

Student Training Guide – MnSCU eTimesheet

Entering Time Worked

Log into Student eServices (from WSU homepage, click on Resources and then eServices) Under Student Employment, click on “Enter Time Worked.” A screen will display entitled “Time Worked Details.”

As a student employee, **you will have a separate timesheet for each job you hold on campus**, it is your responsibility to enter time worked to the correct timesheet.

For each timesheet, you will see:

- Job Title
- Funding Source: The cost center and account name for the department for which you work AND the object code that is used for the type of employment you hold – e.g., work study or student help
- Supervisor’s name
- Add Time button
- View Position Details button

The screenshot displays the 'Time Worked Details' page. On the left is a sidebar with navigation links: Student e-services, Dashboard, Home, Account Management, Courses & Registration, Grades and Transcripts, Financial Aid, Housing and Dining, Bills and Payment, Student Employment (highlighted), Enter Time Worked, Earnings, Direct Deposit Setup, W-2 Tax Form, Contact Us, and Campus Links. The main content area is titled 'Time Worked Details' and contains the following information:

Photographer

Funding Source: 334335 - WINONAN
0910 - Student Salary-Student Help

Supervisor: Kirstin Feldmeier

Buttons: [Add Time](#) and [View Position Details](#)

Pay Period Data

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

[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

To enter your time worked, find the timesheet to which you wish to add time and click on “Add Time.” The following screen will display:

Select the date in the pay period

Select the start time (start & end times must be entered to the *nearest* quarter hour)

Select the end time

Click Add Time

A message will display indicating time was added successfully

At the end of each pay period, students must submit any timesheet/s for which they have entered hours.

Once time has been entered on a timesheet, the *Submit Time* button will begin displaying. **If you record time worked for more than one position, you will have multiple timesheets to submit.**

At, or before, the end of the pay period (and prior to the deadline), for each timesheet, *for which hours have been entered*, click on the box next to the statement “I certify the hours reported are correct and that I have fulfilled my job obligations” and click on *Submit Time*.

A message displays that the time was submitted successfully and a “submitted timestamp” appears in the lower, right-hand corner.

Modifying a timesheet

If you modify a timesheet **that your supervisor has already approved, you must notify your supervisor.** It will require the supervisor to re-approve; if this fails to happen, you will not be paid on time.

NOTE: Only records that have NOT been *processed* by student payroll, can be modified.

Select the date that needs to be modified and a “View Time Worked” screen will display.

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

Click on “Modify,” and the Modify Time Worked screen will display.

View Time Worked

Title Photographer

Date Thu, Apr 9

Start Time 5:00 PM

End Time 9:45 PM

[Modify](#) [Delete](#) [Go Back](#)

Make your changes and click Save.

Modify Time Worked

Title Photographer

* Date Thursday, Apr 9

* Start Time 5:00 PM

* End Time 9:45 PM

Comments

[Save](#) [Cancel](#)

NOTE: The timesheet WILL NEED TO BE SUBMITTED AGAIN. NOTIFY YOUR SUPERVISOR IF YOU MODIFY A TIMESHEET THAT WAS ALREADY APPROVED!

Deleting Time Worked

Follow same steps as in “Modifying Time Worked; when View Time Worked screen displays, click on the Delete button.

NOTE: If you need to delete time worked from a timesheet that has been *processed* by student payroll, you must contact the student payroll office.

Adding Time Worked to a *PRIOR* Pay Period

If you missed entering time worked during a pay period that has already been processed by student payroll, it should be entered in the pay period in which the work occurred, NOT the current pay period. The system will allow you to *add* time to a previous pay period. **NOTE:** The system will display the dates and times that were previously PAID (processed) but you will NOT be permitted to *change or delete* any of those time entries. You will only be permitted to add additional time worked.

To add time to a prior pay period, ***enter the date*** in the space provided after “View or Add Time for a Date within a Prior Pay Period” in the **Pay Period Data** section on the screen.

The timesheet, for the pay period in which that date falls, will appear and will display time worked that has already been processed by student payroll.

Click on Add Time and the Add Time Worked screen will display. Enter your start and end times and click on Add Time.

REMEMBER: You will need to click on the certification box and Submit Time for any new time entries you have added to a prior pay period. **You are strongly encouraged to speak to your supervisor and explain why you are adding time to a previous pay period.**

Messages you may receive when entering time worked:

If you try to enter a shift during one of your scheduled class periods, you will be asked to provide a reason for why you are working during a time when you are scheduled to be in class. Select a legitimate reason and save. If you select the *Other* option, you must enter a comment.

When you are getting close to working 40 hours in either of the two work weeks within the pay period, you will get an informational message telling you that you are getting close to working 40 hours. Talk to your supervisor – you are not permitted to work overtime.

If you work **overnight** and need to enter a shift that starts on one day and ends on the next day, you will need to make two time entries. Enter the first half of the shift with the *end* time of midnight, then go to the *next day* and add the remaining time worked with the *start* time of midnight.

If you are entering time worked, overnight, *on the last date of the pay period*, enter the time worked up until midnight on the current timesheet. The time entry for the remainder of the shift will be entered on a timesheet for the *next pay period*. Either select the calendar icon to select the next day; or click in the field to the right of “View or Add Time for a Date within a Prior Pay Period” and choose the date.

Finding Work Study Balance

On every timesheet, you will notice a button on the bottom that says “View Position Details.” If you click on this button, a screen will display details regarding the authorization. This is particularly helpful for **WORK STUDY** student employees because you can see your remaining work study balance. Keep in mind this balance will NOT include the total for the hours on the current timesheet or any hours you may have just entered on a previous timesheet. It will be the balance remaining after the last processed pay period.