

How do I give a Student Assistant a raise?

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Log into the Student Payroll system

Click 'Student Assistant Management'
The main menu of the Student Payroll System will open in a new browser window

Single Click Links <

-  Email & Calendar
-  Cal Poly OneDrive
-  Student & HR Administration
-  CSU Portal- Financial Administration
-  PolyData Dashboards
-  Campus Wiki
-  Student Assistant Management

2

Click 'Add Student Job/Pay Rate/Supervisor'

Fill in new information
Click "Continuous Employment" (if applicable)
Click Save



Student Payroll System CAL POLY
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO, CALIFORNIA 94027
Cal Poly Student Pay Menu

- Add Student Job / Pay Rate / Supervisor**
- Update 1-9 Flag
- Enter/Correct Student Time
- Enter/Correct Student Time By EmplID/Department
- Approve Student Time
- Approve Student Time By EmplID/Department
- Reactivate Student Job
- Become Student
- Log out

After new job is created, any time in the old job that needs to be paid at the new rate must be removed before it is inactivated.

Then enter time in the new job's timesheet



Add Student Job / Pay Rate / Supervisor
Link to Human Resources Sensitive Position checklist to determine if position is deemed sensitive:
Is this a sensitive position?
 Yes
 No
 Continuous Employment

Enter Student Empl ID:
Click On Position: 00009198-UCP-CAFES Ag Ed&Comm 61150-STDNT AST
Enter Student Number:
Enter Student Pay Rate: \$ 0.00
Enter First pay Period: 2016 March (03/02-03/31)
Enter Supervisor:
(Last Name,First Name)

MENU SAVE

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To remove hours, click "Enter/Correct Student Time"

Screen will display all active student job rows a timekeeper has security to view

Click the GO button next to the job row to access the student's timesheet



Choose a Student/Position to Enter/Correct Time

MENU

Legend:
 Go to student time sheet.
 Create another position for a student.
 Inactivate a student.

The last day to enter/correct time for July (07/01-07/30) pay period is 08/04/2015.
For which student/position would you like to enter/correct time?

Dept: 999999 - Payroll Position: 00009999 - STUD AST - OF-Payroll Services

Name	Empl ID	Payrate	Supervisor	Hours	Amount
Bear,Yogi T	009999999	\$10.00	Ranger,Joe	10	\$100.00

MENU

General Student Employee Information



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Click date to remove time

RETURN TO POSITIONS LOGOUT

Click a day to enter time.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
03-15	03-16	03-17	03-18	03-19	03-20	03-21
		3.0	2.1	3.0		
03-22	03-23	03-24	03-25	03-26	03-27	03-28

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Delete hours listed and save

Student Time Entry

Period: 2009-04(03/15-04/11)
Dept: Fiscal Svcs-Payroll Services

Name: Bear, Yogi T
Supervisor: Ranger, Joe

Empl ID: 009999999
Hourly Rate: \$9.00

Note:

As of the January (01/11-02/14) pay period the remaining Work-Study balance is \$2,067.60. Any subsequent earnings have not yet been deducted.

Time must be entered in international standard ("24 hour") notation.

Friday 03-20	
Time In	Time Out
8:00	11:00
12:00	14:00

SAVE CANCEL

Morning		Afternoon	
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00
12:00 noon	12:00	12:00 midnight	00:00

Note: You may type "HH" in place of "HH:00"
Ex: 10 instead of 10:00

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To inactivate the old job, Click the "X"

Dept: 999999 - Payroll	Empl_ID	Payrate	Supervisor	Hours	Amount	
Bear, Yogi T	009999999	\$10.00	Ranger, Joe	10	\$100.00	00



To inactivate a student job row click the X button