**Student eTime Video - Transcript**

Welcome to Minnesota State Mankato.

Student eTime is now available on the web anytime, anywhere, across all devices.

To access your eTime information log into MNSU.edu/eservices

Once you're there, then you select STUDENT EMPLOYMENT on the left side of your screen and then ENTER TIME WORKED.

Add Time Worked.

Select ADD TIME.

Select the DATE and the PAY PERIOD.

The drop-down list will show you all the available times in that pay period.

Select the START TIME.

Select the END TIME.

And then click ADD TIME.

A message displays that the time was added successfully.

Select the check-box next to the statement, “I certify the hours reported are correct and that I fulfilled my job obligations.” for each position to be submitted.

Then click the SUBMIT TIME button.

Lunch and Dinner Breaks

Unpaid breaks such as lunch and dinner are not automatically calculated. If 8 to 5 is entered, the system will calculate 8 1/2 hours. So, for example, if a half-hour lunch was taken at noon and the student entered their hours as 8 to noon, then another entry from 12:30 to 5 is needed.

To modify your Time Worked, (also, keep in mind that only records that have not been processed can be modified,) select the date that needs modification.

Select the MODIFY button. Make the change and then select SAVE.

Delete Time Worked, (also, keep in mind only records that have not been processed can be modified,) select the date that needs deleting.

Select the DELETE button. A message displays that the record was deleted successfully.

Adjusting Time Worked

If time worked was forgotten or missed, hours should be entered on the pay period in which the work occurred, not the current paid period. The system allows students to add time to a previous pay period even if it is has been processed, as long as the pay period is open and unlocked. The application only allows entry of new dates and times such as additional hours that need to be paid.

To Add Time to a Prior Pay Period, select the calendar icon or click on the field next to VIEW OR ADD TIME FOR A DATE WITHIN A PRIOR PAY PERIOD. Select the date that needs to be added or a date within that pay period range.

The system will display the date and times from the previous pay period, but will not allow those records to be changed if they've already been processed. Submit additional hours worked to supervisor for approval and hours will be processed during the next payroll processing period.

If you have questions about eTime, please contact the university’s Student Payroll Coordinator, Cheryl Miller.