MnSCU

Online

Student

Payroll

MnSCU Online Student Payroll Module

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Logging in to the Online Student Payroll System

From your Windows desktop, double click on the MnSCU (State of Minnesota) Icon.

At the sign on screen, type in your User ID if necessary and press TAB to type in your password. Click on the "OK" button *OR* press the *ENTER* key.

The MnSCU Main Menu screen will appear:
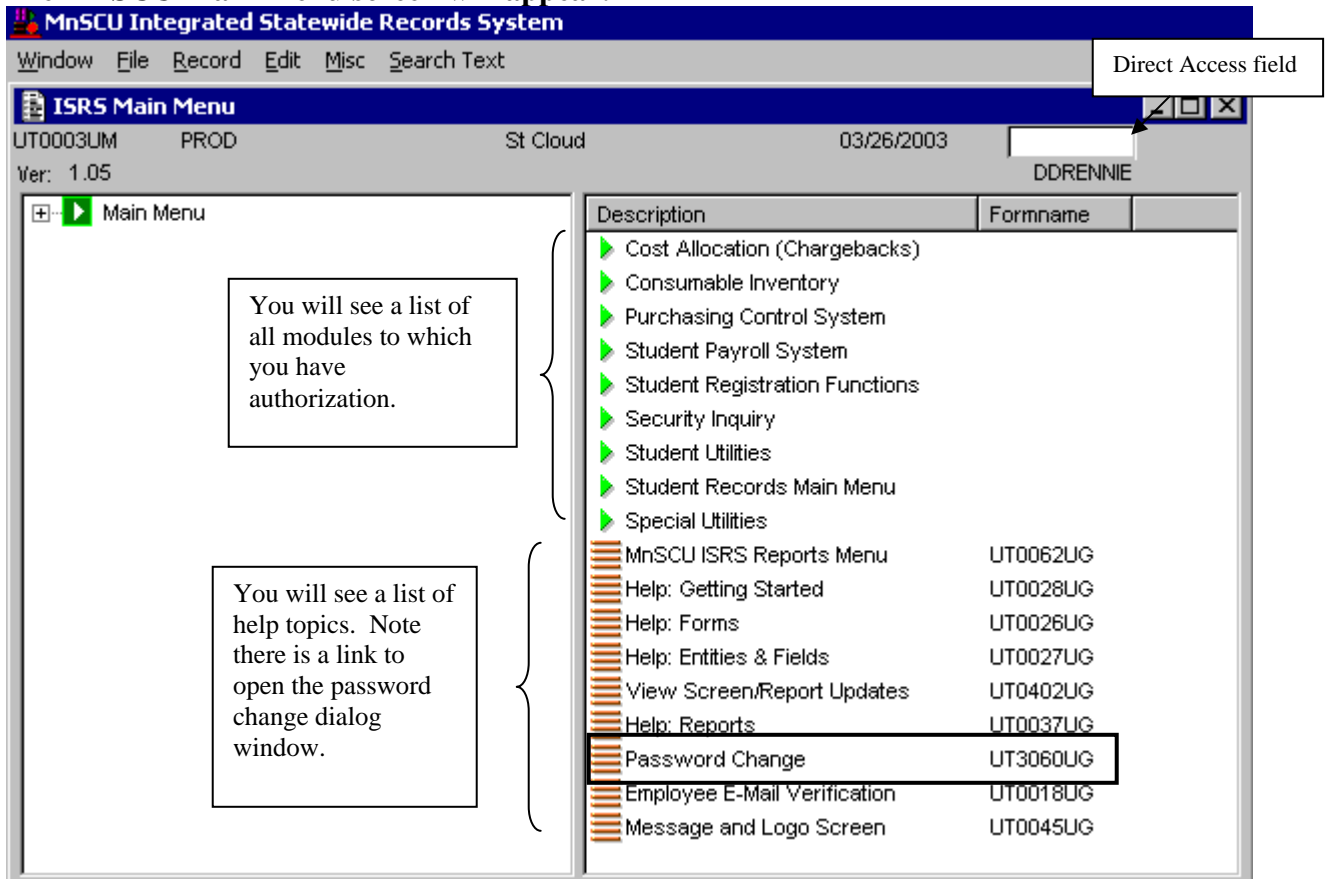
To navigate in the MnSCU screens you have several options:
- You can click on a green arrow beside a module to see a submenu of options
- You can click on a brown line button beside a Help topic to see help information
- You can type the 8-character Direct Access Code in the Direct Access field.

The Direct Access Codes for the main screens you will need to use in the Student Payroll Module are:

PR0024UG   Work Authorization Screen
PR0027UG   Timesheet Request Screen
PR0102UG   Payroll Roster Screen
PR0103UG   Balancing Authorized Hours Screen

IMPORTANT: The 0 characters in the Direct Access Codes are zeroes, not the letter "O."

*The **most efficient** way to get to the screen you need to use is the Direct Access Code. If you choose any other method, it will mean you need to make a series of clicks from menu to menu to finally reach the screen of your choice. This manual will use the **Direct Access Code** method of navigating the screens.*

Hiring Students

When you hire students, you will need to have them fill out an I-9 and a W-4 form if they do not already have a recent (within the past year or two) form on file with the Business/Payroll Office.

Submit the forms to the Business Office and the student will be set up in the Payroll System.
You can check the status of the student record by accessing Employee Browse screen **PR0021UI**.
Status "A" for the W-4 means there is an active W-4.
Status "Y" for the W-4 means there is a W-4 form on file with the Business Office.
Status "Y" for the I-9 means there is an I-9 form on file with the Business Office.

After the Business Office does the set up, you are ready to authorize the student to work. This is done online.

- Even if the student has already worked, or is currently working in another department on campus, YOU need to authorize the student to work in YOUR department and indicate the cost center from which the student will be paid.
- For cost center information about workstudy student transfers, refer to the form you receive from the Financial Aid office when the student transfers to your department.

NOTE: *If the I-9 and W-4 forms are already filed with the Business Office, you can go online immediately and authorize the student to work in your department.*

Authorizing a Student to Work in Your Department

WORK AUTHORIZATION SCREEN   PR0024UG

The current screen will always display its DIRECT ACCESS CODE.

To view this pop-up menu at any time, right-click on a blank part of the window. Click on the action you want to take.

Student Employee Work Authorization Entry

Form: PR0024UG   Ver: 1.55   Institute: SCSU   Date: Mar 26,2003

Auth Nbr: [   ]   SSN: [   ]   ID: [   ]

Authorization Details

Type: [   ]

Status: ○ Active   ○ Inactive   ○ AuDit

Start date: [   ]   to   [   ]

Pay Code: [ ]   Pay Rate: [   ]

Max/Exp Amt: [   ]   /   [   ]

Work Description

Approved By

Account Details

FY: [   ]
Primary CC: [   ]
Object Code: [   ]

Match CC: [   ]
Match Pct: [   ]

Report CC: [   ]
Routing ID: [   ]

Workers' Comp: ○ Prof/Clerical   ○ All Other
Encumber: ☐
FISAP/MHESO: [   ]

Approve: Gkp1   Max Earnings: Gkp2   Audit: Gkp3

Accept
Panel...
Quit

Help...
Retrieve
Print...
Clear
Store

Moving From Field to Field

Press the TAB key to move forward to fields. Press the SHIFT + TAB keys to move back to fields. Using the TAB key will ensure that the cursor is in the correct position in a field. Simply clicking in a field may place the cursor in the wrong location and make it difficult to enter the data required in a field.

About Direct Access Codes:

The four screens you will be using most of the time are the following:	These are corresponding **BROWSE ONLY** screens where you can **LOOK**, but can't **EDIT**
PR0024UG	PR0024UI
PR0027UG	PR0027UI
PR0102UG	PR0102UI
PR0103UG	PR0103UI

Make sure you watch your typing to ensure that you are on the screens that allow you to EDIT. The only difference in the Direct Access Codes is the last character.

Work Authorization Entry
PR0024UG

Auth Nbr   DO NOT enter anything here. The system will generate an authorization
number once the screen is stored Press the [Tab] key. The system will display
a prompt. Click the [Create New Authorization] button.
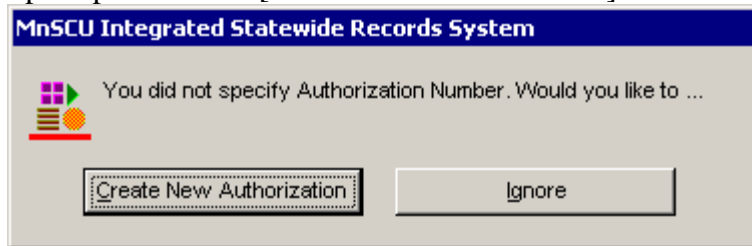
SSN   Enter the social security number of the student employee. The system will
automatically look up the name. Verify that the name matches the student you
are authorizing. If no name appears, the student is not in the system yet.

Type   Select the **Standard** type work authorization. Departments
are authorized to input only standard work authorizations.

Status   Verify the status field is set to active. The status must be active in order for
the timesheet to be processed.

Start Date   Represents the start date of the work authorization. Enter the employee's first
working day under this authorization. Example: 6-1-1999
For *Workstudy* awards, use the start date provided by the Financial Aid Office.

Expiration Date   Enter the date on which the work authorization expires. The date should NOT
be greater than June 30 for the current fiscal year. Example: 6-30-1999.
For *Workstudy* awards, use the date provided by the Financial Aid Office.

Pay Code   This field is no longer used.

Pay Rate   Enter the hourly wage.

Maximum Amt   For *Workstudy* awards, use the amount indicated by the Financial Aid office.
For students who will be paid from department funds, you do not have to enter
a maximum amount unless you want to limit the total amount the student can
earn under this work authorization.

Expended Amt   DO NOT enter anything here. This field is updated by the system
and will display the total expended to date on this authorization.

Work Description   Optional. You may enter a brief description of the work being
performed under this authorization.

Work Authorization Screen
PR0024UG

(Some information in the SSN, ID and Name fields has been erased for privacy purposes.)

Work Authorization Entry (continued)

FY	Enter the fiscal year for this authorization.
Primary Cost Center	For *non-workstudy* students, enter the appropriate cost center (account number) from which the employee's earnings will be paid. For **Workstudy* students, use the information provided on the Workstudy form from the Financial Aid Office.
Object Code	For *non-workstudy* students type in 0910. For **Workstudy* students, use the information provided on the Workstudy form from the Financial Aid Office.
Matching Cost Center	For *non-workstudy*, leave this blank. For **Workstudy*, use the cost center provided on the Workstudy form from the Financial Aid Office.
Match Pct	For *non-workstudy*, leave this blank. For **Workstudy*, use the Match Percent provided on the Workstudy form from the Financial Aid Office. If a percent pops in automatically, leave that percent.
Reporting Cost Center	For both *non-workstudy and workstudy*,use the cost center for the department that the student actually works in. For example, a student may be paid from the general workstudy cost center, but work in the Biology dept. In that case, the cost center for the Biology dept. would be typed here. This is for reporting purposes only, but is a required field.
Routing ID	Enter your department assigned Routing ID to be associated with this work authorization.
Worker's Comp	Select "Clerical" for all students except those who work for Maintenance-- for those students, select "Other"
Encumber	Leave this blank!!
FISAP/MHESO	This should be "On Campus" for Workstudy students you authorize. It will be "not applicable" for non-Workstudy students.
Approve [Gkp1]	Click the Approve [Gkp1] button. At the next prompt, click on the [Approve] button. The Tech ID and name of the person who approved this work authorization will appear in "Approved By" field.

** Enter the information EXACTLY as it appears on the Workstudy form you receive from the Financial Aid Office.

*If you did not fill in a required field, you will see a message in the message window indicating which field needs to be completed. After you complete the field, click on the "Approve Authorization" button again. **When the Approval is accepted, you will see your name appear on the lower left corner of the AUTHORIZATION SCREEN**.*

Then either [QUIT] ❌ the screen, or [CLEAR] ↗ the screen to enter another Work Authorization.

PROBLEMS WITH WORK AUTHORIZATION SCREEN

This authorization has some incorrect information (**Start** date is after **To** date) and during the Audit process, the error was recognized. A message appears in the status field at the bottom of the screen.

In this case, simply correct the information and try to approve it again.

(Some information in the SSN, ID and Name fields has been erased for privacy purposes.)

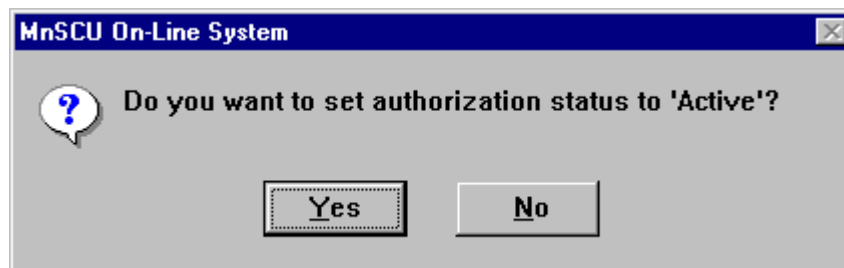## PROBLEMS WITH WORK AUTHORIZATION SCREEN

If you get an error when trying to approve the authorization that says I/O problem in the Status Bar, you can simply try to Approve again. If you aren't able to approve on the second or third attempt, check the message window to see what the problem may be.
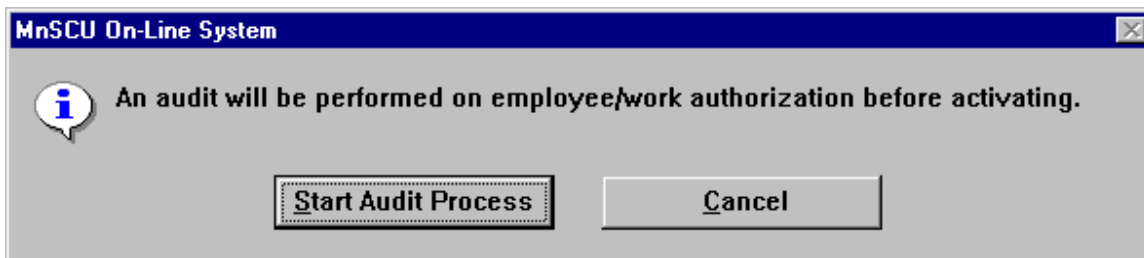
If you are unable to Approve an authorization, the status may have changed to Inactive automatically. You will need to change any information on the authorization that is incorrect and then set the status to "Active" before you can try to approve it again. If you try to approve an authorization that has been automatically changed to "Inactive" you will see this message:

```
MnSCU On-Line System                                [×]

    ⚠    Authorization status must be 'Active' to approve.

                        ┌──────────┐
                        │    OK    │
                        └──────────┘
```
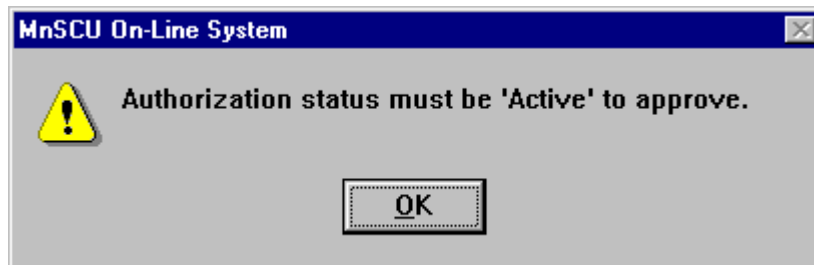
Click on the radio button for "Active status" and you will see this message:

```
MnSCU On-Line System                                [×]

    ❓    Do you want to set authorization status to 'Active'?

              ┌──────────┐      ┌──────────┐
              │   Yes    │      │    No    │
              └──────────┘      └──────────┘
```

Click on "Yes" and then click on the [Approve Authorization] button. If this is the second time you have tried to approve the authorization, you may see this message:

```
MnSCU On-Line System                                          [×]

    ⓘ    An audit will be performed on employee/work authorization before activating.

              ┌────────────────────┐      ┌──────────────┐
              │ Start Audit Process │      │   Cancel     │
              └────────────────────┘      └──────────────┘
```

Click on "Start Audit Process." The system will check the student information, but it will not approve it. You MUST click on the [Approve Authorization] button again. Make sure you see your name appear in the "Approved By" field. Then you can [Quit] the screen or [Clear] to enter another authorization.

Searching for a Work Authorization

This shows a list of all authorizations for INFSYS for the FY 2003. There is only one student, but that student has several work authorizations.

Modify An Existing Work Authorization

Work Authorization Entry Screen   PR0024UG

Double click in the Auth Nbr field. At the next screen, TAB to the Routing ID field and type in your Routing ID. (You may also fill in other information fields—CC, FY, or even the Name or SSN fields). Press TAB and then click on the [Exec Query] button.

A list of authorizations for that Routing ID (and any other criteria you identified) will appear. Click on the Authorization Number for the student you need to modify and then Right Click to bring up the Pop-Up menu. Click on "Accept" and the student data will be brought into the Work Authorization Screen.

Make changes/corrections in the appropriate fields.

[Approve Authorization]   Click on the [Approve Authorization] button. **The authorization needs to be <u>re-approved</u> to effect the changes**

Note: *Existing work authorizations cannot be removed from the system. However, the end date can be changed to end the authorization.*

PRINTING A LIST OF WORK AUTHORIZATIONS:

PR0024GR
If it is important to you to have a printed list of all students you have authorized, go to the PR0024UG screen and DOUBLE CLICK in the "Auth Nbr" field. At the next screen, TAB to the Routing ID field and type in your Routing ID and Fiscal Year. Press TAB and click on the [Exec Query] button. When the list of students is displayed, click on the "File" menu and click on "Print." At the Print Dialog window, click on "OK." Repeat this process if you have more than one Routing ID.
You may also choose to print a list of authorizations by Cost Center. In that case, type in the Cost Center and Fiscal Year and press TAB. Click on [Exec Query] and print the displayed list.
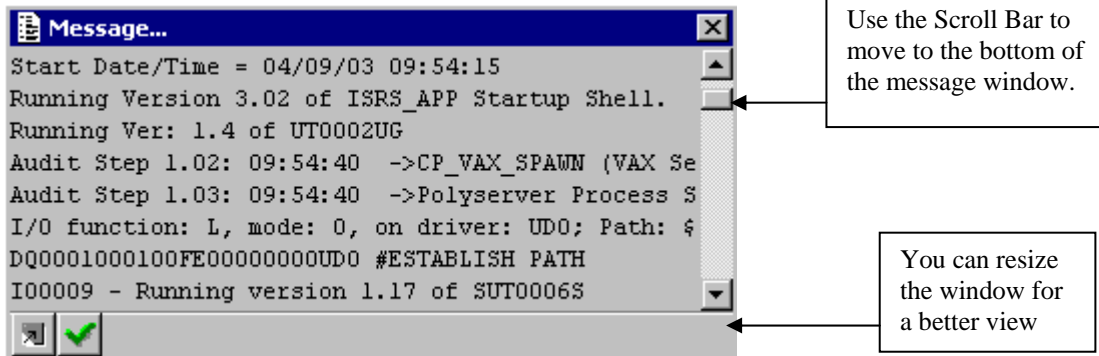
Using the Message Window to Check for Error Details

If you have a problem with a screen, you should use the Message Window to see what the problem may be.   If you see this error message, click on the "OK" button.

Checking the Message Window

Click on the "Misc" menu and select "Message Window."

The Message Window will have lots of information, much of which may not make sense to you. You will need to use the scroll bar to view the very end of the message. There you will see information about the problem

Printing the Error Message:

1. To print the message, you may highlight the entire message (or whatever part of it you want to print) by dragging your mouse across it.
2. Then press the CTRL + C keys.
3. Move to another program where you can paste the message (Word, Notepad).
4. Press CTRL + V to paste it in.
5. Then print it from that program.

NOTE: You are NOT able to simply use the PRINT command from the Message Window.

Sending the Message Information in an Email Message:

Follow the same steps as above, but paste it into the body of an e-mail message window.

Closing the Message Window

When you are finished with the message window, Right Click and from the Pop-Up menu, click on "Accept" to close the message window and return to the previous screen.

NOTE: (If you click on "Clear", you will clear the contents of the message window and will not be able to view that message again.)

Printing Student Timesheets

TIMESHEET REQUEST SCREEN PR0027UG

Timesheet Request
PR0027UG   Prints all timesheets

The department may print one or all student employee timesheets by Routing I.D.
Only timesheets for active work authorizations will be printed.

Pay Period	Enter the fiscal year if needed, and press [TAB]. Type the pay period number for the timesheets you want to print. If you do not know the pay period number, double click on the blank field for a lookup table. From the table, click the cursor in the pay period number you want and click on the ✔ Accept button.
End Date	The system will automatically display the end date of the pay period entered.
Routing ID	Enter your Routing ID.
[Exec Query]	Click [Exec Query] button to display all active work authorizations for the Routing ID.
Select	Make sure there is an "✓" in this checkbox..
Timesheets	The total number of timesheets for the Routing ID will appear here.

Timesheet Request
PR0028UG   Prints selected timesheets

This screen enables printing **selected** timesheets rather than **all** timesheets for the selected pay period.

Timesheet Request PR0027UG

Timesheet Request (continued)

PRINTER DETAILS:

Printer Queue   Enter the name of your printer.***

Printer Form   Defaults to HP12L.

Deliver To   Enter the name of the person who will receive the timesheets.

Bldg/Room   Enter the campus address of the person in "Deliver To."

[Accept]   Click the [Accept] button.

Note: The department may also print timesheets from the Balancing Authorized Hours screen PR0103UG.

The timesheets will be in alphabetical order by students' last name.
*** (If you DO NOT know the printer queue, call Technical Support at 2065.)

MULITPLE WORK AUTHORIZATIONS: *If you have a student who is authorized to work under more than one Pay Rate, there will be a SEPARATE timesheet for each authorization. The only difference you will see between the timesheets is the Authorization Number. The Pay Rate will not print on the timesheet. You and the student will need to be aware of which pay rate is associated with which authorization code.*
A request has been made to MnSCU to add the Pay Rate and Pay Code fields to the timesheet information that will appear on each timesheet. As of April 2003, when this manual is being updated, that information WILL NOT appear on the timesheet.

Printing an Individual Timesheet:

If you need to add a student in the middle of a pay period, you can use screen PR0028UG to print one or just a few timesheets. Type in the criteria to bring up only the timesheet(s) you want to print.

Entering Student Hours Worked on the Payroll Roster Screen

PAYROLL ROSTER PR0102UG

Payroll Roster Instructions

(NOTE: The Department Clerk may enter the hours worked in the pay period for each employee, but may not approve the timesheets.)

Payroll Roster - Data Entry PR0102UG

Pay Period Enter the fiscal year and pay period number. Double click on the
 blank field for a lookup table of pay periods.

End Date The system will automatically display the end date of the pay period entered.
 This field may also be used to retrieve a pay period if the pay
 period number is not known. Type the pay period end date and
 [Tab] to display the pay period number.

Routing ID Enter your Routing ID.

Auth Nbr VIEW ONLY - Displays the authorization number assigned to the employee record.

Name VIEW ONLY - Displays the name.

E Type VIEW ONLY - Earnings type defaults to REG for regular.

R/T VIEW ONLY - Reporting type defaults to S for standard.

Hours Enter the number of hours the student worked as reported on the
 timesheet. Hours are rounded to two decimal places.

Lump Sum Amt If there are approved special circumstances which require the payment of a lump sum,
 enter the amount here. You may NOT use both the Hours field and the Lump Sum field.

Approved By VIEW ONLY - Displays the Tech ID of the supervisor who approved the timesheet.

[Tab] [Tab] to the next student line, enter hours. Continue until all timesheets are entered.

[Store] Click the Store 💾 button.

Approving the Timesheet Roster Hours

PAYROLL ROSTER   PR0102UG

Approving Student Hours

Only a user with the **Department Supervisor** level of access may approve the timesheets entered.

Payroll Roster - Data Entry PR0102UG

[List Timesheets]	Click [List Timesheets] drop down menu button. Select the "Unapproved" option.
[All] *or* **Check Box**	To approve all timesheets displayed, click the [All] radio button. *or* Place a check mark (mouse click) in the box next to the Approved By field for each individual timesheet to approve.
[Approve]	Then click the [Approve] button.
[Continue]	A dialog box appears. Click the [Continue] button. The Tech ID of the person who approved the timesheet hours will appear on the right side of the screen under "Approved By."
[Quit]	You may quit the screen after approving the timesheets.

Printing the Roster Sheet

If it is important to you to keep a hard copy of the hours you submitted, you may print this information by clicking on the "File" menu and selecting "Print." This does NOT require a networked printer. It will automatically print to your DEFAULT printer, whatever that may be. You do not have to specify the printer. Just click on "OK" at the print dialog window.

Balancing Authorized Hours

Balancing Authorized Hours Screen PR0103UG

These two fields appear on the screen only AFTER you successfully balance the hours

Balancing Authorized Hours
 PR0103UG
The department should calculate the total hours for its Routing ID by adding
The total hours from all the paper timesheets. This total must be verified to the total hours
entered on the Payroll Roster.
The Payroll Department is unable to process payroll until <u>all</u> routing ids are balanced.

Pay Period   Enter the fiscal year and pay period number. Double click on the
                blank field for a lookup table if needed to find current pay period number..

End Date   The system will automatically display the end date of the pay
                period entered.

Routing ID Enter your Routing ID. Press the TAB key.

Balance   VIEW ONLY - Displays the balancing status for the Routing ID.
Status   *Balanced*   Routing ID is balanced.
                To be balanced   Routing ID is not balanced
                Processed   Routing ID processed by payroll. Modification not
                allowed.

Total   VIEW ONLY - Displays the total number of timesheets that exist
Timesheets for the Routing ID and pay period.

Approved   Enter the total number of hours for the Routing ID, which has been
Hours   calculated by adding the hours from the timesheets for the pay period. Also
                enter any lump sum totals if any were entered on roster screen.

Roster   VIEW ONLY – Displays the total number of approved hours for the Routing
Hours   ID and pay period as reported in the system. *This field is **hidden** until the
                Routing ID is balanced*

Approved   Enter the total approved lump sum payments for the Routing ID.
Lump Sum

Roster   VIEW ONLY – Displays the total approved lump sum for the Routing
Lump Sum   ID and pay period as reported in the system. *This field is **hidden** until
                the Routing ID is balanced.*

Comments   Enter any necessary comments about the Routing ID record.

Supervisor VIEW ONLY – Displays the Tech ID of the supervisor who balanced the
ID   Routing ID for this pay period.

Balancing Authorized Hours Screen

Balancing Authorized Hours (continued)

[Balance   Click [Balance Routing ID] [Gkp2] button. The system will compare the
Routing ID] hours typed in the Approved Hours field against the system's total of all
hours entered on the Payroll Roster. The Balance Status field will change to
Balanced if they match.

If there was a lump sum amount entered on the roster, that amount will also
be balanced against the system's total lump sum amount.

[Print   Click [Print Timesheets] button. Blank timesheets will print for all
Timesheets] active work authorizations in the Routing ID for the next pay period.
You may also print timesheets using the Timesheet
Request screen PR0027UG.

PROBLEMS???

If the hours do not balance, you will need to return to the Roster Screen
(PR0102UG) and correct any hours that were input incorrectly. Click on the
[List Reported Timesheets] button to return to that screen. Make any
corrections that are needed. Then store and approve again. Try to balance
again. Continue these steps until the hours and/or lump sum amounts
balance. For more detailed instructions, see next page.

STEPS TO TAKE IF HOURS DO NOT BALANCE

If you see this message after you attempt to balance your hours, you will need to find the error and reapprove problem timesheets and attempt to balance hours again.
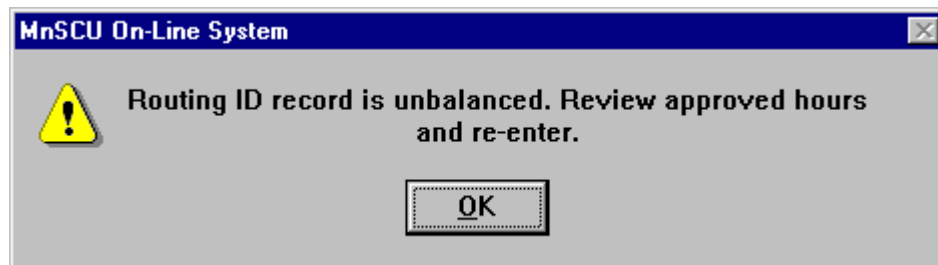
Click on the "OK" button and then click on the button for "List Reported Timesheets" [Gkp3].

You will be returned to the PR0102UG screen which displays the students and the hours you input. Check the hours on the screen against the hours on the timesheets. If you need to correct an error on the roster screen, click in the field for that student's hours. You will see this alert message:

STEPS TO TAKE IF HOURS DO NOT BALANCE

1. Click on "Yes" to continue.
2. Change the hours for that student.
3. Change any other hours that were not input correctly. You will need to respond to the message above for each item that you change.
4. When finished making all corrections, right click to bring up the Pop-Up menu and click on "Store."
5. You will need to reapprove the timesheets that were changed. Click on the drop-down for List Timesheets and select "Unapproved."
6. The timesheets that you changed will be displayed. In the upper right corner of the screen, click on the "all" radio button under the **Approve** button.
7. Then click on the Approve button. At the message prompt, click on "Continue" to approve the timesheets.
8. Then right click to bring up the Pop-Up menu and click on "Quit".
9. You will be returned to the Balancing Hours screen.
10. Type in new total numbers for hours and lump sums if the changes you made result in new totals.
11. Click on "Balance Routing ID."
12. If the hours balance, the status will be changed to "Balanced."
13. *If the hours do not balance, follow these steps again and double check your work. Continue until the hours balance.*
14. Right click to bring up the Pop-Up menu and click on Store. Then Quit the screen.

Employee Timesheet Maintenance—PR0101UG

Adding Hours from a Previous Pay Period

The second line of data is for the current hours for the current pay period.
The first line was blank and enabled the input of adjusted hours from a previous pay period. Note that you use the **current** pay period **number** to input the adjusted hours, and indicate that this is an adjustment, with the **ADJ** earnings type.

Back at PR0102UG, two lines will show up for the student to indicate regular hours worked for the current pay period, and adjusted hours from a previous pay period.

 Hours from a Previous Pay Period

There may be circumstances where you have not been able to enter past hours for a student for a previous pay period, or a student has turned in a late timesheet. Use the PR0101UG Employee Timesheet Maintenance screen to enter unpaid hours from a previous pay period. Since you are only able to process payroll every two weeks, the previous hours will need to be entered at the next available pay period.

Enter and store the student's current pay period hours on the PR0102UG Payroll Roster –Data Entry screen.

Double click on the "Auth Nbr" field for the appropriate student's work authorization. This will take you to the PR0101UG Employee Timesheet Maintenance screen. The current pay period hours that you just entered should be shown, along with a blank line for entering hours from a previous pay period.
On the blank line, enter the current pay period year and pay period number. Enter E Type "ADJ."
Press TAB. Enter the hours for the late timesheet. Store. Quit.

This will take you back to the PR0102UG Payroll Roster screen. Two lines will appear for the student—one for the "REG" regular hours and one for the "ADJ" adjustment hours. Resume entering hours for the rest of the students, and complete the approval and balancing steps. Make sure to include the adjusted hours in the total for balancing the hours.

COMMON PROBLEM MESSAGES

Sometimes problem messages will appear in the Status Bar at the bottom of the screen. Sometimes they will appear in the middle of the screen. If they appear in the middle of the screen you will usually see an "OK" button that needs to be clicked before you can proceed. If they appear in the Status Bar, just make note of what they say and try to correct the data that the message refers to.

Invalid Employee SSN. <DETAIL> for List of Employees.

This message can mean one of two things:
1. You have made a typo when you put in the SSN.
2. You have put in a correct SSN, but the student has not been set up in the Payroll System by the Business Office. Check to make sure the W-4 and I-9 forms have been submitted to the Business Office. Use the PR0021UI screen to check the status of the forms.

Start date required.

A message that says a certain field is required (in this case, the Start Date) indicates that you are trying to move out of a field without filling in any data. Make sure to enter the appropriate data in the field and then press the TAB key to move to the next field.
.

MnSCU On-Line System

⚠ Access denied. You do not have sufficient privileges to access specified cost center.

OK

You have typed in a Cost Center that you do not have the right to use. You may have simply made a typo, or you may need to call the Business Office to grant you the rights to pay students from that Cost Center.

MnSCU On-Line System ⊠

⚠ **Modifications found. Proceed without storing?**

[<u>N</u>o]   [<u>Y</u>es]

You have entered information on a screen and then have tried to move to another screen without first storing the information. The default response to this message window is "No." This means you realize that you forgot to store the data and you do not want to proceed until you store it. Click on "No" and then store the data. Then proceed with your next process.

In **some** cases, you may want to say "Yes." This would be if you entered some data, but it is all incorrect and you want to clear the screen and start over, or you want to quit the screen without saving the changes you made and move to a different screen. In that case, you would click on "Yes" to indicate that you want to proceed without storing the information.

MnSCU On-Line System ⊠

⚠ **Access denied. You do not have sufficient privileges to access specified routing ID.**

[<u>O</u>K]

You have entered a Routing ID that you do not have the rights to use. This could simply mean that you made a typo, or that you have not been set up to have the rights to that particular Routing ID. If you believe you have typed the Routing ID correctly, contact the Business Office to request the rights to that Routing ID.

COMMON PROBLEM MESSAGES (continued)

```
┌────────────────────────────────────────────────┐
│ MnSCU On-Line System                      [X]   │
├────────────────────────────────────────────────┤
│  uniface                                        │
│    A    Access to PR0024UG privilege denied, ok?│
│                                                 │
│                  ┌──────────┐                   │
│                  │    Ok    │                   │
│                  └──────────┘                   │
└────────────────────────────────────────────────┘
```
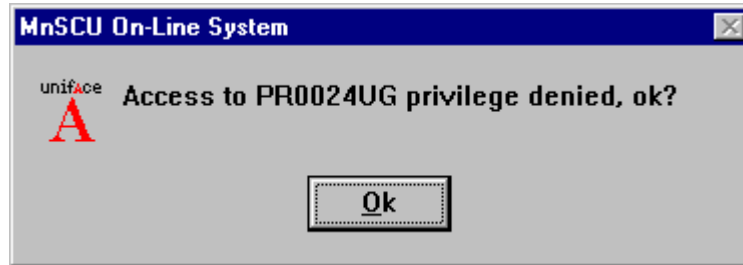
Any message that tells you that you do not have the privilege to a particular screen **or** to the **PR module** indicates that you have not been given the appropriate security rights in the Payroll Module. You need to contact the Business Office if you get a message like this.

```
┌────────────────────────────────────────────────┐
│ MnSCU On-Line System                      [X]   │
├────────────────────────────────────────────────┤
│  uniface                                        │
│    A    PR0024UH not found, Ok?                 │
│                                                 │
│                  ┌──────────┐                   │
│                  │    Ok    │                   │
│                  └──────────┘                   │
└────────────────────────────────────────────────┘
```
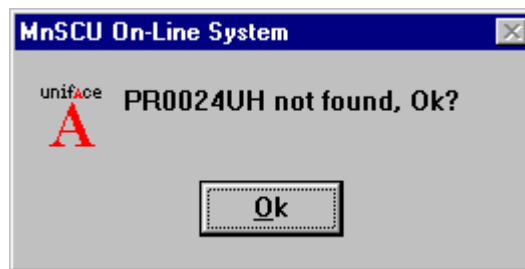
This message is telling you that the system can't find the screen number you typed in. In this case, it is because that screen does not exist. The correct screen code is PR0024UG. This is a simple typo error. You can click on the "OK" button and then retype the Direct Access Code.

When you get error messages, read them carefully. Do not simply click on "OK" to get rid of the message. The messages are there to communicate problems to you. If you do not understand the message, call the Business Office or the Help Desk for assistance.

Questions and Answers

Q: **Do I still send the student timesheets to the Business Office?**

    A: Yes. You will continue to send the timesheets for **Workstudy students only**, just as you did in the past.

Q: **Do I still need to complete a Workstudy Summary Sheet and send it to the Business Office?**

    A: Yes, for now you will continue to do that.

Q: **What if I am not here on the day that student payroll is due?**

    A: You will need to have a pre-arranged back up person who can do payroll in your absence, just as you need a back up person now when you are on vacation. The back up person will either need to have his or her own STC2 User ID and the rights to the Student Payroll system, or will need to log on as you to process the payroll electronically.

Q: **What if I do not finish processing my payroll by the deadline?**

    A: If even **ONE DEPARTMENT** starts to input the student payroll data and does not complete it by balancing the hours, it will prevent **ANY** further processing by the Business Office. This is only if you **BEGIN** to input student hours and **DO NOT FINISH** the entire process to the point of balancing the hours.

Q: **What if I have no hours to submit for my Routing ID?**

    A: If you have NOTHING to submit for ANY STUDENTS for an entire pay period, it will not cause any delay to the processing of the payroll by the Business Office. In this case, simply do not log in to the Roster Screen. You may print timesheets for the next pay period without causing any problem to the payroll processing. Use Screen PR0027UG to print the timesheets.

Q: **Do I have to use the timesheets from the Student Payroll System?**

    A: You do NOT have to use the timesheets that are printed from the Student Payroll system until the current supply of pre-printed timesheets from Central Stores has been depleted. When that supply is gone, all departments will need to use the timesheets from the Student Payroll system.

Q: **Can I print just one timesheet for a new student if a student is hired during the middle of a pay period?**

    A: Yes, you can print a single timesheet. Use the PR0028UG screen.

Q: **If I need to pay a student a lump sum, what Pay Rate do I use on the Work Authorization Screen PR0024UG?**

    A: You can use a pay rate equivalent to what they are being paid on a lump sum basis. When you process the payroll from the Roster Screen PR0102UG, you will <u>not</u> type in a number for hours worked, you will type in a <u>dollar amount</u> for the total <u>lump</u> <u>sum amount</u> that you need to pay the student.