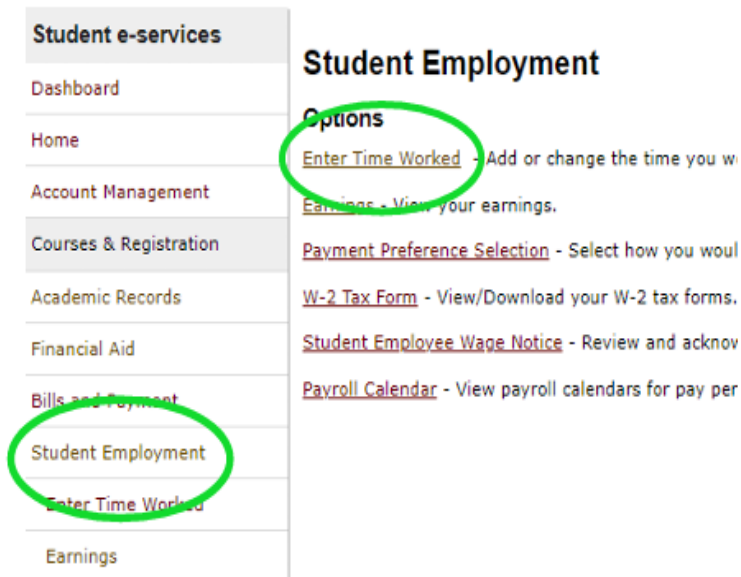


Student E-Time Entry



1. Go to www.minnesotanorth.edu
2. Click “Menu” in the top right corner
3. Click “eServices” in the middle of the tabs 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
- Wage Notice
- W-2 Forms
- Payroll Calendar

Demo Not Active

Funding Source 544104 - Blandin Work Program
0510 - 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 NOT within this Pay Period

mm/dd/yyyy **Retrieve**

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 timesheet from that pay period. Enter time as usual and submit.

Title Demo - Not Active

* Date Friday, Jun 26

* Start Time

* End Time

Comments

Add Time Cancel

Title Demo - Not Active

* Date Friday, Jun 26

* Start Time NOON

* End Time 3:30 PM

Comments 12:15 PM 12:30 PM 12:45 PM

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 when class was cancelled etc.

C910 - 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 timesheet, connect with your supervisor. If issues persist, contact the Financial Aid Team at www.workstudy.edu or by calling 218.293.6868