

MANUAL Student Employment Office Office of Career Services	SECTION Payroll Processing	PAGE 1 / 1
SUBJECT <i>Submitting Time</i>		REVISED 3/00

The employing department's designee summarizes and submits the student's approved time through the Electronic Standard Time Report.

Any payroll adjustments are made in the Time Report Adjustment Form. When the Student Appointment (Electronic Change of Status) is not in the Payroll System before the production of the Electronic Standard Time Report (ESTR), the student's name will not be listed on the department's ESTR (please review the Payroll Processing Schedule, available under FORMS). The department must initiate a Time Report Adjustment form to report the hours worked. The Time Report Adjustment forms can be purchased through General Stores.