Student Employment - Student eServices Guide

Web Application

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Student Employment
Administrative Staff can use this document to help guide you through what the student sees as they are navigating the Student Employment pages in Student eServices.

How to Access Student Employment
In Student eServices > Student Employment located on the left-side navigation bar
Enter Time Worked

The Student eTime web application is used to enter time worked by the student employee via the web or mobile device.

Add Time Worked

1. Select Enter Time Worked
2. Select Add Time for the position that time worked hours should be entered.
3. Use the Date drop-down to select the date. All dates within the pay period will display.
4. Use the Start Time drop-down to select the start time. Time is rounded to 15 minute intervals.
5. Use the End Time drop-down to select the end time.
6. Lunch and/or dinner breaks are NOT automatically calculated. If 8:30 – 5:00 is entered the system would calculate 8.5 hours. If a lunch was taken, the student should enter their hours as 8:30 – 12:00 and then 12:30 – 5:00.
7. A comment can be entered up to 1000 characters and is viewable when you hover over the dialogue bubble.

8. Either hit Add Time to add the time or Cancel to be brought back to the Time Worked Details page.

**NOTE:** If time worked is entered during a time class is scheduled, a warning message will be given and providing a reason will be required. The student will need to pick one of the following reasons:
- Class Cancelled
- Student Excused
- Other (requires a Comment)

### Submit Time Worked

The Submit Time button will display on work authorizations where time is allowed and entered and has not been submitted. If more than one position has time entered, the Submit Time button will display on each position and can be submitted all at one time or separately.

1. 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.
2. Hit the Submit Time button.

3. Once submitted, the system checks to see if the payroll has already been processed for the pay period. If it has then the following informational message displays to the student: “Time worked records submitted successfully but payroll has already been processed for this pay period. This payment will be included the next time payroll is processed. In most cases, you will receive payment by mm/dd/yyyy.” (Payment Date from the next unprocessed pay period) example if next unprocessed pay period is 7/29/2014 then it would display 8/8/2014.
4. If more time is added, changed or deleted after it has been submitted but before the pay period has been processed, the Submit Time button and check box will display again to be processed.

5. Once submitted, the supervisor will be able to review and approve the time worked.

**Modify or Delete Time Worked**

NOTE: Only records that have NOT been processed can be modified or deleted by the student.

1. Select the Date of the record to be Modified or Deleted
2. Choose Modify to update the record and Save
3. Choose Delete to remove the record

If the record has already been processed but needs to be deleted or hours reduced, the student will need to inform the Student Payroll Staff who will work with the System Office, Tax Services Unit who can process an Overpayment Reimbursement.

**Add Time Worked to an Overnight Shift**

Enter the shift with the end time midnight then go to the next day and add the remaining time worked with the start time midnight. For instance the shift is from 10 pm on 8/14 until 2 am on 8/15 - Add Time on 8/14 from 10 pm to midnight and then on 8/15 Add Time from midnight to 2 am.
If an overnight shift is worked on the last day of the pay period the time worked for the one day in the future pay period can be entered during that current pay period by selecting the calendar icon or clicking in the field to the right of View or Add Time for a Date within a Prior Pay Period and choosing the date. It will however, be paid with the next pay period.

**View a Prior Pay Period**

1. Select the calendar icon or click in the field to the right of *View or Add Time for a Date within a Prior Pay Period*
2. Select a date within that prior pay period.
The Time Worked Details from that pay period displays

Add Time Worked to a Prior Pay Period

If time worked was forgotten or missed getting entered, it should be entered in the pay period in which the work occurred, NOT the current pay period. The system allows students to add time to a previous pay period even if it has already been processed as long as the pay period is open and unlocked. The system will display the date and times that were previously paid but does NOT allow the student to change the date and times of these records.
The application only allows entry of new dates and times such as additional hours that need to be paid. If the student needs to reduce the number of hours paid due to being overpaid, they will need to work with the Student Payroll Student Staff who will work with the System Office, Tax Services Unit who can process an Overpayment Reimbursement.

1. To add time to a prior pay period, select the calendar icon or click in the field to the right of View or Add Time for a Date within a Prior Pay Period.
2. Select the date.
3. Select Add Time
4. Use the Date drop-down to select the date. All dates within the pay period will display.
5. Use the Start Time drop-down to select the start time. Time is rounded to 15 minute intervals.
6. Use the End Time drop-down to select the end time.
9. A comment can be entered up to 1000 characters and is viewable when you hover over the dialogue bubble 📝.
7. Hit Add Time to add the time

View Position Details
Select the View Position Details button to display the information.
**View Daily Totals**
Select the View Daily Totals button to display total hours worked by day in the pay period.

![View Daily Totals](image)

**Earnings**
Student Employment Earnings PDF can be accessed by a student employee to view their electronic payroll advice when paid through direct deposit or check.

1. Click the Earnings link under Student Employment in the left hand navigation bar.
2. The Earnings Search page displays.
3. Enter the date range of advices you would like to view. The default Begin Date is one year before the current date and the End Date is the current date. The dates can be changed either by entering a new date in the mm/dd/yyyy format or by clicking the calendar icon and selecting the desired date.

4. Click the Search button to retrieve a list of that student's payroll advices within the date range.

5. Payroll Earnings for pay periods within the date range are displayed in descending payment date order. The sort order can be changed by clicking any of the underlined column headings to be ascending or descending.

6. Select View Details next to the Payment Date to see the Student Payroll Earnings for that period.

**Example Earnings PDF**

<table>
<thead>
<tr>
<th>Date &amp; Net</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Payment Type</th>
<th>Check Number</th>
<th>Stub Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/30/2015</td>
<td>203.40</td>
<td>Check</td>
<td>01234503</td>
<td>000015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Hours</td>
</tr>
<tr>
<td>Student Salary - Student Help-Regular</td>
<td>15.00</td>
</tr>
<tr>
<td>Student Salary - Student Help-Regular</td>
<td>16.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxes</th>
<th>Description</th>
<th>Taxable Gross</th>
<th>Amount</th>
<th>Year-To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA Deduction - Employee</td>
<td>564.10</td>
<td>16.37</td>
<td>16.37</td>
<td></td>
</tr>
<tr>
<td>Medicare Deduction - Employee</td>
<td>264.10</td>
<td>3.03</td>
<td>3.03</td>
<td></td>
</tr>
<tr>
<td>Federal Tax - Employee</td>
<td>248.47</td>
<td>16.15</td>
<td>16.15</td>
<td></td>
</tr>
<tr>
<td>Mn/State Tax - Employee</td>
<td>248.47</td>
<td>8.66</td>
<td>8.66</td>
<td></td>
</tr>
<tr>
<td>FICA - Employer</td>
<td>564.10</td>
<td>16.37</td>
<td>16.37</td>
<td></td>
</tr>
<tr>
<td>Medicare - Employer</td>
<td>264.10</td>
<td>3.03</td>
<td>3.03</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Description</th>
<th>Amount</th>
<th>Year-To-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health/Employer Pre-tax</td>
<td>15.15</td>
<td>15.15</td>
<td></td>
</tr>
<tr>
<td>Dental/Employer Pre-tax</td>
<td>3.50</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>Health/Employer Contribution</td>
<td>249.54</td>
<td>249.54</td>
<td></td>
</tr>
<tr>
<td>Dental/Employer Contribution</td>
<td>12.59</td>
<td>12.59</td>
<td></td>
</tr>
<tr>
<td>FICA/Employer Contribution</td>
<td>4.01</td>
<td>4.01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal W-4</th>
<th>State W-4</th>
<th>State W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Allowance</td>
<td>Additional Withholding</td>
</tr>
<tr>
<td>Single</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Direct Deposit Account Setup (Non Higher One Schools Only)

A student employee can setup and maintain their direct deposit account through Student eServices.

1. To add an account select Direct Deposit Setup
2. Select Add Direct Deposit Account

The New Direct Deposit Account page appears

3. Enter the requested information
4. Select the [Save] button

Once added the account will be in a Pending Status until the next day. It should then become Active.

Schools serviced by Higher One will not have the option to select Direct Deposit and maintain their account. They will see Payment Preference Selection that will take them to an option to Visit the Higher One Website.
W-2 Tax Form

Students can sign up to receive their W-2 Wage and Tax Statement and 1098-T Tuition Statement electronically.

1. Select W-2 Tax Form
2. Then Enrollment for Electronic Tax Form(s)
3. Select [Confirm]
Enrollment for Electronic Tax Form(s)

Required Disclosures

Disclosure Statement for Electronic Access to 1098-T Tuition Statements

General

○ Your Tax Form 1098-T Tuition Statement can be accessed by you online after you give your electronic consent. If you do not consent to electronic delivery, your Tax Form 1098-T Tuition Statement will be furnished to you on paper via U.S. Mail and the electronic version will NOT be available.

○ You will only need to consent once. This consent applies to all Minnesota State Colleges and Universities at which you are a student. The consent will be effective for all Tax Form 1098-T Tuition Statements issued to you by Minnesota State Colleges and Universities for current and future years unless you withdraw your consent as noted below. You will be notified in your Student e-Services dashboard when Tax Form 1098-T Tuition Statement is available electronically. The notification will state "IMPORTANT TAX RETURN DOCUMENT AVAILABLE."

○ If you wish to obtain a paper copy of your Tax Form 1098-T Tuition Statement, you can do so by sending a written request (including your full name, your student identification number, and your college/university) to:

I consent to receive my Tax Form 1098-T Tuition Statement electronically. ☐

Yes ☐ No ☐

I consent to receive my Tax Form W-2 Wage and Tax Statement electronically. ☐

Yes ☐ No ☐

Confirm

Enrollment completed

Enrollment for Electronic Tax Form(s)

Options saved successfully.

1098-Ts have been printed for calendar year 2014, you will receive a printed copy in the mail in addition to having access to the electronic copy.

W-2s have been printed for calendar year 2014, you will receive a printed copy in the mail in addition to having access to the electronic copy.

✓ You have consented to receive your Tax Form 1098-T Tuition Statement electronically.

✓ You have consented to receive your Tax Form W-2 Wage and Tax Statement electronically.

Click here for information on electronic tax forms.