

Student Payroll Supervisor Train the Trainer Guide

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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. 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 (oncampus, 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.

Employee Home	Sadie Dabill DV-Winona State University Help
Dashboard My Profile My Jobs My Settings	
Employee Applications	Some Useful Links
eTimesheet - Request, review, or approve employee time and leave	State of MN Employee Self-Service State Employee Group Insurance Program (SEGIP)
Faculty - Faculty Application	Retirement Employee Contracts/Plans
Security Administration - Requesting and approving ISRS security requests	Job Opportunities
Student Payroll Supervisor - Supervisor functions for student employees	Payroll Calendar
Tuition Waiver - View and request employee tuition waiver	

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.

Student Payroll Supervisor +	Kirstin Feldmeier	Winona SU 👻	Help
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			

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.

prove Ti	me Work	ed		
Il Student Employ	ees	•		
Period Date Race	. 06/15/2016 - 0/	8/28/2016		
ment Date 07/08/	2016			
	and for Address			
prove Time				
			Last	-)
Ashlie Floren	ice Abens 126	360308 Work	Study	
Funding	8ouroe 210312 0960 -	2 - Athletics Admi State Student Sal	nistration intercollegiate ary Workstudy	•
Date	Start Time	End Time	Hours Worked	
Wed, Apr 20	6:00 PM	8:45 PM	2.75 Regular	-
Fri, Apr 22 Sun, Apr 24	5:00 PM	9:30 PM	4.00 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 th	e work was performed in	a satisfactory manner.
View Position	Details		Submitted 5/1/20	016 2:04 FM Ashile Abens
			Ready for Appro	val
1 This is a	prior pay period.			ж
Emery Abrah	namson 00902	2864 Persona	l Trainer	
Funding	8ouroe 331400 0910 -	0 - Recreational S Student Salary-St	ports udent Help	
Date	Start Time	End Time	Hours Worked	
Frl, Apr 22	1:00 PM	2:00 PM	1.00 Regular	
		Total Hours	1.00	
I certify that	the hours/amount	are correct and th	e work was performed in	a satisfactory manner.
View Position	Details			
			Submitted 5/2/20 Ready for Anom	016 9:00 PM Emery Abrahamson

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.

pprove Tin	ne Work	ed		
All Student Employe	es	•		
y Period Date Range	06/15/2016 - 06	3/28/2016		
ment Date 07/08/2	016 edy For Approval	0 Approved BAI	1	
gorove Time			,	
			Last Next	-
				_
Ashlie Floren	ce Abens 126	60308 Work	Study	
	0960 -	State Student Sala	ry Workstudy	
Date	Start Time	End Time	Hours Worked	
Wed, Apr 20	6:00 PM	8:45 PM	2.75 Regular	•
Frl, 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	
		lotal Hours	15.00	
I certify that t	he hours/amount	are correct and the	work was performed in	a satisfactory manner.
View Position (Detalls			
			Submitted 5/1/20 Ready for Approv	16 2:04 PM Ashile Abens al
This is a p	rior pay period.			×
Emery Abrah	amson 00902	864 Personal	Trainer	
Funding	8ource 331400 0910 -) - Recreational Sp Student Salary-Stu	orts dent Help	
Date	Start Time	End Time	Hours Worked	
Fri, Apr 22	1:00 PM	2:00 PM	1.00 Regular	-
		lotal Hours	1.00	
I certify that t	he hours/amount	are correct and the	work was performed in	a satisfactory manner.
View Position (Detalls			
			Submitted 5/2/20 Ready for Approv	16 9:00 PM Emery Abrahamson al

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

Fundin	g Source 210312 0960 -	2 - Athletics Administr State Student Salary	ation Interco Workstudy	ollegiate				
Date	Start Time	End Time	Hours Wo	orked				
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		Subm Appro	itted 5/1/201 ved 6/22/201	16 2:04 F 16 9:30 A	M Ashlie M Carso	Abens n Prevete	
This is a p	prior pay period.		Subm. Appro	itted 5/1/201 ved 6/22/201	16 2:04 P 16 9:30 A	M Ashlie M Carso	Abens n Prevete	×
This is a p Emery Abrah Fundin Date	prior pay period. mamson 009028 g Source 331400 0910 - Start Time	364 Personal Tra - Recreational Sport Student Salary-Stude End Time	Subm Appro	itted 5/1/201 ved 6/22/201	16 2:04 P 16 9:30 A	M Ashlie M Carso	Abens n Prevete	×
This is a p Emery Abrah Fundin Date Fri, Apr 22	prior pay period. aamson 009028 g Source 331400 0910 - Start Time 1:00 PM	364 Personal Tra) - Recreational Sport Student Salary-Stude End Time 2:00 PM	Subm Appro	itted 5/1/201 ved 6/22/201 rked Regular	6 2:04 F 16 9:30 A	M Ashlie M Carso	Abens n Prevete	×
This is a p Emery Abrah Fundin Date Fri, Apr 22	prior pay period. aamson 009028 g Source 331400 0910 - Start Time 1:00 PM	364 Personal Tra) - Recreational Sport Student Salary-Stude End Time 2:00 PM Total Hours	Subm Appro ainer s int Help Hours Wor 1.00 F 1.00	itted 5/1/201 ved 6/22/201 rked Regular	€ 2:04 P 16 9:30 A	M Ashlie M Carso	Abens n Prevete	×

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

/ork Study				
Funding Source Supervisor	e 210312 - Athlei 0960 - State Si r Carson Prevete	tics Administration Interco tudent Salary Workstudy e	llegiate	
Date	Start Time	End Time	Hours Worked	
Fri, Mar 25	11:00 AM	3:00 PM	4.00 Regular	
lue, Mar 29	5:00 PM	9:45 PM	4.75 Regular	
		Total Hours	8.75	
Add Time View Po	osition Details		Submitted 3/30/2016 12:55 A Approved 4/6/2016 3:02 PM S Processed 4/7/2016 1:43 PM	M Ashlie Abens Synthia Haage

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.

prove Ti	me Wor	ked		
Period Date Ran ment Date 05/01 lot Submitted 4 Re	ige 04/08/201 /2015 ady For Approval	5 - 04/21/2015 5 Approved	14 All	
prove Time				
1 This is a p	rior pay period.			×
Julio Mike Hilde Funding	erman 10521(Source 3342 0920	641 Office A 50 - INTRAMU) - Federal Stud	sst RALS lent Salary-Workstudy F	·und
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	
View Position [t the hours/amo Details	ount are correct	t and the work was perfo	ormed in a satisfactory manner.
				Not Submitted
This is a p	rior pay period.	C44_046== A		×
Funding	Source 3342 0920	50 - INTRAMU - Federal Stud	RALS ient Salary-Workstudy F	und
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	t the hours/amo	ount are correct	t and the work was perfo	ormed in a satisfactory manner.
View Position D	Detaile			

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

)ate	Start Time	End Time	Hours Worked	
ri, Apr 8	7:00 AM	10:00 AM	3.00 Regular 📁	
ue, Apr 12	7:00 PM	8:00 PM	1.00 Regular	
ue, Apr 19	7:00 PM	8:00 PM	1.00 Regular	
		Total Hours	5.00	

This brings you to a Modify Time Worked page

Modify Time Worke	ed ×
Title	Personal Trainer
* Date	Tuesday, Apr 12
 Start Time 	7:00 PM
∗ End Time	8:00 PM
Comments	
	Save Delete Close

Update the record

Modify Time Worke	t	×
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 20:00 PM	ose

Select [Save]

Modify Time Worked

* Date	Tuesday, Apr 12	-	
* Start Time	7:00 PM	•	
# End Time	9:45 PM	•	
Comments			

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 s	successfully.				×
II Student Employe	es	•				
Period Date Ran nent Date 07/08 lot Submitted	ge 06/15/2016 - 06 3/2016 4 Ready For Approva	/28/2016	All			
This is a p Emery Abrah Fundin	prior pay period. namson 009028 g Source 331400 0910 -	364 Personal Tra) - Recreational Sport: Student Salary-Stude	ainer s nt Help			×
Date	Start Time	End Time	Hours Work	ed		
Fri, Apr 8	7:00 AM	10:00 AM	3.00 Reg	gular 📮		
Tue, Apr 12	7:00 PM	9:45 PM	2.75 Reg	gular		
Tue, Apr 19	7:00 PM	8:00 PM	1.00 Reg	gular		
		Total Hours	6.75			
I certify that t	he hours/amount are	correct and the work	k was performe	ed in a satisfact	ory manner.	

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 Worl	ked		
Tech ID			
Pay Period Data Begin Date End Date Payment Date Change Pay Period	06/15/2016 06/28/2016 07/08/2016 mm/dd/yyyy	=	
Search Clear			

Enter in the Tech ID of the student

Click [Search]

Te	ech ID 12660308		
	Pay Period Data		
	Begin Date	06/15/2016	
	End Date	06/28/2016	
	Payment Date	07/08/2016	
	Change Pay Period	mm/dd/yyyy	

Maintain Time Worked

Tech ID 12660308				
Pay Period Data Begi En Paymer Change Pay I	n Date 06/15/2016 d Date 06/28/2016 ht Date 07/08/2016 Period 06/28/2016	Ħ		
Search Clear Approve Time Abens, Ashlie Florence	12660308			
Work Study Funding Source Supervisor	210312 - Athletics A 0960 - State Student Carson Prevete	dministration Intercollegi Salary Workstudy	ate	
Wed Jun 15		11:00 AM	4 00 Regular	
Mon, Jun 20	6:00 AM	10:00 AM	4.00 Regular	
		Total Hours	8.00	
Add Time View Posi	amount are correct and t	he work was performe	d in a satisfactory manner. Submitted 6/22/2016 12:43 PM A	shlie Abens
			Ready for Approval	

Select the Date

Modify Time Worked

Title	Work Study
- Dete	Mandau ku 20
• Date	Monday, Jun 20
 Start Time 	6:00 AM
End Time	10:00 AM
Comments	
	Save Delete Close

Make the update

Modify Time Worke	ed	×
Title	Work Study	
• Date	Monday, Jun 20 💌	
Start Time	6:00 AM	
• End Time	10:45 AM	
Comments	6:00 AM A 6:15 AM A 6:30 AM E 6:45 AM E 7:00 AM E 7:15 AM F 7:30 AM F 7:45 AM S 8:00 AM F	
_	8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:30 AM 9:45 AM 10:00 AM 10:00 AM	Close
	10:13 AM 10:30 AM 10:45 AM	

The updated record displays

Select [Save]

15

×

Title	Work Study
• Date	Monday, Jun 20
 Start Time 	6:00 AM
• End Time	10:45 AM
Comments	

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

-	was added s	successfully.				×
h ID 12660308						
Pay Period Data						
Be	gin Date	08/15/2018				
Paym	ent Date	06/28/2016				
Change Pay	y Period	06/28/2016	i			
prove⊤ime ens, Ashlie Floren	ice 1266	60308				
Work Study Funding Sourc	ce 210312 0960 -	2 - Athletics Ad State Student	ministration Intercoll Salary Workstudy	egiate		
Work Study Funding Sourc Supervise	ce 21031; 0960 - or Carsor	2 - Athletics Ad State Student n Prevete	ministration Intercoll Salary Workstudy	egiate		
Work Study Funding Sourc Supervise Date	ce 21031: 0960 - or Carso Start T	2 - Athletics Ad State Student n Prevete ime	ministration Intercoll Salary Workstudy End Time	egiate Hours W	orked	
Work Study Funding Source Supervise Date Wed, Jun 15	ce 21031: 0960 - or Carsor Start T 7:00 AM	2 - Athletics Ad State Student n Prevete ime 1	ministration Intercoll Salary Workstudy End Time 11:00 AM	egiate Hours W 4.00	orked Regular	
Work Study Funding Source Supervise Date Wed, Jun 15 Mon, Jun 20	ce 21031: 0980 - or Carsor Start T 7:00 AM 6:00 AM	2 - Athletics Ad State Student n Prevete ime 1	ministration Intercoll Salary Workstudy End Time 11:00 AM 10:45 AM	egiate Hours W 4.00 4.75	orked Regular Regular	
Work Study Funding Source Supervise Date Wed, Jun 15 Mon, Jun 20	ce 21031: 0960 - or Carsor Start T 7:00 AM 6:00 AM	2 - Athletics Ad State Student n Prevete ime 1	ministration Intercoll Salary Workstudy End Time 11:00 AM 10:45 AM Total Hours	egiate Hours W 4.00 4.75 8.75	orked Regular Regular	
Work Study Funding Source Supervise Date Wed, Jun 15 Mon, Jun 20	ce 21031: 0960 - or Carsor Start T 7:00 AM 6:00 AM	2 - Athletics Ad State Student n Prevete ime 1 1 1	ministration Intercoll Salary Workstudy End Time 11:00 AM 10:45 AM Total Hours I the work was perfo	egiate Hours W 4.00 4.75 8.75 rmed in a sat	orked Regular Regular isfactory manner.	
Work Study Funding Source Supervise Date Wed, Jun 15 Mon, Jun 20	ce 21031: 0960 - or Carsor Start T 7:00 Ah 6:00 Ah	2 - Athletics Ad State Student n Prevete ime 1 1 1 are correct and ils	ministration Intercoll Salary Workstudy End Time 11:00 AM 10:45 AM Total Hours I the work was perfo	egiate Hours W 4.00 4.75 8.75 rmed in a sat	orked Regular Regular isfactory manner.	

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

Funding	g Source 331400 0910 -) - Recreational Sport Student Salary-Stude	s ent Help	
late	Start Time	End Time	Hours Worked	d
Thu, Apr 7	7:00 PM	8:00 PM	1.00 Regu	ılar 💻
lue, Apr 12	7:00 PM	8:00 PM	1.00 Regu	ular
lue, Apr 19	7:00 PM	8:00 PM	1.00 Regu	ılar
		Total Hours	3.00	
I certify that t	he hours/amount are	correct and the wor	k was performed	d in a satisfactory manner.

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

Pay Period Dat	A Begin Date 04 End Date 04 ayment Date 04	1/06/2016 1/19/2016 1/29/2016			
Approve Time Go Drahamson, Eme	Back ery 00902864				
Personal Traine	er				
Funding S Supe	ource 331400 - R 0910 - Stud rvisor Carson Pre	lecreational Sports dent Salary-Student Help svete			
Funding S Supe Date	Source 331400 - R 0910 - Stuc rvisor Carson Pre Start Time 7:00 PM	ecreational Sports dent Salary-Student Help wete End Time 8:00 PM	Hours Worked	_	
Funding S Supe Date Thu, Apr 7 Tue, Apr 12	iource 331400 - R 0910 - Stuc rvisor Carson Pre Start Time 7:00 PM 7:00 PM	lecreational Sports dent Salary-Student Help evete End Time 8:00 PM 8:00 PM	Hours Worked 1.00 Regular 1.00 Regular	-	
Date Thu, Apr 7 Tue, Apr 12 Tue, Apr 19	Source 331400 - R 0910 - Stuc 0910 - Stuc rvisor Carson Pre Start Time 7:00 PM 7:00 PM 7:00 PM	ecreational Sports dent Salary-Student Help evete End Time 8:00 PM 8:00 PM 8:00 PM	Hours Worked 1.00 Regular 1.00 Regular 1.00 Regular		
Date Thu, Apr 7 Tue, Apr 12 Tue, Apr 19	Source 331400 - R 0910 - Stuc 0910 - Stuc rvisor Carson Pre Start Time 7:00 PM 7:00 PM 7:00 PM	ecreational Sports dent Salary-Student Help evete 8:00 PM 8:00 PM 8:00 PM 8:00 PM Total Hours	Hours Worked 1.00 Regular 1.00 Regular 1.00 Regular 3.00	•	
Date Thu, Apr 7 Tue, Apr 12 Tue, Apr 19	iource 331400 - R 0910 - Stuc rvisor Carson Pre Start Time 7:00 PM 7:00 PM 7:00 PM	lecreational Sports dent Salary-Student Help evete End Time 8:00 PM 8:00 PM 8:00 PM Total Hours rrect and the work was perform	Hours Worked 1.00 Regular 1.00 Regular 1.00 Regular 3.00 ned in a satisfactory manne	• •	

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Select [Add Time]

This brings up an Add Time Worked page

Add Time Worked		×
Title	Personal Trainer	
• Date	Wednesday, Apr 6	
• Start Time	7:00 AM	
End Time	7:15 AM	
Comments		
	Save	se

Select the Date

Add Time Worked		×
Title	Personal Trainer	
• Date	Friday, Apr 8	
• Start Time	Wednesday, Apr 6 Thursday, Apr 7 Friday, Apr 8	
 End Time 	Saturday, Apr 9 Sunday, Apr 10 Monday, Apr 11	
Comments	Wednesday, Apr 12 Wednesday, Apr 13 Thursday, Apr 14 Friday, Apr 15 Saturday, Apr 16 Sunday, Apr 17	
	Monday, Apr 18 Tuesday, Apr 19	
	Save	Close

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Select the Start Time

Add Time Worked			×
Title	Personal Trainer		
• Date	Friday, Apr 8	•	
• Start Time	7:00 AM	•	
• End Time	2:15 AM 2:30 AM 2:45 AM	<u> </u>	
Comments	3:00 AM 3:15 AM 3:30 AM	=	
	3:45 AM 4:00 AM 4:15 AM		
	4:30 AM 4:45 AM		
	5:15 AM 5:30 AM	Save	ose
	5:45 AM 6:00 AM	Save	
reational Sports	6:15 AM 6:30 AM		
t Salary-Student Help	6:45 AM		
le	7:00 AM	*	

Select the End Time

Add Time Worked		×
Title	Personal Trainer	
• Date	Friday, Apr 8	•
• Start Time	7:00 AM	
• End Time	10:00 AM	
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	h.
	9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM	Save
reational Sports t Salary-Student Help	10:15 AM 10:30 AM 10:45 AM	

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```
Select [Save]
```

Add Time Worked	×
Title	Personal Trainer
• Date	Friday, Apr 8
• Start Time	7:00 AM
• End Time	10:00 AM
Comments	
	it.
	Save 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 red	cord was added successfu	ully.		×	
Pay Period Dat	a Begin Date 04/06/2 End Date 04/19/2 ayment Date 04/29/2	016 016 016			
Approve Time Go Abrahamson, Eme	Baok ery 00902864				
Personal Traine Funding S Supe	Er Source 331400 - Recrea 0910 - Student S rvisor Carson Prevete	ational Sports 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 a	and the work was perfo	med in a satisfactory manner.		
Add Time Vie	w Position Details		Submitted 6/22/2016 10 Ready for Approval	0:28 AM Carson Prevete	

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

Student Payr	oll Supervisor 👻		
Approve	Time Work	ked	
Pay Period Date Payment Date 0	Range 04/08/2015 - 05/01/2015	04/21/2015	
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

Maintain Time Wor	ked
Tech ID	
Pay Period Data Begin Date End Date Payment Date Change Pay Period	04/08/2015 04/21/2015 05/01/2015 mm/dd/yyyy
Search Clear	

Enter in the Tech ID of the student

Maintain Time Wor	ked	
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		

Click [Search]

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 04/21/2015
Search Clear Luli, Byron Mike 11110592
UPAC Director Funding Source 334308 - UPAC 0910 - Student Salary-Student Help Supervisor Kirstin Feldmeier Add Time View Position Details
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 View Daily Totals View Daily Totals

Select [Add Time]

Add Time Worked		×
Title	UPAC Director	
 Date 	Monday, Apr 20	
Start Time	7:00 AM	
• End Time	7:15 AM	
Comments		
	:	
	Save	e

Select the Date

Add Time Worked		×
Title	UPAC Director	
• Date	Saturday, Apr 18	
Start Time	Wednesday, Apr 8 Thursday, Apr 9 Friday, Apr 10	
End Time	Saturday, Apr 11 Sunday, Apr 12	
Comments	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	
	Save Clo	;e

Select the Start Time



Select the End Time

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Add Time Worked	×
Title	UPAC Director
• Date	Saturday, Apr 18
 Start Time 	8:00 AM
• End Time	11:00 AM
Comments	8.15 AW 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	
	:
	Save Close

Message that the time added successfully displays

Time worked w	as added successfully.			×
Tech ID 11110592				
Pay Period Data Pa Change	a Begin Date 04/08/2 End Date 04/21/2 ayment Date 05/01/2 e Pay Period 04/21/2	015 015 015 2015 苗		
Search Clear Approve Time Luli, Byron Mike 1	11110592			
UPAC Director Funding S Supe	ource 334308 - UPAC 0910 - Student rvisor Kirstin Feldmei	Salary-Student Help er		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hou	irs 3.00	
I certify that the Add Time Vie	hours/amount are correc	t and the work was p	erformed in a satisfactory man	ner. 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.

ulio Mike H Fundin	ilderman 105 g Source 3342 0920	21641 Office 250 - INTRAMUR) - Federal Stude	Asst ALS ent Salary-	Workstudy Fund	1
Date	Start Time	End Time	Hours V	/orked	
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 w	as performed in	a satisfactory manner.

This accesses the Modify Time Worked page

Modify Time Worke	d ×	
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



Select Maintain Time Worked

Student Payr	oll Supervisor 👻			
Student eTir	ne			
Approve T	me Worked			
Maintain Ti	me Worked			
Appione		NGG		
Pay Period Date Payment Date 0	Range 04/08/2015	- 04/21/2015		
5 Not Submitted	4 Ready For Approval	5 Approved	14 All	
Approve Time				

This brings you to the Maintain Time Worked page

Maintain Time Wor	ked
Tech ID	
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	

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Maintain Time Wor	ked	
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]

JPAC Director Funding So Super	vurce 334308 - U 0910 - Stud visor Kirstin Feld	PAC lent Salary-Student Help meier			
Date	Start Time	End Time	Hours We	orked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00	Regular	
		Total Hours	3.00		
I certify that the h	nours/amount are co	prrect and the work was perfo	ormed in a s	atisfactory manner.	г.
Add Time Vie	w Position Details				

Select the Date

Click [Delete]

Modify Time Worke	d ×
Title	UPAC Director
• Date	Saturday, Apr 18
Start Time	• MA 00:8
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

Time worked was deleted suc	cessfully.	×
ch ID 11110592		
Pay Period Data		
Begin Date	04/08/2015	
End Date	04/21/2015	
Payment Date	05/01/2015	
Chango Day Doriod	04/21/2015 🗰	
change Pay Period		
Change Pay Pendu		

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.

					Profile	Employee Hor	ne Reports	Contact Us	Logout
Student Payroll S	Supervisor 👻						Stefanie Sixel	Winona SU	J ▼ Help
Δοργογο Τ	ime Work	od							
All Student Employ All Student Employ	ees ees	•							
My Student Employ Labayen, Olen - St	/ees udent Employees	2/2015							
Paape, Celesta - S	tudent Employees								
1 Not Submitted 4	Ready For Approval	1 Approve	1 6 All						
1 Not Submitted 4	Ready For Approval	1 Approve	d 6 All						
Approve Time	Ready For Approval	1 Approve	d 6 All						
Approve Time	Ready For Approval	1 Approve	6 All)		
Approve Time	Ready For Approval	1 Approve	d 6 All			×			
Approve Time	Ready For Approval prior pay period. Sube 1207955() GMW	Student Wo	rker		×			
Approve Time This is a p Vance Mike 3 Funding	prior pay period. Sube 1207955(g Source 331801) GMW	Student Wo	rker		×			
Approve Time Approve Time This is a p Vance Mike s Funding	Ready For Арргоха prior pay period. Sube 12079550 g Source 331801 0910 - :	Approve GMW GMW - RES HAI Student Sa	Student Woo	rker ANCE elp		×			
Approve Time This is a p Vance Mike s Funding Date	prior pay period. Sube 12079550 g Source 331801 0910 - 3 Start Time En	1 Approve 0 GMW - RES HAI Student Sa d Time	Student Woo LLS MAINTENZ Hours Worke	rker ANCE elp d		×			

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	When this is selected, ONLY the student
Student Payroll Supervisors that have given proxy	employees they have proxy access to for a
access to this Student Payroll	specific Student Payroll Supervisor will be
Supervisor. Format: Spurgeon, Jared - Student	displayed.
Employees	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		Profi	e Employe	e Home	Reports	Contact Us	Logout	ļ
Student Payroll Supervisor +					Stefanie Sixel	Winona SU	- Help	
Approve Time Worked								
All Student Employees								
Pav Period Date Range 09/09/2015 - 09/22/2015								
Payment Date 10/02/2015 1 Not Stomled 4 Ready For Accross 1 Accross 6 All								
Approve time								
This is a prior pay period.			×					
Vance Mike Sube 12079550 GMW Student Worker								
Funding Source 331801 - RES HALLS MAINTENANCE 0910 - Student Salary-Student Help								
Date Start Time End Time Hours Work	ed							
Sat, Aug 15 11:00 AM 2:00 PM 3.00 Re	gular							
Total Hours 3.00								
I certify that the hours/amount are correct and the work was perform	ed in a satisfac	tory manner.						
View Position Details	Ready for i	Approval 9/24/2015 11:1	8 AM					
Son Mike Schlein 11458934 Engineering Intern								
Supervisor Roselyn Mu Funding Source 257158 - NAI COMTEC								
0010 - Student Salary-Student Help								
Date Start Time End Time Hours Works	d							
Mon, Sep 14 7:00 AM 9:45 AM 2.75 Reg	ular 💻							
Thu, Sep 17 7:00 AM 10:30 AM 3:50 Reg	ular 💻							
Total Hours 6.25								
I certify that the hours/amount are correct and the work was perform	ed in a satisfac	tory manner.						
View Position Details	Dent 1	4	e					
	Ready for	Approval 9/24/2015 8:5	D 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

	Profile Emp	oyee nome	Reports	Contact Us	Logout
Student Payroll Supervisor +			Stefanie Sixel	Winona SU 🗸	Help
Approve Time Worked					
All Student Employees 🔻					
ay Period Date Range 09/09/2015 - 09/22/2015					
ayment Date 10/02/2015 1 Not Sutmitted 3 Beach For Accroscil 2 Accroscil 5 All					
This is a prior pay period.	×				
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					
View Pasitian Dataile					
View Fostion Details					
Approved 9/23/	2015 1:15 PM				
View Position Details Approved 9/23/	2015 1:15 PM				
Son Mike Schlein 11458934 Engineering Intern	2015 1:15 PM				
Son Mike Schlein 11458934 Engineering Intern Supervisor Roselyn Mu Funding Source 25718 - NALCONTEC	2015 1:15 PM				
Son Mike Schlein 11458934 Engineering Intern Supervisor Roselyn Mu Funding Source 257158 - NAI COMTEC 0910 - Student Salary-Student Help	2015 1:15 FM				
View Position Details Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor Supervisor Roselyn Mu Funding Source 257/18 - NAL COMTEC 0010 - Student Salary-Student Help Data	2015 1:15 FM				
View Position Details Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor Supervisor Roselyn Mu Funding Source 257183 - NAI COMTEC 0010 - Student Salary-Student Help Date Start Time End Time Hours Worked Mon. Sen 14 7:00 AM 9:46 AM 2:75	2015 1:15 FM				
Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor 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	2015 1:15 PM				
Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor 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 0.25	2015 1:15 PM				
Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor Roselyn Mu Funding Source 257153 - NAI COMTEC OP10 - Student Salary-Student Help Date Date 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	2015 1:15 PM				
Approved 9/23/ Son Mike Schlein 11458934 Engineering Intern Supervisor Roselyn Mu Funding Source 257153 - NAI COMTEC OP10 - Student Salary-Student Help Date Tate Time The End Time Mours Worked Mon, Sep 14 7:00 AM 9:45 AM 2.75 Regular Image: Colspan="2">Image: Colspan="2">Thu, Sep 17 Total Hours 8.25 View Position Details	2015 1:15 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	e Reports	Contact Us	Logout
Student Payroll Supervisor 👻					Junita Asebedo	Winona SU	
Approve Time W	orked						
All Student Employees All Student Employees Sixel, Stefanie - Student Employe Starbird, Devon - Student Employ	es ees						
Payment Date 10/02/2015 1 Not Submitted 1 Ready For Appro	val 4 Approved	6 All					
Approve Time							
Parker Mike Nohr 1144 Supervisor Dr Funding Source 33 05	1557 Youth G evon Starbird 37048 - GALAXY G 910 - Student Salar	ymnastics Coach SYMNASTICS ry-Student Help					
Date Start Time	End Time Ho	ours Worked					
Thu, Sep 10 1:15 PM	4:30 PM 3	3.25 Regular 💻					
Wed, Sep 16 2:30 PM	5:00 PM 2	2.50 Regular					
	Total Hours 5	5.75					
I certify that the hours/amound manner.	int are correct and	I the work was perform	ned in a sati	sfactory			
View Position Details		Ready for Appro	oval 9/22/20	15 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 W Starbird, Devon - Student Emplo	orked						
Pay Period Date Range 09/09/20 Payment Date 10/02/2015 1 Not Submitted 1 Ready For Appr Approve Time Parker Mike Nohr 1144	15 - 09/22/2018 2 Approv 1557 Youth	d 4 All Gymnastics Coa	ich				
Supervisor D Funding Source 3 0	levon Starbird 37048 - GALAX 910 - Student S	Y GYMNASTICS alary-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/amo manner.	unt are correct a	and the work was per	formed in a sati	sfactory			
View Position Details		Ready for Ap	oproval 9/22/20	15 1:32 PM			

View Position Details

Select [View 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	

ne End Time	Hours Wo	rked	
11:45 AM	4.75	Regular	
Total Hours	4.75		
rom Paper Timesheets	17.00		
	Total Hours rom Paper Timesheets ount are correct and the v	Total Hours 4.75 rom Paper Timesheets 17.00 ount are correct and the work was per	Total Hours 4.75 rom Paper Timesheets 17.00 ount are correct and the work was performed in a satisfa

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 <u>Alternate Language Request Form</u>.

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.

/iew St	udent	Employe	e Wag	e Notice					
After a Studen review and ac submits a requ complete this r	at Employee Wa knowledge the lest to receive request.	age Notice has been e Student Employee the notice in an alte	n created for a Wage Notice ernate languag	a student employee, the re through Student E-service: le, a Y will be populated or	cord will ap s. If, while h the record	opear on this reviewing th d below. Plea	s list. Student Er ne Student Empl ase ensure that	nployees will be oyee Wage Not the student is	e directed to ice, the student able to
Additional info	rmation can be	e found by clicking t	he User Guide	, found in the Help Menu o	n the top rig	ght of the so	reen.		
Alternate	Language Re	equested	🗌 Wag	e Notices Pending Revi	ew				
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/Driet	13024073	Bossley, Tatum	2/20/2020	Student Employee -	\$10.40	Hourly	N		

Need Help?

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

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