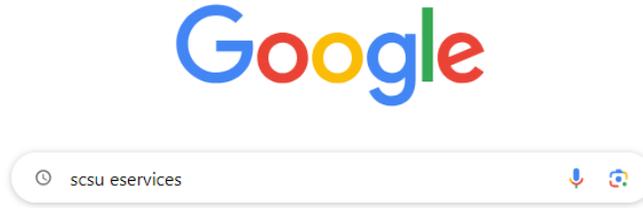
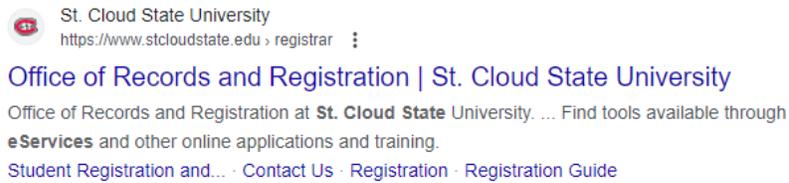


Graduate Assistant Timesheet Instructions 2023-2024

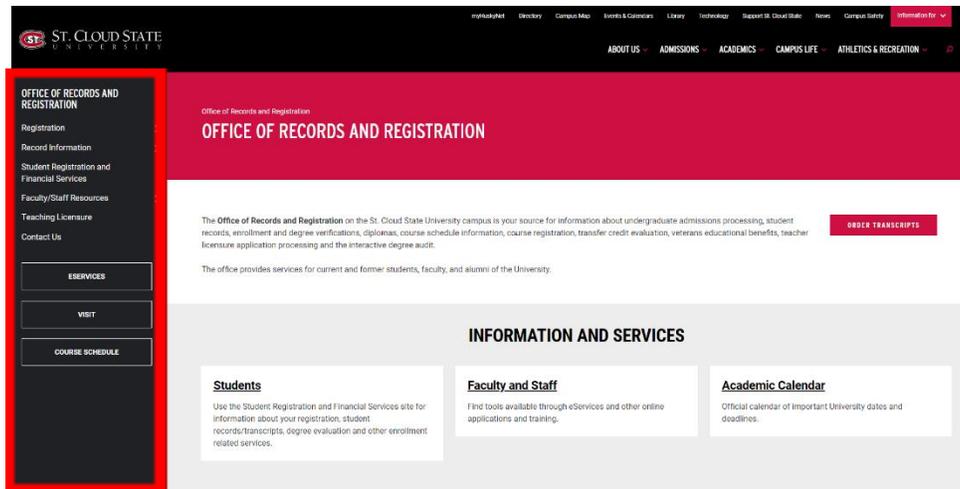
1. Open an internet browser and search “SCSU e-services”



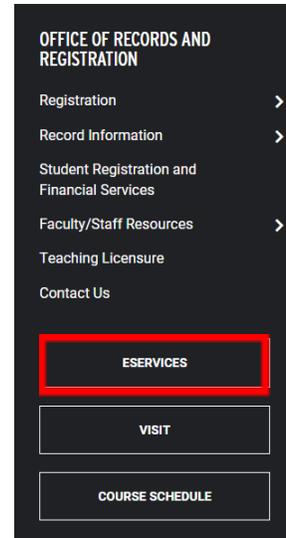
2. Click on the first result option: Office of Records and Registration | St. Cloud State University



3. On the left-hand side of the screen, you will see a menu in a black box with white text.



4. Click on the “ESERVICES” menu button.



5. Log in to e-services using your StarID and password.

Please login to continue.

The '*' indicates a required field.

* StarID: [Need Login Help?](#) Need an ID? [Sign Up Now.](#)

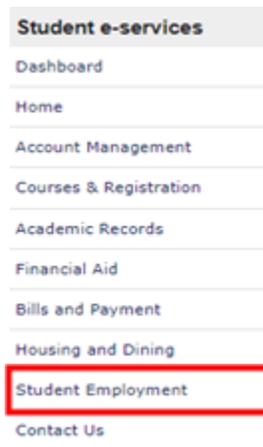
* Password:

Institution:

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

You must **logout** when finished to ensure that nobody else gains access to your records.

6. After logging in, you will be brought to the “My Dashboard” page. On the left-hand side of the screen, you will see the Student e-services menu. Click on “Student Employment”.



7. On the Student Employment page under “Options”, click on “Enter Time Worked”.

Student Employment

Options

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

[Earnings](#) - View your earnings.

[Direct Deposit Setup](#) - Enroll in direct deposit. Make changes to your direct deposit account.

[W-2 Tax Form](#) - View/Download your W-2 tax forms.

[Student Employee Wage Notice](#) - Review and acknowledge Student Employee Wage Notice information.

[Payroll Calendar](#) - View payroll calendars for pay period end dates and paydays.

8. Click the blue “Add Time” button to clock your hours.

Time Worked Details

Program Graduate Assistant

Funding Source 210301 - GRADUATE STUDIES
0940 - Graduate Assistant Salary

Supervisor Mahogany Morrison

Date	Start Time	End Time	Hours Worked
Wed, Aug 16	12:00 PM	6:00 PM	6.00 Regular
Thu, Aug 17	8:00 AM	1:00 PM	5.00 Regular
Mon, Aug 21	8:00 AM	1:00 PM	5.00 Regular
Tue, Aug 22	8:00 AM	11:00 AM	3.00 Regular
Total Hours			19.00

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

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

9. Select the date, start and end time. Click the blue “Add Time” button to finish logging your hours.

Add Time Worked

Title Program Graduate Assistant

* **Date** Wednesday, Aug 23

* **Start Time** 7:00 AM

* **End Time** 7:15 AM

Comments

[Add Time](#) [Cancel](#)

10. To submit your hours at the end of the pay period, check the “I certify the hours reported are correct and that I have fulfilled my job obligations” box. Click the blue “Submit Time” button to submit your hours to your supervisor.

Time Worked Details

Program Graduate Assistant

Funding Source 210301 - GRADUATE STUDIES
0940 - Graduate Assistant Salary

Supervisor Mahogany Morrison

Date	Start Time	End Time	Hours Worked	
Wed, Aug 16	12:00 PM	6:00 PM	6.00	Regular
Thu, Aug 17	8:00 AM	1:00 PM	5.00	Regular
Mon, Aug 21	8:00 AM	1:00 PM	5.00	Regular
Tue, Aug 22	8:00 AM	11:00 AM	3.00	Regular
Total Hours			19.00	

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

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

11. To view or add time for a date outside of the current pay period, scroll down to the Pay Period Data section.

Pay Period Data

Total for 08/16/2023 - 08/22/2023 19.00 hours

Total for 08/23/2023 - 08/29/2023 2.00 hours

Total For Pay Period 21.00 hours

[View Daily Totals](#)

Pay Period Date Range 08/16/2023 - 08/29/2023

Payment Date 09/08/2023

View or Add Time for a Date NOT within this Pay Period  [Retrieve](#)

12. Click on the calendar icon, and select the date you want to view or adjust.

Pay Period Data

Total for 08/16/2023 - 08/22/2023	19.00 hours
Total for 08/23/2023 - 08/29/2023	2.00 hours
Total For Pay Period	21.00 hours

[View Daily Totals](#)

Pay Period Date Range 08/16/2023 - 08/29/2023
Payment Date 09/08/2023

View or Add Time for a Date  [Retrieve](#)
NOT within this Pay Period

Pay Period Data

Total for 08/16/2023 - 08/22/2023	19.00 hours
Total for 08/23/2023 - 08/29/2023	2.00 hours
Total For Pay Period	21.00 hours

[View Daily Totals](#)

Pay Period Date Range 08/16/2023 - 08/29/2023
Payment Date 09/08/2023

View or Add Time for a Date  [Retrieve](#)
NOT within this Pay Period

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9

13. Click the blue “Retrieve” button to view a different pay period.

Pay Period Data

Total for 08/16/2023 - 08/22/2023	19.00 hours
Total for 08/23/2023 - 08/29/2023	2.00 hours
Total For Pay Period	21.00 hours

[View Daily Totals](#)

Pay Period Date Range 08/16/2023 - 08/29/2023
Payment Date 09/08/2023

View or Add Time for a Date  [Retrieve](#)
NOT within this Pay Period