Student Payroll Supervisor Train the Trainer Guide



Minnesota state colleges & universities

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.

Last Updated:

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 **1** Student Payroll Supervisor Train the Trainer Guide

> > Wednesday, June 24, 2015

Or from home or on a mobile device - URL

https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do

Employee Applications	My Default Institution: None Set
Iuition Waiver - The Tuition Waiver application for MnSCU employees	
Security Administration - Requesting and approving ISRS security requests	My Default Print Queue None Set
ETIMESheet - eTimesheet application for MnSCU employees	What are these?
Student Payroll Supervisor - Supervisor functions for student employees	<u>Edit Defaults</u>
udent Payroll Supervisor - Supervisor functions for student employees	<u>Edit Defaults</u>

Off-campus Supervisors not an employee of the college/university: Not all school have offcampus supervisors. Skip this section if that is the case. If you do, they will NOT be able to access the application via Employee Home. They will gain access using their Starld and password through the following separate URL

https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do

First, the off-campus supervisors will need a Tech ID if they don't already have one. This is done through the Person Demographic Maintenance Screen (PS9999UG) in ISRS Uniface by someone at the campus with PERSON_HIGH security. The off-campus supervisor will need to provide an email address to be included when the record is added so they can activate their StarId. Student Payroll Staff will need to take note of the Tech ID that is generated to enter it in the Supervisor field on the Student Employee Work Authorization Entry (PR0024UG) screen.

Once the PERSON record is created a Starld needs to be manually assigned by the System Office. Student Payroll Staff will need to send in a MnSCU ITS Service Desk ticket titled: Student eTime Off-Campus Supervisor with the following information: the off-campus supervisors Tech ID (if Tech ID from a different college/university then provide college/university's name too), Name, and email address. After the Starld is created we will respond with instructions that need to be given to the off-campus supervisor to activate it.

Integrated Statewide Record System (ISRS) User Guide Student Payroll Supervisor Train the Trainer Guide

Review Time Worked

Student Payroll Supervisor +	Kirstin Feldmeier	Winona SU 👻	Help
Approve Time Worked			
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			

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.

eriod Date Ra	ange 04/08/20	15 - 04/21/2015			
ent Date 05/0	01/2015	_			
t Submitted 4	Ready For Approval	5 Approved	14 All		
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Funding		250 - INTRAMU		Wednesd	L. F
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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	
		Total Hours	10.75		
		Total Hours	10.75		
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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 4 Student Payroll Supervisor Train the Trainer Guide



	04/00/00	15 04/04/00/F			
ent Date 05/0	ange 04/08/20 01/2015	15 - 04/21/2015			
Submitted 4	Ready For Approval	5 Approved	14 All		
we Time					
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-	1				
		1641 Office A	1.52		
Funding		250 - INTRAMUR 0 - Federal Stude		y-Workstud	y Fund
100					
Date	Start Time	End Time	Hours	Worked	
Thu, Mar 28	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		
		Total Hours	10.75		
I certify the	at the hours/and			work was no	arformed in a satisfactory manner
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Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.

	inge 04/08/20 01/2015	15 - 04/21/2015			
	Ready For Approval	5 Approved	14 All		
weTime					
1 This is a	prior pay period	L.			×
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Funding		250 - INTRAMU 0 - Federal Stud		Warkstud	by Fund
	032	v - Federal Stud	ent oalary	/-workstud	iy Pullu
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	<mark>4.75</mark>	Regular	
		Total Hours	10.75		
I certify th		iount are correct	and the	work was p	erformed in a satisfactory manner.
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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 Train the Trainer Guide

Period Date Ran ment Date 05/01 (Submitted 4 Ra		5 - 04/21/2015 5 Approved	14 All		
rove Time					
This is a p	rior pay period.				×
Julio Mike Hilde Funding	Source 3342	50 - INTRAMUR	RALS	y-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 Total Hours		Regular	
	t the hours/amo	Total Hours	9.25		d in a satisfactory manner.
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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.

Integrated Statewide Record System (ISRS) User Guide **7** Student Payroll Supervisor Train the Trainer Guide There are two ways to modify a record

The first way is if the student record is already pulled up, select the date of the record

	ilderman 105 g Source 3342 0920		ALS	Workstudy Fi	und
Date	Start Time	End Time	Hours W	Vorked	
Thu, Mar 26	7:00 AM	10:00 AM	3. <mark>00</mark>	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		

This brings you to a Modify Time Worked page

Thursday, Mar 26 Thursday, Mar 26
End Time 10:00 AM
Comments

Update the record

Modify Time Worked



Select [Save]

×

Modify Time Worked

* Date	Thursday, Mar 26	
* Start Time	7:00 AM	
* End Time	10:45 AM	
Comments		

A message will display that the change was successful.

×

Tome Dute 00/0	1/2015	- 04/21/2015				
ot Submitted	Ready For Approv	al 5 Approved	14 All			
vrove Time						
1 This is a	prior pay period.					×
Julio Mike Hile	derman 1052	1641 Office A	Asst			
Funding	g Source 3342 0920			-Workstudy	Fund	
Funding	-	250 - INTRAMUR			Fund	
	0920	250 - INTRAMUF 0 - Federal Stud	ent Salary Hours W		Fund	
Date	0920 Start Time 7:00 AM	250 - INTRAMUF 0 - Federal Studi End Time	ent Salary Hours W 3.75	/orked	Fund	
Date Thu, Mar 26	0920 Start Time 7:00 AM 12:45 PM	250 - INTRAMUF 0 - Federal Studi End Time 10:45 AM	ent Salary Hours W 3.75 3.00	/orked Regular	Fund	

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 **12** Student Payroll Supervisor Train the Trainer Guide

Select Maintain Time Worked

Student eTin	ie			
Approve Ti	me Worked			
Maintain Ti	me Worked			
Appiore		NGG		
Pay Period Date Payment Date 0	Range 04/08/2015 - 5/01/2015	04/21/2015		
5 Not Submitted	4 Ready For Approval	5 Approved	14 All	
24 C				

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 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]

me End Time	Hours Worked	
11:00 AM	3.00 Regular	
Total Hours	3.00	
	Total Hours	

Select the Date

Date Saturday, Apr 18 Start Time 8:00 AM	
Start Time 8:00 AM	
• End Time 11:00 AM	
Comments	

Make the update

dify Time Worke	ed	
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	
	6:30 AM 6:45 AM	
	7:00 AM 7:15 AM Save	Delete Clo
	7:30 AM 7:45 AM 8:00 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 Close

Message that the time changed successfully displays

Maintain Time Worked

Date	Start Time	End Time	3.00 Regular	
Funding S Super	rvisor Kirstin Fel <mark>d</mark> n	ent Salary-Student Help neier		
Search Clear Approve Time uli, Byron Mike 1 UPAC Director	1110592			
		1/2015 21/2015		
	Begin Date 04/0 End Date 04/2	8/2015 1/2015		
Pay Period Data				

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	-	250 - INTRAMUR) - Federal Stude		-Workstudy	Fund
Date	Start Time	End Time	Hours V	Vorked	
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 Worked

	Begin Date 03/25/20				
-	End Date 04/07/20				
Pa	yment Date 04/17/20	115			
prove Time Go Ba	ack				
	10501011				
lerman, Julio Mik	(e 10521641				
Office Asst					
	ource 334250 - INTRA				
Funding so		MURALS Student Salary-Workst	udv Fund		
Super	visor Kirstin Feldmeie				
Date	Start Time	End Time	Hours Wo	lad	
Date	start rime	End time	Hours wo	keu	
Thu, Mar 28	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	Dender	
Tue, Mar 31	2:40 PM	7:30 PM	4.75	Regular	
		Total Hours	11.50		
I certify that t	the hours/amount are cor	rect and the work was	performed in	a satisfacto	ry manner.
	the hours/amount are cor	rect and the work was	performed in	a satisfacto	ry manner.
	the hours/amount are cor ew Position Details	rect and the work was	performed in	a satisfacto	72
		rect and the work was	performed in	a satisfacto	ry manner. Ready for Approval 4/20/2015 12:29 F
		rect and the work was	performed ir	a satisfacto	7.2
Add Time Vie	ew Position Details	11.50 hours	performed in	a satisfacto	72
Add Time Vie	ew Position Details 3/25/2015 - 03/31/2015 4/01/2015 - 04/07/2015	11.50 hours 0.00 hours	performed in	a satisfacto	72
Add Time Vie Total for 0 Total for 0	ew Position Details 3/25/2015 - 03/31/2015 4/01/2015 - 04/07/2015 Total For Pay Period	11.50 hours	performed in	a satisfacto	72
Add Time Vie	ew Position Details 3/25/2015 - 03/31/2015 4/01/2015 - 04/07/2015 Total For Pay Period	11.50 hours 0.00 hours	performed in	a satisfacto	72

Select [Add Time]

Hilderman, Julio Mike 10521641

0920 - Federa	al Student Salary-Workstu	dy Fund		
Start Time	End Time	Hours Work	ked	
7:00 AM	10:45 AM	3.75	Regular	
12:45 PM	3:45 PM	3.00	Regular	
2:45 PM	7:30 PM	4.75	Regular	
	Total Hours	11.50		
hours/amount are corre	ect and the work was per	formed in a s	atisfactory mar	iner.
	0920 - Federa rvisor Kirstin Feldm Start Time 7:00 AM 12:45 PM 2:45 PM hours/amount are corr	O920 - Federal Student Salary-Workstur Itirstin Feldmeier Start Time End Time 7:00 AM 10:45 AM 12:45 PM 3:45 PM 2:45 PM 7:30 PM Total Hours hours/amount are correct and the work was per	O920 - Federal Student Salary-Workstudy Fund Kirstin Feldmeier Hours Work Start Time End Time Hours Work 7:00 AM 10:45 AM 3.75 12:45 PM 3:45 PM 3.00 2:45 PM 7:30 PM 4.75 Total Hours 11.50 hours/amount are correct and the work was performed in a s	O920 - Federal Student Salary-Workstudy Fund Kirstin Feldmeier Hours Worked Start Time End Time Hours Worked 7:00 AM 10:45 AM 3.75 Regular 12:45 PM 3:45 PM 3.00 Regular 2:45 PM 7:30 PM 4.75 Regular 11:50 Total Hours 11.50

This brings up an Add Time Worked page

Title	Office Asst
 Date 	Wednesday, Mar 25 💌
• Start Time	7:00 AM
 End Time 	7:15 AM
Comments	

Select the Date

Integrated Statewide Record System (ISRS) User Guide **21** Student Payroll Supervisor Train the Trainer Guide

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	

Select the Start Time

Add Time Worked		×
Title	Office Asst	
• Date	Sunday, Mar 29	
Start Time	7:00 AM	
• End Time	2:15 AM 2:30 AM 2:45 AM	
Comments	3:00 AM 3:15 AM 3:30 AM 3:45 AM 4:00 AM	
	4:15 AM 4:30 AM 4:45 AM 5:00 AM	
	5:15 AM 5:30 AM 5:45 AM	Save Close
TRAMURALS eral Student Salary-Workst	0.00744	
meier	6:45 AM 7:00 AM	

Select the End Time





Title	Office Asst	
 Date 	Sunday, Mar 29 💌	
• Start Time	7:00 AM	
• End Time	10:00 AM	
Comments		

A message displays that the time added was successful

Integrated Statewide Record System (ISRS) User Guide 24 Student Payroll Supervisor Train the Trainer Guide

Maintain Time Worked

Pay Period Data					
-	Begin Date 03/25/	2015			
	End Date 04/07/				
Pa	yment Date 04/17/	2015			
oprove Time Go Ba Ierman, Julio Mił	N DOMESTICA (
		l Student Salary-Workstu	dy Fund		
Funding Soper Super Date	0920 - Federa visor Kirstin Feldme Start Time	l Student Salary-Workstu eier End Time	Hours Wor		
Funding So Super	0920 - Federa visor Kirstin Feldme	l Student Salary-Workstu eier	Hours Wor	ked Regular	
Funding Soper Super Date	0920 - Federa visor Kirstin Feldme Start Time	l Student Salary-Workstu eier End Time	Hours Wor 3.75		
Funding Souper Date Thu, Mar 28	0920 - Federa visor Kirstin Feldme Start Time 7:00 AM	l Student Salary-Workstu eier End Time 10:45 AM	Hours Wor 3.75 3.00	Regular	
Funding Souper Super Date Thu, Mar 28 Sat, Mar 28	0920 - Federa visor Kirstin Feldme Start Time 7:00 AM 12:45 PM	I Student Salary-Workstu sier End Time 10:45 AM 3:45 PM	Hours Wor 3.75 3.00 3.00	Regular Regular	
Funding So Super Date Thu, Mar 28 Sat, Mar 28 Sun, Mar 29	0920 - Federa visor Kirstin Feldme Start Time 7:00 AM 12:45 PM 7:00 AM	I Student Salary-Workstu eier End Time 10:45 AM 3:45 PM 10:00 AM	Hours Wor 3.75 3.00 3.00	Regular Regular Regular	

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



Integrated Statewide Record System (ISRS) User Guide 25 Student Payroll Supervisor Train the Trainer Guide

Select Maintain Time Worked

Student eTir	ne		
Approve T	ime Worked		
Maintain Ti	ime Worked		
Pay Period Date	Range 04/08/2015 -		
5 Not Submitted			
	4 Ready For Approval	5 Approved	14 All

This brings you to the Maintain Time Worked page

Maintain Time Wor	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 Clear	

Enter in the Tech ID of the student

04/08/2015		
04/21/2015		
05/01/2015		
mm/dd/yyyy		
	04/21/2015 05/01/2015	04/21/2015 05/01/2015

Click [Search]

ech ID 11110592	
Pay Period Data	
Begin Date	
	04/21/2015 05/01/2015
Change Pay Period	04/21/2015
Clear uli, Byron Mike 11110592	
UPAC Director Funding Source 334308 0910 - S Supervisor Kirstin F	Student Salary-Student Help
Funding Source 334308 0910 - 5	Student Salary-Student Help Feldmeier
Funding Source 334308 0910 - S Supervisor Kirstin F	Student Salary-Student Help Feldmeier ails
Funding Source 334308 0910 - S Supervisor Kirstin F Add Time View Position Deta Total for 04/08/2015 - 04/1 Total for 04/15/2015 - 04/2	Student Salary-Student Help Feldmeier 4/2015 0.00 hours 1/2015 0.00 hours
Funding Source 334308 0910 - S Supervisor Kirstin F Add Time View Position Deta Total for 04/08/2015 - 04/1	Student Salary-Student Help Feldmeier 4/2015 0.00 hours 1/2015 0.00 hours

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Select [Add Time]

Title	UPAC Director	
• Date	Monday, Apr 20 💌	
• Start Time	7:00 AM	
• End Time	7:15 AM	
Comments		

Select the Date

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 Friday, Apr 17	
	Saturday, Apr 18 Sunday, Apr 19 Monday, Apr 20 Tuesday, Apr 21	

Select the Start Time

Add Time Worked



Select the End Time

×



Select [Save]

Title	UPAC Director	
• Date	Saturday, Apr 18	
Start Time	8:00 AM	
• End Time	11:00 AM	
Comments		

Message that the time added successfully displays

Time worked w	as added successfull	у.		×
ech ID 11110592				
Pay Period Data	a			
Pi	End Date 04/2	8/2015 1/2015 1/2015		
Change	e Pay Period 04/2	21/2015 🗰		
	ource 334308 - UP	nt Salary-Student Help		
Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00 Regular	
		Total Hour	s 3.00	
I certify that the	hours/amount are cor	rrect and the work was pe	formed in a satisfactory manne	r.
Add Time Vie	ew Position Details			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.

	g Source 334	21641 Office 250 - INTRAMUR 0 - Federal Stude	ALS	Workstudy Fund	d
Date	Start Time	End Time	Hours V	Vorked	
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		t are correct and	the work w	vas performed ir	n a satisfactory manner.

This accesses the Modify Time Worked page

Modify Time Worked

* Date	Sunday, Mar 29
* Start Time	7:00 AM
* End Time	10:00 AM
Comments	

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

oludent r dy	roll Supervisor 👻			
Student eTi	me			
Approve T	ime Worked			
Maintain T	ïme Worked			
4				
Pay Period Date	Range 04/08/2015 - 05/01/2015	04/21/2015		
5 Not Submitted	4 Ready For Approval	5 Approved	14 All	

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	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]

PAC Director Funding So Super		nt Salary-Student Help			
Date	Start Time	End Time	Hours Wo	orked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00	Regular	
		Total Hours	3.00		
I certify that the	hours/amount are cor	rect and the work was perfo	rmed in a s	atisfactory manner	

Select the Date

Click [Delete]

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

Are you su	ure you want to delet	te this time entry?
		Cancel

Select [OK]

Message that the time deleted successfully displays

Maintain Time Worked

Pay Period Data				
r uy r chou Dutu				
Begin Date 04/08/2 End Date 04/21/2 Payment Date 05/01/2	2015			
Change Pay Period 04/21/2	2015 🛗			

View Position Details

Select [View Position Details]

Date Start Time End Date 05	3/25/2014 5/19/2015 3.40
	Close
Total Hours From Paper Timesheets 17.	
I certify that the hours/amount are correct and the work was	performed in a satisfactory manner.

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 **39** Student Payroll Supervisor Train the Trainer Guide

- **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?

If you need additional assistance, please contact the <u>MnSCU ITS Service Desk</u> or call 877-GOMNSCU (877-466-6728).

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