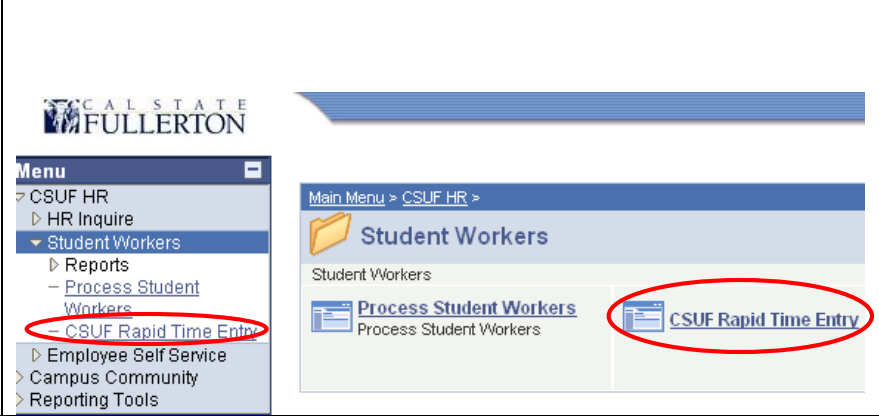
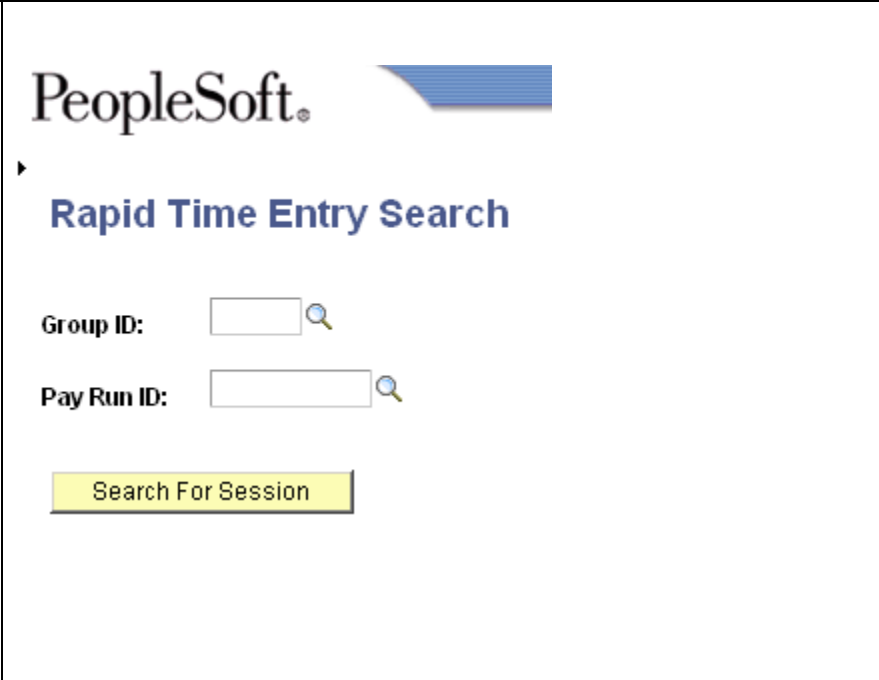




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **Student Worker Time Entry** process provides departments to enter student assistants, instructional student assistants, bridge students, and workstudy students' time worked directly into CMS.

**Process Frequency:** Monthly – During the Student [Time Entry processing period](#).

<p><b>Time Entry</b></p> <p>Navigate to the correct page:</p> <p><a href="#">Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Student Workers</a> &gt; <a href="#">Reports</a> &gt; <a href="#">CSUF Rapid Entry</a></p> <p><b>Note:</b> You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p><b>Step 2:</b></p> <p>Enter the fields:</p> <ul style="list-style-type: none"> <li>• <b>Group ID</b>= Department ID</li> <li>• <b>Pay Run ID</b>=YYYYMM_STU</li> </ul> <p>Ex: 200610_STU is the Pay Run ID for student employee's who worked in October 2006.</p> <p>The Pay Run ID is the year/month you are entering for the student employee's pay period. The naming convention is yyyyymm_STU.</p> <p>STU = student pay group</p> <p>Once you have entered the <b>Group ID</b> and <b>Pay Run ID</b>, Click</p> <p><b>Search For Session</b></p>	



**Note:** If you do not know the Group ID or Pay Run ID, click to lookup the group ID (department ID number).

Once you have selected the all values that are available for you to view are displayed. Click the hyperlink of the value that you are searching for (i.e. 10018)

**Look Up Pay Run ID**

Pay Run ID:  2006

PeopleSoft.

**Look Up Group ID**

Group ID:

Description:

[Basic Lookup](#)

**Search Results**

View All First 1-12 of 12 Last

Pay Run ID
<a href="#">200601_STU</a>
<a href="#">200602_STU</a>
<a href="#">200603_STU</a>
<a href="#">200604_STU</a>
<a href="#">200605_STU</a>
<a href="#">200606_STU</a>
<a href="#">200607_STU</a>
<a href="#">200608_STU</a>
<a href="#">200609_STU</a>

**Search Results**

View All First 1 of 1 Last

Group ID	Group Type Indicator	Description
<a href="#">10018</a>	Dynamic	<a href="#">Anthropology - Stds</a>

**Note:** If the session has not been created for the pay period, you will receive “No Session Found” message.

Microsoft Internet Explorer

No Session Found

There was no session found for this Group ID and Pay Run combination. Please check the values and try the search again. It is possible that the sessions have not yet been created for this Pay Period.

**Note:** If the session is closed you will receive “Pay Period is Closed” message.

Microsoft Internet Explorer

The Pay Period is Closed

The current date is past the closed date for this pay period. No more time can be entered for this pay period.

**Step 3:**  
Students who were active in the current pay period will be listed.

Complete the following fields:

- Quantity**= The total hours (in decimals) that are to be paid for this pay period in this job (Empl Rcd identifies the job). Do not enter hours:minutes.
- Override Rate** = Only enter a rate into this field if the payable rate is other than the rate on the student’s job.
- Task Profile** = If applicable, departments can pay students using a different HR combo code. (See step 4)

Click **Add Row** to add a student who may have not been active

**Report Rapid Time**

**Rapid Session Information**

Session Number: 100500607      Description: 100500607 Student Employees

Template Type: Elapsed      Rapid Time Template: FUL\_RAPID

Session Status: Not Submit      Add/Replace: Add

---

**Rapid Detail Information**

Select	EmplID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Sea Num
<input type="checkbox"/>	892296179	1	Titan, Michelle	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802893249	0	Titan, Nickalaus H	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802707885	0	Titan, Mark G	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1



when the session was created.

A list of available students will be displayed. Select the appropriate student and click **Add Selected Employees**

The student must have been hired and approved prior to the creation of the Rapid Time sessions at the beginning of each pay period. If you find that the record you want to report time for is not available, verify the Student Job Roster for status.

**Student List**

List of students who are not currently in the time session. Select the student you would like to add to the session.

EmplID	Empl Rcd#	Job Code	Name	Select
1 899441786	0	1150	Apple, Steve	<input type="checkbox"/>
2 800673196	0	1874	Barney, Rubble	<input type="checkbox"/>
3 899708531	0	1870	Cameron, Davis	<input type="checkbox"/>
4 800071375	1	1874	Kirk, Russell	<input type="checkbox"/>
5 802192393	0	1868	Tether, Barry	<input type="checkbox"/>
6 899468888	1	1874	Zippy, Kramer	<input type="checkbox"/>

**Add Selected Employees**

Delete Selected Rows, removes a student from the Rapid Time window.



Deleting the student removes them from the current pay period. **If you delete a student by accident and the session is still open you may add a row and continue. If the session is closed, you will need to complete a separate CD048 (through Informed Filled) and submit it to Payroll with the student's timesheet.**

**Report Rapid Time**

**Rapid Session Information**

Session Number: 100500607      Description: 100500607 Student Employees  
 Template Type: Elapsed      Rapid Time Template: FUL\_RAPID  
 Session Status: Not Submit      Add Replace: Add

**Rapid Detail Information**

Select	EmplID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input type="checkbox"/>	892296179	1	Titan, Michelle	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802883249	0	Titan, Nickalaus H	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802707885	0	Titan, Mark G	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1

**Delete Selected Row(s)**

When you have finished entering total hours worked for the specific pay period, click **Save**.



Save often. If your session times out you will lose your changes.

**Report Rapid Time**

**Rapid Session Information**

Session Number: 100500607      Description: 100500607 Student Employees  
 Template Type: Elapsed      Rapid Time Template: FUL\_RAPID  
 Session Status: Not Submit      Add Replace: Add

**Rapid Detail Information**

Select	EmplID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input type="checkbox"/>	892296179	1	Titan, Michelle	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802883249	0	Titan, Nickalaus H	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	802707885	0	Titan, Mark G	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1

**Delete Selected Row(s)**

**Save**

**Submit**

**Step 4:**

Click **Copy Selected Row** to copy a row.

*Why would you need to copy a selected row? Example: You have a student employee who worked at two different hourly rates.*

If you copy a selected row you must enter either an override rate (a rate that's other than the rate on the students job), or a Task Profile on the new row. This row must be unique from the original row you copied.

Task Profile is used to pay a student from an additional funding source(s).

Example, the library has one department but different funding sources within one department. They want to pay the student from more than one funding source for the hours worked. The task profile can be used for these purposes.



Do not enter information into the task profile unless you have submitted a Task Profile Action Form to Payroll (available in Informed Filler). They have to establish the task codes for you to use.

Entering task codes without submitting the form will delay processing of the student's pay.

Contact your Payroll technician if you have questions.

**Report Rapid Time**

**Rapid Session Information**

Session Number:	100500607	Description:	100500607 Student Employees
Template Type:	Elapsed	Rapid Time Template:	FUL_RAPID
Session Status:	Not Submit	Add/Replace:	Add

**Rapid Detail Information**

Select	EmpID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input checked="" type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		Q 328-1150-242	1
<input type="checkbox"/>	802883249	0	Brandehoff,Nicklaus P	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		Q 328-1150-242	1
<input type="checkbox"/>	802707885	0	Bunten,Tommy G	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		Q 328-1150-242	1

**Rapid Session Information**

Session Number:	100500607	Description:	100500607 Student Employees
Template Type:	Elapsed	Rapid Time Template:	FUL_RAPID
Session Status:	Not Submit	Add/Replace:	Add

**Rapid Detail Information**

Select	EmpID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	10.0	\$9.000000	\$0.000000		Q 328-1150-242	1
<input type="checkbox"/>	802883249	0	Brandehoff,Nicklaus P	06/30/2007	REG	25	\$9.000000	\$0.000000		Q 328-1150-242	1
<input type="checkbox"/>	802707885	0	Bunten,Tommy G	06/30/2007	REG	12	\$9.000000	\$0.000000		Q 328-1150-242	1
<input checked="" type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	10.0	\$9.000000	\$0.000000	CSUCA	Q 328-1150-242	2



Once the session is saved, the SeqNum will be incremented for every row that's been copied.

**Report Rapid Time**

**Rapid Session Information**

Session Number: 100500607      Description: 100500607 Student Employees

Template Type: Elapsed      Rapid Time Template: FUL\_RAPID

Session Status: Not Submit      Add Replace: Add

**Rapid Detail Information**

Select	EmpID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	10.000000	\$9.000000	\$0.000000	CSUCA	328-1150-242	2
<input type="checkbox"/>	802883249	0	Brandehoff,Nicklaus P	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1

**Step 5:**

Always click **Save** to save any changes you have made.

There are two options to submit your student's time to Payroll.

**Option 1:**  
Once you have finalized your data entry you may click **Save** and then return to Rapid Time Entry. Then, click **Submit** to immediately close your time entry session.

**NOTE: Once you choose submit you are no longer able to edit the student's time.**

**Option 2:**  
Once you have finalized your data entry you may click **Save** and allow the time entry session to close on its own (typically 5 days).

**Report Rapid Time**

**Rapid Session Information**

Session Number: 100500607      Description: 100500607 Student Employees

Template Type: Elapsed      Rapid Time Template: FUL\_RAPID

Session Status: Not Submit      Add Replace: Add

**Rapid Detail Information**

Select	EmpID	Empl Rcd	Name	Date	TRC	Quantity	Rate	Override Rate	Task Profile	Job	Seq Num
<input type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1
<input type="checkbox"/>	892296179	1	Boone,Amanda J	06/30/2007	REG	10.000000	\$9.000000	\$0.000000	CSUCA	328-1150-242	2
<input type="checkbox"/>	802883249	0	Brandehoff,Nicklaus P	06/30/2007	REG	0.000010	\$9.000000	\$0.000000		328-1150-242	1

Add Row      Delete Selected Row(s)      Copy Selected Row

Save      Submit

User ID: LLEDYARD      Date/Time Stamp: 06/05/2007 10:53:25AM

*You have successfully entered time for student workers.*

CSUF Date Last Revised: 06/05/2007

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