

Student Time Entry

This printable version covers Learning Cycle 1: Querying Using The Student Time Entry Form and Learning Cycle 2: Entering Hours.		
Step	Description	Other Information
1.	Logon to AIS using your AIS logon account/ password.	
2.	Select: SIU HRMS Fiscal Officer Time Entry Responsibility.	
3.	Menu Path: Student Time Entry/ SIU Student Time Entry.	Displays SIU Student Employment Time Entry window.
4.	Cursor is in Budget Purpose field; Press F11 on your keyboard to put system in query mode.	Alternately, use the View menu/ Query by Example/ Enter option.
5.	<p>Query:</p> <p>To query for a specific Budget Purpose enter the Budget Purpose; then tab to the Pay Period field and enter the appropriate date range.</p> <p>To query to retrieve All BPs, leave the BP field blank and tab to the Pay Period field and enter the current Pay Period in Oracle date format.</p>	
6.	Press Ctrl + F11 on the keyboard to execute the query.	Returns student employee records for a specific BP or depending on the search, all of your BPs.
7.	Locate correct student employee record; tab to or click in Hours field, enter number of hours worked for WK 1 & WK 2, respectively.	
8.	Any changes to Rate of Pay are handled by the Financial Aid Office.	
9.	Click in, Tab to, or Arrow Down to the Hours field for the next record and enter the Hours worked.	
10.	Continue until all student employees 'Hours' have been entered.	
11.	Save your work, check message line of 'Toolbar'.	
12.	If you enter time against more than one BP and you queried for a specific BP and need to query for another, press F11 twice. Enter a different BP and press Ctrl+F11 to execute the query.	
13.	If you enter time against more than one BP and you queried only on the Pay Period Dates, click in the Budget Purpose field and press the Down Arrow key on the keyboard to retrieve the next time entry table for additional BPs.	
End		