



## Student Pay Process Student Assistant Step by Step Guide

### Entering Student Assistant Time

The Student Payroll System allows you to enter time for the current monthly pay period. You can enter time online only after you have been hired, completed an intake and I-9 Form, and provided your Social Security Card in the Payroll Office.

Page name	Steps
Student Pay: login web page	<ol style="list-style-type: none"><li>1. Open your web browser and navigate to the my.calpoly portal, <a href="https://my.calpoly.edu/">https://my.calpoly.edu/</a>.</li><li>2. Enter your Cal Poly User ID and password.</li><li>3. Click the Login button.</li><li>4. Select the My Apps for Student Assistant Timesheet on the Home tab of the portal.</li><li>5. If you are a new employee and have not completed an I9 in the Payroll Office and provided your social security card the system will display a warning message and not allow you access.</li></ol>
Choose a Position to Enter Time	<ol style="list-style-type: none"><li>1. Click the GO button beside the job row for which you want to enter time.</li></ol>
Student Timesheet	<ol style="list-style-type: none"><li>1. Click on the day/date for which you want to enter time.</li></ol>
Student Time Entry	<ol style="list-style-type: none"><li>1. Enter time in and time out, using the international standard Notation ("24 hour" format HH:MM also known as military time). You can record up to five entries for each day.</li><li>2. Click SAVE to submit the time for that day and return to the Student Timesheet page.</li><li>3. Click CANCEL to cancel entering time for that day. Any data you have entered will be lost.</li></ol>
Student Timesheet	<ol style="list-style-type: none"><li>1. Continue to click on the days/dates for which you want to enter time until all time is recorded.</li><li>2. Click SAVE to submit the time.</li><li>3. Print your timesheet by clicking on the PRINT icon on your web browser and submit it to your supervisor for signature approval.</li><li>4. If your timesheet prints on two pages you can adjust the settings on your browser so that the timesheet will print on one page. Go to the browser menu and select File &gt; Page Setup. Under the section labeled 'Margins' adjust the top and bottom margins until your timesheet prints on one page.</li><li>5. Make sure to select the LOGOUT button before closing your browser window each time you exit the Student Payroll System.</li></ol>