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 <u>ISRS Employee</u> <u>Home</u> > Employee Applications > Student Payroll Supervisor.

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide



Review Time Worked

Student Payroll Supervisor -	Kirstin Feldmeie	r Winona SU + Help
Approve Time Worked		
Pay Period Date Range 04/08/2015 - 04/21/2015 Payment Date 05/01/2015 6 Not Submitted 4 Ready For Approval 5 Approved 14 All		
Approve Time		

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 T	ime Wo	rked			
Pay Period Date Ra Payment Date 05/0 5 Not Submitted 4 F	nge 04/08/201 11/2015 Ready For Approval	5 - 04/21/2015	14 All		
Approve Time					
This is a	prior pay period				×
Julio Mike Hild	erman 10521	641 Office As	sst		
Funding	Source 3342 0920	250 - INTRAMUF) - Federal Stude	RALS ent Salary	y-Workstudy F	Fund
Date	Start Time	End Time	Hours \	Norked	
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 the View Position	at the hours/am Details	ount are correct	and the v	work was perfo	ormed in a satisfactory manner.
					Ready for Approval 4/20/2015 9:46 AM
Jim Mike Loma Funding	angino 11988 Source 3343 0910	875 Photograj 335 - WINONAN 0 - Student Salar	pher y-Studer	it Help	
Date	Start Time	End Time	Hours \	Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular	
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular	
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular	
		fotal Hours	13.75		
I certify the	at the hours/am	ount are correct	and the v	work was perfo	ormed in a satisfactory manner.
View Position	Details				Ready for Approval 4/20/2015 9:03 AM

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.

> Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide



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Submitted 4	Ready For Approval	5 Approved	14 All			
ove Time						
f This is a	prior pay period					3
Julio Mike Hild	larman 10521	641 Office A	eet			
Funding	Source 334	250 - INTRAMUR	RALS			
-	092	0 - Federal Stude	ent Salary	/-Workstudy I	und	
Date	Start Time	End Time	Hours \	Norked		
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		
Tue, Mar 31	2:45 PM	7:30 PM Total Hours	4.75	Regular		
Tue, Mar 31	2:45 PM	7:30 PM Total Hours	4.75 10.75 and the v	Regular	ormed in a satisfac	ctory manner.
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Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.

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Period Date Ra ment Date 05/ lot Submitted 4	ange 04/08/20 01/2015 Ready For Approval	15 - 04/21/2015 5 Approved	14 All		
prove rane					
1 This is a	prior pay period	l.			×
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Funding	g Source 334 092	250 - INTRAMUF 0 - Federal Stude	RALS ent Salary	y-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	
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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.

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

Period Date Ran nent Date 05/01 ot Submitted 4 Re	nge 04/08/2019 1/2015 eady For Approval	5 - 04/21/2015 5 Approved	14 All	
rove Time				
This is a p	rior pay period.			×
Julio Mike Hilde Funding S	erman 105216 Source 3342 0920	541 Office A 50 - INTRAMUI - Federal Stud	sst RALS ent Salary-Workstudy	Fund
Date	Start Time	End Time	Hours Worked	
Wed, Feb 25	7:00 AM	9:00 AM	2.00 Regular	
Wed, Feb 25	12:30 PM	3:15 PM	2.75 Regular	
Fri, Feb 27	4:30 AM	9:00 AM	4.50 Regular	
View Position D	t the hours/amo Details	ount are correct	and the work was perf	formed in a satisfactory manner.
View Position D	t the hours/amo Details	ount are correct	and the work was perf	formed in a satisfactory manner. Not Submitted
I certify that View Position I This is a put	t the hours/amo Details rior pay period.	ount are correct	and the work was perf	formed in a satisfactory manner. Not Submitted
I certify that View Position I This is a pr Julio Mike Hilde Funding S	t the hours/amo Details rior pay period. erman 105210 Source 3342 0920	641 Office A 50 - INTRAMUI - Federal Stud	and the work was perf	formed in a satisfactory manner. <u>Not Submitted</u> × Fund
I certify that View Position I This is a pl Julio Mike Hilde Funding S Date	t the hours/amo Details rior pay period. erman 105216 Source 3342 0920 Start Time	541 Office A 50 - INTRAMUI - Federal Studi End Time	and the work was perf sst RALS ent Salary-Workstudy Hours Worked	formed in a satisfactory manner. <u>Not Submitted</u> ×
I certify that View Position I This is a pu Julio Mike Hilde Funding S Date Wed, Dec 24	t the hours/amo Details rior pay period. erman 105216 Source 3342 0920 Start Time 7:00 AM	641 Office A 50 - INTRAMUI - Federal Stud End Time 11:45 AM	and the work was perf sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular	formed in a satisfactory manner. <u>Not Submitted</u> × Fund
I certify that View Position I This is a pu Julio Mike Hilde Funding S Date Wed, Dec 24	t the hours/amo Details rior pay period. erman 105210 Source 3342 0920 Start Time 7:00 AM	541 Office A 50 - INTRAMUI - Federal Stud End Time 11:45 AM Total Hours	and the work was perf sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular 4.75	formed in a satisfactory manner. Not Submitted
I certify that View Position I This is a pu Julio Mike Hilde Funding S Date Wed, Dec 24 I certify that	t the hours/amo Details rior pay period. erman 105216 Source 3342 0920 Start Time 7:00 AM	641 Office A 50 - INTRAMUI - Federal Stud End Time 11:45 AM Total Hours	and the work was perf sst RALS ent Salary-Workstudy Hours Worked 4.75 Regular 4.75 and the work was perf	formed in a satisfactory manner. Not 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

Integrated Statewide Record System (ISRS) User Guide **7** Student Payroll Supervisor eTime Guide The first way is if the student record is already pulled up, select the date of the record

Funding	Source 3342 0920	250 - INTRAMUR) - Federal Stude	ALS ent Salary-	Workstudy Fun	d
Date	Start Time	End Time	Hours W	/orked	
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 t	he hours/amount	are correct and	the work w	/as performed ir	n a satisfactory manner.
VIGW 1 OBILION 1	o c cuno				

This brings you to a Modify Time Worked page

Modify Time Work	ed ×
Title	Office Asst
* Date	Thursday, Mar 26
* Start Time	7:00 AM
* End Time	10:00 AM
Comments	
	Save Delete Close
	Save Delete Close

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

Last Updated: Monday, June 22, 2015

8



Select [Save]

Modify Time Worke	x x
Title	Office Asst
* Date	Thursday, Mar 26
* Start Time	7:00 AM
* End Time	10:45 AM
Comments	
	Save Delete Close

A message will display that the change was successful.

Time worked	d was changed s	successfully.					
Period Date Ran	ge 04/08/2015	- 04/21/2015					
Not Submitted	Ready For Approv	al 5 Approved	14 All				
oprove Time							
1 This is a	prior pay period.						×
Julio Mike Hild	derman 1052	1641 Office A	Asst				
Julio Mike Hile Funding	derman 1052 g Source 3342	1641 Office A 250 - INTRAMUR	Asst RALS				
Julio Mike Hik Funding	derman 1052 g Source 3342 0920	1641 Office A 250 - INTRAMUR 0 - Federal Stud	Asst RALS ent Salary	-Workstudy F	und		
Julio Mike Hild Funding Date	derman 1052 g Source 334 0920 Start Time	1641 Office A 250 - INTRAMUR 0 - Federal Stud End Time	Asst RALS ent Salary Hours W	-Workstudy F Vorked	und		
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Julio Mike Hild Funding Date Thu, Mar 26 Sat, Mar 28 Tue, Mar 31	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM 2:45 PM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM 3:45 PM 7:30 PM Total Hours	Asst RALS ent Salary Hours W 3.75 3.00 4.75 11.50	-Workstudy F Vorked Regular Regular Regular	und		
Julio Mike Hik Funding Date Thu, Mar 26 Sat, Mar 28 Tue, Mar 31	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM 2:45 PM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM 3:45 PM 7:30 PM Total Hours	Asst RALS ent Salary Hours V 3.75 3.00 4.75 11.50 d the work	-Workstudy F Vorked Regular Regular Regular	und ed in a satisf	actory manner.	
Julio Mike Hild Funding Date Thu, Mar 26 Sat, Mar 28 Tue, Mar 31	derman 1052 g Source 3342 0920 Start Time 7:00 AM 12:45 PM 2:45 PM	1641 Office A 250 - INTRAMUF 0 - Federal Stud End Time 10:45 AM 3:45 PM 7:30 PM Total Hours	Asst RALS ent Salary Hours W 3.75 3.00 4.75 11.50 d the work	-Workstudy F Vorked Regular Regular Regular	und ned in a satisf	actory manner.	

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



Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

S	tudent Payroll Supervisor 👻
	Student eTime
	Approve Time Worked
	Maintain Time Worked
Ar	
Pay Po Paymo	eriod Date Range 04/08/2015 - 04/21/2015 ent Date 05/01/2015
5 Not	t Submitted 4 Ready For Approval 5 Approved 14 All
Appro	ove Time

This brings you to the Maintain Time Worked page

Maintain Time Worl	ked
Tech ID	
Pay Period Data	0.1/00/2015
Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy
Search Clear	

Enter in the Tech ID of the student

Maintain Time Wor	ked	
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	
Search Clear		

Click [Search]

li, Byron Mike 1	1110592			
UPAC Director				
Funding Sc	ource 334308 - Ul	PAC lent Salary-Student Help		
Super	visor Kirstin Feld	meier		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hours	3.00	
I certify that the f	hours/amount are co w Position Details	prrect and the work was per	ormed in a satisfactory manner.	
				Not Submitte

Select the Date



Modify Time Worke	ed	×
Title	UPAC Director	
• Date	Saturday, Apr 18	
 Start Time 	8:00 AM	
• End Time	11:00 AM	
Comments		
	:	
	Save Delete Close	
		_

Make the update

Modify Time Worke	d ×
Title	UPAC Director
• Date	Saturday, Apr 18
 Start Time 	8:15 AM
• End Time	4:00 AM 4:15 AM 4:30 AM
Comments	4:45 AM 5:00 AM 5:15 AM 5:30 AM
	5:45 AM 6:00 AM 6:15 AM
	6:30 AM 6:45 AM
	7:00 AM 7:15 AM 7:20 AM
	7:45 AM 8:00 AM
	8:15 AM 8:30 AM

The updated record displays

Select [Save]

Modify Time Worke	d	×
Title	UPAC Director	
• Date	Saturday, Apr 18	
 Start Time 	8:15 AM	
• End Time	11:00 AM	
Comments		
	Save Delete Clos	e

Message that the time changed successfully displays

Maintain Tin	ne Worked			
Time worked wa	as changed successful	у.		×
Tech ID [11110592				
Pay Period Data Pa Change	Begin Date 04/08/ End Date 04/21/ wment Date 05/01/ Pay Period 04/21	2015 2015 2015 2015		
Search Clear Approve Time Luli, Byron Mike 1	1110592			
UPAC Director Funding So Super Date	ource 334308 - UPA 0910 - Studeni visor Kirstin Feldme Start Time	C Salary-Student Help ier End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hou	rs 3.00	
Add Time Vi	the hours/amount are o iew Position Details	orrect and the work w	as performed in a satisfactory m	anner. Not Submitted

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

Fundin	g Source 334 092	250 - INTRAMUF 0 - Federal Stud	RALS ent Salary-	Workstudy Fur	nd
Date	Start Time	End Time	Hours W	orked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	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	11.50		

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

Maintain Time	e Worked				
Pay Period Data Be Paym	gin Date 03/25/20 End Date 04/07/20 ent Date 04/17/20	15 15 15			
Approve Time Go Back Hilderman, Julio Mike	10521641				
Office Asst Funding Sour Supervis	rce 334250 - INTRAI 0920 - Federal S or Kirstin Feldmeier	MURALS tudent Salary-Workst r	udy Fund		
Date	Start Time	End Time	Hours Worl	ked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	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	11.50		
I certify that the Add Time View	hours/amount are corr Position Details	rect and the work was	performed in	a satisfactory manne <i>R</i> ead	er. dy for Approval 4/20/2015 12:29 PM
Total for 03/2 Total for 04/0 To View Daily Totals	25/2015 - 03/31/2015 1/2015 - 04/07/2015 otal For Pay Period	11.50 hours 0.00 hours 11.50 hours			
Approve Time Go Back]				

Select [Add Time]

art Time				
	End Time	Hours Worke	ed	
00 AM	10:45 AM	3.75	Regular	
2:45 PM	3:45 PM	3.00	Regular	
45 PM	7:30 PM	4.75	Regular	
	Total Hours	11.50		
mount are correct a	and the work was perf	ormed in a sa	tisfactory manner.	
	00 AM :45 PM 45 PM nount are correct a on Details	00 AM 10:45 AM :45 PM 3:45 PM 45 PM 7:30 PM Total Hours nount are correct and the work was performed on Details	00 AM 10:45 AM 3.75 10:45 PM 3:45 PM 3.00 45 PM 7:30 PM 4.75 Total Hours nount are correct and the work was performed in a sation Details	200 AM 10:45 AM 3.75 Regular 1:45 PM 3:45 PM 3.00 Regular 45 PM 7:30 PM 4.75 Regular Total Hours 11.50

This brings up an Add Time Worked page

Add Time Worked		×
Title	Office Asst	
 Date 	Wednesday, Mar 25	
 Start Time 	7:00 AM	
 End Time 	7:15 AM	
Comments		
	Save	

Select the Date

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

Add Time Worked		×
Title	Office Asst	
 Date 	Sunday, Mar 29	
• Start Time	Wednesday, Mar 25 Thursday, Mar 26 Friday, Mar 27 Saturday Mar 28	
End Time	Sunday, Mar 29	
Comments	Monday, Mar 30 Tuesday, Mar 31 Wednesday, Apr 1 Thursday, Apr 2 Friday, Apr 3 Saturday, Apr 4 Sunday, Apr 5 Monday, Apr 6 Tuesday, Apr 7	
	Save	e

Select the Start Time



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Select the End Time

Add Time Worked		×
Title	Office Asst	
• Date	Sunday, Mar 29 👻	
 Start Time 	7:00 AM	
• End Time	10:00 AM	
Comments	7:15 AM 7:30 AM 7:30 AM 7:45 AM 8:00 AM 8:15 AM 8:30 AM	
	8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM	ose
ITRAMURALS eral Student Salary-Work	10:15 AM st 10:30 AM	

Select [Save]

Add Time Worked		×
Title	Office Asst	
• Date	Sunday, Mar 29	
 Start Time 	7:00 AM	
 End Time 	10:00 AM	
Comments		
	Save	e

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

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A message displays that the time added was successful

Maintain Tim	e Worked			
Time worked was	added successfully.			×
Pay Period Data E Pay	Begin Date 03/25/ End Date 04/07/ ment Date 04/17/	2015 2015 2015		
Approve Time Go Bac Hilderman, Julio Mike	* e 10521641			
Office Asst Funding Son Superv	urce 334250 - INTR 0920 - Federal isor Kirstin Feldme	AMURALS Student Salary-Workstu ier	idy Fund	
Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75 Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00 Regular	
Sun, Mar 29	7:00 AM	10:00 AM	3.00 Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75 Regular	
I certify that th	e hours/amount are c	Total Hours	14.50 performed in a satisfactory n	nanner.
Add Time Vie	w Position Details			Ready for Approval 4/20/2015 12:44 PM

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



Select Maintain Time Worked

	Student Payroll Supervisor -
	Student eTime
	Approve Time Worked
	Maintain Time Worked
A	pprove fille worked
Pay Pay	y Period Date Range 04/08/2015 - 04/21/2015 yment Date 05/01/2015
5	Not Submitted 4 Ready For Approval 5 Approved 14 All
Ap	pprove Time

This brings you to the Maintain Time Worked page

Maintain Time Worl	ked
Tech ID	
Pay Period Data	
Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy
Search	

Enter in the Tech ID of the student

Maintain Time Wor	(ed	
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	
Search Clear		

Click [Search]



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 04/21/2015				
Search Clear Luli, Byron Mike 11110592				
UPAC Director Funding Source 334308 - UPAC 0910 - Student Salary-Student Help Supervisor Kirstin Feldmeier Add Time View Position Details				
Total for 04/08/2015 - 04/14/2015 0.00 hours Total for 04/15/2015 - 04/21/2015 0.00 hours Total For Pay Period 0.00 hours				

Select [Add Time]

Add Time Worked	×	
Title	UPAC Director	
• Date	Monday, Apr 20	
• Start Time	7:00 AM	
• End Time	7:15 AM	
Comments		
	:	
	Save	

Select the Date

Add Time Worked		×
Title	UPAC Director	
• Date	Saturday, Apr 18	
• Start Time	Wednesday, Apr 8 Thursday, Apr 9 Friday, Apr 10	
• End Time	Saturday, Apr 11 Sunday, Apr 12 Monday, Apr 13	
Comments	Tuesday, Apr 14 Wednesday, Apr 15 Thursday, Apr 16 Eriday, Apr 17	
	Saturday, Apr 18 Sunday, Apr 19	
	Tuesday, Apr 20 Tuesday, Apr 21	
	Save	•

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Select the End Time

Add Time Worked		×
Title	UPAC Director	
 Date 	Saturday, Apr 18	
• Start Time	8:00 AM	
• End Time	11:00 AM	
Comments	8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM	
	10:15 AM 10:30 AM	
	10:45 AM 11:00 AM 11:15 AM 11:30 AM	llose
	11:45 AM	

Select [Save]

Add Time Worked	:	10
Title	UPAC Director	
• Date	Saturday, Apr 18	
 Start Time 	8:00 AM	
 End Time 	11:00 AM	
Comments		
	Save Close]

Message that the time added successfully displays

Time worked w	as added successfully.			×
Tech ID 11110592				
Pay Period Data Pa Change	Begin Date 04/08/2 End Date 04/21/2 ayment Date 05/01/2 e Pay Period 04/21/2	015 015 015 015		
Search Clear Approve Time Luli, Byron Mike 1	1110592			
UPAC Director Funding S Supe	ource 334308 - UPAC 0910 - Student S rvisor Kirstin Feldmeie	Salary-Student Help er		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hou	irs 3.00	
Add Time Vie	hours/amount are correc	t and the work was p	erformed in a satisfactory man	ner. Not Submitted

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.



1 This is a prior pay period.

Julio Mike Hi	lderman 105	21641 Office	Asst		
Funding	Source 3342 0920	250 - INTRAMUR) - Federal Stude	ALS Int Salary-\	Norkstudy Fund	t
Date	Start Time	End Time	Hours W	orked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular	
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular	
Sun, Mar 29	7:00 AM	10:00 AM	3.00	Regular	
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular	
		Total Hours	14.50		
I certify that th	he hours/amount Details	are correct and	the work w	as performed ir	n a satisfactory manner.
					Ready for Approval 4/20/2015 12:44 PM

This accesses the Modify Time Worked page

×

Title	Office Asst
* Date	Sunday, Mar 29
* Start Time	7:00 AM
* End Time	10:00 AM
Comments	
	Save Delete Close

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

Student Payroll Supervisor 👻	
Student eTime	
Approve Time Worked	
Maintain Time Worked	
Approve time trained	
Pay Period Date Range 04/08/2015 - 04/21/2015 Payment Date 05/01/2015	
5 Not Submitted 4 Ready For Approval 5 Approved 14 All	
Approve Time	

This brings you to the Maintain Time Worked page

Maintain Time Worked				
Tech ID				
Pay Period Data Begin Date End Date Payment Date Change Pay Period	04/08/2015 04/21/2015 05/01/2015 mm/dd/yyyy			
Search Clear				

Enter in the Tech ID of the student

Maintain Time Worl	ked	
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	
Search Clear		

Click [Search]

li, Byron Mike	111105	92				
UPAC Director						
Funding Supe	Source ervisor	334308 - UPA 0910 - Studen Kirstin Feldma	C it Salary-Student Help eier			
Date	S	tart Time	End Time	Hours Wo	orked	
Sat, Apr 18	8	MA 00	11:00 AM	3.00	Regular	
			Total Hours	3.00		
I certify that the Add Time	e hours/a	amount are corr tion Details	ect and the work was perfo	rmed in a s	atisfactory manner	er. Not Submitted

Select the Date

Click [Delete]

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Modify Time Worke	ed ×
Title	UPAC Director
• Date	Saturday, Apr 18
• Start Time	8:00 AM
• End Time	11:00 AM
Comments	
	Save Delete Close

Are you sure you want to delete this time en	try?
OK Cancel	

Select [OK]

Message that the time deleted successfully displays

Maintain Time Worked

Time worked was deleted successfully.				
Tech ID 11110592				
Pay Period Data				
Begin Date	04/08/2015			
Pavment Date	05/01/2015			
Change Pay Period	04/21/2015			
Search Clear				

View Position Details

Select [View Position Details]

Shanita Florer Funding	nce Pynes 10749 J Source 210113 - 0920 - Fe	Position Details Authorization Number Funding Source Supervisor Max Amount Allowed Earned Amount Remaining Balance	53646 210113 - SPECIAL EDUCATION 0920 - Federal Student Salary-Workstudy Fund Kirstin Feldmeier \$2,400.00 \$1,621.87 \$778.13	×
Date Sat Feb 14	Start Time	Begin Date End Date Rate of Pay	08/25/2014 05/19/2015 \$8.40	
	Total Hours From Pap	er nmesneets	17.00	Close
View Position	ne hours/amount are c Details	orrect and the work w	vas performed in a satisfactory mani Ready for Approval 3/1	16/2015 2:18 PM

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

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor eTime Guide

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- **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

Need Help?

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