










# Entering or Correcting Student Time

## Overview

The Enter/Correct Student Time process allows timekeepers to review the time entered by student employees or to enter time for their student assistants themselves. In addition, the process is used to add or subtract hours from specific student timesheets. The process can only access the current monthly pay calendar; past pay calendar changes are considered Payroll adjustments.

- Open your web browser and log in to <https://my.calpoly.edu> with your Cal Poly User ID and password
- Select **Student Pay** Timekeeper  Access
- Select  **Enter/Correct Student Time**
- or  **Enter/Correct Student Time By SSN/Department**
- Review the time entered for each student
- Click  next to the student you wish to adjust time for and access the current pay period calendar
- You may also click  to inactivate a student position
- Click  to add another position for the student. On the Add Student page, enter the pay rate and make any other necessary changes
- Click on the day/date for which you want to enter time and update the hours
- Enter time in and time out, using the international standard notation ("24 hour" format HH:MM)
- Click  to return to the Enter/Correct Student Time Entry web page.
- Click  to view more positions
- Continue the process until all timesheets are updated, as necessary
-  or return to the Cal Poly Student Pay Menu to complete another process