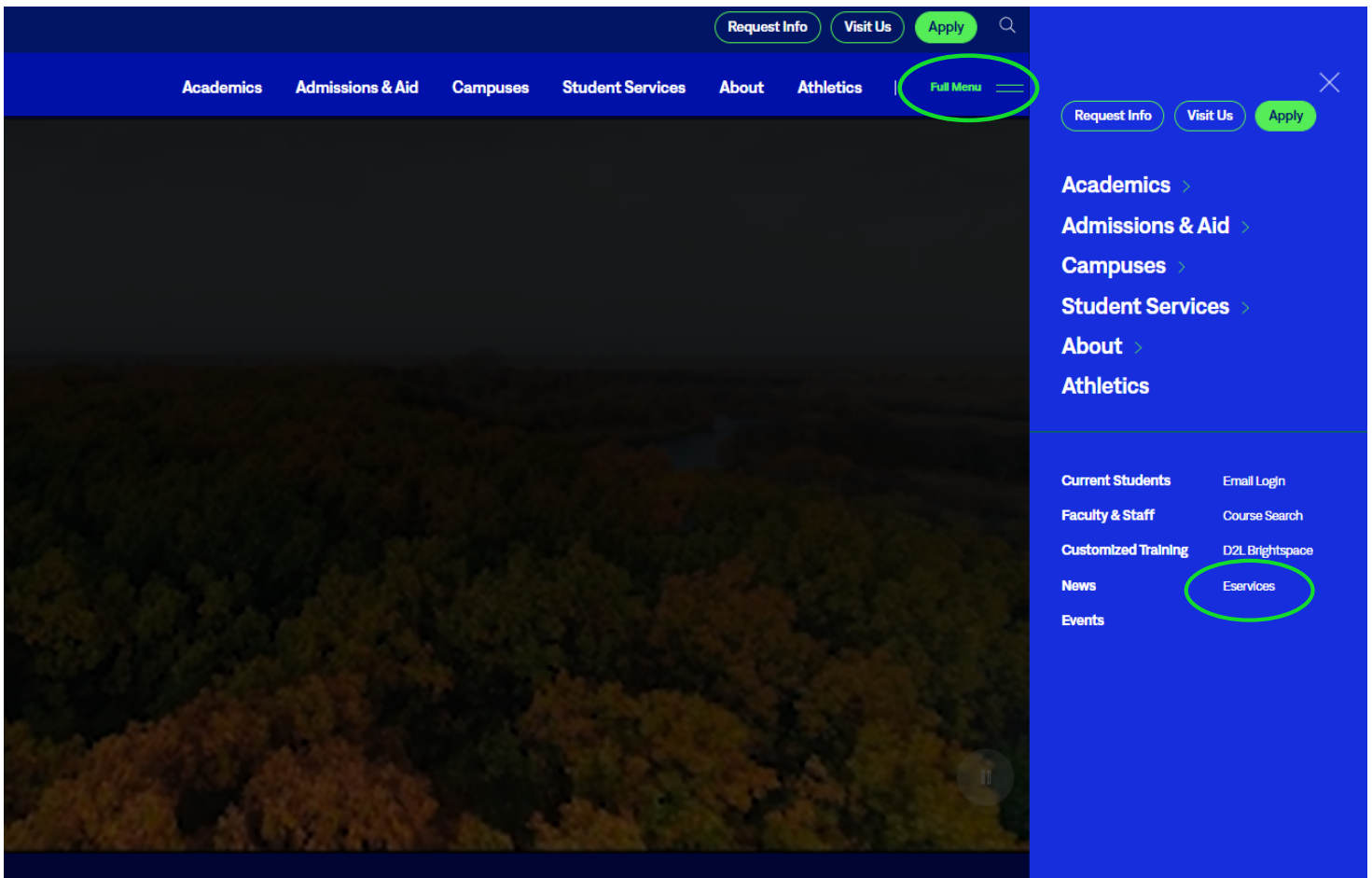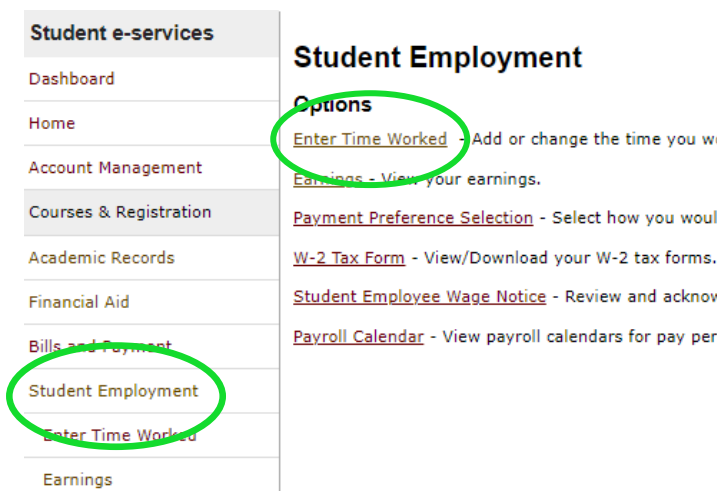# Student eTime Entry

1. Go to minnesotanorth.edu
2. Click "Full Menu" in top right corner
3. Click "E-Services" on the pop-up menu bar

4. Once you log in, select "Student Employment" on the left-hand menu bar
5. Click "Enter Time Worked"

NOTE: you can also monitor other areas of your student employment such as:
- Direct Deposit
- W-2 Forms
- Wage Notice
- Payroll Calendar

Demo - Not Active
Funding Source   544104 - Blandin Work Program
                  0910 - Student Salary-Student Help
Supervisor   Sarah Lee

Add Time   View Position Details

Pay Period Data
Total for 06/24/2020 - 06/30/2020   0.00 hours
Total for 07/01/2020 - 07/07/2020   0.00 hours
        Total For Pay Period   0.00 hours

View Daily Totals

        Pay Period Date Range   06/24/2020 - 07/07/2020
        Payment Date   07/17/2020

View or Add Time for a Date   mm/dd/yyyy   📅   Retrieve
NOT within this Pay Period

6. Click "Add Time" to create a new time entry for hours worked.

NOTE: if adding time from a previous pay period, select the date that you worked then click "Retrieve". This will pull up your eTimsheet from that pay period.
Enter time as usual and submit.

7. Select date, start time and end time from the drop down menus. Once time entry has been added, click "Add Time"

NOTE: the "Comments" section is not a required field but may be useful in recording tasks completed or if requested by supervisor.

Title   Demo - Not Active
❋ Date   Friday, Jun 26   ⌄
         Wednesday, Jun 24
         Thursday, Jun 25
         Friday, Jun 26
❋ Start Time   Saturday, Jun 27
         Sunday, Jun 28
❋ End Time   Monday, Jun 29
         Tuesday, Jun 30
Comments

Add Time   Cancel

Title   Demo - Not Active
❋ Date   Friday, Jun 26   ⌄
❋ Start Time   NOON   ⌄
❋ End Time   3:30 PM   ⌄
         12:15 PM
         12:30 PM
Comments   12:45 PM
         1:00 PM
         1:15 PM
         1:30 PM
         1:45 PM   cel
         2:00 PM
         2:15 PM
         2:30 PM
         2:45 PM
         3:00 PM
         3:15 PM
         3:30 PM
         3:45 PM
         4:00 PM
         4:15 PM
         4:30 PM
         4:45 PM
         5:00 PM

0910 - Student Salary-Student Help
Supervisor   Sarah Lee

Date	Start Time	End Time	Hours Worked	
Wed, Jun 24	12:00 PM	2:30 PM	2.50	Regular
Fri, Jun 26	2:00 PM	5:30 PM	3.50	Regular
Mon, Jun 29	10:30 AM	12:00 PM	1.50	Regular

Total Hours 7.50

☐ I certify the hours reported are correct and that I have fulfilled my job obligations

[Add Time] [Submit Time] [View Position Details]

8. Once all time has been entered for the pay period, verify dates and hours are correct. Then select the check box stating that you certify hours reported are correct.

9. Click the "Submit Time" button to send your time entries to your supervisor who will verify the hours you recorded are correct.

NOTE: you can easily modify or delete a time entry by clicking on the entry you need to change and selecting "Modify" or "Delete".
If modifying, change the entry to accurately reflect your actual time worked and click the "Save" button.

If you have issues or concerns submitting your eTimesheet, connect with your supervisor. If issues persist, contact Anne Homkes in the Financial Aid Office at anne.homkes@minnesotanorth.edu