



## On Campus Student Employment Supervision: Best Practices

### How to Determine Hours Worked in Your Department

#### Option #1:

1. Create an Excel or Google Sheets document that tracks the hours of your students.
2. Input Hours into spreadsheet monthly based on timesheets submitted

#### Option #2

1. Sign-in to Escape
  - a. If you do not have access – check with someone in your department (often your Administrative Assistant) that has access.
  - b. If you still do not have access, please reach out to JLongnecker@santarosa.edu

2. Click on the HR/Payroll Heading



3. Click on Reports



4. Click on Admin



5. Select Labor Distribution Detail (Pay 10)

| Report Description        | Report Name |
|---------------------------|-------------|
| Labor Distribution Detail | Pay10       |

6. Sort Option

Select Employee with Units

A dropdown menu titled "Sort Option" with three radio button options: "a) By Account", "b) By Employee", and "c) By Employee with Units". The "c) By Employee with Units" option is selected.

a) By Account

b) By Employee

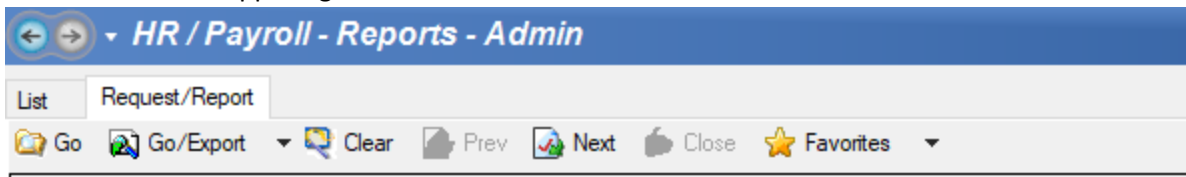
c) By Employee with Units

7. Under User Options:

- a. Select Current Fiscal Year (FY) (or any previous years you may have employed this student)
- b. Into Employee ID –
  - i. Enter student's last name (or Employee ID, not their SID). DO NOT PUSH ENTER

|                      |                  |
|----------------------|------------------|
| 2 - User Options     |                  |
| Fiscal Year          | 2020 {2019/2020} |
| Start Pay Date       |                  |
| End Pay Date         |                  |
| Pay Schedule Type(s) |                  |
| Pay Cycle(s)         |                  |
| Pay Period(s)        |                  |
| Employee Id(s)       |                  |
| Bargaining Unit(s)   |                  |

8. Select "Go" in the upper right hand corner



9. The report listed will include the column below; this will be all of the hours the student you inputted into step 7 for the fiscal year.

| Source                    | Hours         |
|---------------------------|---------------|
|                           | 54.50         |
|                           | 49.75         |
|                           | 42.50         |
|                           | 36.00         |
|                           | 30.50         |
|                           | 8.50          |
|                           | 11.50         |
| <b>Total for Employee</b> | <b>233.25</b> |
| <b>Total for Org 091</b>  | <b>233.25</b> |

10. Repeat for additional FY this student may have worked for you.

**Important to note:** If a student has worked for you and another department, this can complicate things as most often you can only see what this person has worked for your department. At this point, please contact [JLongnecker@santarosa.edu](mailto:JLongnecker@santarosa.edu) for further information.