Student Training Guide – MnSCU eTimesheet

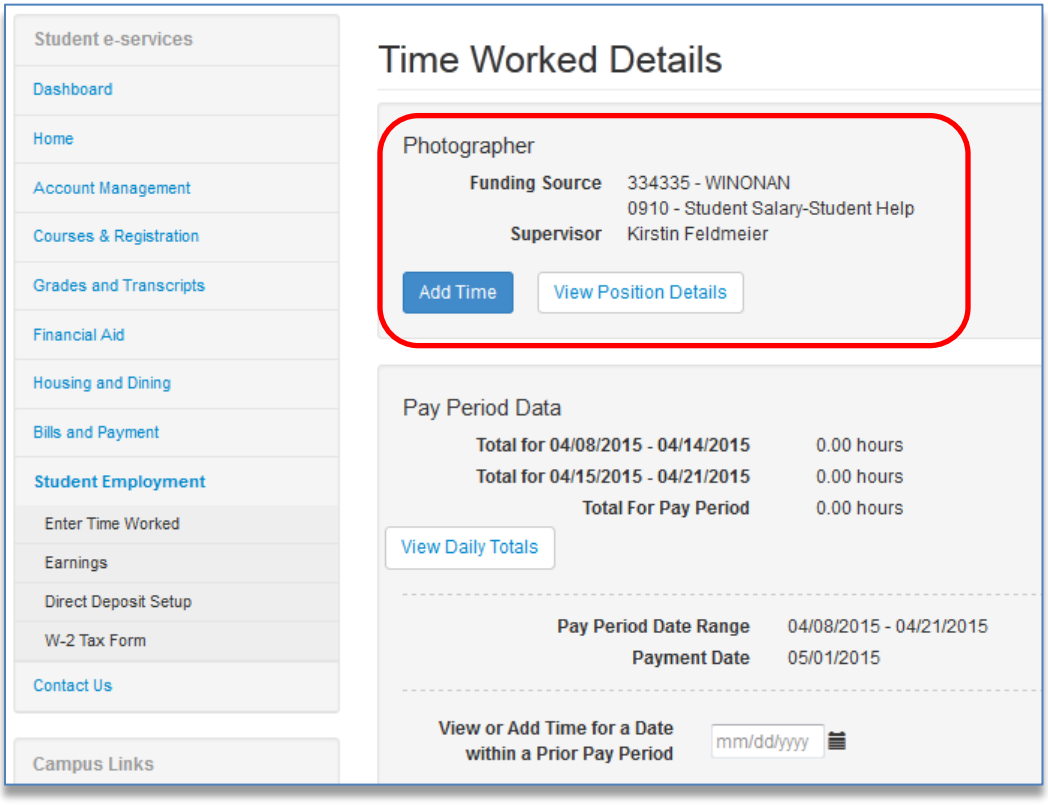
Entering Time Worked

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."

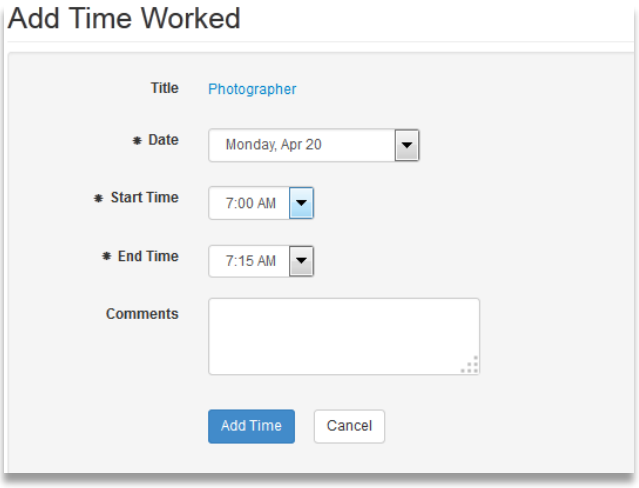
As a student employee, ***you will have a separate timesheet for each job you hold on campus,*** it is your responsibility to enter time worked to the correct timesheet.

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



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*.

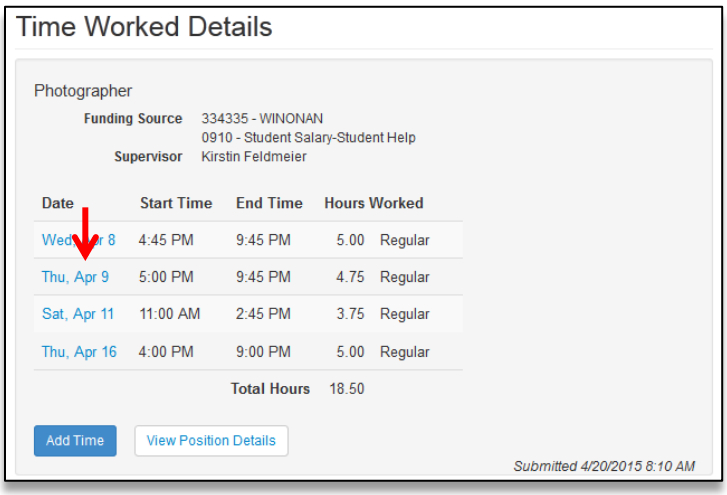
A message displays that the time was submitted successfully and a "submitted timestamp" appears in the lower, right-hand corner.

Modifying a timesheet

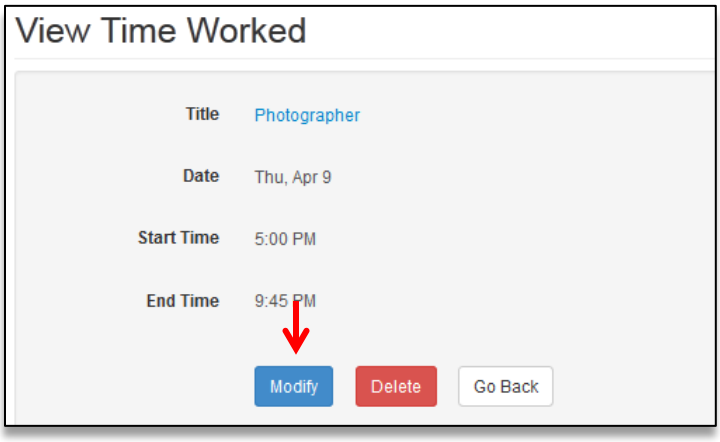
If you modify a timesheet ***that your supervisor has already approved***, **you must notify your supervisor**. It will require the supervisor to re-approve; if this fails to happen, you will not be paid on time.

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

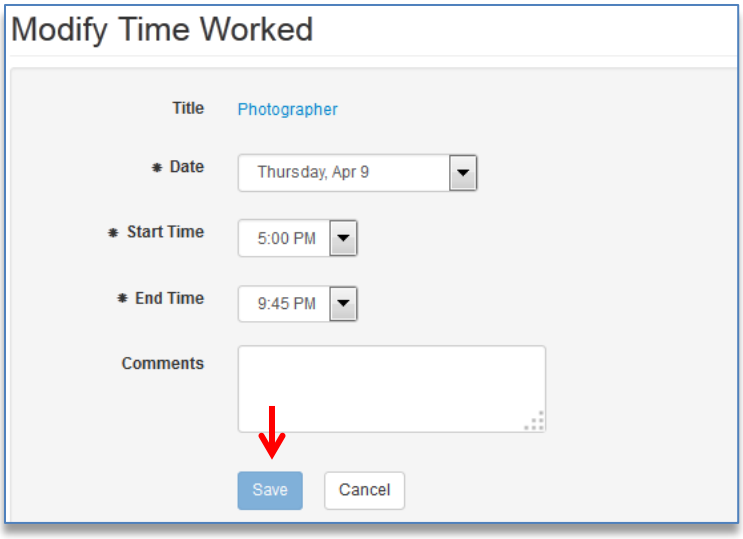
Select the date that needs to be modified and a "View Time Worked" screen will display.



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



Make your changes and click Save.



NOTE: The timesheet **WILL NEED TO BE SUBMITTED AGAIN. NOTIFY YOUR SUPERVISOR IF YOU MODIFY A TIMESHEET THAT WAS ALREADY APPROVED OR IT IS LIKELY YOU WILL NOT BE PAID ON TIME!**

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 now ended, you must enter that time 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.

To add time to a prior pay period, scroll to the bottom of your timesheet and either ***enter the date*** in the space provided after "View or Add Time for a Date NOT within this pay period" **OR** click on the calendar icon and select a date within a prior pay period. Click retrieve. When the timesheet for the prior pay period displays, add your time worked, click on the certification button and submit the timesheet. **Tell your supervisor that you have added time worked to a prior pay period and explain why you have done so.**

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.

Working Overnight

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 NOT within a this 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.