

Student Employee Train the Trainer Guide



Web

Contents

Student Employee Introduction.....	1
Security	1
Access.....	1
Add Time Worked	2
Submit Time Worked	6
Modify Time Worked	9
Delete Time Worked	12
Need Help?.....	15

Student Employee Introduction

This guide provides basic steps the student performs in their portion of the web based Student eTime application.

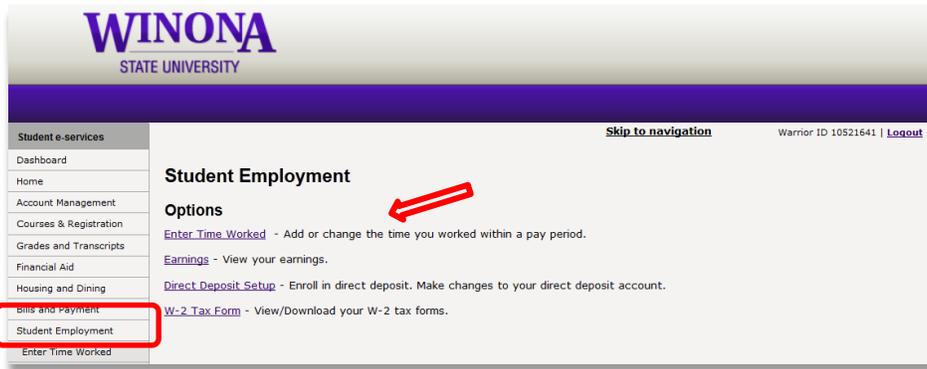
Student employees will use the Student Employment > Enter Time Worked option in eServices to record their hours worked and submit them to their supervisors to review and approval each pay period.

Security

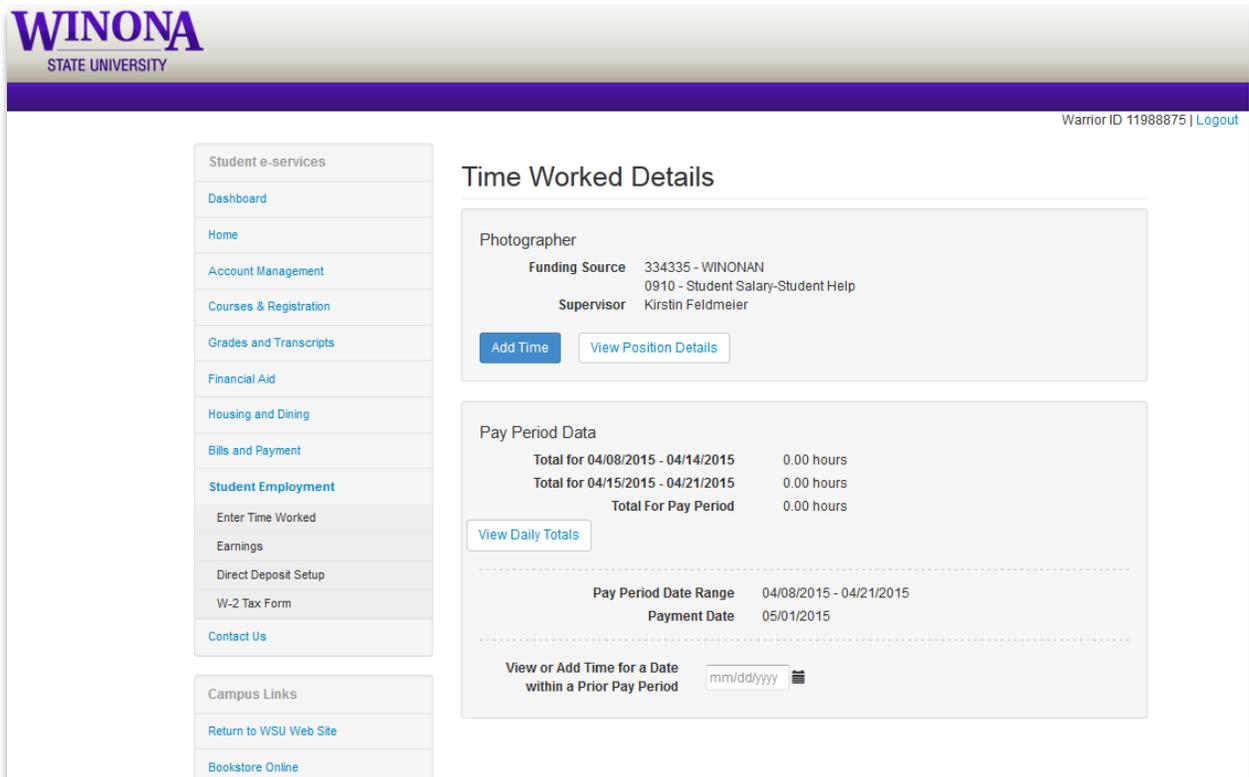
Student Employee: No specific security is needed but the ability to login to Student eServices.

Access

Student Employee: Can access the application on their computer and/or mobile device through Student eServices > Student Employment located on the left-side navigation bar > Enter Time Worked.



Add Time Worked



Select [Add Time]

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

Select the Date in the pay period

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

Select the Start Time

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

- 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
- NOON
- 12:15 PM
- 12:30 PM
- 12:45 PM
- 1:00 PM

Select the End Time

Add Time Worked

The screenshot shows the 'Add Time Worked' form with the following fields and values:

- Title: Photographer
- * Date: Saturday, Apr 11
- * Start Time: 11:00 AM
- * End Time: 11:15 AM (dropdown menu is open)
- Comments: (empty text area)

The dropdown menu for End Time is open, showing a list of times from 11:15 AM to 3:15 PM in 15-minute increments. The time 2:45 PM is highlighted in blue. A 'Cancel' button is visible next to the dropdown menu.

The hours entered display

Click [Add Time]

Add Time Worked

The screenshot shows the 'Add Time Worked' form with the following fields and values:

- Title: Photographer
- * Date: Saturday, Apr 11
- * Start Time: 11:00 AM
- * End Time: 2:45 PM
- Comments: (empty text area)

The 'Add Time' button is highlighted in blue, and the 'Cancel' button is visible next to it.

A message displays that the time was added successfully.

Time worked record was added successfully.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular

Total Hours 3.75

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

Add Time

Submit Time

View Position Details

Pay Period Data

Total for 04/08/2015 - 04/14/2015	3.75 hours
Total for 04/15/2015 - 04/21/2015	0.00 hours
Total For Pay Period	3.75 hours

View Daily Totals

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

View or Add Time for a Date
within a Prior Pay Period

mm/dd/yyyy

Submit Time Worked

At the end of each pay period the student employee will submit the hours so their supervisor can go and approval them.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	9:45 PM	4.75	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular

Total Hours 18.50

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

Add Time

Submit Time

[View Position Details](#)

Select the check box next to the statement “I certify the hours reported are correct and that I have fulfilled my job obligations” for each position to be submitted.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	9:45 PM	4.75	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
Total Hours			18.50	

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

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

Click the [Submit Time] button

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	9:45 PM	4.75	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
Total Hours			18.50	

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

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

A message displays that the time was submitted successfully. In addition to a *Submitted timestamp* in the bottom lower right corner

Time worked records submitted successfully.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	9:45 PM	4.75	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
Total Hours			18.50	

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

Submitted 4/20/2015 8:10 AM

Modify Time Worked

If the time entered needs to be change, the student can modify the record.

Note: Only records that have not been processed can be modified.

Select on the Date that needs modification

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	9:45 PM	4.75	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
Total Hours			18.50	

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

Submitted 4/20/2015 8:10 AM

That day's details display

Select [Modify]

View Time Worked

Title	Photographer
Date	Thu, Apr 9
Start Time	5:00 PM
End Time	9:45 PM

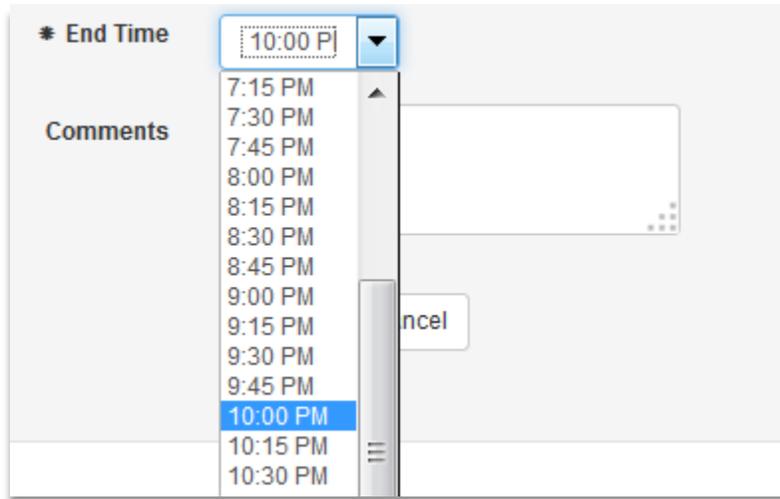
[Modify](#) [Delete](#) [Go Back](#)

Modify Time Worked

Title	Photographer
* Date	Thursday, Apr 9
* Start Time	5:00 PM
* End Time	9:45 PM
Comments	<input type="text"/>

[Save](#) [Cancel](#)

Make the change



The End time is now correct

Select [Save]

Modify Time Worked

Title Photographer

* **Date** Thursday, Apr 9

* **Start Time** 5:00 PM

* **End Time** 10:00 PM

Comments

A message displays that the time worked was added successfully

✓ Time worked record was added successfully.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	10:00 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular

Total Hours 18.75

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

Add Time

Submit Time

View Position Details

If the hours were already submitted, they will need to be submitted again

Delete Time Worked

If time worked was entered in error, the student can delete it.

Note: Only records that have not been processed can be deleted.

Select the Date of the record that needs deleting

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Thu, Apr 9	5:00 PM	10:00 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular

Total Hours 18.75

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

Add Time

Submit Time

View Position Details

That day's details display

Select [Delete]

View Time Worked

Title	Photographer
Date	Thu, Apr 9
Start Time	5:00 PM
End Time	10:00 PM

[Modify](#) [Delete](#) [Go Back](#)

A message displays that the record was deleted successfully

✓ Time worked record was deleted successfully.

Time Worked Details

Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
Total Hours			13.75	

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

Add Time

Submit Time

[View Position Details](#)

If the hours were already submitted, they will need to be submitted again

Need Help?

If you need additional assistance, please contact the [MnSCU ITS Service Desk](#) or call 877-GO-MNSCU (877-466-6728).

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