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## Section I: Hiring Students Online

### Create a New Cost Center in Student Employment Application

If you wish to use a cost center to pay students and it is not already set up in Student Employment, please contact [Student Payroll](#). You will need to provide:

- 1) Cost center number
- 2) Primary responsible person for overseeing student employees hired for this cost center

### Access the Software

The easiest way to access the software you need to use to hire a student is to go to the [Electronic Processes](#) page within the Student Employment website. From this page, you can access both applications: the one you would use to hire students and the one you would use to approve timesheets.

Note: If you click on the **Student Employment** Quick Link on the [WSU Faculty & Staff homepage](#), you will also go directly to the Electronic Processes page.

### Create a Work Auth Request – Step 1

- 1) Click on Work Auth Request
- 2) Enter search criteria: ID # is preferred
- 3) Click *Search* button

If the student has never worked for WSU before, the screen will display that the I-9 and W-4 are **Incomplete**.

If “International” displays as “False” (U.S. Citizen), you must send the student to the Warrior Hub, with required documentation, to complete I-9 and W-4 forms. You must tell the student which identification is acceptable for the Form I-9. They **MUST** present original identification (NOT photocopies). Give the student **all** of these options:

Unexpired Passport **OR** Certified Copy of Birth Certificate **OR** Social Security Card

**AND**

WSU ID card **OR** Unexpired Driver’s License

**DO NOT CREATE A WORK AUTH REQUEST UNLESS YOU KNOW THE STUDENT HAS APPROPRIATE IDENTIFICATION IN WINONA AND WILL BE GONG TO THE HUB WITHIN 2-3 DAYS.**

If “International” displays as “True” (International student), **tell the student to email Student Payroll to make an appointment to begin the hiring process and complete paperwork.**

**FOR NEW INTERNATIONAL STUDENT EMPLOYEES ONLY: YOU MUST CREATE AND SUBMIT THE WORK AUTH REQUEST BEFORE ASKING THE STUDENT TO CONTACT STUDENT PAYROLL.** Use your best guess for a start date of employment, but know that the student will not be able to actually start working until you have been notified by student payroll that the student has completed all hiring documents and may begin working.

## Create a Work Auth Request – Step 2

### For Student Help

- 1) After you have completed the search and the correct student's name displays, click on *Create Work Auth*
- 2) *Select Work Auth Type Student Help*
- 3) *Select Cost Center*
- 4) Click on *Create*

When the authorization form displays:

- 1) Select a primary supervisor\*
- 2) The "team" will populate with what you selected on prior screen
- 3) *Select start date*
- 4) *Select end date* (maximum end date set each year by Student Payroll)
- 5) If pay rate is higher than WSU minimum wage, select Hourly Wage and fill in proposed pay rate (see [Overpay Request](#))
- 6) Complete Job Title
- 7) Complete Job Description
- 8) Click *Submit*

### For Work Study

- 1) After you have completed the search and the correct student's name displays, click on *Create Work Auth*

The next screen will display whether the student is eligible for work study or not. If it says **Not Eligible...**, you may not proceed. If the student has questions, s/he should go to the **Warrior Hub** to make an inquiry about work study eligibility.

- 2) *Select Work Auth Type Work Study*
- 3) *Select Cost Center*
- 4) Click on *Create*

When the authorization form displays:

- 1) Award amounts are displayed
- 2) Select a primary supervisor\*
- 3) The "team" will populate with what you selected on prior screen (N/A for new student etime – ignore)
- 4) Select the **term/s** for which you are hiring the student
- 5) Indicate the amount of your work study *budget* you are allocating to this student (may *not* exceed student's *total award* amount)
- 6) If pay rate is higher than WSU minimum wage, select Hourly Wage and fill in proposed pay rate (see [Overpay Request](#))
- 7) Complete Job Title
- 8) Complete Job Description
- 9) Click *Submit*

\*In the MnSCU student etimesheet application, only one individual can be designated as a "primary supervisor" for each student. That individual's tech ID will be entered in ISRS, in the student's authorization, and this will automatically set that person up to see the student's timesheet for approval.

## Overpay Request

If you indicate that you wish to give the student a higher rate of pay, an Overpay Authorization screen will display *after* you submit the authorization. The person responsible for the cost center must approve the overpay request.

- 1) If Budget Owner is correct, click *Confirm*
- 2) If Budget Owner is incorrect, click *Change*
- 3) Enter search criteria for budget owner and click *Search*
- 4) *Select* budget owner
- 5) Click *Confirm*

The **budget owner** will receive an email from “MyWSUInfo,” which will require an action to be taken.

**Talk to the budget owner regarding your request. Student Payroll will not be able to enter the Authorization until the Overpay Request has been approved.**

The budget owner will have the following options:

- 1) Approve the overpay rate as proposed.
- 2) Decline the overpay request. If the budget owner **declines** the request, **the entire authorization becomes invalid, and the supervisor must start over and create a new authorization.**
- 3) Change the proposed pay rate and approve it.

## Give a *Current* Student Raise in Pay

If the student has already been hired for the current fiscal year, you must complete a **paper** [Overpay Authorization Form](#) to give the student a raise. Print the form, complete it, obtain required signatures, and submit it to Student Payroll.

## Change an Existing Work Authorization

There is currently no feature in the software to allow a supervisor to edit an authorization which has been submitted. If you need to change something on a Work Auth Request (e.g., end date, primary supervisor), please contact [Student Payroll](#).

If you want to switch a student over to a different cost center, you need to create and submit a new Work Auth Request to hire the student for the other cost center. If you are ending the student’s appointment on the old cost center, you must notify student payroll or the student will retain access to a timesheet for that old position.

## Section II: Training Student Employees on eTime

Supervisors are responsible for training their student employees in how to use the etimesheet. On the Student Employment [website](#), there is a training document that you should print and provide to each of your new student employees: Student eTime Guide (PDF) under Quick Links.

Additionally, MnSCU has provided a brief video for students, which demonstrates how they enter time worked. You may provide the link for this video to your student employees:

[https://mediaspace.mnscu.edu/media/Student\\_eTime\\_Student\\_Employees/0\\_jtwetx7a](https://mediaspace.mnscu.edu/media/Student_eTime_Student_Employees/0_jtwetx7a)

## Section III: Lump Sum Positions and Payments

The system office discourages campuses from paying students with lump sum payments. All student employees should be hired and paid on an hourly basis. This ensures that students are paid in an equitable manner for positions across the campus. Having said this, however, it is possible to request an exception. There are some types of positions where it would be unnecessarily difficult for a student to track and enter time worked for a project or particular role. If you wish to pay a student a lump sum payment, you must complete and submit a Request for Lump Sum Position form, for approval. Student payroll staff will consult with the Business Office to determine if the position can be compensated in this manner. You will be notified if it is authorized; and, at that point, you will be able to proceed with hiring the student. **Under no circumstances should a student be permitted to complete work of any kind prior to being hired by the University.**

If you are paying a student a lump sum (stipend), you do have the option of breaking that payment up into multiple payments. You would do this by paying the student portions of the lump sum as the work is being completed.

### Create a Lump Sum Position

To request authorization to pay a student a lump sum payment, you must complete and submit a Lump Sum Position Request (available on the Student Payroll website under [Forms and Guides](#)). On this form, you must provide a justification as to why this position cannot be paid on an hourly basis. Once this the form is submitted to student payroll, a determination will be made regarding whether the payment can or cannot be set up as a lump sum.

If the request is granted, student payroll will activate the lump sum feature in the Student Employment application, which will permit the supervisor to create a “lump sum” type Work Auth Request for a particular cost center.

### Create a Work Auth Request for Lump Sum Hire

- 1) Click on Work Auth Request
- 2) Enter search criteria: ID # is preferred
- 3) Click *Search* button

If the student has never worked for WSU before, the screen will display that the I-9 and W-4 are **Incomplete**.

IF “International” displays as “False” (U.S. Citizen), you must send the student to the Warrior Hub, with required documentation, to complete I-9 and W-4 forms. You must tell the student which identification is acceptable for the Form I-9. They **MUST** present original identification (NOT photocopies). Give the student **all** of these options:

Unexpired Passport **OR** Certified Copy of Birth Certificate **OR** Social Security Card  
**AND**  
WSU ID card **OR** Unexpired Driver’s License

**DO NOT CREATE A WORK AUTH REQUEST UNLESS YOU KNOW THE STUDENT HAS APPROPRIATE IDENTIFICATION IN WINONA AND WILL BE GONG TO THE HUB WITHIN 2-3 DAYS.**

If “International” displays as “True” (International student), **tell the student to email Student Payroll to make an appointment to begin the hiring process and complete paperwork.**

**FOR NEW INTERNATIONAL STUDENT EMPLOYEES ONLY: YOU MUST CREATE AND SUBMIT THE WORK AUTH REQUEST BEFORE ASKING THE STUDENT TO CONTACT STUDENT PAYROLL.** Use your best guess for a start date of employment, but know that the student will not be able to actually start working until you have been notified by student payroll that the student has completed all hiring documents and may begin working.

- 4) After you have completed the search and the correct student's name displays, click on *Create Work Auth*
- 5) *Select Work Auth Type Lump Sum*
- 6) *Select Cost Center*
- 7) Click on *Create*

Once the authorization opens:

- 1) Select a primary supervisor
- 2) The team will populate with what you selected on prior screen
- 3) *Select start date*
- 4) *Select end date (maximum end date set each year by Student Payroll)*
- 5) Enter a Job Title for the position
- 6) Click *Submit*

## Create a Lump Sum Time Sheet

- 1) Click on Supervisor Approval
- 2) Click on Select next to cost center name
- 3) Click on *Create* next to student's name under **Lump Sums**
- 4) Enter the begin and end dates that indicate the timeframe over which the student *has completed the work or a portion of the work – the dates must fall within the parameter of the authorization dates and the end date cannot go beyond the end of the current pay period*
- 5) Click on New Lump Sum
- 6) Select the Appropriate Position
- 7) Enter the amount for which you wish to compensate the student at this time
- 8) Enter any notes you may wish to enter - optional
- 9) Click Create
- 10) The screen will pop back to Approval screen
- 11) To add a second lump sum payment, repeat steps 3 – 7
- 12) After all lump sum payments have been entered, click Approve

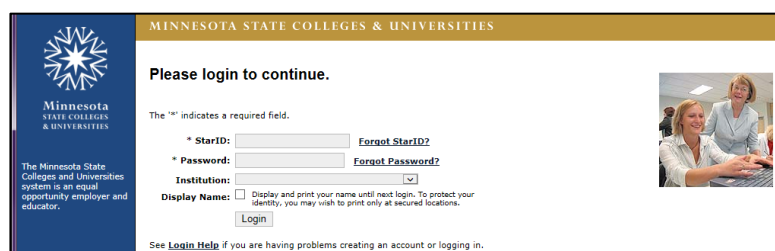
## Section IV: Electronic Timesheet Approval

### Access the Approval Site

The easiest way to access the application is to go to the [Electronic Processes](#) page on the Student Employment website. Click on the link in the right-hand column entitled "Student eTime Approval."

Note: If you have a "Quick Link" called: **Student Employment** on the [WSU Faculty & Staff homepage](#), it will take you directly to the Electronic Processes page.

Once you have clicked on Student eTime Approval, you will see the MnSCU login in screen. Using your Star ID and password, log in to MnSCU.



MINNESOTA STATE COLLEGES & UNIVERSITIES

Please login to continue.

The "\*" indicates a required field.

\* StarID:  [Forgot StarID?](#)

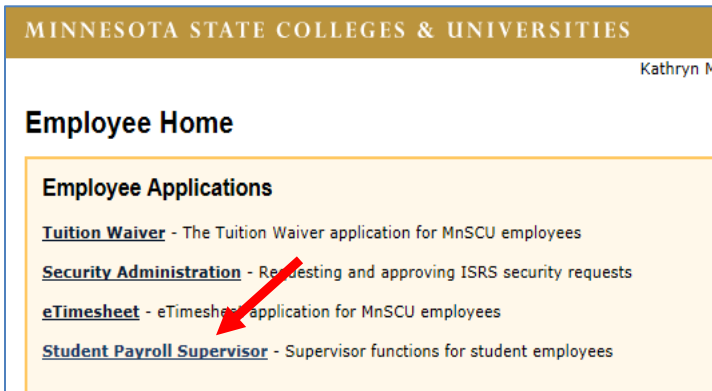
\* Password:  [Forgot Password?](#)

Institution:

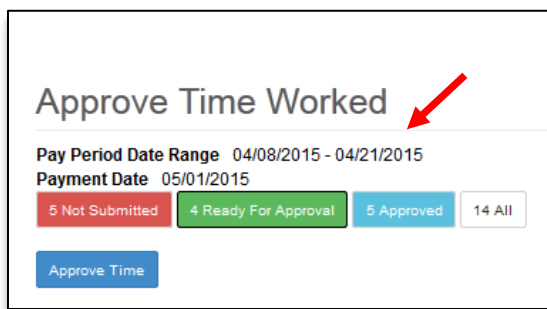
Display Name: ☐ Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](#) if you are having problems creating an account or logging in.

After you have logged in, click on “Student Payroll Supervisor” under Employee Applications:



When you first enter the software, you will automatically land on the “Approve Time Worked” screen and will see the following:



**NOTE:** The **Pay Period Date Range** does not change to the current pay period until the first day of the **2<sup>nd</sup> week in the pay period** (Wednesday) – midway through the pay period. So, the numbers in front of Not Submitted and Ready for Approval may display with zeroes. Once we have entered the 2<sup>nd</sup> week in the pay period, you should see numbers in front of either category reflecting the students who have created timesheets.

## Approve Time Worked

If a number (or numbers) appear in front of “Not Submitted” and/or “Ready for Approval,” you must open up both categories in order to see ALL timesheets created by your students.

**Ready for Approval (green)** – Displays time worked records that ***have been submitted*** by student employees and are pending approval for current and/or prior pay periods.

**Not Submitted (red)** – Displays time worked records that have not been submitted by student employees **BUT CAN STILL BE APPROVED BY SUPERVISORS.**

For each timesheet displayed:


- Review timesheet for accuracy
- Check the box in front of the certification (at the bottom of each timesheet)
- When the boxes have been checked, for all timesheets you wish to approve, click on the blue Approve Time button at the top or bottom of the screen - up to 5 timesheets appear on the screen

If you need to modify or delete a student’s shift prior to approval, you may do so; see the next section called “Modifying/Deleting Time Worked.”

## Modify/Delete Time Worked

Supervisors are allowed to modify a student's timesheet. **Time worked can only be modified or deleted prior to payroll processing.**

Within the timesheet, click on the selected date, and a screen will display entitled "Modify Time Worked":

 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 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
<b>Total Hours</b>			10.75

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details](#)

**Modify Time Worked**

**Title** Office Asst

\* **Date** Thursday, Mar 26

\* **Start Time** 7:00 AM

\* **End Time** 10:00 AM

**Comments**

[Save](#) [Delete](#) [Close](#)

Modify the start or end time and click Save, or you can delete the time entry completely, by clicking on the Delete button.

## Add Time Worked

If you need to **ADD time worked** (or move time worked to a different timesheet for which you are also the supervisor), you have to enter the **Maintain Time Worked** screen. Do this by clicking on the student's name within the timesheet.

To ADD a time entry, click on *Add Time*, and a screen displays entitled Add Time Worked

**Wrk Stdy: Registrar's Office Assistant**

**Funding Source** 213003 - REGISTRARS OFFICE  
0910 - Student Salary-Student Help

**Supervisor** Richard Pospichal

Date	Start Time	End Time	Hours Worked
Wed, Jul 13	8:15 AM	4:00 PM	7.75 Regular
Thu, Jul 14	8:30 AM	3:30 PM	7.00 Regular
Fri, Jul 15	8:30 AM	2:00 PM	5.50 Regular
<b>Total Hours</b>			20.25

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time](#) [View Position Details](#)

*Not Submitted*

**Add Time Worked**

**Title** Wrk Stdy: Registrar's Office Assistant

\* **Date** Monday, Jul 18

\* **Start Time** 7:00 AM

\* **End Time** 7:15 AM

**Comments**

[Save](#) [Close](#)

Using the drop-down arrows, select the date, start time, and end time and click Save.



## Important Notes Regarding Time Entry and Approval

**NOTE:** Students WILL be able to alter their timesheets AFTER you have approved them. The system does *not* lock them out and does not alert you that a change has been made. If they do this, it automatically UN-approves the timesheet, and it needs to be re-approved or it will not be processed by payroll. Please alert your students to NOT make changes to time worked once they have submitted their timesheet, without alerting you! It may result in them not being paid on time.

If a student entered time for your department in error, and you are not the supervisor for both departments, the student needs to fix the error. Or, you can delete the shift from the timesheet for *your* department and notify the student that you have done so. The student will have to add the time to the correct timesheet.

Only records that have **not** been processed can be modified. Once the payroll has been processed by student payroll, time entries already made cannot be changed electronically. The supervisor would have to contact student payroll to **modify** or **delete** a shift on a **processed** timesheet.

If a shift needs to be **added** to a pay period that is already **processed**, the student or supervisor should add the shift to the correct timesheet for the actual date on which the time was worked. The additional time worked will not be processed until the *following* pay period, as a prior pay period adjustment. **Under no circumstances should a student enter time worked in a prior pay period to a current timesheet.**

During the time payroll is processing, all timesheets become locked (10-15 minutes). If a student attempts to enter time worked and they receive a message that payroll is locked, they should try again a short time later.

The students will **always** have access to enter time worked to prior pay periods, with two exceptions: end of calendar year and end of fiscal year:

- When the final pay period is processed for the calendar year (to be paid on the last pay date in December), MnSCU will close and lock all pay periods for the calendar year. Students and/or supervisors may not change time worked once the calendar year is closed, due to the creation of W-2 forms.
- The fiscal year (which ends on June 30 each year) officially closes at MnSCU in August. After the second pay period in July is processed, all pay periods in the prior fiscal year will be closed and locked.

If you have been set up as a proxy supervisor for someone else, you can click on the down arrow next to the box displaying "All Student Employees" and see that you have the option of displaying timesheets for only your student employees OR the students who work for other supervisors who have designated you as a proxy.

**Approve Time Worked**

All Student Employees ☐

**Pay Period Date Range** 01/27/2016 - 02/09/2016  
**Payment Date** 02/19/2016

14 Not Submitted 0 Ready For Approval 0 Approved 14 All

Approve Time

**Approve Time Worked**

All Student Employees  
My Student Employees  
Pospichal, Richard - Student Employees  
Sveen, Katherine - Student Employees

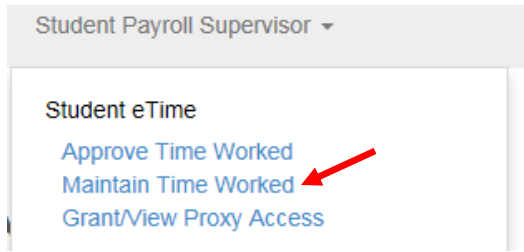
**Pay Period Date Range** 01/27/2016 - 02/09/2016  
**Payment Date** 02/19/2016

14 Not Submitted 0 Ready For Approval 0 Approved 14 All

Approve Time

## Maintain Time Worked

Another way to access the “Maintain Time Worked” screen would be to click on the drop-down arrow next to “Student Payroll Supervisor.”

A screenshot of the "Maintain Time Worked" screen. At the top, the title "Maintain Time Worked" is displayed. Below the title, there is a "Tech ID" label followed by a text input field. Underneath, a section titled "Pay Period Data" contains several fields: "Begin Date" with the value "02/24/2016", "End Date" with the value "03/08/2016", "Payment Date" with the value "03/18/2016", and "Change Pay Period" with a text input field containing "mm/dd/yyyy" and a calendar icon. At the bottom left, there are two buttons: "Search" and "Clear".

You will need the Tech ID of a student to use this screen. Enter the ID and click on Search in order to view student's *current* timesheet.

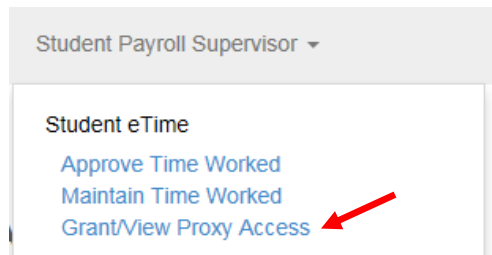
To access a timesheet for a prior pay period, use the calendar option to select a date within a prior pay period and click "Search."

By accessing the Maintain Time Worked screen via this drop-down arrow, you have the ability to do all of the following:

- View a student's current timesheet at any time during the pay period
- View a student's timesheet from a prior pay period
- Enter hours to a *prior* pay period
- Review and approve time worked
- Move time worked for a student, from one timesheet to another, as long as you are supervisor (or proxy) for both timesheets
- View all timesheets for particular student for a particular pay period (including those from other positions on campus)

## Assign a Proxy Supervisor

The Grant/View Proxy Access” screen can be accessed by clicking on the drop-down arrow next to Student Payroll Supervisor:



It is recommended that you assign one other individual who will be responsible for approving your students’ timesheets in your absence. You can assign a proxy for a specific pay period, specific timeframe, or indefinitely. **You are responsible for training anyone you add as a proxy. When you are going to be absent, PLEASE notify your proxy that s/he must approve timesheets while you are gone.**

**NOTE:** It is understood that a proxy will likely *not* be able to verify that the hours recorded are correct. However, **it is expected that the proxy will approve the timesheet/s by the deadline.**

A screenshot of the "Grant/View Proxy Access" screen. At the top, the title "Grant/View Proxy Access" is displayed. Below the title, there is a section labeled "Proxy Access Granted To" with a blue button labeled "Grant Proxy Access" and a red arrow pointing to it. Below this, there is a table with four columns: "Name", "Tech ID", "Begin Date", and "End Date". The table is currently empty. Below the table, there is a section labeled "Proxy Access Received By" with a table that has the same four columns. This table contains two rows of data: Katherine Sveen (Tech ID 00956253, Begin Date 02/02/2016, End Date 12/31/9999) and Richard Pospichal (Tech ID 00952553, Begin Date 02/01/2016, End Date 12/31/9999).

The student’s immediate supervisor is always accountable for the accuracy of the timesheets; and it is expected that the immediate supervisor will review, at some point in time, all timesheets that have been approved, by proxy, and notify student payroll if there are any discrepancies.

If **YOU** have been assigned as a proxy for someone else, you will see those supervisors under “Proxy Access Received By.”


To make someone a proxy, click on “Grant Proxy Access”

- Enter the ID number of the individual - click on Find Employee if you do not have the ID number, and be sure to use the correct spelling before you click on Search
- Once the name displays, click on the individual’s name
- On the next screen, enter a begin date (default’s to today’s date) and an end date (if you wish to assign a proxy indefinitely, use 12/31/9999)
- Click Save

## Work Study – Things to Note

On every timesheet you (and the student) see the option to “View Position Details.” This screen displays the student’s work study balance, as of the last processed pay period – it would not include a calculation for any hours on the current timesheet.

Once the student has earned 80% or more of his/her work study award, a message will begin displaying, showing you the amount the student has already earned (NOT counting any hours on current timesheet).

 This student has earned \$1,925.01 of the \$2,400.00 allowed for this position. Please review this student to determine if the position's maximum amount can be increased or a new position added.

**WK STDY: Office Asst**

**Funding Source** 213005 - STUDENT FINANCIAL AID  
0960 - State Student Salary Workstudy

**Supervisor** Katherine Sveen

You will need to do a calculation to determine the number of hours the student has remaining.

**If the student is going to exceed the work study balance, the supervisor must hire the student on student help and transfer any time worked from the work study timesheet to the student help timesheet prior to payroll processing.**


**If you are approving time worked and you notice that the hours on the work study timesheet will exceed the remaining work study balance, click on the student’s name and enter the “Maintain Time Worked” screen for this student. On this screen, you will see both of the student’s timesheets – work study and student help. You can edit and/or delete shifts on the work study timesheet and move them to the student help timesheet in order to not over-expend work study.**

In the past, many departments have hired students, concurrently, on both the work study and student help programs. If a department does this, IT IS THE RESPONSIBILITY OF THE STUDENT AND SUPERVISOR TO ENSURE THAT HOURS ARE ENTERED ON THE CORRECT TIMESHEET, TO BE CHARGED TO WORK STUDY OR STUDENT HELP. If a student entered hours on the wrong timesheet, the supervisor must move the hours prior to approval. **Student payroll will NOT correct this type of error, after the fact.**

## Additional Notes

There is no delay with this timesheet application; once the student’s authorization is entered into ISRS, the student will immediately get access to the timesheet in student eservices.

Students must provide a reason if they are working a shift during a scheduled class time. Supervisors may view their reasons by clicking on the small blue icon to the right of a shift.

Tue, Mar 1	9:00 AM	11:00 AM	2.00 Regular	
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