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## Guide – Student Hiring Application

### 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:

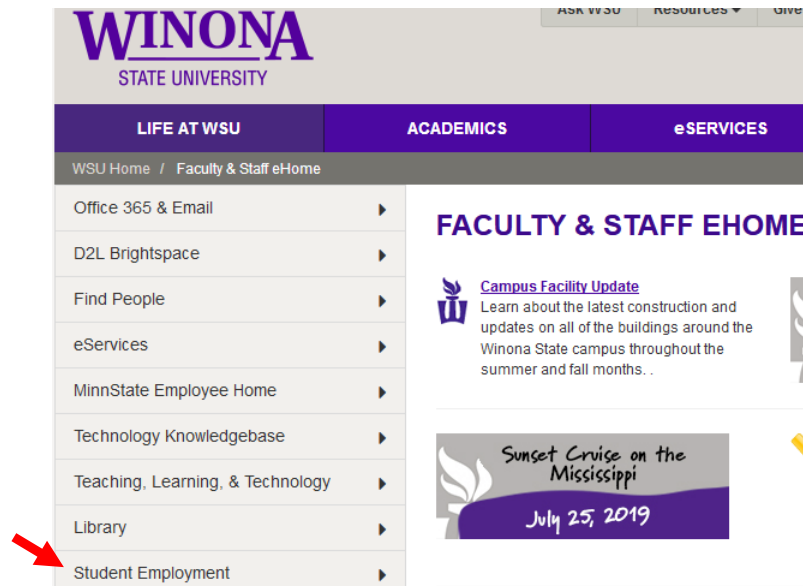
- Cost center number
- Primary responsible person/s for hiring student employees for this cost center

### Access the Software Applications

The easiest way to access the software is to go to the [Electronic Processes](#) page within the Student Employment website. This page displays links to both applications: the one used to hire students and the one used to approve timesheets.

To get to this page from the WSU homepage

- 1) When you enter [www.winona.edu](http://www.winona.edu), you land on the main homepage for the University.
- 2) Click on Faculty & Staff and then choose a campus (Winona or Rochester)
- 3) The next screen that displays is the Faculty & Staff eHome page - in the left-hand column, find the link called “Student Employment”
- 4) If you do not see this link, type “Student employment” in the search bar, when the results display, one of the links that will display will be called “Electronics Processes - Winona State University”



5) This will open the page called “Electronic Processes” within the student payroll/employment website (**BOOKMARK THIS PAGE**):

The links in the right-hand banner (under **Quick Links**) will take you to the applications you need to use to do what you need to do as a supervisor:


- Hire a Student/Pay Lump Sum – will take you to the site where you hire students
- Student eTime Approval – will take you to the Minnesota State student etime application where you can approve hourly timesheets for student employees

Both guides are also available from this page:

- Supervisor Guide
- Student Guide –provide to new student employees regarding entering time worked

The screenshot shows the Winona State University website. At the top, there is a navigation bar with links for 'Ask WSU', 'Resources', 'Give to WSU', and 'Site index', along with a search bar and social media icons. Below this is a purple navigation menu with categories: 'ABOUT WSU', 'ACADEMICS', 'ADMISSIONS', 'ARTS & ATHLETICS', and 'WSU-ROCHESTER'. The main content area has a breadcrumb trail: 'WSU Home / Student Payroll / Electronic Processes'. On the left, there is a 'Student Employment' sidebar with links to 'Eligibility & Finding a Job', 'New Hires', 'After Work Begins', 'Getting Paid', 'When the Job Ends', 'Supervisor Toolkit', 'Electronic Processes', and 'Forms & Guides'. In the center, there is a photograph of a person in a red shirt working at a computer. On the right, there is a 'Quick Links' sidebar with four items: 'Student eTime Approval', 'Hire Student/Pay Lump Sum', 'Supervisor Guide (PDF)', and 'Student eTime Guide (PDF)'. Below this is a 'Contact Us' section with contact information for Kathy Mahlke, Student Payroll, including a phone number and email address.

# Main Application Page – Hire & Manage Student Employees



## Student Employment

[Home](#) / [Student management](#) / Cost center: 213003 - REGISTRARS OFFICE

213003 - REGISTRARS OFFICE

Work Study Budget
Create work auth

Responsible for cost center

Students you supervise

Student	Status	Type	Job title	Dates	Pay rate	Budget	Supervisor	Edit
Becker, Crystal 12476592	Active	Work Study	Wrk Stdy: Warrior Hub Student Assistant Lead	Start: 7/1/2017 End: 8/8/2017	\$10.50	Max amount: \$0.00 Expended: \$0.00 Remaining: <span style="color: red;">\$0.00</span>	Rick Pospichal 00952553	<a href="#">Edit</a>
	Active	Work Study	Wrk Stdy: Warrior Hub Student Assistant Lead	Start: 5/6/2017 End: 6/30/2017	\$10.50	Max amount: \$2,612.00 Expended: \$504.01 Remaining: \$2,107.99	Rick Pospichal 00952553	<a href="#">Edit</a>
	Inactive	Work Study	Wrk Stdy: Warrior Hub Student Assistant Lead	Start: 8/22/2016 End: 4/18/2017	\$10.50	Max amount: \$2,750.00 Expended: \$2,751.03 Remaining: (\$1.03)	Rick Pospichal 00952553	<a href="#">Edit</a>
	Inactive	Student Help	Warrior Hub Std Asst Lead	Start: 3/13/2017 End: 5/5/2017	\$10.50	Expended: \$480.38	Rick Pospichal	<a href="#">Edit</a>
Belshaw, AnaLea 13001057	Inactive	Work Study	Wrk Stdy: Warrior Hub Student Assistant	Start: 1/17/2017 End: 5/4/2017	\$9.50	Max amount: Expended: Remaining:		

The cost centers for which you are a "cost center owner" will display here.

If the cost center has a work study budget, a summary expenditure report is available by clicking on this link.

This button allows you to narrow your search to only those students you directly supervise.

An alpha listing of the students you have hired for that cost center displays with details regarding each authorization.

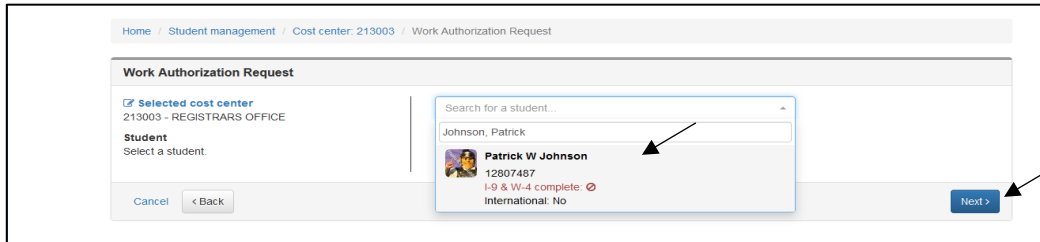
An "Edit" button allows you to open the work auth request and make changes, e.g., pay rate, end date of employment, supervisor, etc. **ONLY A COST CENTER OWNER WILL BE ALLOWED TO EDIT AN AUTHORIZATION.**

Two eligibility requirements for student employment must be met before a Work Auth Request can be created:

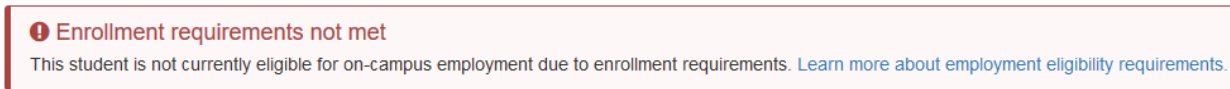
- Student must meet enrollment requirements for the term for which s/he is being hired
- Student must have completed I-9 and W-4 hiring documents

### Hire a student

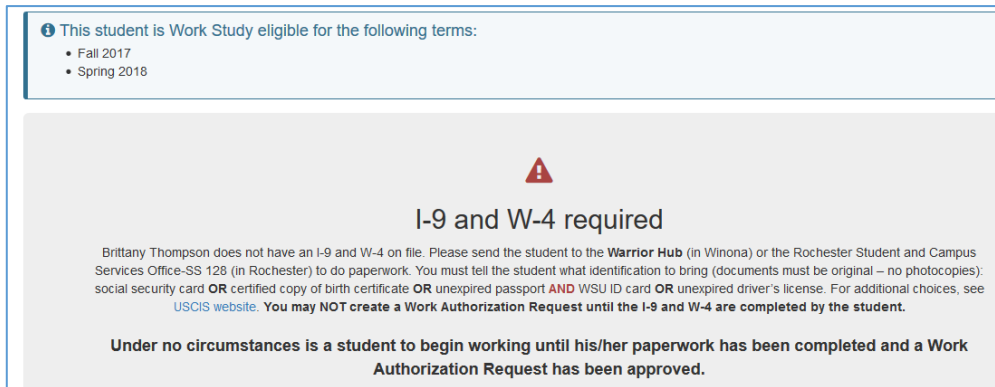
- 1) Select the cost center for which you wish to hire a student
- 2) Click on Create Work Auth
- 3) Search for the student by entering the student’s name, tech ID, or star ID number
- 4) Click on the correct student
- 5) Click Next



If the student does not meet the enrollment requirements, the following error message will display:



If the student has not completed the required hiring forms, the following will display – follow on-screen instructions. **This screen will also display whether or not a student is work study eligible.**



If the student qualifies for employment, click on Select for the type of authorization you are creating:

The screenshot shows a 'Work Authorization Request' form. On the left, it displays the 'Selected cost center' as '213003 - REGISTRARS OFFICE' and the 'Student' as 'Andrew B Williams' with ID '12690622'. It also shows 'I-9 & W-4 complete: [checked]' and 'International: No'. Below this is a table of 'Eligible terms' with columns for term and dates. At the bottom left are 'Cancel' and '< Back' buttons.

Eligible terms	
Summer 2017	5/6/2017 - 8/8/2017
Fall 2017	8/21/2017 - 12/7/2017
Spring 2018	1/8/2018 - 5/3/2018

Work Authorization type  
Select a type.

Student Help  
✔ Student is eligible  
Select

Work Study  
✘ Student is eligible ?  
✘ Enabled on cost center ?  
Not available


The work study option will not be available if the cost center does not have a work study budget OR if the student does not have a work study award. If the student does not have an award, s/he must go to Financial Aid to ask about work study eligibility.

If there is an ACTIVE work auth request **for this student, for this cost center, within this fiscal year**, a message will display requesting that the existing work auth request be edited. If a prior work auth request has become INACTIVE, the supervisor must create a new work auth request to re-hire the student.

## Student Help Auth Request Form

### Student Help Work Authorization Request

**Cost center**  
213003 - REGISTRARS OFFICE

**Student**  
 Andrew B Williams  
12690622  
I-9 & W-4 complete:   
International: No

**Eligible terms**

Summer 2017	5/6/2017 - 8/8/2017
Fall 2017	8/21/2017 - 12/7/2017
Spring 2018	1/8/2018 - 5/3/2018

**Work Authorization type**  
Student Help

**Supervisor**

Select the supervisor who will **primarily** be responsible for **approving this student's timesheets**.

**Hire dates**  to

**Hourly wage**  Pay this student more than base wage of \$9.50.

Hiring a student with an hourly wage greater than **\$9.50** will trigger a notification to owners of this cost center.

**Job title**

**Job description**

[Cancel](#) [Submit request](#)


- 1) Select supervisor
- 2) Enter begin and end dates (maximum end date displays – change if student will leave employment prior to this date)
- 3) Enter hourly pay rate\*
- 4) Enter job title
- 5) Enter job description

**\*NOTE regarding OVERPAY:** If you enter an overpay rate, it will automatically generate an email that will go out to ALL responsible persons on that cost center in accounting, informing them that a student has been hired at a rate of pay that is above the current WSU minimum wage. If any of those individuals dispute the rate, they will be instructed to contact the supervisor.

## Work Study Auth Request Form

### Work Study Work Authorization Request

**Cost center**  
213003 - REGISTRARS OFFICE

**Student**  
 Emily A Ashland  
 13145060  
 I-9 & W-4 complete:   
 International: No

**Eligible terms**  
 Fall 2017    8/21/2017 - 12/7/2017  
 Spring 2018    1/8/2018 - 5/3/2018

**Work Authorization type**  
Work Study

**Supervisor**

Select the supervisor who will **primarily** be responsible for **approving this student's timesheets**.

**Term**

**Hire dates**  to

Awards	Work Study Type	Award Amount	Term
	State Work Study	\$1,375.00	Fall 2017
	State Work Study	\$1,375.00	Spring 2018

**Amount of Work Study budget to allocate**   
 This amount cannot be greater than the total unexpended award amount of **\$0.00**

**Hourly wage**  Pay this student more than base wage of \$9.50.  
  
 Hiring a student with an hourly wage greater than **\$9.50** will trigger a notification to owners of this cost center.  
**Note:** Hiring a student for an hourly wage greater than **\$9.50** will expend their award amount faster.

**Job title**

**Job description**


- 1) Select supervisor
- 2) Select term/s for which you are hiring the student
- 3) Begin and end dates will auto-fill, but can be edited if student is starting later than beginning of term or leaving before the displayed end date
- 4) Enter hourly pay rate\*
- 5) Enter job title
- 6) Enter job description

**\*NOTE regarding OVERPAY:** If you enter an overpay rate, it will automatically generate an email that will go out to ALL responsible persons on that cost center in accounting, informing them that a student has been hired at a rate of pay that is above the current WSU minimum wage. If any of those individuals dispute the rate, they will be instructed to contact the supervisor.



## International Student – New Hire

When you click on Create Work Auth to hire an international student, if the student has never worked for WSU before, the following screen will display. Read the instructions and click on “Intent to hire form.”



### Intent to hire required

Mizuho Takayama is an international student with I-9 and W-4 NOT completed. Please do the following:

- Complete and submit the Intent to hire form (NOTE: this is NOT a Work Authorization Request)
- Tell the student to contact student payroll to make an appointment as soon as possible.
- Once the student has completed paperwork, you will be notified and can then submit a Work Authorization Request.

**Under no circumstances is a student to begin working until his/her paperwork has been completed and a Work Authorization Request has been approved.**

[Intent to hire form](#) ←

**Intent to hire:**  
This information is used by Student Payroll when submitting a letter requesting that the student be assigned an Social Security number.

**Student**

**Cost center**

**Job title**

**Hours per week**

**Supervisor**

**Work phone**

- 1) Choose a cost center
- 2) Enter a job title
- 3) Enter the estimated number of hours the student will work per week
- 4) Select a supervisor
- 5) Enter supervisor’s work phone number
- 6) Click Submit and **tell the student to email [studentpayroll@winona.edu](mailto:studentpayroll@winona.edu) to make an appointment as soon as possible**

## Edit a Work Authorization

**Only Cost Center Owners are allowed to edit authorizations**

### Change pay rate

- 1) Find the student on the management screen
- 2) Click on the Edit button for the authorization you wish to change\*
- 3) Enter pay rate change\*\*
- 4) Click on Submit Request
- 5) The status will be Pending Change until entered into ISRS

\*If student is hired on both work study AND student help, both the student help and work study authorizations need to be edited for a pay rate change.

\*\*The new pay rate will be effective on the start date of the current pay period. If pay rate change needs to be effective on a future date, enter the change during the pay period in which that date falls.

### Change supervisor or job title

- 1) Find the student on the management screen
- 2) Click on the Edit button for the authorization you wish to change
- 3) Select a different supervisor OR
- 4) Enter a new job title and edit the job description (if applicable)
- 5) Click on Submit Request

### Change end date of employment

- 1) Find the student on the management screen
- 2) Click on the Edit button for the authorization you wish to change
- 3) Select a new end date
- 4) Click on Submit Request

NOTE: There is no option to “edit” auth requests which have become Inactive. If you wish to re-hire a student who has become inactive, you must do a new request.

## Create a Lump Sum Timesheet

**NOTE:** Only available to supervisors who have authority to pay via lump sum. If you have questions, please contact student payroll.

From Student Management screen:

- 1) Select cost center
- 2) Click on "Manage Lump Sums" link
- 3) Select student and click on New Lump Sum

The following screen displays:

**Lump Sum Payment: Meyer, Nicholas P (12597992)**

**Pay period** FY: 2017 PP: 23  
5/3/2017 to 5/16/2017

**Student** Meyer, Nicholas P (12597992)

**Lump sum position id**

**Amount**

**Work Auth: 63230 FY: 2017 5/15/2017 to 6/30/2017**  
This student is only authorized to be compensated for work done within the parameters of the student's work authorization.  
This time sheet reflects compensation for work done:

**Work Dates**  to

**Notes**

- 1) Choose the position for which the student is being compensated
- 2) Fill in the amount of the lump sum payment
- 3) Fill in the dates over which the work was completed to warrant this payment at this time (no prepayment is allowed)
- 4) Add any applicable notes
- 5) Click Create

## Train Student Employees on eTime

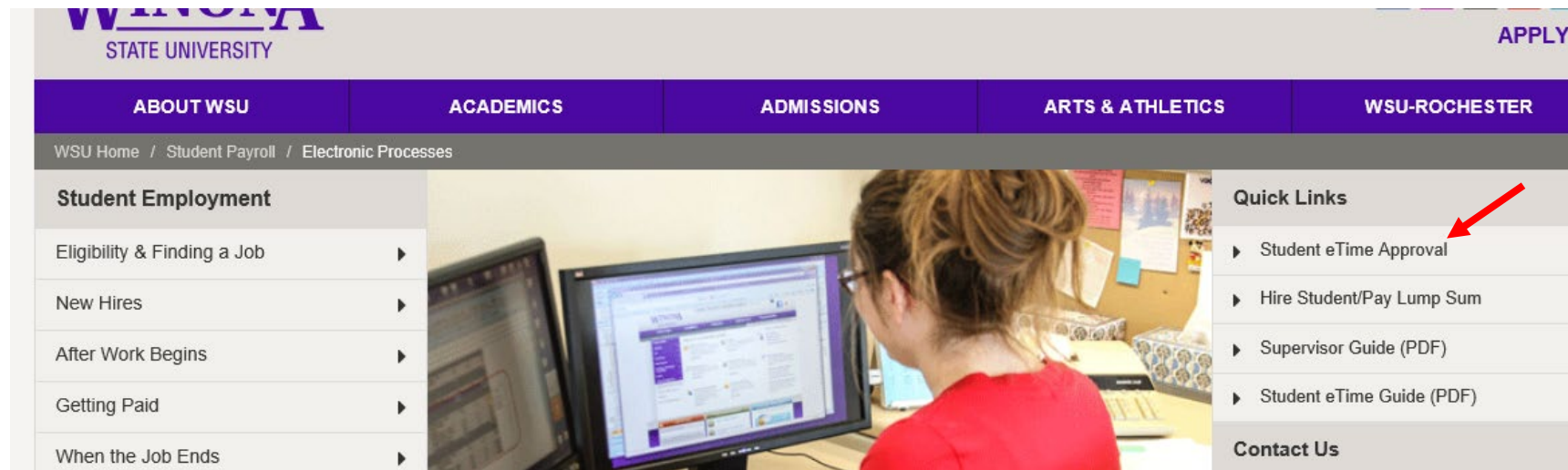
Supervisors are responsible for training their student employees in how to use the etimesheet. On the Student Employment [website](#), there is a training document that you should print and provide to each of your new student employees: Student eTime Guide (PDF) under Quick Links.

One of the major things students do not know how to do is **enter time worked to a past pay period**. If a student does not enter any time worked at all during a pay period, the student will not get any notification that timesheets are due. If the student waits until the Wednesday immediately following the end of a pay period, when s/he goes into the etime application, the page that will display will be for the new pay period (which starts on that Wednesday). To get to the prior timesheet, the student must scroll to the bottom of the timesheet, find the calendar icon, open it and select any date within the prior pay period, and click *Retrieve*. A timesheet for the prior pay period will display and allow time entry.

## Electronic Timesheet Approval

### Access the Approval Site

From the [Electronics Processes](#) page on the Student Employment website, click on “Student eTime Approval” under Quick Links.



Log in to MnSCU and click on “Student Payroll Supervisor” under Employee Applications:

MINNESOTA STATE COLLEGES & UNIVERSITIES

Kathryn M

## Employee Home

### Employee Applications

- [Tuition Waiver](#) - The Tuition Waiver application for MnSCU employees
- [Security Administration](#) - Requesting and approving ISRS security requests
- [eTimesheet](#) - eTimesheet application for MnSCU employees
- [Student Payroll Supervisor](#) - Supervisor functions for student employees

The “Approve Time Worked” screen will display:

**NOTE:** If you’re checking timesheets at the beginning of a new pay period, it is important to note that the **Pay Period Date Range** does not change to the *current* pay period until the first day of the **2<sup>nd</sup> week within 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. After mid pay period, the screen will display information for current timesheets.

## Approve Time Worked

If a number displays in front of “Not Submitted” and/or “Ready for Approval,” it means there are timesheets ready in that category that need to be reviewed and approved.

**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 to be approved, click on the blue Approve Time button at the top or bottom of the screen - up to 5 timesheets appear on per screen

If a timesheet needs to be **modified** prior to approval, see steps in next section called “Modify/Delete Time Worked.”

## Modify/Delete Time Worked

Supervisors are allowed to modify a student’s timesheet. **On the Review Time Worked screen, time entries can only be modified or deleted prior to payroll processing.** To add time worked, see section called “Add Time Worked.”

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

**Total Hours** 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 delete the time entry completely, by clicking on the Delete button.

## Add Time Worked

If time needs to be added to a timesheet or moved from one timesheet to another, the **Maintain Time Worked** screen is the only place where time can be **added** to a timesheet or moved from one timesheet to another. Only *modifications* and *deletions* can be done from the Review Time Worked screen. Enter the maintain time screen in one of two ways:

- 1) Click on the student's name within the timesheet
- 2) Select Maintain Time Worked from the drop-down arrow in the upper, left-hand corner of the screen behind "Student Payroll Supervisor," enter student's tech ID number, and click Search

NOTE: if it is *Wednesday*, the day **after** the *last* day of the pay period, the timesheet that displays on the Maintain Time Screen will be for the new pay period starting on that Wednesday. To access the timesheet for the pay period that just ended, open the calendar icon and select any date *within* that pay period and click search. This will retrieve the timesheet for what would now be called the "prior" pay period.

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

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

**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 approval. 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 student employees to NOT make changes to time worked once they have submitted their timesheet, without alerting their supervisor! 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, one of two things can be done to rectify this:

- 1) Contact the student to fix the error.
- 2) Delete the shift/s from the timesheet for *your* department and notify the student that you have done so. The student will have to add the shift 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.

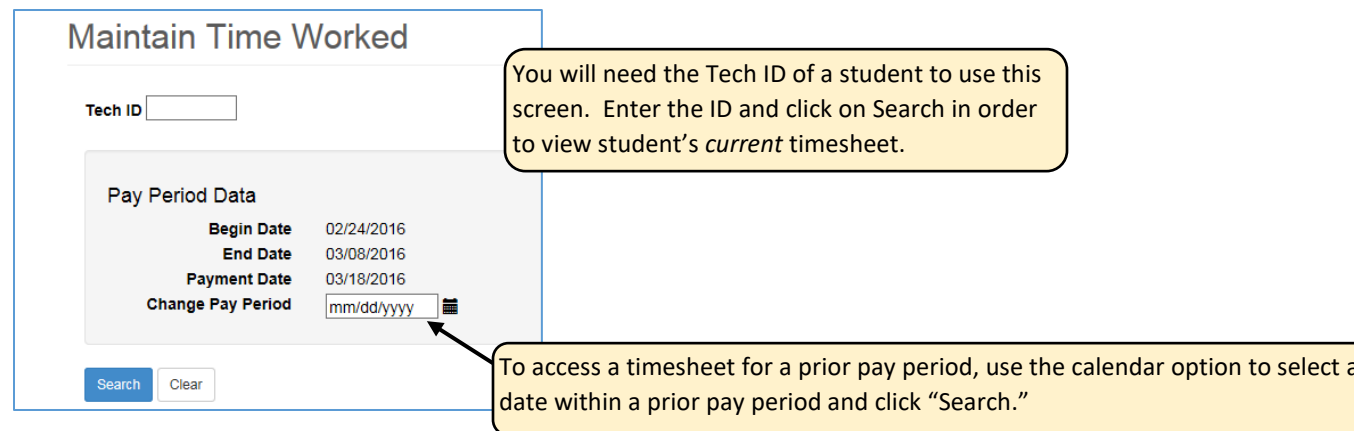
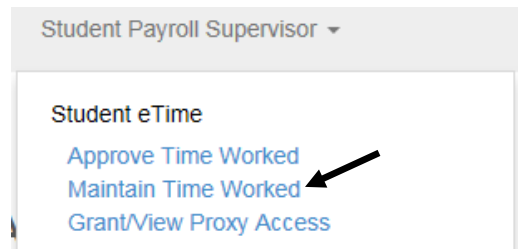
The screenshot shows the 'Approve Time Worked' interface. At the top, there is a dropdown menu currently set to 'All Student Employees', with a black arrow pointing to the downward arrow icon. Below the dropdown, the 'Pay Period Date Range' is '01/27/2016 - 02/09/2016' and the 'Payment Date' is '02/19/2016'. A status bar shows '14 Not Submitted' (red), '0 Ready For Approval' (green), '0 Approved' (blue), and '14 All' (white). At the bottom, there is a blue 'Approve Time' button.

The screenshot shows the 'Approve Time Worked' interface with the dropdown menu open. The menu options are 'All Student Employees' (highlighted in blue), 'My Student Employees', 'Pospichal, Richard - Student Employees', and 'Sveen, Katherine - Student Employees'. The 'Pay Period Date Range' is '01/27/2016 - 02/09/2016' and the 'Payment Date' is '02/19/2016'. The status bar shows '14 Not Submitted' (red), '0 Ready For Approval' (green), '0 Approved' (blue), and '14 All' (white). At the bottom, there is a blue 'Approve Time' button.



## Maintain Time Worked

The “Maintain Time Worked” screen can be accessed by clicking on the drop-down arrow next to “Student Payroll Supervisor” in the upper, left-hand corner of the screen.

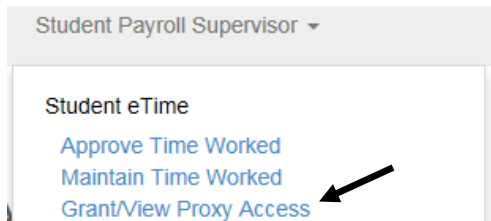


By accessing the Maintain Time Worked screen via this drop-down arrow, you have the ability to do all of the following:

- 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)

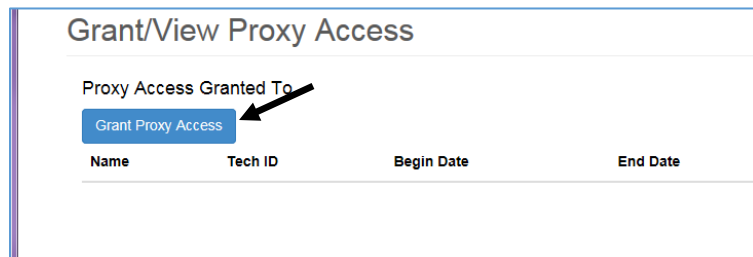
## Assign a Proxy Supervisor or Remove a Proxy

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



It is strongly recommended that you assign at least 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.**



**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

To remove a proxy, click on the proxy’s name and enter a new end date and 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.

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**WK STDY: Office Asst**

**Funding Source** 213005 - STUDENT FINANCIAL AID  
0000 - State Student Salary Workstudy


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 (in excess of the # of hours the student has remaining for work study) from the work study timesheet to the student help timesheet prior to approval. Click on the student’s name and enter the “Maintain Time Worked” screen for this student. On this screen, you will see both the work study and student help timesheet. Edit and/or delete shifts on the work study timesheet and move them to the student help timesheet in order to not over-extend 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.**

### Additional Note

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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