

# 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

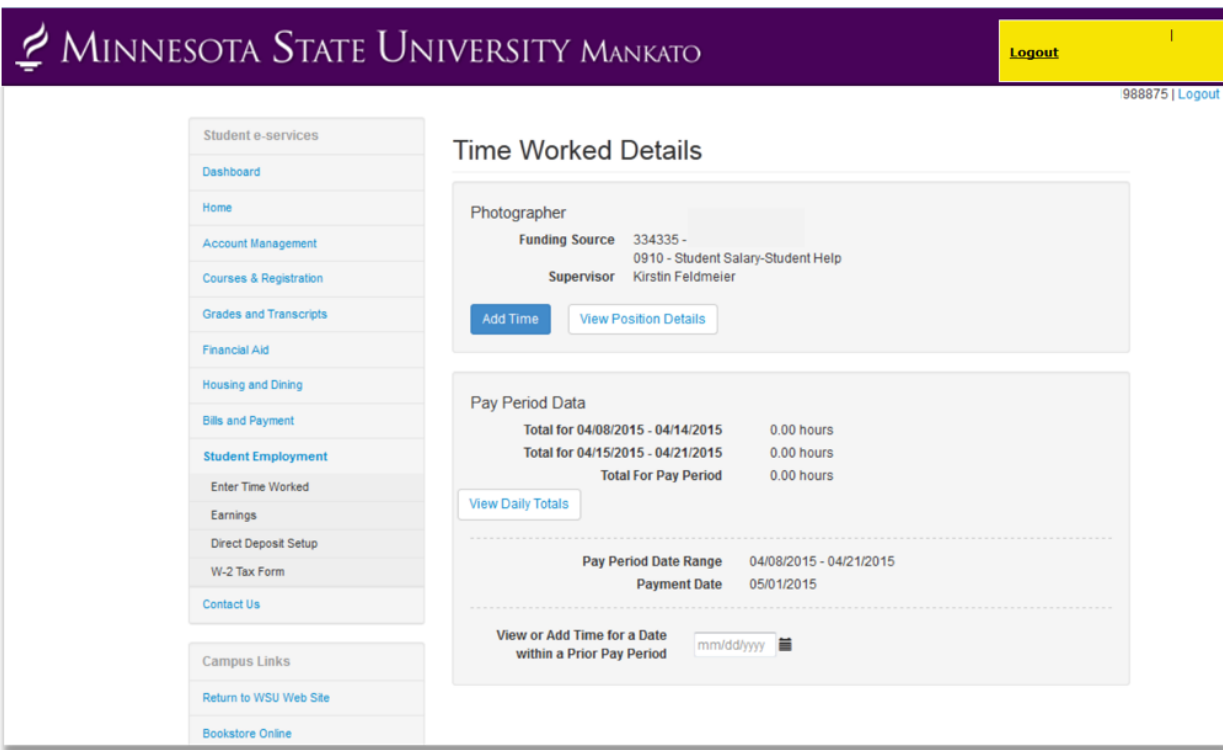


Figure 2 eTime - Time Worked Details - Add Time Worked, Select Add Time

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 with the following fields:

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

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 highlighted in blue. A 'Cancel' button is visible at the bottom right of the dropdown menu.

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 with the following fields:

- 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 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 highlighted in blue. A 'Cancel' button is visible at the bottom right of the dropdown menu.

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

[Add Time](#) [Cancel](#)

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	Rate
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
<b>Total For Pay Period</b>	<b>3.75 hours</b>

[View Daily Totals](#)

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

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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
<b>Total Hours</b>			18.50	

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

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
<b>Total Hours</b>			18.50	

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

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
<b>Total Hours</b>			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	
<a href="#">Wed, Apr 8</a>	4:45 PM	9:45 PM	5.00	Regular
<a href="#">Thu, Apr 9</a>	5:00 PM	9:45 PM	4.75	Regular
<a href="#">Sat, Apr 11</a>	11:00 AM	2:45 PM	3.75	Regular
<a href="#">Thu, Apr 16</a>	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 PM

**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

<b>Title</b>	Photographer
<b>Date</b>	Thu, Apr 9
<b>Start Time</b>	5:00 PM
<b>End Time</b>	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
<b>Total Hours</b>			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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