Student Payroll Supervisor Train the Trainer Guide



Web

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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.

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 then they will 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 via <u>ISRS Employee</u> <u>Home</u> > Employee Applications > Student Payroll Supervisor.

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Or from home or on a mobile device - URL https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do



Off-campus Supervisors not an employee of the college/university: Not all school have offcampus supervisors. Skip this section if that is the case. If you do, they will NOT be able to access the application via Employee Home. They will gain access using their Starld and password through the following separate URL https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do

First, the off-campus supervisors will need a Tech ID if they don't already have one. This is done through the Person Demographic Maintenance Screen (PS9999UG) in ISRS Uniface by someone at the campus with PERSON HIGH security. The off-campus supervisor will need to provide an email address to be included when the record is added so they can activate their Starld. Student Payroll Staff will need to take note of the Tech ID that is generated to enter it in the Supervisor field on the Student Employee Work Authorization Entry (PR0024UG) screen.

Once the PERSON record is created a Starld needs to be manually assigned by the System Office. Student Payroll Staff will need to send in a MnSCU ITS Service Desk ticket titled: Student eTime Off-Campus Supervisor with the following information: the off-campus supervisors Tech ID (if Tech ID from a different college/university then provide college/university's name too), Name, and email address. After the StarId is created we will respond with instructions that need to be given to the off-campus supervisor to activate it.



Review Time Worked

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			

Ready For Approval (green) – Displays the time worked records that have been submitted by the student employee but are pending approval for the current and prior pay periods.

Review the records under Ready For Approval for accuracy and to make sure no changes are needed.



Pay Period Date Range 04/08/2015 - 04/21/2015 Payment Date 05/01/2015 S Not Submitted 4 Ready For Approval 5 Approved Approve Time 14 All
Approve Time
This is a prior pay period.
Julio Mike Hilderman 10521641 Office Asst
Funding Source 334250 - INTRAMURALS 0920 - Federal Student Salary-Workstudy Fund
Date Start Time End Time Hours Worked
Thu, Mar 28 7:00 AM 10:00 AM 3.00 Regular
Sat, Mar 28 12:45 PM 3:45 PM 3.00 Regular
Tue, Mar 31 2:45 PM 7:30 PM 4.75 Regular
Total Hours 10.75
I certify that the hours/amount are correct and the work was performed in a satisfactory manner.
View Position Details
Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lomangino 11988875 Photographer Funding Source 334335 - WINONAN 0910 - Student Salary-Student 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
Total Hours 13.75
I certify that the hours/amount are correct and the work was performed in a satisfactory manner.
View Position Details Ready for Approval 4/20/2015 9:03 AM

Approve Time Worked

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.

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

prove i					
Period Date Ra ment Date 05/0 lot Submitted 4	ange 04/08/201 01/2015 Ready For Approval	15 - 04/21/2015 5 Approved	14 All		
prove Time					
This is a	prior pay period				×
Julio Mike Hild	derman 10521	641 Office A	sst		
Funding	g Source 334 092	250 - INTRAMUF 0 - Federal Stude	RALS ent Salary	y-Workstudy	Fund
Date	Start Time	End Time	Hours \	Norked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
				-	
		Total Hours	10.75	-	
I certify th View Position	at the hours/am	Total Hours	10.75 and the	work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Loma Funding	angino 11988 Source 334 Option	Total Hours nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar	10.75 and the v pher y-Studer	work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Loma Funding Date	at the hours/am Details angino 11988 Source 334 0910 Start Time	Total Hours Iount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time	10.75 and the t pher y-Studer Hours \	work was per nt Help Worked	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Lome Funding Date Wed, Apr 8	angino 11988 Source 334 Start Time 4:45 PM	Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM	10.75 and the pher y-Studer Hours \ 5.00	work was per nt Help Worked Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Lome Funding Date Wed, Apr 8 Sat, Apr 11	angino 11988 g Source 334 0910 Start Time 4:45 PM 11:00 AM	Total Hours nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM	10.75 and the pher y-Studer Hours 1 5.00 3.75	work was per ht Help Norked Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16	angino 11988 3 Source 334 9 Start Time 4:45 PM 11:00 AM 4:00 PM	Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 9:00 PM	10.75 and the v pher Hours V 5.00 3.75 5.00	work was per nt Help Norked Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
L certify th View Position Jim Mike Lome Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16	angino 11988 source 334: 0910 Start Time 4:45 PM 11:00 AM 4:00 PM	Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 9:00 PM Total Hours	10.75 and the opher y-Studer 5.00 3.75 5.00 13.75	work was per nt Help Worked Regular Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
I certify th View Position Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16 I certify th View Position	angino 11988 Source 334: 0910 Start Time 4:45 PM 11:00 AM 4:00 PM	Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 2:45 PM 9:00 PM Total Hours	10.75 and the opher y-Studer Hours 1 5.00 3.75 5.00 13.75 and the o	work was per tt Help Norked Regular Regular Regular work was per	formed in a satisfactory manner. <u>Ready for Approval 4/20/2015 9:46 AM</u> formed in a satisfactory manner.

Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.

prove T	ïme Wo	rked			
Period Date Ra ment Date 05/ ot Submitted	ange 04/08/201 01/2015 Ready For Approval	15 - 04/21/2015 5 Approved	14 All		
prove Time					
A					
	prior pay period				×
Julio Mike Hik	derman 10521	641 Office A	sst		
Funding	g Source 3342 0920	250 - INTRAMUF 0 - Federal Stude	RALS ent Salary	y-Workstudy	Fund
Date	Start Time	End Time	Hours \	Worked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular	
Sat Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Jat, Mai 20					
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
Tue, Mar 31	2:45 PM	7:30 PM Total Hours	4.75 10.75	Regular	
Tue, Mar 31	2:45 PM nat the hours/am	7:30 PM Total Hours	4.75 10.75 and the	Regular work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom	2:45 PM nat the hours/am n Details angino 11988	7:30 PM Total Hours Iount are correct 875 Photogra	4.75 10.75 and the v	Regular work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom	2:45 PM nat the hours/am n Details angino 11988 g Source 334: 0910	7:30 PM Total Hours nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar	4.75 10.75 and the r pher I ry-Studer	Regular work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom Funding Date	2:45 PM nat the hours/am n Details angino 11988 g Source 3343 0910 Start Time	7:30 PM Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time	4.75 10.75 and the r pher I ry-Studer Hours V	Regular work was per nt Help Worked	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
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Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11	2:45 PM at the hours/am Details angino 11988 g Source 334' 0910 Start Time 4:45 PM 11:00 AM	7:30 PM Total Hours Hount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM	4.75 10.75 and the pher ry-Studer Hours 1 5.00 3.75	Regular work was per nt Help Worked Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16	2:45 PM that the hours/am angino 11988 g Source 334' 0910 Start Time 4:45 PM 11:00 AM 4:00 PM	7:30 PM Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 9:00 PM	4.75 10.75 and the v pher ry-Studer Hours V 5.00 3.75 5.00	Regular work was per nt Help Worked Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16	2:45 PM nat the hours/am n Details angino 11988 g Source 3343 0910 Start Time 4:45 PM 11:00 AM 4:00 PM	7:30 PM Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 9:00 PM Total Hours	4.75 10.75 and the pher ry-Studer Hours 1 5.00 3.75 5.00 13.75	Regular work was per ht Help Worked Regular Regular Regular	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM
Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16	2:45 PM nat the hours/am n Details angino 11988 g Source 3343 0910 Start Time 4:45 PM 11:00 AM 4:00 PM at the hours/am	7:30 PM Total Hours Nount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 9:00 PM Total Hours Nount are correct	4.75 10.75 and the pher ry-Studer Hours 1 5.00 3.75 5.00 13.75 and the pher	Regular work was per ht Help Worked Regular Regular Regular	formed in a satisfactory manner. <u>Ready for Approval 4/20/2015 9:46 AM</u>
Jim Mike Lom Jim Mike Lom Funding Date Wed, Apr 8 Sat, Apr 11 Thu, Apr 16 I certify th View Position	2:45 PM at the hours/am Details angino 11988 g Source 334: 0910 Start Time 4:45 PM 11:00 AM 4:00 PM at the hours/am	7:30 PM Total Hours Hount are correct 875 Photogra 335 - WINONAN 0 - Student Salar End Time 9:45 PM 2:45 PM 2:45 PM 9:00 PM Total Hours Hours	4.75 10.75 and the pher ry-Studer Hours 1 5.00 3.75 5.00 13.75 and the r	Regular work was per ht Help Worked Regular Regular Regular work was per	formed in a satisfactory manner. Ready for Approval 4/20/2015 9:46 AM

Not Submitted (red) – 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.

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		kea		
Period Date Ran nent Date 05/01 ot Submitted 4 Re	ge 04/08/201 /2015 ady For Approval	5 - 04/21/2015 5 Approved	14 All	
rove Time				
1 This is a pr	rior pay period.			×
Julio Mike Hilde Funding S	rman 105210 Source 3342 0920	541 Office A 50 - INTRAMUF - Federal Stude	sst RALS ent Salary-Workstudy	Fund
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 Resition	t the hours/amo Details	ount are correct	and the work was per	formed in a satisfactory manner.
view Position L				
				Not Submitted
This is a pr	rior pay period.			Not Submitted
This is a pr Julio Mike Hilde Funding S	rior pay period. rman 10521(Source 3342 0920	541 Office A 50 - INTRAMUR - Federal Stude	sst RALS ent Salary-Workstudy	Not Submitted
Julio Mike Hilde Funding S	rior pay period. rrman 10521(Source 3342 0920 Start Time	641 Office A 50 - INTRAMUF - Federal Stude End Time	sst RALS ent Salary-Workstudy Hours Worked	Not Submitted
Julio Mike Hilde Funding S Date Wed, Dec 24	rior pay period. rman 10521(Source 3342 0920 Start Time 7:00 AM	641 Office A: 50 - INTRAMUF - Federal Stude End Time 11:45 AM	sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular	Not Submitted
This is a pr Julio Mike Hilde Funding S Date Wed, Dec 24	rior pay period. Frman 105210 Source 3342 0920 Start Time 7:00 AM	641 Office A 50 - INTRAMUF - Federal Stude End Time 11:45 AM Total Hours	sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular 4.75	Fund
This is a pr Julio Mike Hilde Funding S Date Wed, Dec 24	rior pay period. Frman 105210 Source 3342 0920 Start Time 7:00 AM	641 Office A: 50 - INTRAMUF - Federal Stude End Time 11:45 AM Total Hours	sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular 4.75 and the work was per	Fund formed in a satisfactory manner.

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

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The first way is if the student record is already pulled up, select the date of the record

Funding	unding Source 334250 - INTRAMURALS 0920 - Federal Student Salary-Workstudy Fund				d
Date	Start Time	End Time	Hours W	/orked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
		Total Hours	10.75		
I certify that t	he hours/amount	are correct and	the work w	as performed ir	n a satisfactory manner.

This brings you to a Modify Time Worked page

odify	/ Time Work	(ed ×
	Title	Office Asst
	* Date	Thursday, Mar 26
*	Start Time	7:00 AM
	* End Time	10:00 AM
	Comments	
		Save Delete Close

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

Last Updated: Tuesday, December 12, 2017



Select [Save]



Modify Time Work	ed	×
Title	Office Asst	
* Date	Thursday, Mar 26	•
* Start Time	7:00 AM	
* End Time	10:45 AM	
Comments		
		Save Delete Close

A message will display that the change was successful.



	1ge 04/08/2015 1/2015	- 04/21/2015					
lot Submitted	Ready For Approv	al 5 Approved	14 All				
prove Time							
G This is a	prior pay period						×
in a la d	phot pay pontoa.						
Julio Mike Hile	derman 1052	1641 Office /	Asst				
Julio Mike Hile	derman 1052 g Source 3342 0920	1641 Office A 250 - INTRAMUF 0 - Federal Stud	Asst RALS ent Salary	-Workstudy F	und		
Julio Mike Hile Funding	derman 1052 g Source 3342 0920	1641 Office / 250 - INTRAMUF 0 - Federal Stud	Asst RALS ent Salary	-Workstudy F	und		
Julio Mike Hile Funding	derman 1052 g Source 334 0920 Start Time	1641 Office A 250 - INTRAMUR 0 - Federal Stud End Time	Asst RALS ent Salary Hours W	-Workstudy F /orked	und	 	
Julio Mike Hile Funding Date Thu, Mar 26	derman 1052 g Source 334: 0920 Start Time 7:00 AM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM	Asst RALS ent Salary Hours W 3.75	-Workstudy F /orked Regular	und		
Julio Mike Hil Fundin Date Thu, Mar 26 Sat, Mar 28	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM 3:45 PM	Asst RALS ent Salary Hours W 3.75 3.00	-Workstudy F /orked Regular Regular	und		
Date Thu, Mar 26 Sat, Mar 28 Tue, Mar 31	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM 2:45 PM	1641 Office A 250 - INTRAMUR 0 - Federal Stud End Time 10:45 AM 3:45 PM 7:30 PM	Asst RALS ent Salary Hours W 3.75 3.00 4.75	-Workstudy F /orked Regular Regular Regular	und		
Julio Mike Hil Fundin Date Thu, Mar 26 Sat, Mar 28 Tue, Mar 31	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM 2:45 PM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM 3:45 PM 7:30 PM Total Hours	Asst RALS ent Salary Hours W 3.75 3.00 4.75 11.50	-Workstudy F /orked Regular Regular Regular	und		

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

Student Payroll Supervisor -		
Approve Time Worl	ked	
Pay Period Date Range 04/08/2015 - Payment Date 05/01/2015	04/21/2015	
5 Not Submitted 4 Ready For Approval	5 Approved	14 All
Approve Time		

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

Select Maintain Time Worked

Student Payroll Supervisor -
Student eTime Approve Time Worked Maintain 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

This brings you to the Maintain Time Worked page

Maintain Time Worl	ked	
Tech ID		
Pay Period Data	0.4/00/00.45	
Begin Date	04/08/2015	
End Date	04/21/2015	
Payment Date	05/01/2015	
Change Pay Period	mm/dd/yyyy	
Search Clear		

Enter in the Tech ID of the student

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

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]

uli, Byron Mike 1	1110592			
UPAC Director				
Funding So Super	vurce 334308 - UPA 0910 - Studer visor Kirstin Feldm	AC nt Salary-Student Help eier		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hours	3.00	
L certify that the h	nours/amount are corr w Position Details	rect and the work was perfo	rmed in a satisfactory manner.	
				Not Submitted

Select the Date



Modify Time Worke	d ×	
Title	UPAC Director	
• Date	Saturday, Apr 18	
Start Time	8:00 AM	
End Time	11:00 AM	
Comments		
	Save Delete Close	

Make the update



Modify Time Worke	ed 3	c
Title	UPAC Director	
• Date	Saturday, Apr 18	
Start Time	8:15 AM	
• End Time	4:00 AM 4:15 AM 4:30 AM	
Comments	4:45 AM 5:00 AM 5:15 AM ==	
	5:30 AM 5:45 AM	
	6:15 AM 6:20 AM	
	6:45 AM	
	7:00 AM	
	7:15 AM Save Delete Close	
	7:45 AM	
	8:00 AM	
	8:15 AM	
	8:30 AM	

The updated record displays

Select [Save]



Modify Time Worke	d	×
Title	UPAC Director	
• Date	Saturday, Apr 18	
Start Time	8:15 AM	
 End Time 	11:00 AM	
Comments		
	Save Delete Close	

Message that the time changed successfully displays

Maintain Time Worl	ked		
Time worked was changed su	coessfully.		×
Tech ID (1110592			
Pay Period Data Begin Date End Date Payment Date Change Pay Period	04/08/2015 04/21/2015 05/01/2015 04/21/2015		
Search Clear Approve Time Luli, Byron Mike 11110592			
UPAC Director Funding Source 33430 0910 Supervisor Kirstin	18 - UPAC - Student Salary-Student Help n Feldmeier - End Time	Hours Worked	
Sat, Apr 18 8:00 Al	M 11:00 AM	3.00 Regular	
	Total Hours	3.00	
I certify that the hours/amo	unt are correct and the work was	performed in a satisfactory manne	r.
Add Time View Position De	tails		Not Submitted

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 334: 092	250 - INTRAMUF 0 - Federal Stud	RALS lent Salary	-Workstudy F	Fund
Date	Start Time	End Time	Hours V	Vorked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
		Total Hours	11.50		

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



Maintain Time Worked

Pay Period Data E Pay	Begin Date 03/25/20 End Date 04/07/20 ment Date 04/17/20	015 015 015			
Approve Time Go Bac Hilderman, Julio Mike	e 10521641				
Office Asst Funding So Superv	urce 334250 - INTRA 0920 - Federal S risor Kirstin Feldmeie	MURALS Student Salary-Workst r	udy Fund		
Date	Start Time	End Time	Hours Wor	ked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
		Total Hours	11.50		
Add Time Vie	ne hours/amount are cor w Position Details	rect and the work was	performed in	a satisfactory man <i>R</i> e	ner. ady for Approval 4/20/2015 12:29 PM
Total for 03 Total for 04 View Daily Totals	8/25/2015 - 03/31/2015 1/01/2015 - 04/07/2015 Total For Pay Period	11.50 hours 0.00 hours 11.50 hours			
Approve Time Go Bac	ck				

Select [Add Time]



Hilderman, Julio Mike 1	10521641				
Office Asst Funding Source Supervisor	334250 - INTRAML 0920 - Federal Stu Kirstin Feldmeier	JRALS dent Salary-Workstu	dy Fund		
Date	Start Time	End Time	Hours Work	ed	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
		Total Hours	11.50		
I certify that the hours/	amount are correct a	nd the work was perf	iormed in a sa	atisfactory manner.	
				F	Ready for Approval 4/20/2015 12:29 PM

This brings up an Add Time Worked page

Add Time Worked		×
Title	Office Asst	
• Date	Wednesday, Mar 25 🔹	
Start Time	7:00 AM	
• End Time	7:15 AM 💌	
Comments		
	Save Clos	e

Select the Date

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Add Time Worked	×
Title	Office Asst
• Date	Sunday, Mar 29
Start Time	Wednesday, Mar 25 Thursday, Mar 26 Friday, Mar 27 Saturday, Mar 29
End Time	Sunday, Mar 29
Comments	Monday, Mar 30 Tuesday, Mar 31 Wednesday, Apr 1 Thursday, Apr 2 Friday, Apr 3 Saturday, Apr 4 Sunday, Apr 5 Monday, Apr 6 Tuesday, Apr 7
	Save

Select the Start Time



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Last Updated: Tuesday, December 12, 2017

Add Time Worked		×
Title	Office Asst	
• Date	Sunday, Mar 29 💌	
• 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 9:00 AM 9:15 AM	
	9:30 AM 9:45 AM 10:00 AM	Close
aral Student Salary-Works	10:15 AM 10:30 AM	

Select [Save]

Add Time Worked		×
Title	Office Asst	
• Date	Sunday, Mar 29	
Start Time	7:00 AM	
• End Time	10:00 AM	
Comments		
	.::	
	Save Close	

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

A message displays that the time added was successful

Maintain Time Worked

Time worked wa	s added successfully				×	
Pay Period Data						
I	Begin Date 03/25 End Date 04/07	/2015 //2015				
Pay	yment Date 04/17	/2015				
oprove Time Go Ba	ck					
Office Asst Funding So	ource 334250 - INT 0920 - Federa	RAMURALS al Student Salary-Works	tudy Fund			
Office Asst Funding So Supen Date	ource 334250 - INTi 0920 - Federa visor Kirstin Feldm Start Time	RAMURALS al Student Salary-Works eier End Time	tudy Fund Hours Worked			
Office Asst Funding So Supen Date Thu, Mar 28	vurce 334250 - INTF 0920 - Federa visor Kirstin Feldm Start Time 7:00 AM	RAMURALS al Student Salary-Works eier End Time 10:45 AM	tudy Fund Hours Worked 3.75 Reg	jular		
Office Asst Funding So Supen Date Thu, Mar 28 Sat, Mar 28	ource 334250 - INTH 0920 - Federa visor Kirstin Feldm Start Time 7:00 AM 12:45 PM	RAMURALS al Student Salary-Works eier End Time 10:45 AM 3:45 PM	tudy Fund Hours Worked 3.75 Reg 3.00 Reg	jular		
Office Asst Funding So Supen Date Thu, Mar 26 Sat, Mar 28 Sun, Mar 29	ource 334250 - INTH 0920 - Federa visor Kirstin Feldmo Start Time 7:00 AM 12:45 PM 7:00 AM	RAMURALS al Student Salary-Works eier End Time 10:45 AM 3:45 PM 10:00 AM	tudy Fund Hours Worked 3.75 Reg 3.00 Reg 3.00 Reg	jular jular		
Date Thu, Mar 28 Sun, Mar 29 Tue, Mar 31	Aurce 334250 - INTH 0920 - Federa visor Kirstin Feldmo Start Time 7:00 AM 12:45 PM 7:00 AM 2:45 PM	RAMURALS al Student Salary-Works eier End Time 10:45 AM 3:45 PM 10:00 AM 7:30 PM	tudy Fund Hours Worked 3.75 Reg 3.00 Reg 3.00 Reg 4.75 Reg	jular jular jular		
Office Asst Funding So Supers Date Thu, Mar 26 Sat, Mar 28 Sun, Mar 29 Tue, Mar 31	ource 334250 - INTA 0920 - Federa visor Kirstin Feldmo Start Time 7:00 AM 12:45 PM 7:00 AM 2:45 PM	RAMURALS al Student Salary-Works eier End Time 10:45 AM 3:45 PM 10:00 AM 7:30 PM Total Hours	tudy Fund Hours Worked 3.75 Reg 3.00 Reg 3.00 Reg 4.75 Reg 14.50	jular jular jular jular		
Office Asst Funding So Supen Date Thu, Mar 26 Sat, Mar 28 Sun, Mar 29 Tue, Mar 31	Aurce 334250 - INTH 0920 - Federa visor Kirstin Feldmo Start Time 7:00 AM 12:45 PM 7:00 AM 2:45 PM	RAMURALS al Student Salary-Works eier End Time 10:45 AM 3:45 PM 10:00 AM 7:30 PM Total Hours correct and the work was	tudy Fund Hours Worked 3.75 Reg 3.00 Reg 3.00 Reg 4.75 Reg 14.50 s performed in a sa	jular jular jular jular tisfactory manner		

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

Student Payroll Supervisor -
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

Select Maintain Time Worked

\$	Student Payroll Supervisor 👻
	Student eTime
	Approve Time Worked
	Maintain Time Worked
A٣	prove mille worked
Pay P Paym	Period Date Range 04/08/2015 - 04/21/2015 Tent Date 05/01/2015
5 No	ot Submitted 4 Ready For Approval 5 Approved 14 All

This brings you to the Maintain Time Worked page



Maintain Time Worked				
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 Clear		

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				

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

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 Monday, Apr 13	
Comments	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	Close

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



Last Updated: Tuesday, December 12, 2017



Select the End Time





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 wa	s added success	fully.		×
Tech ID (11110592				
Pay Period Data Pay Change	Begin Date 0 End Date 0 yment Date 0 Pay Period 0	4/08/2015 4/21/2015 5/01/2015 14/21/2015 ॉ		
Search Clear Approve Time Luli, Byron Mike 11	1110592			
UPAC Director Funding So Super	urce 334308 - 0910 - Stu visor Kirstin Fe	UPAC Ident Salary-Student Help Idmeier		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hours	3.00	
Add Time View	nours/amount are w Position Details	correct and the work was perfo	rmed in a satisfactory manner.	Not Submitted

Delete Time Worked

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.



1 This is a prior pay period.

Julio Mike Hilderman	10521641	Office Asst
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Funding	3342 0920	250 - INTRAMURA) - Federal Stude	ALS nt Salary-	Workstudy Fun	ıd
Date	Start Time	End Time	Hours W	/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 t	he hours/amount Details	are correct and	the work w	vas performed i	n a satisfactory manner.
					Ready for Approval 4/20/2015 12:44 Pl

This accesses the Modify Time Worked page



×

Modify Time Worked

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 Payroll	Supervisor 👻		
Student eTime			
Approve Time	e Worked		
Maintain Time	e Worked		
Appione			
Pay Period Date Ra Payment Date 05/	ange 04/08/2015 - 01/2015	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 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 Clear		

Click [Search]

uli, Byron Mike 1	1110592			
UPAC Director				
Funding Se Super	ource 334308 - UF 0910 - Stude rvisor Kirstin Feldr	PAC ent Salary-Student Help neier		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hours	3.00	
I certify that the I Add Time	hours/amount are co w Position Details	rrect and the work was perfo	rmed in a satisfactory manner.	
				Not Submitted

Select the Date

Click [Delete]

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



Last Updated: Tuesday, December 12, 2017

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



Maintain Time Worked

Time worked was deleted succession	Time worked was deleted successfully. ×			
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				

View Position Details

Select [View Position Details]

Shanita Flore Fundin	ence Pynes 10749 ng Source 210113 - 0920 - Fe	Position Details Authorization Number Funding Source Supervisor Max Amount Allowed Earned Amount Remaining Balance	53646 210113 - SPECIAL EDUCATION 0920 - Federal Student Salary-Workstudy Fund Kirstin Feldmeier \$2,400.00 \$1,621.87 \$778.13	×
Date	Start Time	Begin Date End Date Rate of Pay	08/25/2014 05/19/2015 \$8.40	
0at, 1 eb 14	Total Hours From Pap	ber timesneets	17.00	Close
View Position	the hours/amount are on Details	correct and the work w	vas performed in a satisfactory mann Ready for Approval 3/1	er. 6/2015 2:18 PM

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

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



- Earned Amount Expended amount or the total amount to date that has been paid against this ٠ 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

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