

Student Employee eTime Guide



Web

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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.

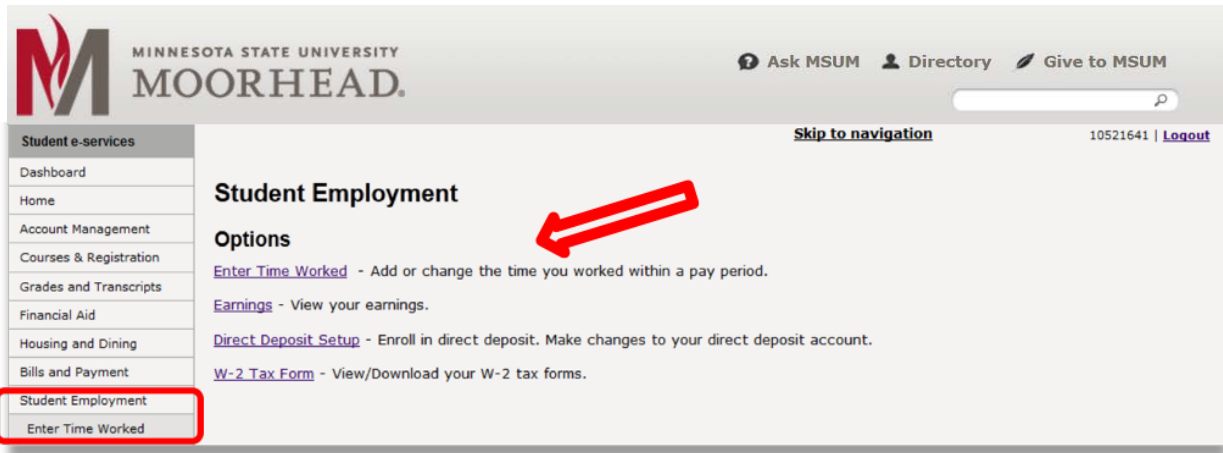


Figure 1 MnSCU eservices Student Employment screen. Enter Time Worked option

Add Time Worked

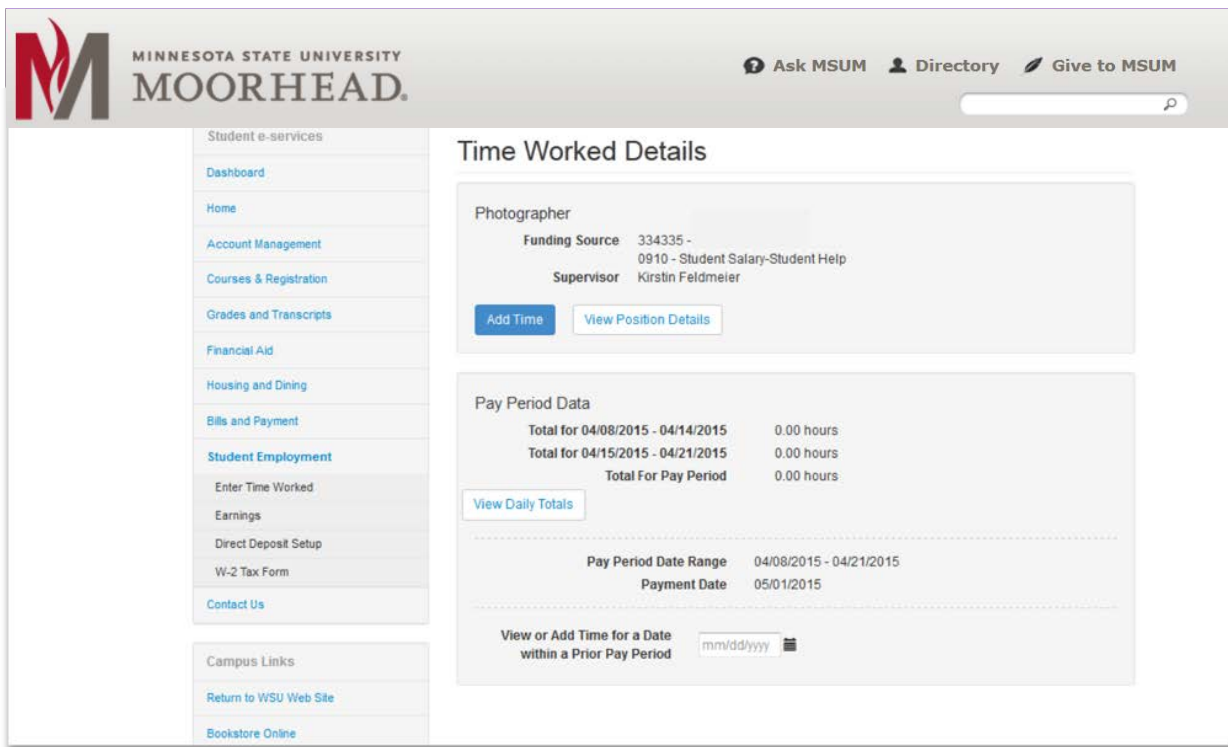


Figure 2 eTime - Time Worked Details - Add Time Worked, Select Add Time

Select [Add Time]

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

Figure 3 Add Time Worked, Monday April 20, Start Time 7am, End Time 7:15am

Select the Date in the pay period

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

Figure 4 Add Time Worked example. Drop down menu, selecting Saturday April 11

Select the Start Time

The screenshot shows the 'Add Time Worked' form. The title is 'Photographer'. The date is 'Saturday, Apr 11'. The start time dropdown menu is open, showing a list of times from 9:45 AM to 1:00 PM. The time 11:00 AM is selected and highlighted in blue. The end time field is empty. The comments field is empty. A 'Cancel' button is visible at the bottom right of the form.

Figure 5 Add Time Worked example - Start Time drop down list - 11am selected

Select the End Time

The screenshot shows the 'Add Time Worked' form. The title is 'Photographer'. The date is 'Saturday, Apr 11'. The start time is '11:00 AM'. The end time dropdown menu is open, showing a list of times from 11:15 AM to 3:15 PM. The time 2:45 PM is selected and highlighted in blue. The comments field is empty. A 'Cancel' button is visible at the bottom right of the form.

Figure 6 Add Time Worked example - End Time drop down list 2:45pm selected

The hours entered display

Click [Add Time]

Add Time Worked

Title **Photographer**

* Date

* Start Time

* End Time

Comments

Figure 7 Add Time Worked example - Add Time button highlighted

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.

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

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

Figure 8 Time Worked Details example, submitted successfully text

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](#)

Figure 9 Time Worked Details example overview. Select the check box next to statement "I certify the hours reported are correct and that I have fulfilled my job obligations."

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](#)

Figure 10 Time Worked Details example. Check box selected.

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](#)

Figure 11 Time Worked Details example. Submit Time button

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

Figure 12 Time Worked Details example. Submitted timestamp indication.

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

Figure 13 Time Worked Details example. Shows pay period dates that can be selected.

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](#)

Figure 14 View Time Worked example. April 9 Start Time 5pm, End Time 9:45pm

Modify Time Worked

Title Photographer

* **Date** Thursday, Apr 9

* **Start Time** 5:00 PM

* **End Time** 9:45 PM

Comments

Save Cancel

Figure 15 Modify Time Worked example illustration. Thursday, April 9th, Start Time 5pm, End Time 9:45pm

Make the change

* **End Time** 10:00 P

Comments

Cancel

7:15 PM
7:30 PM
7:45 PM
8:00 PM
8:15 PM
8:30 PM
8:45 PM
9:00 PM
9:15 PM
9:30 PM
9:45 PM
10:00 PM
10:15 PM
10:30 PM

Figure 16 Modify Time - drop down list indicating 10pm is shown for End Time

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

Figure 17 Modify Time Worked example - select Save button illustration

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

Figure 18 Time Worked Details - "Time worked record 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

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](#)

Figure 19 Time Worked Details - Displays April 9 through April 16 dates

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](#)

Figure 20 Time Worked Details - Displays April 9 date april 9, start time 5pm end time 10pm

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

Figure 21 Time Worked Details - Displays April 9, April 11 and April 16 dates

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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