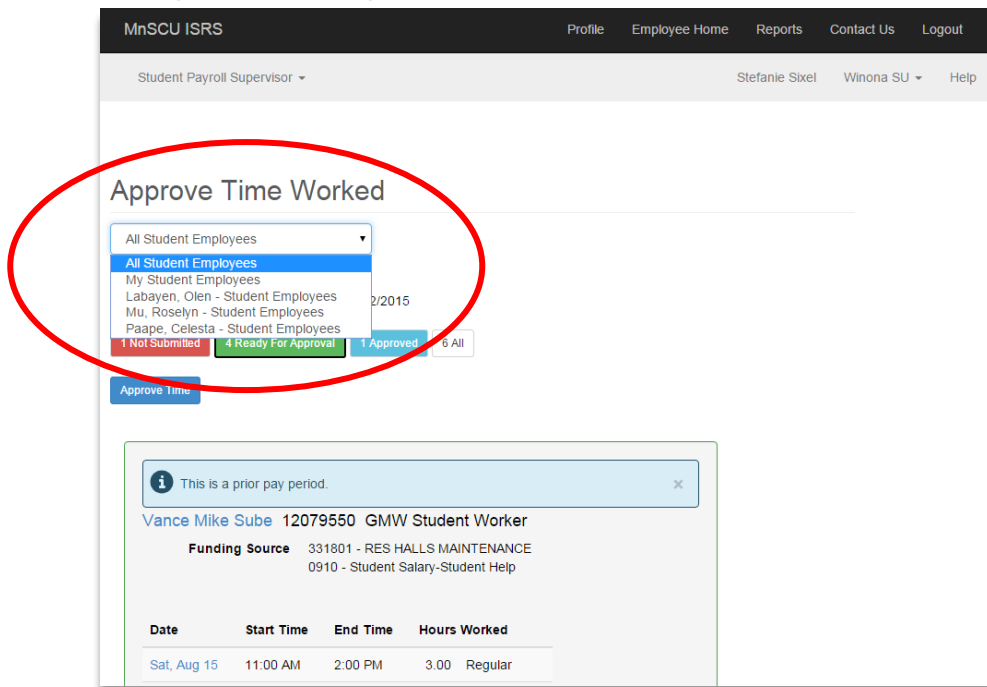
Search Clear

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
<p>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.</p>	<p>Displayed first is the Student Payroll Supervisor's own employees, alphabetical order by student employee's last name.</p> <p>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.</p> <p>For the student employees they have proxy access to, the Student Payroll Supervisor's first</p>

	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.

MnSCU ISRS Profile Employee Home Reports Contact Us Logout

Student Payroll Supervisor - Stefanie Sixel Winona SU - Help

Approve Time Worked

All Student Employees

Pay Period Date Range 09/09/2015 - 09/22/2015
 Payment Date 10/02/2015

1 Not Submitted 14 Ready For Approval 1 Approved 6 All

Approve Time

Vance Mike Sube 12079550 GMW Student Worker
 Supervisor Roselyn Mu
 Funding Source 331801 - RES-HALLS MAINTENANCE
 0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked
Sat, Aug 15	11:00 AM	2:00 PM	3.00 Regular
Total Hours			3.00

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

[View Position Details](#)

Ready for Approval 9/24/2015 11:18 AM

Son Mike Schlein 11458934 Engineering Intern
 Supervisor Roselyn Mu
 Funding Source 257155 - NAI COMTEC
 0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked
Mon, Sep 14	7:00 AM	9:45 AM	2.75 Regular
Thu, Sep 17	7:00 AM	10:30 AM	3.50 Regular
Total Hours			6.25

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

[View Position Details](#)

Ready for Approval 9/24/2015 8:55 AM

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

MnSCU ISRS Profile Employee Home Reports Contact Us Logout

Student Payroll Supervisor - Stefanie Sixel Winona SU - Help

Approve Time Worked

All Student Employees ▼

Pay Period Date Range 09/09/2015 - 09/22/2015
 Payment Date 10/02/2015

1 Not Submitted
3 Ready For Approval
2 Approved
6 All

Vance Mike Sube 12079550 GMW Student Worker

Funding Source 331904 - EAST LAKE RH MAINTENANCE
0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked
Sun, Aug 2	12:00 PM	3:00 PM	3.00 Regular
Total Hours			3.00

Approved 9/23/2015 1:15 PM

Son Mike Schlein 11458934 Engineering Intern

Supervisor Roselyn Mu
257155 - NAI COMTEC
Funding Source 0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked
Mon, Sep 14	7:00 AM	9:45 AM	2.75 Regular
Thu, Sep 17	7:00 AM	10:30 AM	3.50 Regular
Total Hours			6.25

Approved 9/24/2015 1:09 PM

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

NOTE: No My Employees in drop-down list:

MnSCU ISRS Profile Employee Home Reports Contact Us Logout

Student Payroll Supervisor Junita Asebedo Winona SU Help

Approve Time Worked

All Student Employees 10/2/2015

- All Student Employees
- Sixel, Stefanie - Student Employees
- Starbird, Devon - Student Employees

Payment Date 10/02/2015

1 Not Submitted
1 Ready For Approval
4 Approved
6 All

[Approve Time](#)

Parker Mike Nohr 11441557 Youth Gymnastics Coach

Supervisor Devon Starbird
Funding Source 337048 - GALAXY GYMNASTICS
 0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked	
Thu, Sep 10	1:15 PM	4:30 PM	3.25	Regular ■
Wed, Sep 16	2:30 PM	5:00 PM	2.50	Regular
Total Hours			5.75	

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

[View Position Details](#)

Ready for Approval 9/22/2015 1:32 PM

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:

MnSCU ISRS Profile Employee Home Reports Contact Us Logout

Student Payroll Supervisor Libby Moun Winona SU Help

Approve Time Worked

Starbird, Devon - Student Employees

Pay Period Date Range 09/09/2015 - 09/22/2015
Payment Date 10/02/2015

1 Not Submitted
1 Ready For Approval
2 Approved
4 All

[Approve Time](#)

Parker Mike Nohr 11441557 Youth Gymnastics Coach

Supervisor Devon Starbird
Funding Source 337048 - GALAXY GYMNASTICS
 0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked
Thu, Sep 10	1:15 PM	4:30 PM	3.25 Regular
Wed, Sep 16	2:30 PM	5:00 PM	2.50 Regular
Total Hours			5.75

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

[View Position Details](#)

Ready for Approval 9/22/2015 1:32 PM

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](#)

Shanita Florence Pynes 10749595 Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked
Sat, Feb 14	7:00 AM	11:45 AM	4.75 Regular
Total Hours			4.75
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

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	Alsop, Ty	2/20/2020	Student Employee - HuskyTech Specialist	\$10.00	Hourly	N	<input type="checkbox"/>	
View/Print	13187362	Apone, Evangeline	2/20/2020	Student Employee - HuskyTech Consultant	\$10.40	Hourly	N	<input type="checkbox"/>	
View/Print	13024073	Bossley, Tatum	2/20/2020	Student Employee - HuskyTech Specialist	\$10.40	Hourly	N	<input type="checkbox"/>	

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal:

<http://servicedesk.minnstate.edu/CherwellPortal/MNSO>

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