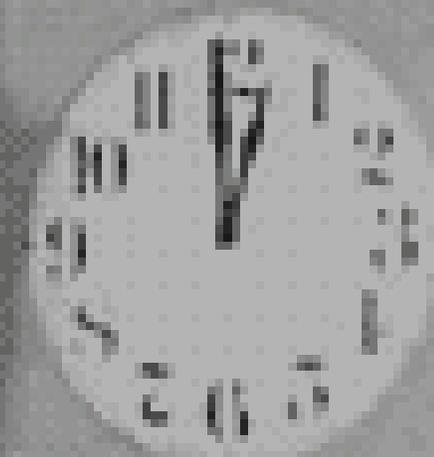
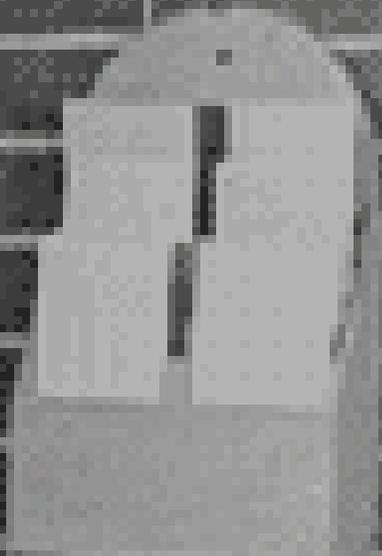


ALL ABOUT
OF THIS
ENTRANCE

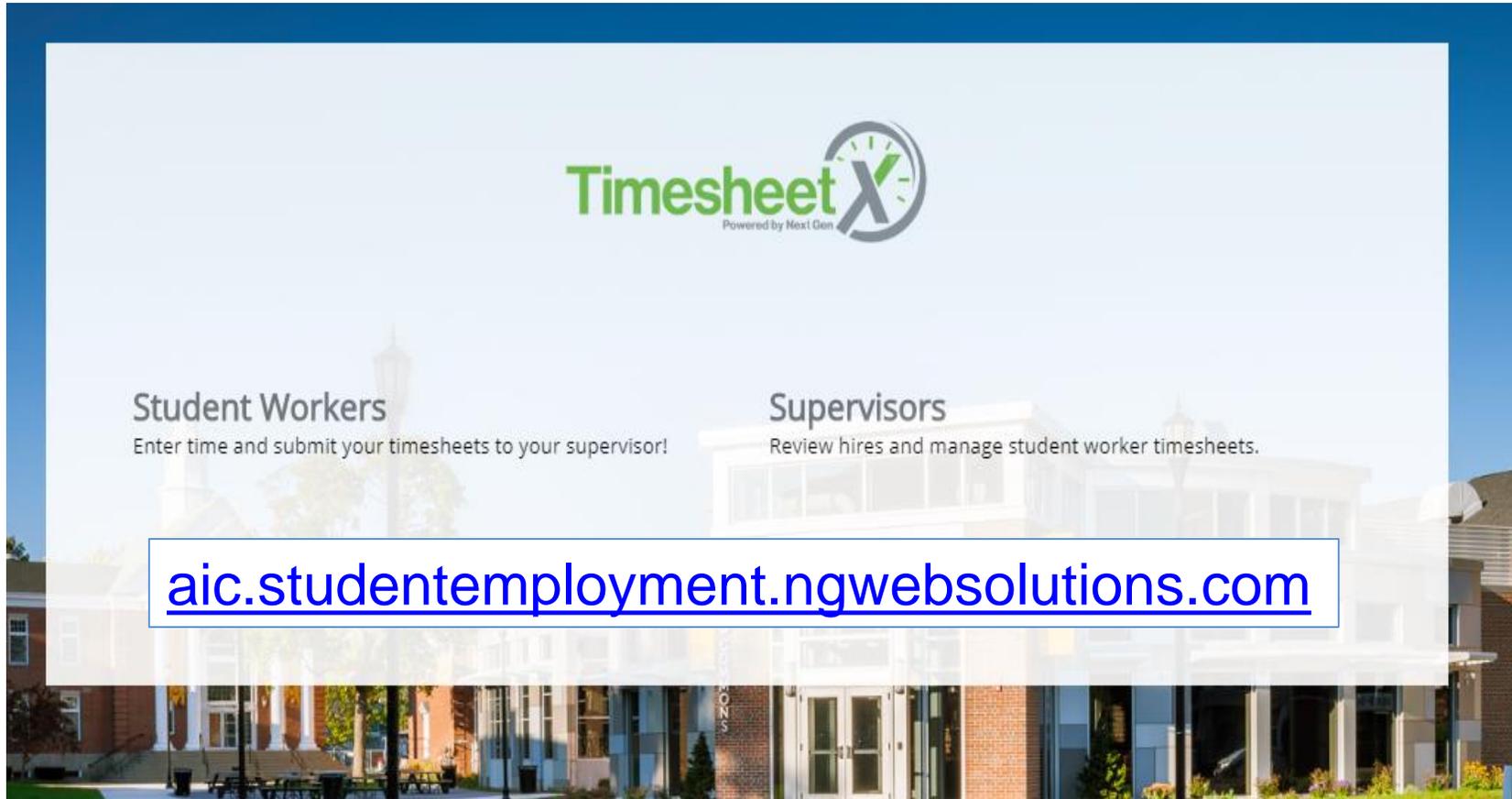


PUNCH CLOCK

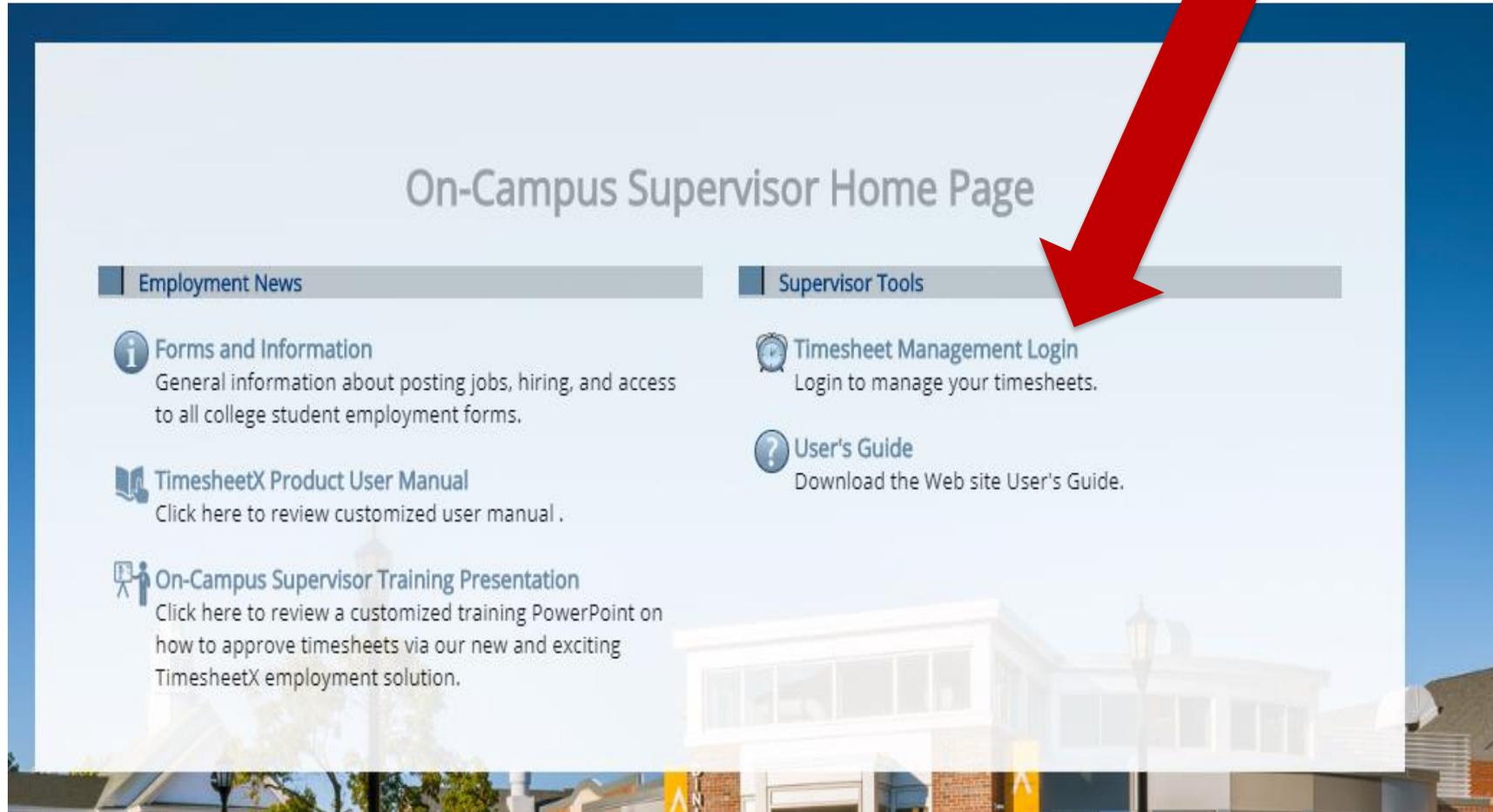


Time Sheet Procedures

Go to TimeSheetX

The image shows a screenshot of the TimeSheetX website. At the top center is the logo for "TimesheetX" with the tagline "Powered by Next Gen". Below the logo, there are two columns of text. The left column is titled "Student Workers" and says "Enter time and submit your timesheets to your supervisor!". The right column is titled "Supervisors" and says "Review hires and manage student worker timesheets.". At the bottom of the screenshot, there is a blue-bordered box containing the URL aic.studentemployment.ngwebsolutions.com. The background of the screenshot is a blurred image of a modern brick building.

Click here



The screenshot shows the 'On-Campus Supervisor Home Page' with two main sections: 'Employment News' and 'Supervisor Tools'. A large red arrow points to the 'Supervisor Tools' section.

On-Campus Supervisor Home Page

- Employment News**
 - Forms and Information**
General information about posting jobs, hiring, and access to all college student employment forms.
 - TimesheetX Product User Manual**
Click here to review customized user manual .
 - On-Campus Supervisor Training Presentation**
Click here to review a customized training PowerPoint on how to approve timesheets via our new and exciting TimesheetX employment solution.
- Supervisor Tools**
 - Timesheet Management Login**
Login to manage your timesheets.
 - User's Guide**
Download the Web site User's Guide.

This is your To Do page

Cost center

- Only show time sheets for Jobs I supervise
- Show all time sheets in the selected Cost Center
- Only show time sheets for which I am the primary supervisor
- Show all time sheets regardless of being a primary supervisor

Filter by timesheet status

- Returned To Supervisor (0)
- Incomplete By Supervisor (0)
- Delinquent Timesheets (0)
- Resubmitted By Employee (0)
- Pending Approval (0)

Date Range

Filter by employee

First Name

Last Name

Well, actually, this is MY To Do page, but you get the idea...

The Ultimate Life Goal – an EMPTY “To Do” box

To Do Items

Cost center

- Only show time sheets for Jobs I supervise
- Show all time sheets in the selected Cost Center
- Only show time sheets for which I am the primary supervisor
- Show all time sheets regardless of being a primary supervisor

Filter by timesheet status

- Returned To Supervisor (0)
- Incomplete By Supervisor (0)
- Delinquent Timesheets (0)
- Resubmitted By Employee (0)
- Pending Approval (0)

Date Range

Filter by employee

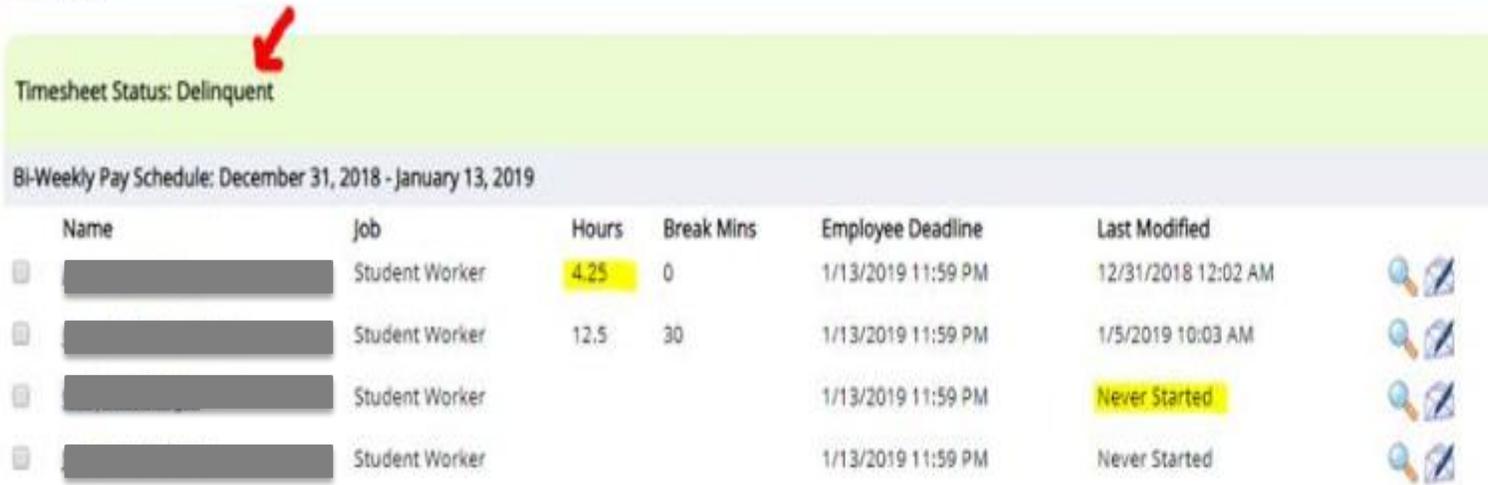
First Name

Last Name

There are no timesheets to display.

OK. It is Monday morning. What do I do first?

The **Delinquent** section is the box that needs your attention well before the 2pm deadline. This means that the student has not yet submitted a time sheet. Action **IS** required in this case.



Timesheet Status: Delinquent

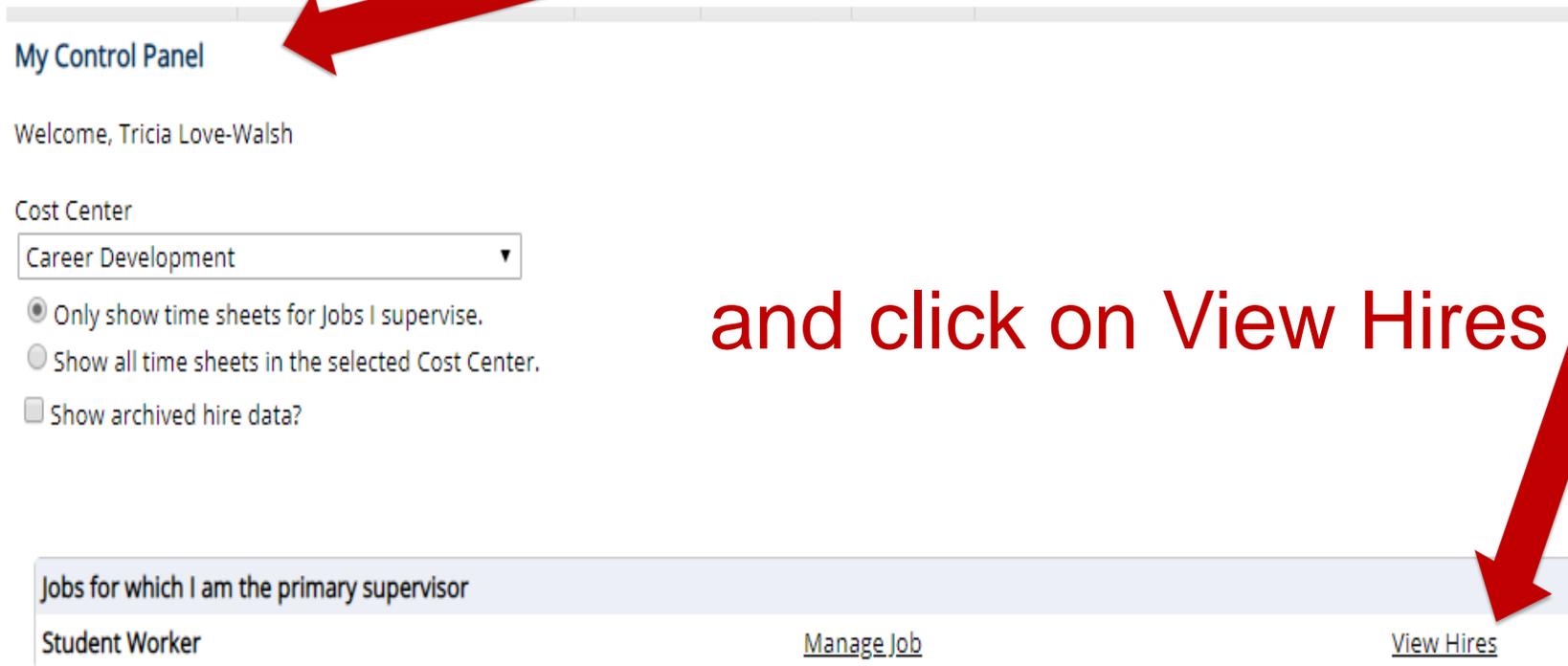
Bi-Weekly Pay Schedule: December 31, 2018 - January 13, 2019

Name	Job	Hours	Break Mins	Employee Deadline	Last Modified	
[REDACTED]	Student Worker	4.25	0	1/13/2019 11:59 PM	12/31/2018 12:02 AM	 
[REDACTED]	Student Worker	12.5	30	1/13/2019 11:59 PM	1/5/2019 10:03 AM	 
[REDACTED]	Student Worker			1/13/2019 11:59 PM	Never Started	 
[REDACTED]	Student Worker			1/13/2019 11:59 PM	Never Started	 

- If the student worked *at any time* during the pay period, get in touch with them as soon as possible to **have them submit their time sheet**. It often takes hours for them to respond, so reaching out early on Monday is very helpful. They need to submit it in time for you to approve it. Once they submit it, it will be in your “Pending Approval” or “Resubmitted by Employee” box.

To access your students

Go to your Control Panel



The screenshot shows a user interface for a control panel. At the top left, there is a header 'My Control Panel' with a red arrow pointing to it. Below this, the user is greeted with 'Welcome, Tricia Love-Walsh'. There is a 'Cost Center' dropdown menu currently set to 'Career Development'. Below the dropdown are three radio button options: 'Only show time sheets for Jobs I supervise.' (which is selected), 'Show all time sheets in the selected Cost Center.', and 'Show archived hire data?'. At the bottom of the panel, there is a section titled 'Jobs for which I am the primary supervisor' containing a table with one row: 'Student Worker'. To the right of 'Student Worker' are two links: 'Manage Job' and 'View Hires'. A red arrow points to the 'View Hires' link.

My Control Panel

Welcome, Tricia Love-Walsh

Cost Center

Career Development

Only show time sheets for Jobs I supervise.

Show all time sheets in the selected Cost Center.

Show archived hire data?

Jobs for which I am the primary supervisor

Student Worker	Manage Job	View Hires
----------------	----------------------------	----------------------------

and click on View Hires

Click on *All time sheets*

Cost Center

Career Development

- Only show time sheets for Jobs I supervise.
- Show all time sheets in the selected Cost Center.
- Show archived hire data?

Jobs for which I am the primary supervisor

Student Worker

[Manage](#)

[View Hires](#)

Employee Name	Extras	Current Time sheet	All Time sheets	Award Amt	Award Balance	Hire Dates	Wage	Status
	N/A	Go to time sheet	All time sheets	5000.00	4221.68	8/19/2019 - 5/9/2020	12.00	Active
	N/A	Go to time sheet	All time sheets	3600.00	3380.76	9/9/2019 - 12/6/2019	12.00	Active
	N/A	N/A	All time sheets	6000.00	4473.48	7/1/2019 - 8/18/2019	12.00	Active
	N/A	Go to time sheet	All time sheets	3600.00	2833.56	8/20/2019 - 12/15/2019	12.00	Active
	N/A	Go to time sheet	All time sheets	2895.00	2226.96	8/1/2019 - 12/6/2019	12.00	Active

Click on *Go to time sheet*

Time Sheets for Job: *Graduate Assistant*

Status	Pay Period	Actual Earnings				Time Sheet							
	October 14 - October 27, 2019 Monday, October 14 - Sunday, October 27, 2019					Start time sheet							
	September 30 - October 13, 2019 Monday, September 30 - Sunday, October 13, 2019	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$570.00</td><td>40.00*</td><td>14.25</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$570.00	40.00*	14.25			Go to time sheet
Description	Total	Hours	Rate										
Regular Hours	\$570.00	40.00*	14.25										
* Estimated value - time sheet not yet finalized													
	September 16 - September 29, 2019 Monday, September 16 - Sunday, September 29, 2019 Finalized: October 01, 2019 3:54 PM	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$570.00</td><td>40.00</td><td>14.25</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$570.00	40.00	14.25			Go to time sheet
Description	Total	Hours	Rate										
Regular Hours	\$570.00	40.00	14.25										
	September 2 - September 15, 2019 Monday, September 02 - Sunday, September 15, 2019 Finalized: September 17, 2019 9:11 AM	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$570.00</td><td>40.00</td><td>14.25</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$570.00	40.00	14.25			Go to time sheet
Description	Total	Hours	Rate										
Regular Hours	\$570.00	40.00	14.25										
	August 19 - September 1, 2019 Monday, August 19 - Sunday, September 01, 2019 Finalized: September 04, 2019 1:33 PM	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$285.00</td><td>20.00</td><td>14.25</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$285.00	20.00	14.25			Go to time sheet
Description	Total	Hours	Rate										
Regular Hours	\$285.00	20.00	14.25										



What are these
other boxes?

Incomplete by Supervisor

If a student is in your To Do box labeled “**Incomplete by Supervisor**,” that means YOU have possession of the time sheet. The student cannot enter time or submit it – you need to complete and approve it.

 Timesheet Status: Incomplete by Supervisor

Bi-Weekly Pay Schedule: 11.05.18 - 11.18.18

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified	
	Student Worker	7.5	30	11/19/2018 2:00 PM	11/5/2018 8:13 AM	 
	Student Worker			11/19/2018 2:00 PM	11/6/2018 10:18 AM	 

Pending Approval

If your student is in the section labeled “**Pending Approval**,” your student has submitted their time sheet and you should review, edit if necessary, and approve.

 Timesheet Status: Pending Approval

Bi-Weekly Pay Schedule: 11.05.18 - 11.18.18

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/> [Redacted]	Student Worker	16	0	11/19/2018 2:00 PM	11/15/2018 3:55 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	20	0	11/19/2018 2:00 PM	11/16/2018 12:59 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	20	0	11/19/2018 2:00 PM	11/16/2018 12:02 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	19.42	0	11/19/2018 2:00 PM	11/16/2018 2:51 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	12.5	0	11/19/2018 2:00 PM	11/16/2018 1:24 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	12	0	11/19/2018 2:00 PM	11/15/2018 11:19 PM	 
<input type="checkbox"/> [Redacted]	Student Worker	20	0	11/19/2018 2:00 PM	11/16/2018 11:09 AM	 

Resubmitted by Employee

The same applies if it is "Resubmitted by Employee." Review – edit – approve.

Timesheet Status: Resubmitted by Employee

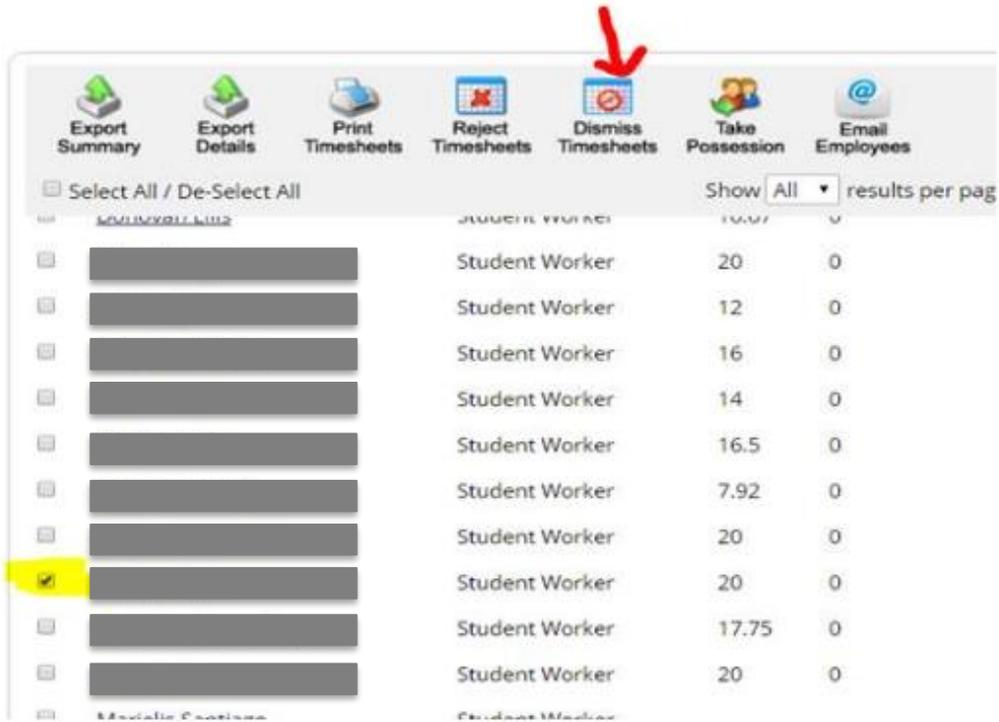
Bi-Weekly Pay Schedule: 11.05.18 - 11.18.18

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
 	Student Worker	20	0	11/19/2018 2:00 PM	11/15/2018 12:19 PM



My student didn't work. Can I just ignore all of this stuff?

- If the student *did not* work during the pay period, you must “dismiss” the time sheet. You can do that by checking the box next to the name and clicking on the “dismiss” icon.



Export Summary		Export Details		Print Timesheets		Reject Timesheets		Dismiss Timesheets		Take Possession		Email Employees			
Select All / De-Select All													Show	All	results per pag
<input type="checkbox"/>	[Redacted]	Student Worker	20	0											
<input type="checkbox"/>	[Redacted]	Student Worker	12	0											
<input type="checkbox"/>	[Redacted]	Student Worker	16	0											
<input type="checkbox"/>	[Redacted]	Student Worker	14	0											
<input type="checkbox"/>	[Redacted]	Student Worker	16.5	0											
<input type="checkbox"/>	[Redacted]	Student Worker	7.92	0											
<input type="checkbox"/>	[Redacted]	Student Worker	20	0											
<input checked="" type="checkbox"/>	[Redacted]	Student Worker	20	0											
<input type="checkbox"/>	[Redacted]	Student Worker	17.75	0											
<input type="checkbox"/>	[Redacted]	Student Worker	20	0											



Check the sheet and take action

Time Sheet Entries							
Date	Start	End	Break	Hours		Delete	Manual Check
Monday, September 30	12:00 PM	4:45 PM	--	4 hrs 45 mins	Edit	Delete	<input type="checkbox"/>
Tuesday, October 01	12:00 PM	4:45 PM	--	4 hrs 45 mins	Edit	Delete	<input type="checkbox"/>
Wednesday, October 02	12:45 PM	6:15 PM	--	5 hrs 30 mins	Edit	Delete	<input type="checkbox"/>
Thursday, October 03	11:30 AM	4:30 PM	--	5 hrs	Edit	Delete	<input type="checkbox"/>
Monday, October 07	11:30 AM	4:30 PM	--	5 hrs	Edit	Delete	<input type="checkbox"/>
Tuesday, October 08	11:45 AM	4:45 PM	--	5 hrs	Edit	Delete	<input type="checkbox"/>
Wednesday, October 09	11:45 AM	5:45 PM	--	6 hrs	Edit	Delete	<input type="checkbox"/>
Thursday, October 10	12:00 PM	4:00 PM	--	4 hrs	Edit	Delete	<input type="checkbox"/>
» Add New Entry							
Total:				40 hrs			
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		<input type="button" value="Select All"/>	

Click here to change the time entered

Click here to enter time that was omitted

Click here to remove the whole clock in clock out

Click here to approve the time sheet

Click here to send the time sheet back to the student

Enter notes

Pay Period Info Hire Details Awards Supervisors Accounts **Notes**

Time Sheet Notes

[Add Note] 

Note Type	User	Date
Time Sheet Finalized	Tricia Love-Walsh	Tuesday, September 10, 2019 4:36 PM

Accounting Info

Thursday, August 1, 2019

100.0% Federal Work Study (24) 2019 - 2020 Budget (7/1/2019 - 6/30/2020) \$22.44

Time Sheet Approved	Tricia Love-Walsh	Monday, September 9, 2019 12:43 PM
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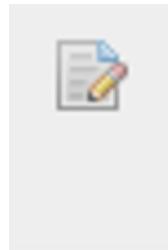
Time sheet Approved.

Manual Check	Tricia Love-Walsh	Monday, September 9, 2019 12:43 PM
--------------	-------------------	------------------------------------

The following timesheet entries were CLEARED of the manual check flag: 08/26/19 (ID:427001)

If you need to enter or change time, put a note here

What do these icons mean?



Time sheet in progress (student has possession of it)



Time sheet not started yet (if the student has worked, this is a problem)



Time sheet delinquent (deadline has passed and student has not submitted)



Time sheet has been dismissed (either you or the student dismissed it. If the student worked, this has to be fixed)

Time sheet awaiting supervisor approval (that's you – see slide #16)



Time sheet has been finalized (it is done, finished, out of your hands)



My student doesn't clock in. It is so much easier for me to enter their hours for them.

Is that OK?



Why Not?

There are times of course when there is a good reason that a student is unable to clock in or out (like TsX is down), but those should be *rare* occurrences. They should always be checking in with you if there is a problem clocking in or out so you can document it in the notes section below their time entries.

Here is the issue

When they can't clock in or out, *there is a problem, and it needs to be solved **before*** they work any more. The problem might be:

- They have not been hired
- They became ineligible because their GPA dropped
- Their FWS budget has been exhausted
- Your department budget has been exhausted
- They have exceeded the allowable hours per week
- They are working during a class etc.

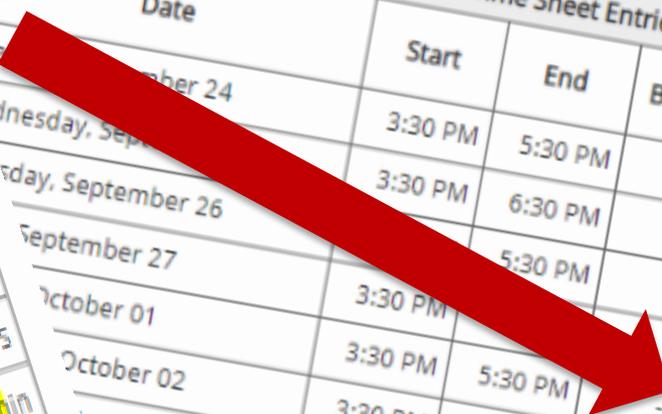
When they clock in and out, these problems are caught right away, but when they enter time slices after the fact, two weeks can pass with the problem continuing to occur. If for example, if their GPA has dropped but they worked 20 hours over the two weeks, we can't pay them with FWS funds - they are not eligible. If their budget or yours has been exhausted, we can't pay them with FWS funds. If they work during class and AIC gets caught on that, we could lose all federal work study funding.

How can I tell if they are clocking in and out or entering time later?

When they are clocking in and out, their time sheet is more likely to look like **this** than **this**.



Time Sheet Entries				
Date	Start	End	Break	Hours
Tuesday, September 24	2:42 PM	6:30 PM	--	3 hrs 48 mins
Thursday, September 26	2:30 PM	6:31 PM	--	4 hrs 1 min
Friday, September 27	4:00 PM	6:00 PM	--	2 hrs
Tuesday, October 01	2:30 PM	6:30 PM	--	4 hrs
Thursday, October 03	2:30 PM	6:31 PM	--	4 hrs 1 min
Total:				17 hrs 50 mins



Time Sheet Entries							
Date	Start	End	Break	Hours	Edit	Delete	Manual Check
Tuesday, September 24	3:30 PM	5:30 PM	--	2 hrs	Edit	Delete	<input type="checkbox"/>
Wednesday, September 25	3:30 PM	6:30 PM	--	3 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Thursday, September 26	3:30 PM	6:30 PM	--	3 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Friday, September 27	3:30 PM	5:30 PM	--	2 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Tuesday, October 01	3:30 PM	5:30 PM	--	2 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Wednesday, October 02	3:30 PM	5:30 PM	--	2 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Thursday, October 03	3:30 PM	6:30 PM	--	3 hrs	Edit	Delete	<input checked="" type="checkbox"/>
Total:				20 hrs			

Reject Lock select All

Frequently Encountered Problems

- Student submitted time sheet too soon – *Reject it to send it back to them.*
- Student clocked in twice – *Delete the unnecessary entry.*
- Student forgot to clock out – *If it is within 24 hours, edit it.*
- Student didn't clock – *tell the student they MUST clock in and out. You will enter their time and include a note. If this happens frequently, contact the Saremi Center.*
- Student says they submitted their time sheet, but it is not showing up in the Pending Approval box – *Often this is because after they clicked "submit," they didn't click the follow up box that asks if they are sure they want to submit. Instruct them to submit again and click the confirmation box.*
- The wrong hours were entered on the time sheet – *Go to the time sheet and edit it – include a note.*
- Student does not know how to submit their time sheet – *Refer them to the email they get each Friday before the deadline, or show them how. There is also an instructional PowerPoint available for them on TimeSheetX. If necessary, send them to the Saremi Center.*

Contact the Saremi Center for help

- Supervisor approved time sheet too soon – *Contact the Saremi Center so they can reject it back to you.*
- The student didn't clock out and more than 24 hours has passed – *Contact the Saremi Center.*

Additional Resources

The screenshot shows the 'On-Campus Supervisor Home Page' with two main sections: 'Employment News' and 'Supervisor Tools'. The 'Employment News' section includes links for 'Forms and Information', 'TimesheetX Product User Manual', and 'On-Campus Supervisor Training Presentation'. The 'Supervisor Tools' section includes links for 'Timesheet Management Login' and 'User's Guide'. Three yellow arrows point from the left side of the slide to the 'Forms and Information', 'TimesheetX Product User Manual', and 'User's Guide' links.

On-Campus Supervisor Home Page

- Employment News**
 - Forms and Information**
General information about posting jobs, hiring, and access to all college student employment forms.
 - TimesheetX Product User Manual**
Click here to review customized user manual .
 - On-Campus Supervisor Training Presentation**
Click here to review a customized training PowerPoint on how to approve timesheets via our new and exciting TimesheetX employment solution.
- Supervisor Tools**
 - Timesheet Management Login**
Login to manage your timesheets.
 - User's Guide**
Download the Web site User's Guide.

Do you
even have
a “YES”
hat?





Next Step

- Please proceed to this site and complete the activity to indicate your understanding of this topic. You will have 5 minutes and multiple attempts.
- https://www.educaplay.com/en/learning/resources/4830257/html5/tsx_match.htm
- You are even welcome to access the activity repeatedly on the weekends or on holidays when you don't have enough to do and you are looking for a fun and exciting way to spend your day.