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.

### Time Entry

Navigate to the correct page:

- **Menu > CSUF HR > Student Workers > Reports > CSUF Rapid Entry**

**Note:** You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.

**Step 2:**

Enter the fields:
- **Group ID** = Department ID
- **Pay Run ID** = YYYYMM_STU

Ex: 200610_STU is the Pay Run ID for student employee’s who worked in October 2006.

The Pay Run ID is the year/month you are entering for the student employee’s pay period. The naming convention is yyyyMMdd_STU.

STU = student pay group

Once you have entered the **Group ID** and **Pay Run ID**, Click **Search For Session**

To view online tutorial, visit: [http://www.fullerton.edu/cms/Training/docs/index.html](http://www.fullerton.edu/cms/Training/docs/index.html)
**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).

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

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

**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.
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.

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.

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

**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).

You have successfully entered time for student workers.