

# Adding and Inactivating Student Positions

## Overview

The Add and Inactivate features of the Student Pay System allow the timekeeper to either quickly add new positions for an active student employee or inactivate a position which is no longer being used. It is important to note that inactivating a student position does not inactivate their time and adding a student position does not change the pay rate for hours already entered.




- Open your web browser and log in to <https://my.calpoly.edu> with your Cal Poly User ID and password

**Student Pay** Timekeeper   
Access

- Select

- Select  **Enter/Correct Student Time**

- or  **Enter/Correct Student Time By SSN/Department**

- Select the appropriate student and click  to inactivate a student position
- Click  to add another position for the student. On the add student panel, enter the pay rate and make any other necessary changes
- Continue the process until all positions are added or inactivated
-  or return to the Cal Poly Student Pay Menu to complete another process