Student Employee
Train the Trainer Guide

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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]
Select the Date in the pay period

Add Time Worked

Title: Photographer

- Date: Monday, Apr 20
- Start Time: 7:00 AM
- End Time: 7:15 AM

Comments

Add Time Cancel
Select the Start Time

Select the End Time
The hours entered display

Click [Add Time]

A message displays that the time was added successfully.
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.
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.
Click the [Submit Time] button

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

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

Save Cancel

Make the change
The End time is now correct
Select [Save]

A message displays that the time worked was added successfully
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Worked</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Apr 8</td>
<td>4:45 PM</td>
<td>9:45 PM</td>
<td>5.00</td>
<td>Regular</td>
</tr>
<tr>
<td>Thu, Apr 9</td>
<td>5:00 PM</td>
<td>10:00 PM</td>
<td>5.00</td>
<td>Regular</td>
</tr>
<tr>
<td>Sat, Apr 11</td>
<td>11:00 AM</td>
<td>2:45 PM</td>
<td>3.75</td>
<td>Regular</td>
</tr>
<tr>
<td>Thu, Apr 16</td>
<td>4:00 PM</td>
<td>9:00 PM</td>
<td>5.00</td>
<td>Regular</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Title</th>
<th>Photographer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Thu, Apr 9</td>
</tr>
<tr>
<td>Start Time</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>End Time</td>
<td>10:00 PM</td>
</tr>
</tbody>
</table>

A message displays that the record was deleted successfully
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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