Adding and Inactivating Student Positions

Overview

The Add and Inactivate features of the Student Pay System allow the timekeeper to either quickly add new positions for an active student employee or inactivate a position which is no longer being used. It is important to note that inactivating a student position does not inactivate their time and adding a student position does not change the pay rate for hours already entered.

- Open your web browser and log in to [https://my.calpoly.edu](https://my.calpoly.edu) with your Cal Poly User ID and password
- Select
- Select or
- Select Enter/Correct Student Time
- or Enter/Correct Student Time By SSN/Department
  - Select the appropriate student and click to inactivate a student position
  - Click to add another position for the student. On the add student panel, enter the pay rate and make any other necessary changes
  - Continue the process until all positions are added or inactivated
  - or return to the Cal Poly Student Pay Menu to complete another process