Student Payroll Supervisor
Train the Trainer Guide

Web

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Student Payroll Supervisor Introduction
This guide provides basic steps the supervisor performs in their portion of the web based Student eTime application.

At the end of each pay period the Student Payroll Supervisor web application located on Employee Home will be used to review and approve the time worked records for the student employees they supervise.

Security
Student Payroll Supervisor: no security web role is needed. If the supervisor is assigned on the work authorization then they will have access to the supervisor application and functions.

Off-campus Supervisor not an employee of the college/university – not all schools have them: no security web role is needed. If they are assigned as a supervisor on a work authorization then they will have access to the supervisor application and functions through a URL separate from Employee Home.

Access
Student Payroll Supervisor: can access the web administrative application via ISRS Employee Home > Employee Applications > Student Payroll Supervisor.
Or from home or on a mobile device - URL https://webproc.mnscu.edu/finance-student/supervisor/approveTimeWorked.do

Off-campus Supervisors not an employee of the college/university: Not all schools have off-campus supervisors. Skip this section if that is the case. If you do, they will NOT be able to access the application via Employee Home. They will gain access using their StarId and password through the following separate URL https://webproc.mnscu.edu/finance-student/supervisor/approveTimeWorked.do

First, the off-campus supervisors will need a Tech ID if they don’t already have one. This is done through the Person Demographic Maintenance Screen (PS9999UG) in ISRS Uniface by someone at the campus with PERSON_HIGH security. The off-campus supervisor will need to provide an email address to be included when the record is added so they can activate their StarId. Student Payroll Staff will need to take note of the Tech ID that is generated to enter it in the Supervisor field on the Student Employee Work Authorization Entry (PR0024UG) screen.

Once the PERSON record is created a StarId needs to be manually assigned by the System Office. Student Payroll Staff will need to send in a MnSCU ITS Service Desk ticket titled: Student eTime Off-Campus Supervisor with the following information: the off-campus supervisors Tech ID (if Tech ID from a different college/university then provide college/university’s name too), Name, and email address. After the StarId is created we will respond with instructions that need to be given to the off-campus supervisor to activate it.
**Review Time Worked**

**Ready For Approval (green)** – Displays the time worked records that have been submitted by the student employee but are pending approval for the current and prior pay periods.

Review the records under Ready For Approval for accuracy and to make sure no changes are needed.
Approve Time Worked

To approve the time worked records, click the check box before the statement “I certify that hours/amount are correct and the work was performed in a satisfactory manner.” The box will need to be check for all records to be approved. Up to five records per page display and can be approved at one time.
Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.
Not Submitted (red) – Displays the time worked records that have been entered by the student employees they supervise but not yet submitted for approval. The supervisor will want to follow up with the student to have them get their hours submitted.
Modify Time Worked

In general, the student should be the one to make updates to their time worked records. It is at the discretion of each school to decide whether the supervisor should modify, add or delete a student’s time worked record. The system does provide the functionality.

**Note:** Only records that have not been processed can be modified.

There are two ways to modify a record.
The first way is if the student record is already pulled up, select the date of the record

This brings you to a Modify Time Worked page
Update the record

Select [Save]
A message will display that the change was successful.
The second way to modify time is to use the Student Payroll Supervisor drop-down in the upper left corner.
Select Maintain Time Worked

This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student
Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date 04/08/2015
End Date 04/21/2015
Payment Date 05/01/2015
Change Pay Period mm/dd/yyyy

Click [Search]

Luli, Byron Mike 11110592

UPAC Director

Funding Source 334308 - UPAC
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, Apr 18</td>
<td>8:00 AM</td>
<td>11:00 AM</td>
<td>3.00 Regular</td>
</tr>
</tbody>
</table>

Total Hours 3.00

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

Add Time View Position Details

Select the Date
Modify Time Worked

Title: UPAC Director
Date: Saturday, Apr 18
Start Time: 8:00 AM
End Time: 11:00 AM
Comments:

Make the update
The updated record displays

Select [Save]
Message that the time changed successfully displays
Add Time Worked

There are two ways to add a record

First way is if the student record is already pulled up, select the student’s name
This brings you to the Maintain Time Worked page for the student.
Select [Add Time]
This brings up an Add Time Worked page

Select the Date
Select the Start Time
Select the End Time

Select [Save]
A message displays that the time added was successful

The second way to add time is to use the Student Payroll Supervisor drop-down in the upper left corner
Select Maintain Time Worked

This brings you to the Maintain Time Worked page
Maintain Time Worked

Enter in the Tech ID of the student

Click [Search]
Select [Add Time]
Select the Date

The screenshot shows a window titled "Add Time Worked" with the following fields:

- **Title**: UPAC Director
- **Date**: Monday, Apr 20
- **Start Time**: 7:00 AM
- **End Time**: 7:15 AM

The "Date" field has a dropdown menu displayed with the following options:

- Monday, Apr 20
- Tuesday, Apr 21
- Wednesday, Apr 22
- Thursday, Apr 23
- Friday, Apr 24
- Saturday, Apr 25
- Sunday, Apr 26
- Monday, Apr 27
- Tuesday, Apr 28
- Wednesday, Apr 29
- Thursday, Apr 30
- Friday, Apr 31
- Saturday, May 2
- Sunday, May 3
- Monday, May 4
- Tuesday, May 5
- Wednesday, May 6
- Thursday, May 7
- Friday, May 8
- Saturday, May 9
- Sunday, May 10
- Monday, May 11
- Tuesday, May 12
- Wednesday, May 13
- Thursday, May 14
- Friday, May 15
- Saturday, May 16
Select the Start Time

Select the End Time
Select [Save]
Message that the time added successfully displays
Delete Time Worked
There are two ways to delete a record
The first way is if the student is already pulled up
Select the Date of the record.
This accesses the Modify Time Worked page.
Select [Delete]

The second way to delete time is to use the Student Payroll Supervisor drop-down in the upper left corner.

Select Maintain Time Worked
This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student
Maintain Time Worked

Tech ID 11110592

Pay Period Data

- **Begin Date**: 04/08/2015
- **End Date**: 04/21/2015
- **Payment Date**: 05/01/2015
- **Change Pay Period**: mm/dd/yyyy

Click [Search]

Luli, Byron Mike 11110592

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</tbody>
</table>

**Total Hours**: 3.00

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

Click [Add Time] View Position Details

Select the Date

Click [Delete]
Select [OK]

Message that the time deleted successfully displays
View Position Details
Select [View Position Details]

The following information displays:

- **Authorization Number** – Work authorization number
- **Funding Source** – Reporting cost center and description
  Object code and description
- **Supervisor** – Supervisor’s first and last name
- **Max Amount Allowed** - The maximum total amount that the student employee can earn under this work authorization
- **Earned Amount** – Expended amount or the total amount to date that has been paid against this work authorization
- **Remaining Balance** - the difference between the max amount allowed and the earned amount
- **Begin Date** – Start Date
- **End Date** – Expire Date
- **Rate of Pay** – Pay Rate entered or rate of pay based on pay code

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**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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