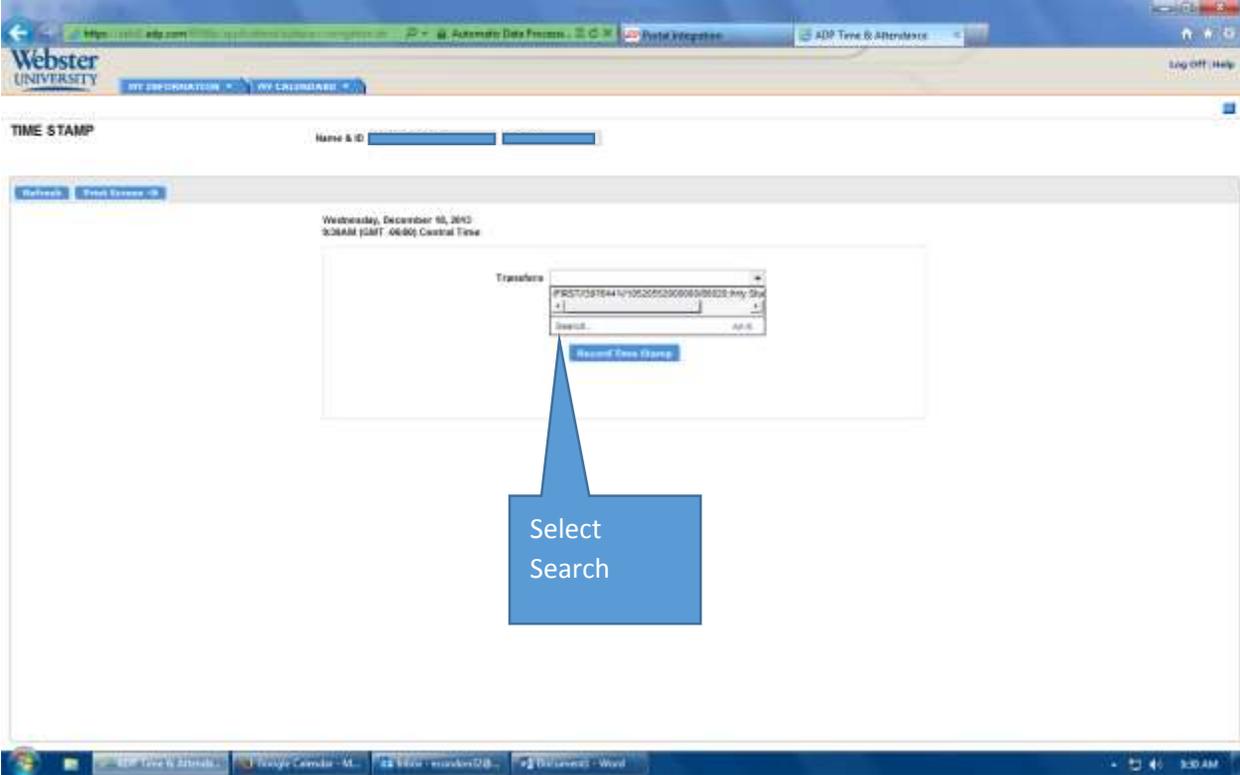


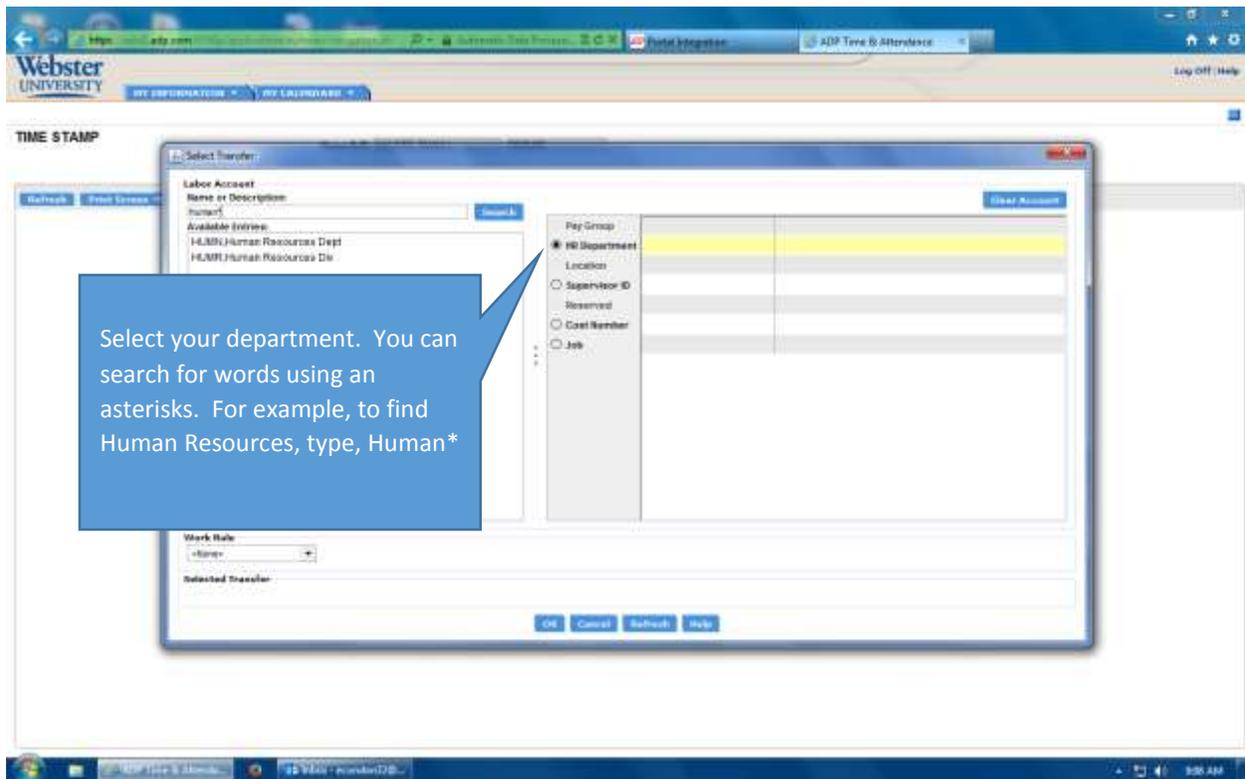
Budget Student Employment

Student Employees,

If you have more than one job on campus, you will need to set up a transfer in e-time to your 2nd or 3rd position.

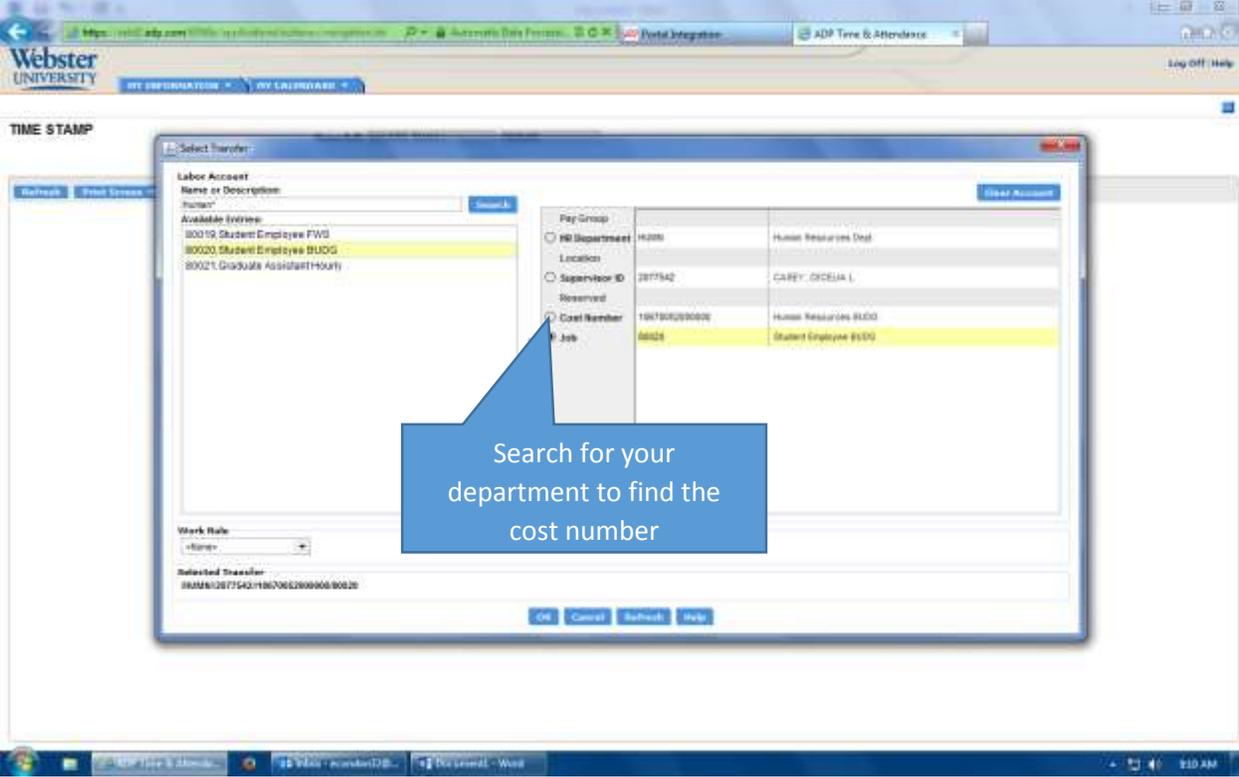


- 1.) From your E-time home page, select the drop down menu to start the transfer process. The system will remember your transfer settings, so you only need to do this once, or as needed.

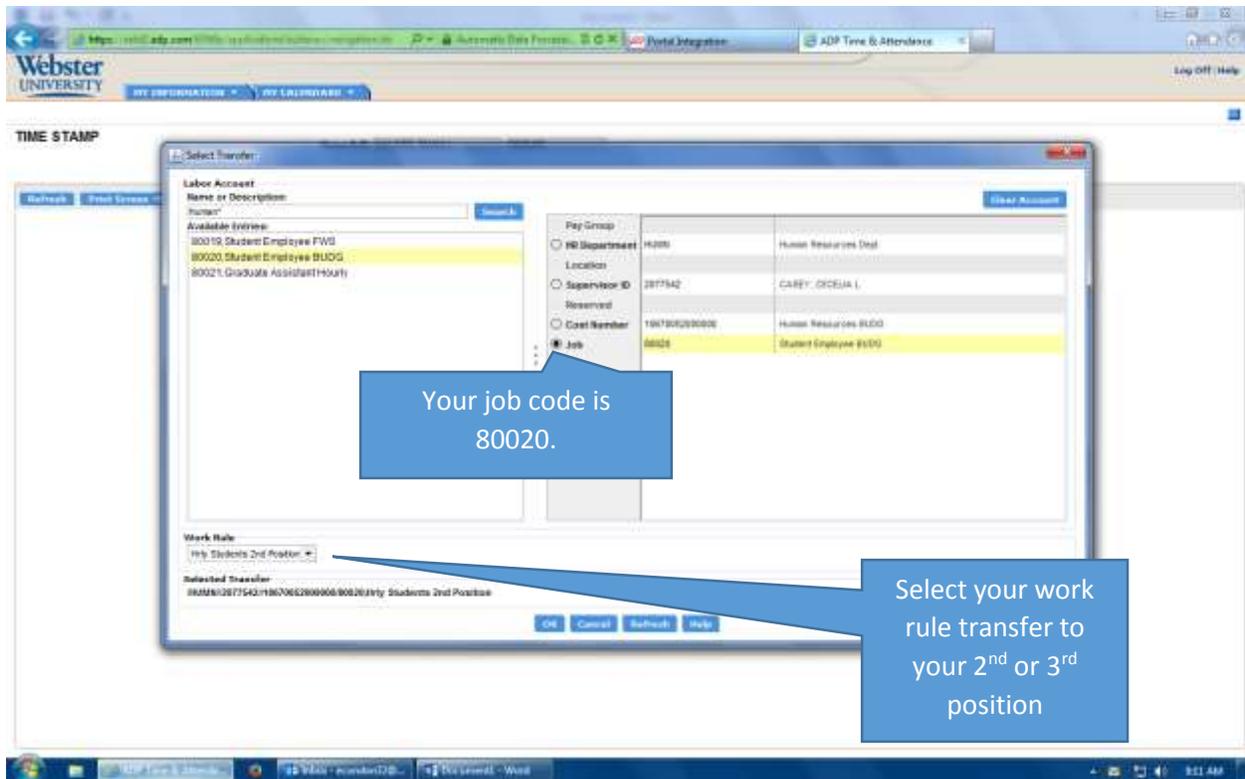


- 2.) Select your HR department. You can search for departments using the asterisks function. For example, you could search for Human Resources Department by typing Human*.
- 3.) Next, search for your supervisor by name using the asterisks function. For example, type Casey* to search for Cecelia Casey. **If you do not select your supervisors name for your transfer, your supervisor will not be able to see your timecard and approve for payment.**

Budget Student Employment



- 4.) Next, search for your department’s cost number (basically an account number). For this option you would choose your department’s name plus “BUDG.”



- 5.) Your next option is to select the job code. You can search for “80020” to select Student Employee BUDG. This tells the system that your additional job is a student employment budget position.
- 6.) Your last step is to select your work rule transfer. Please select “Hrly Students 2nd position” or “Hrly Students 3rd position.” This will tell the system that you have more than one position. There are pay rates associated with each work rule transfer. Your primary position will always be your Federal Work-Study position, if you have an award. If you do not have a Federal Work-Study award, then your primary position is the job in which you earn the most hours.
- 7.) When you are done, please click OK. Remember, the system will remember your transfers that you have set up. You will need to choose your transfer every time you timestamp in for your second or third job.
- 8.) *****This is very important, when you timestamp in for your transfer position, the system will remember that you are in your transfer position. You do NOT need to select the transfer when you timestamp out. If you do select the transfer on your out punch, the system will create a double timestamp. This will need to be corrected by your supervisor or Student Employment.****