Student eTime Entry

1. From itascacc.edu, hover over Quicklinks in the upper right, then click on “eServices”. Login using your StarID and password.

2. On the left-hand menu, select “Student Employment”, then “Enter Time Worked”.

You can also monitor other areas of your student employment on this screen:

- **Earnings**: View your total earnings within a selected date range
- **Direct Deposit Setup**: Enter your banking information so that your earnings can be deposited directly into your account
- **W-2 Tax Form**: W-2 and 1098-T tax forms will be available to print by January 31st of each year
- **Wage Notice**: View and acknowledge your wage history and any changes
- **Payroll Calendar**: View pay period end dates and pay dates for the year
3. Click “Add Time” to create a new time entry for hours worked.

If adding time from a previous pay period, select the date that you worked then retrieve. This will pull up your electronic timesheet from that pay period. Enter time as usual and submit.

4. Select date, start time and end time from the drop down menus (comments section is not a required field but may be useful in recording tasks completed or if requested by supervisor) Once time entry has been added, click Add Time.
5. Once all time has been entered for the pay period, verify that the dates and hours entered are correct then select the check box that states “I certify the hours reported are correct and that I have fulfilled my job obligations”. Click the “Submit Time” button to send time entries to your supervisor who will verify that the hours you’ve reported are correct.

You can easily modify or delete a time entry simply by clicking on the entry you need to change and selecting “Modify” or “Delete”. If modifying, change the entry to accurately reflect your actual time worked and click the “Save” button.