To view online tutorial, visit: http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp

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.

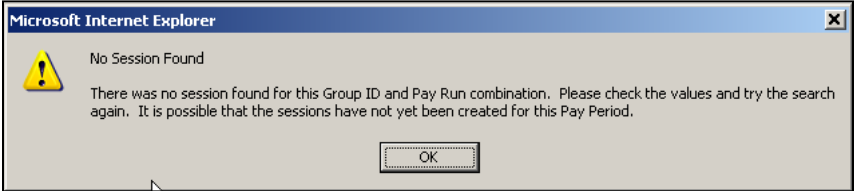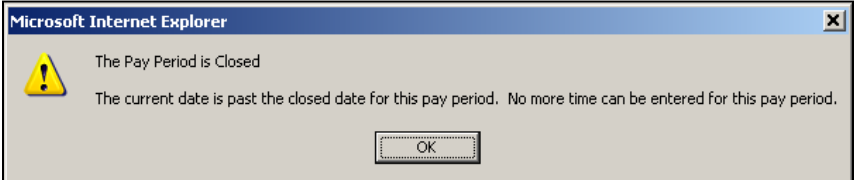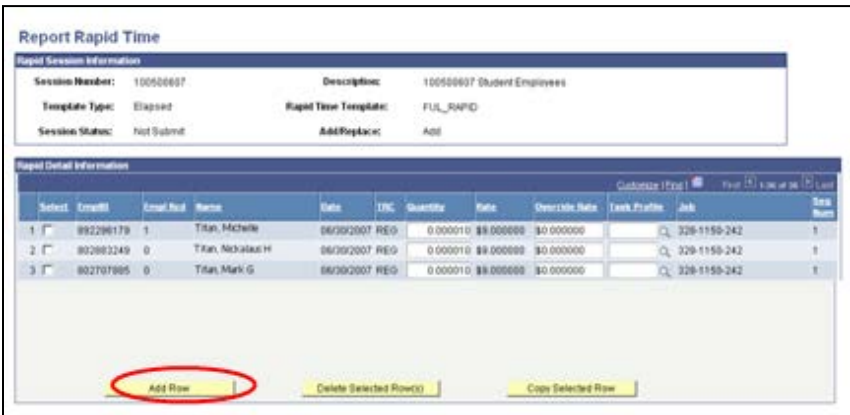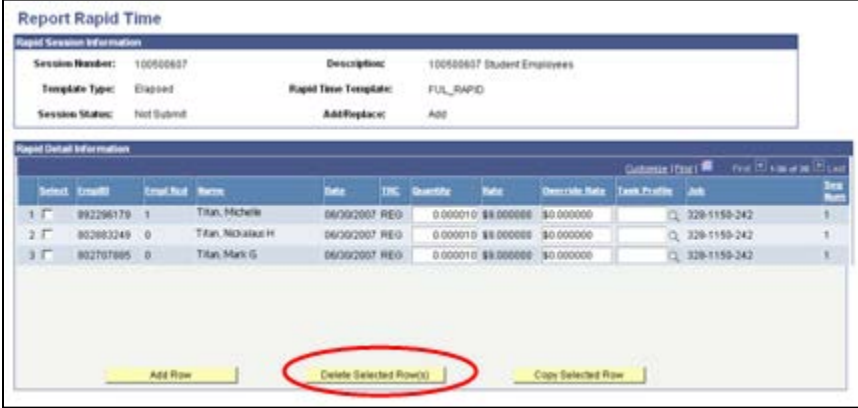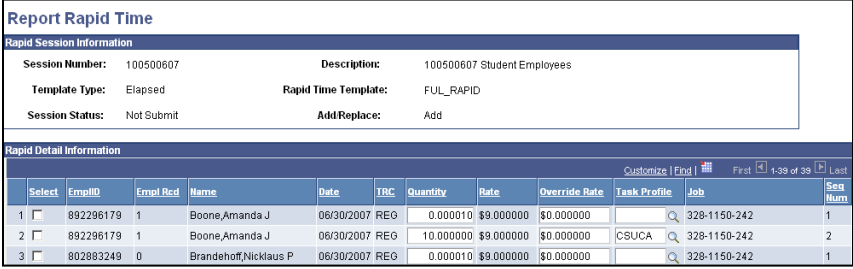**Process Frequency:** Monthly – During the Student Time Entry processing period
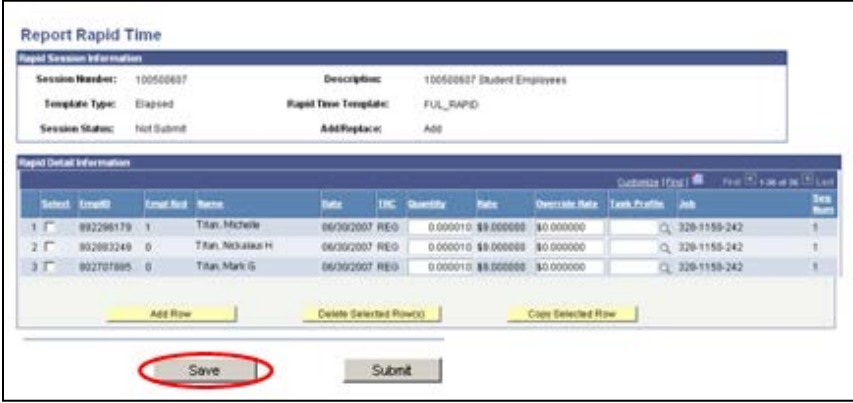
Processing Steps	Screen Shots
Step 1: Navigate to the correct page: Main Menu > CSUF HR > Student Workers > Reports > CSUF Rapid Entry. You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.	
Step 2: Enter the fields: • **Group ID**= Department ID • **Pay Run ID**=YYYYMM_STU Ex: 200610_STU is the Pay Run ID for student employees 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 yyyymm_STU. STU = student pay group Once you have entered the **Group ID** and **Pay Run ID**, click **Search for Session**.	

Processing Steps	Screen Shots
Step 2a: If you do not know the Group ID or Pay Run ID, click the magnifying glass icon (🔍) to lookup the group ID (department ID number).	**PeopleSoft.** **Look Up Group ID** Group ID: begins with ▼ Description: begins with ▼ Look Up Clear Cancel Basic Lookup **Search Results** View All First ◀ 1 of 1 ▶ Last Group ID Group Type Indicator Description 10018 Dynamic Anthropology - Stdts
Step 2b: Once you have selected the magnifying glass icon (🔍) 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: begins with ▼ 2006 Look Up Clear Cancel **Search Results** View All First ◀ 1-12 of 12 ▶ Last **Pay Run ID** 200601 STU 200602 STU 200603 STU 200604 STU 200605 STU 200606 STU 200607 STU 200608 STU 200609 STU
Step 2c: 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. OK
Step 2d: 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. OK

Processing Steps	Screen Shots
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)	
Step 3a: 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	

Processing Steps	Screen Shots
Step 3b: To delete a student from the report, select the student(s) and then click **Delete Selected Rows**. ⚠️ 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.**	

Processing Steps	Screen Shots
Step 3c: 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.	

Processing Steps	Screen Shots
Step 3d: 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 Customize | Find | First 1-39 of 39 Last Select | EmplID | Empl Rcd | Name | Date | TRC | Quantity | Rate | Override Rate | Task Profile | Job | Seq Num 1 □ 892296179 1 Boone,Amanda J 06/30/2007 REG 0.000010 $9.000000 $0.000000 328-1150-242 1 2 □ 892296179 1 Boone,Amanda J 06/30/2007 REG 10.000000 $9.000000 $0.000000 CSUCA 328-1150-242 2 3 □ 802883249 0 Brandehoff,Nicklaus P 06/30/2007 REG 0.000010 $9.000000 $0.000000 328-1150-242 1
Step 4: 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 Customize | Find | First 1-39 of 39 Last Select | EmplID | Empl Rcd | Name | Date | TRC | Quantity | Rate | Override Rate | Task Profile | Job | Seq Num 1 □ 892296179 1 Titan, Michelle 06/30/2007 REG 0.000010 $9.000000 $0.000000 328-1150-242 1 2 □ 802883249 0 Titan, Nickalaus H 06/30/2007 REG 0.000010 $9.000000 $0.000000 328-1150-242 1 3 □ 802707895 0 Titan, Mark G 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
Step 5: 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 Customize | Find | First 1-39 of 39 Select | EmplID | Empl Rcd | Name | Date | TRC | Quantity | Rate | Override Rate | Task Profile | Job 1 □ 892296179 1 Boone,Amanda J 06/30/2007 REG 0.000010 $9.000000 $0.000000 328-1150-242 1 2 □ 892296179 1 Boone,Amanda J 06/30/2007 REG 10.000000 $9.000000 $0.000000 CSUCA 328-1150-242 2 3 □ 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