

Student Employment - Student eServices Guide



Minnesota
STATE COLLEGES
& UNIVERSITIES

Web Application

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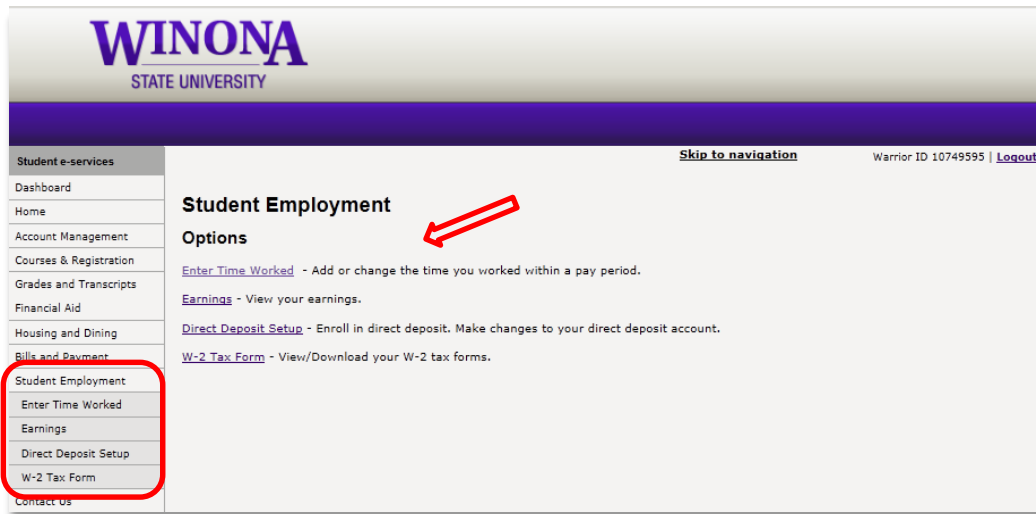
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Student Employment

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

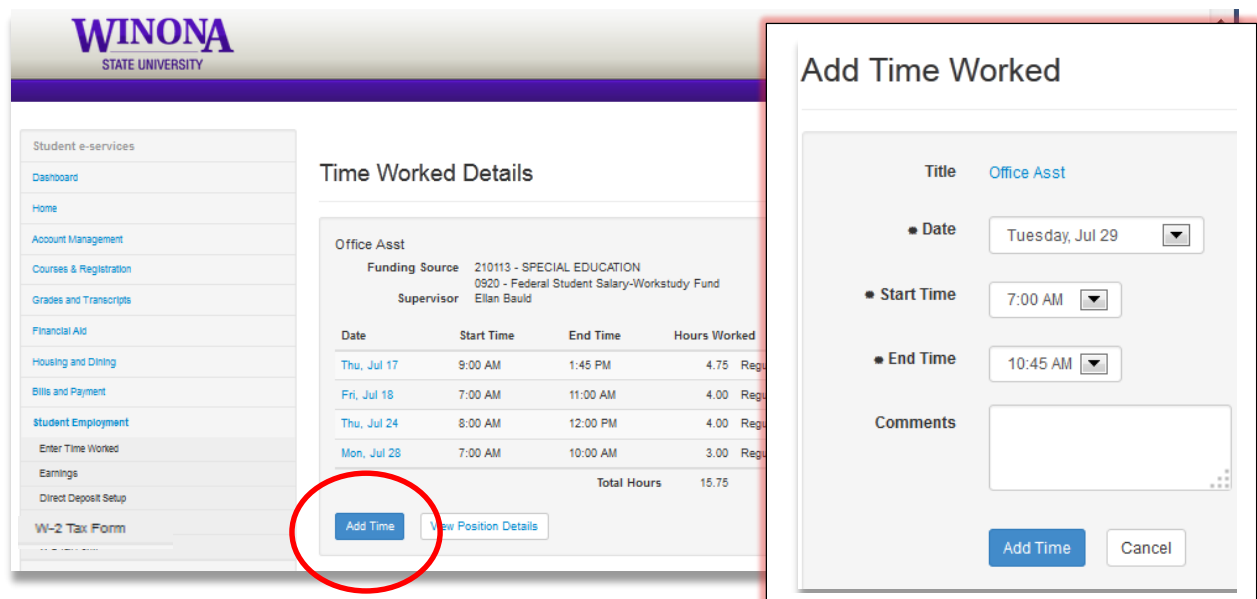


Enter Time Worked


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.

Warrior ID 10749595 | [Logout](#)

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Time Worked Details

Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Supervisor Ellan Bauld

Date	Start Time	End Time	Hours Worked	
Thu, Jul 17	9:00 AM	1:45 PM	4.75	Regular
Fri, Jul 18	7:00 AM	11:00 AM	4.00	Regular
Thu, Jul 24	8:00 AM	12:00 PM	4.00	Regular
Mon, Jul 28	7:00 AM	10:00 AM	3.00	Regular
Tue, Jul 29	7:00 AM	10:45 AM	3.75	Regular
Total Hours			19.50	

I certify the hours reported are correct and that I have fulfilled my job obligations.

[Add Time](#)
[Submit Time](#)
[View Position Details](#)

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.

- 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.
- 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.

- Select the Date of the record to be Modified or Deleted
- Choose *Modify* to update the record and Save
- Choose *Delete* to remove the record

The screenshot displays the 'Time Worked Details' page for an 'Office Asst' position. The page includes a sidebar with navigation options like 'Dashboard', 'Home', and 'Account Management'. The main content area shows a table of time worked records. The record for 'Fri, Jul 18' is highlighted with a red circle. An inset window titled 'View Time Worked' provides a detailed view of this record, including the title 'Office Asst', date 'Fri, Jul 18', start time '7:00 AM', and end time '11:00 AM'. Below the details are buttons for 'Modify', 'Delete', and 'Go Back'.

Date	Start Time	End Time	Hours Worked	Regular
Fri, Jul 18	7:00 AM	11:00 AM	4.00	Regular
Thu, Jul 24	8:00 AM	12:00 PM	4.00	Regular
Mon, Jul 28	7:00 AM	10:00 AM	3.00	Regular
			Total Hours	15.75

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.

Time Worked Details

ITSM Std Worker

Funding Source 300077 - Laptop Admin Help
0910 - Student Salary-Student Help

Supervisor Elton Reas

Date	Start Time	End Time	Hours Worked	
Sun, Sep 14	10:00 PM	12:00 AM	2.00	Regular
Mon, Sep 15	12:00 AM	2:00 AM	2.00	Regular
Total Hours			4.00	

I certify the hours reported are correct and that I have fulfilled my job obligations.

[Add Time](#)
[Submit Time](#)
[View Position Details](#)

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*

Time Worked Details

Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund
Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Thu, Apr 2	7:00 AM	12:00 PM	5.00	Regular

Total Hours 5.00

I certify the hours reported are correct and that I have fulfilled my job obligations.

Add Time

Submit Time

View Position Details

Official

Funding Source 334250 - INTRAMURALS
0910 - Student Salary-Student Help
Supervisor Kirstin Feldmeier

Add Time

View Position Details

Pay Period Data

Total for 03/25/2015 - 03/31/2015 0.00 hours
Total for 04/01/2015 - 04/07/2015 5.00 hours
Total For Pay Period 5.00 hours

View Daily Totals

Pay Period Date Range 03/25/2015 - 04/07/2015
Payment Date 04/17/2015

View or Add Time for a Date
within a Prior Pay Period

mm/dd/yyyy

2. Select a date within that prior pay period.

Pay Period Data

Total for 04/08/2015 - 04/15/2015

Total for 04/15/2015 - 04/22/2015

Total For Pay

[View Daily Totals](#)

Pay Period Date

Payme

View or Add Time for a Date within a Prior Pay Period

04/08/2015

« January 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

The Time Worked Details from that pay period displays

Time Worked Details

Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked		
Wed, Jan 14	6:00 AM	9:45 AM	3.75	Regular	
Fri, Jan 16	5:30 AM	9:15 AM	3.75	Regular	
Sat, Jan 24	7:00 AM	12:00 PM	5.00	Regular	
Total Hours			12.50		
Total Hours From Paper Timesheets			16.50		

I certify the hours reported are correct and that I have fulfilled my job obligations.

[Add Time](#) [Submit Time](#) [View Position Details](#)

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.

Pay Period Data

Total for 03/25/2015 - 03/31/2015
 Total for 04/01/2015 - 04/07/2015
 Total For Payment

View Daily Totals

Pay Period Date
 Payment

View or Add Time for a Date within a Prior Pay Period

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

mm/dd/yyyy

3. Select *Add Time*

Office Asst

Funding Source 210113 - SPECIAL B...
 0920 - Federal Stud...
 Supervisor Kirstin Feldmeier

Date	Start Time	End Time
Wed, Jan 14	6:00 AM	9:45 AM
Fri, Jan 16	5:30 AM	9:15 AM
Sat, Jan 24	7:00 AM	12:00 PM

Total Hours 12.50
 Total Hours From Paper Timesheets 16.50

I certify the hours reported are correct and that I have fulfilled my job obligations.

Add Time Submit Time View Position Details

Add Time Worked

Title Office Asst

* Date Tuesday, Jan 27


* Start Time 2:00 P

* End Time 7:00 P

Comments

Add Time Cancel

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

Time Worked Details

Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Supervisor Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked		
Wed, Jan 14	6:00 AM	9:45 AM	3.75	Regular	
Fri, Jan 16	5:30 AM	9:15 AM	3.75	Regular	
Sat, Jan 24	7:00 AM	12:00 PM	5.00	Regular	
Tue, Jan 27	2:00 PM	7:00 PM	5.00	Regular	
Total Hours			17.50		
Total Hours From Paper Timesheets			16.50		

I certify the hours reported are correct and that I have fulfilled my job obligations.

View Position Details

Select the *View Position Details* button to display the information.

Time Worked Details

Office Asst

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Supervisor Holly Raupach

Date	Start Time	End Time	Hours Worked		
Fri, Feb 27	8:00 PM	11:15 PM	3.25		
Tue, Mar 10	7:00 PM	11:00 PM	4.00		
Total Hours			7.25		

I certify the hours reported are correct and that I have fulfilled my job obligations.

Position Details

Authorization Number 53646

Funding Source 210113 - SPECIAL EDUCATION
0920 - Federal Student Salary-Workstudy Fund

Supervisor Eilan Bauld

Max Amount Allowed \$2,400.00

Earned Amount \$0.00

Remaining Balance \$2,400.00

Begin Date 07/01/2014

End Date 08/08/2014

Rate of Pay \$8.40

View Daily Totals

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

Pay Period Data

Total for 03/25/2015 - 03/31/2015 8.0

Total for 04/01/2015 - 04/07/2015 4.2

Total For Pay Period 12.25 hours

[View Daily Totals](#)

Pay Period Date Range 03/25/2015 - 04/07/2015

Payment Date 04/17/2015

View or Add Time for a Date within a Prior Pay Period

Daily Totals

03/26/2015	5.00 hours
03/27/2015	3.00 hours
04/02/2015	4.25 hours

Close

Earnings

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

1. Click the Earnings link under Student Employment in the left hand navigation bar.
2. The Earnings Search page displays.

MINNESOTA STATE UNIVERSITY MANKATO 10631949 | Logout

Student e-services

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Earnings Search

Begin Date 07/01/2014

End Date 03/03/2015

Earnings

	Payment Date	Pay Period Begin Date	Pay Period End Date	Payment Amount
View Details	02/20/2015	01/28/2015	02/10/2015	\$154.40
View Details	01/30/2015	12/31/2014	01/13/2015	\$203.46
View Details	11/14/2014	10/22/2014	11/04/2014	\$193.58
View Details	10/31/2014	10/08/2014	10/21/2014	\$170.60
View Details	10/17/2014	09/24/2014	10/07/2014	\$197.10
View Details	10/03/2014	09/10/2014	09/23/2014	\$167.06
View Details	09/19/2014	08/27/2014	09/09/2014	\$186.50
View Details	09/05/2014	08/13/2014	08/26/2014	\$209.27
View Details	08/08/2014	07/16/2014	07/29/2014	\$359.66
View Details	07/25/2014	07/02/2014	07/15/2014	\$576.01
View Details	07/11/2014	06/18/2014	07/01/2014	\$702.23

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.

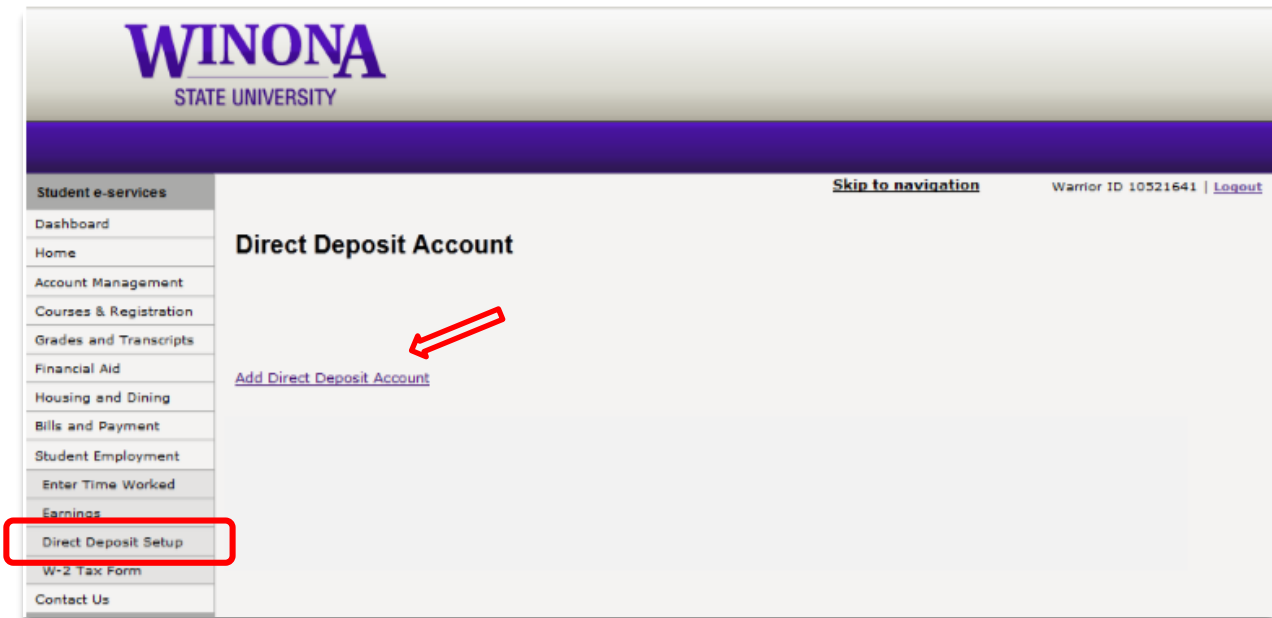
Example Earnings PDF

QA-Minnesota State University, Mankato					
Larisa Florence Lizotte					
ID: 10631949					
Gross & Net					
Payment Date : 01/30/2015					
Payment Amount: 203.46					
Payment Type : Check					
Check Number : 01219503					
Stub Number : 939115					
	<u>Total Taxable Benefit (Non-paid)</u>	<u>Total Gross</u>	<u>Total Taxes</u>	<u>Total Deductions</u>	<u>Net Pay</u>
Current	0.00	264.10	45.01	15.63	203.46
Year-To-Date	0.00	264.10	45.01	15.63	203.46
Earnings Pay Period: 12/31/2014-01/13/2015 (2015-15)					
<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Lump Sum Amount</u>	<u>Transfer Amount</u>	<u>Total Amount</u>
Student Salary-Student Help-Regular	15.00	8.70			130.50
Student Salary-Student Help-Regular	16.00	8.35			133.60
Taxes					
<u>Description</u>	<u>Taxable Gross</u>	<u>Amount</u>	<u>Year-To-Date Amount</u>		
Fica Deduction-Employee	264.10	16.37	16.37		
Medicare Deduction-Employee	264.10	3.83	3.83		
Federal Tax-Employee	248.47	16.15	16.15		
MN-State Tax-Employee	248.47	8.66	8.66		
Fica-Employer	264.10	16.37	16.37		
Medicare-Employer	264.10	3.83	3.83		
Deductions					
<u>Description</u>		<u>Amount</u>	<u>Year-To-Date Amount</u>		
Health-Employee Pre-tax		13.13	13.13		
Dental-Employee Pre-tax		2.50	2.50		
Health-Employer Contribution		249.54	249.54		
Dental-Employer Contribution		12.59	12.59		
Fees-Employer Contribution		4.01	4.01		
Federal W-4			State W-4		
<u>Marital Status</u>	<u>Allowance</u>	<u>Additional Withholding</u>	<u>State</u>	<u>Marital Status</u>	<u>Allowance</u>
Single	0	0.00	MN	Single	0

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

The 'New Direct Deposit Account' form contains the following fields and sections:

- Account Type:** A dropdown menu.
- Routing Number:** A text input field.
- Account Number:** A text input field.
- Re-enter Account Number:** A text input field containing the value '10749595'.
- Payment(s) to be Direct Deposited:** Radio buttons for 'Financial Aid/Refunds' and 'Student Payroll'.
- Re-enter your password:** A text input field with masked characters.
- Buttons:** 'Save' and 'Cancel' buttons.

Additional information on the form includes a warning: 'This should be a checking or savings bank account number and NOT a credit card account number.' and an important note: 'Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.'

3. Enter the requested information

New Direct Deposit Account

Account Type

Routing Number

Account Number

Re-enter Account Number

Payment(s) to be Direct Deposited Financial Aid/Refunds
Student Payroll

By entering your bank account information, you are requesting that the above types of payments be direct deposited into this bank account.

Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.

Re-enter your password

2345678901	234567	101
Bank Routing Number	Bank Account Number	Check Number (not required)

This should be a checking or savings bank account number and NOT a credit card account number.

4. Select the [Save] button

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

Direct Deposit Account

Payment(s) to be Direct Deposited: Financial Aid/Refunds
Student Payroll

Important: Prior to using the funds, verify that your financial institution has posted them to your bank account.

Direct Deposit Account added.

	Account Type	Routing Number Account Number	Effective Date	Expiration Date	Status	Last Updated
<ul style="list-style-type: none"> ■ Change ■ End Direct Deposit 	Checking	291580151 *****9999	03/14/2015		Pending 	03/13/2015 12:40 Hilderman, Julio Mike

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.

Minneapolis Community & Technical College e-Services

11452971 | [Logout](#)

Student Employment

Options

[Enter Time Worked](#) - Add or change the time you worked within a pay period.

[Earnings](#) - View your earnings.

[Payment Preference Selection](#) - Select how you would like to receive your payments, for example, directly deposited into a bank account.

[W-2 Tax Form](#) - view/download your W-2 tax forms.

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Payment Preference Selection

W-2 Tax Form

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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)

WINONA STATE UNIVERSITY

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Tax Forms

[Enrollment for Electronic Tax Form\(s\)](#) - Sign up now to access your electronic tax form(s).

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W-2 Tax Form

Contact Us

3. Select [Confirm]


Enrollment for Electronic Tax Form(s)

Required Disclosures


Disclosure Statement for Electronic Access to 1098-T Tuition Statements

General

- o 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.
- o You will only need to consent one time. 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."
- o 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.](#)