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.



WJ STA	INONA TE UNIVERSITY
Student e-services	Skip to navigation Warrior ID 10521641 Logout
Dashboard Home	Student Employment
Account Management	Options
Courses & Registration Grades and Transcripts	- Enter Time Worked - Add or change the time you worked within a pay period.
Financial Aid	Earnings - View your earnings.
Housing and Dining Bills and Payment	Urect Deposit Setup - Enroll in direct deposit, Make changes to your direct deposit account.
Student Employment	
Enter Time Worked	

Add Time Worked

	Warrior ID 11988
Student e-services	
Dashboard	Time Worked Details
Home	
none	Photographer
Account Management	Funding Source 334335 - WINONAN 0910 - Student Salary-Student Help
Courses & Registration	Supervisor Kirstin Feldmeier
Grades and Transcripts	Add Time View Position Details
Financial Aid	
Housing and Dining	Day Daried Date
Bills and Payment	Fay Fellou Data
Student Employment	Total for 04/15/2015 - 04/21/2015 0.00 hours
Enter Time Worked	Total For Pay Period 0.00 hours
Earnings	View Daily Totals
Direct Deposit Setup	
W-2 Tax Form	Pay Period Date Range 04/08/2015 - 04/21/2015
Contact Us	Payment Date 05/01/2015
	View or Add Time for a Date
Campus Links	within a Prior Pay Period

Select [Add Time]



Add Time vvor	ked
Title	Photographer
* Date	Monday, Apr 20
✤ Start Time	7:00 AM
# End Time	7:15 AM
Comments	
	Add Time Cancel

Select the Date in the pay period

Add Time Wor	ked
Title	Photographer
■ Date	Saturday, Apr 11
	Wednesday, Apr 8 Thursday, Apr 9 Friday, Apr 10
∗ End Time	Saturday, Apr 11 Sunday, Apr 12 Monday, Apr 13 Tuesday, Apr 14
Comments	Wednesday, Apr 15 Thursday, Apr 16 Friday, Apr 17
	Saturday, Apr 18 Sunday, Apr 19 Monday, Apr 20
	Tuesday, Apr 21 Add Time Cancel

Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide

Add Time Wor	ked
Title	Photographer
* Date	Saturday, Apr 11
* Start Time	11:00 Al
* End Time	9:45 AM 10:00 AM 10:15 AM 10:30 AM
Comments	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 12:45 PM 1:00 PM

Select the End Time



Add Time Wor	ked
Title	Photographer
* Date	Saturday, Apr 11
Start Time	11:00 Al 💌
∗ End Time	11:15 AI
Comments	11:13 AM 11:30 AM 11:45 AM NOON 12:15 PM 12:30 PM 12:45 PM 1:00 PM 1:15 PM 1:00 PM 1:15 PM 2:00 PM 2:15 PM 2:00 PM 2:15 PM 2:30 PM 2:15 PM 3:00 PM 3:15 PM

The hours entered display

Click [Add Time]

Add Time Wor	ked
Title	Photographer
∗ Date	Saturday, Apr 11
* Start Time	11:00 AM
* End Time	2:45 PM
Comments	
	:
	Add Time Cancel

A message displays that the time was added successfully.

Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide



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	
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	

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.



Fundin Si	g Source 334 09 upervisor Kin	4335 - WINONA 10 - Student Sa stin Feldmeier	N Iary-Stude	nt Help	
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		

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.



Fundin	g Source 33 09 upervisor Kir	4335 - WINONA 10 - Student Sal stin Feldmeier	N ary-Stude	ent Help	
)ate	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		

Click the [Submit Time] button

hotographe Funding Su	r g Source 334 09 [:] Ipervisor Kira	4335 - WINONAI 10 - Student Sala stin Feldmeier	N ary-Stude	nt Help	
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 h Add Time	ours reported a	e View Po	hat I have sition De	fulfilled my job tails	obligations.

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

> Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide

Time worke	d records submi	itted successfu	lly.		x
Time Wo	rked De	tails			
Photographe	r				
Funding	g Source 334 091 Ipervisor Kirs	335 - WINONA 0 - Student Sal tin Feldmeier	N ary-Stude	nt Help	
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	n 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

ïme Wo	rked De	tails			
Photographe	r				
Funding Su	g Source 334 091 Ipervisor Kirs	335 - WINONA 0 - Student Sal tin Feldmeier	N ary-Studer	nt Help	
Date	Start Time	End Time	Hours V	Vorked	
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	n Details			Submitted 4/20/2015 8:10 AM

That day's details display

Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide



Select [Modify]

View Time Wo	rked
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
	Thursday, Apr 9
✤ Start Time	5:00 PM
∗ End Time	9:45 PM
Comments	
	Save Cancel

Make the change



The End time is now correct

Select [Save]

Modify Time W	/orked
Title	Photographer
∗ Date	Thursday, Apr 9
✤ Start Time	5:00 PM
# End Time	10:00 PI
Comments	
	Save Cancel

A message displays that the time worked was added successfully

Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide



Photographe	۲				
Fundin Si	g Source 33 09 upervisor Kir	4335 - WINONA 10 - Student Sa stin Feldmeier	N Iary-Stude	nt Help	
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		

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



otographe Fundin Su	r g Source ((ipervisor	334335 - WINON/ 0910 - Student Sa Kirstin Feldmeier	AN alary-Stude	nt Help
Date	Start Tim	e 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	

That day's details display

Select [Delete]



View Time Wo	rked
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



hotographe	r				
Funding Su	g Source 334 091 pervisor Kirs	4335 - WINONAN 10 - Student Sala stin Feldmeier	l ary-Studei	nt Help	
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	

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).

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

Integrated Statewide Record System (ISRS) User Guide Student Employee Train the Trainer Guide