



On-Campus Supervisor Training



=Total Solution

TimesheetX assists schools automate the timesheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, supervisors, and administrators.

Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX & TimesheetX solutions in this training, assist institutions to automate the job posting, application review, timesheet administration and reporting process for employees, employers, and site administrators. The solutions also assist in compliance validations based on various regulations and institutional policies.

TimesheetX Benefits



Easy online timesheet management



Consistent timesheet processing across all departments



Reduced compliance issues due to powerful edits that ensure timesheet entries comply with state/federal labor laws



Reduce math errors and illegible timesheet entries previously experienced with paper timesheets



Deadline reminders ensure timely submissions from employees and approvals for supervisors.



Powerful Supervisor Tools: Automated Warnings, Web Accessibility, E-Signatures, and Mobile Friendly

School Specific Customization



Your JobX & TimesheetX site has YOUR Institution's look and feel



Your JobX & TimesheetX site has YOUR Institution's On-Campus Employers



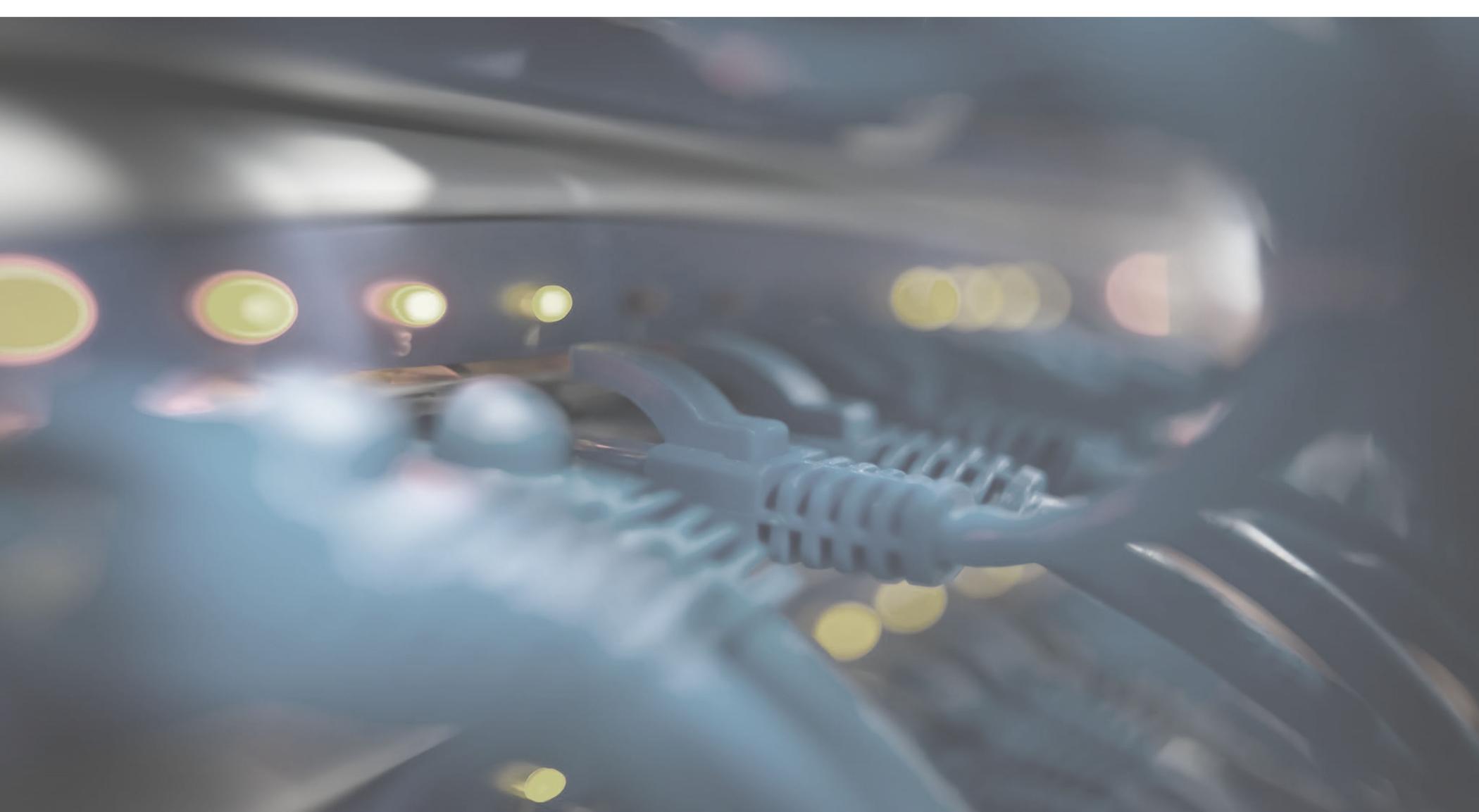
Your JobX & TimesheetX site has been configured to support YOUR Institution's business processes

Training Agenda

Access JobX & TimesheetX

TimesheetsX

Questions



Access JobX & TimesheetX

Access JobX & TimesheetX

Navigate to your school's customized JobX/TimesheetX Site.

Then click on the 'On-Campus Supervisor' link.

Culinary Institute of America

Applicants and Student Workers - Supervisors and Administrators -

JobX TimesheetX
Powered by NextGen

Welcome to the Student Work & Service Programs Portal

Federal Work Study (FWS)

- Search and apply for FWS opportunities
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets!

Earn & Learn Tuition Offset Scholarship (E&L)

- Applying for a \$HEF E&L Scholarship
- Review details of the Bachelor's Earn & Learn Program
- Search and apply to open E&L Opportunities
- Sign up for JobMail notifications about positions that interest you.

Supervisors

- Create and post opportunities
- Review applications
- Hire Students
- Manage Timesheets
- Guidelines and documents are at your fingertips!

CIA JobX & TimesheetX Site:

<https://cia.studentemployment.ngwebsolutions.com/>

On-Campus Supervisor Request Access

On-Campus Supervisors

Post available positions, review applications, and hire student workers. Supervisor guidelines and required documents are at your fingertips!



Student Employment News

Forms & Information

General information about posting jobs, hiring, and access to all University student employment forms.

On-Campus Supervisor Training

Click here to access the On-Campus Supervisor Training in PDF format.

Suggestion Box

Send us your suggestions, ideas, or concerns!

Employer Tools

JobX Login

Login to post jobs, hire students, and access student applications.

TimesheetX Login

Login to post jobs, hire students, and access student applications.

Request Access to Site

Click above if you are an On-Campus Employer who has **never** been granted access to the site.

Click the **'Request Access to Site'** link.

On-Campus Supervisor Request Access

Complete Request Access Form.

Then click **'Submit'** button to submit your request for an approved login.

Request Log in permission

Request Permission To Use This Site

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Full Email Address * <small>Example: yourself@university.edu</small>	<input type="text"/>
SSO User Name * <small>Example: j.smith</small>	<input type="text"/>
Campus	Choose one... ▾
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Website	<input type="text"/>
Choose a Password * <small>Passwords are case-sensitive.</small>	Enter Password: <input type="password"/>
	Re-Enter Password: <input type="password"/>
Please choose the employer for which you work from the list below.	
Employer	Choose one... ▾
Job Title	<input type="text"/>
Notes <small>If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you have applicants in more departments than the one you indicated with the pull-down menu above.</small>	<input type="text"/>
This must be verified prior to submitting the form	
<input type="checkbox"/> I'm not a robot	
<input type="button" value="Submit"/>	

On-Campus Supervisor TimesheetX Login

On-Campus Supervisors

Post available positions, review applications, and hire student workers. Supervisor guidelines and required documents are at your fingertips!



Student Employment News

Forms & Information
General information about posting jobs, hiring, and access to all University student employment forms.

On-Campus Supervisor Training
Click here to access the On-Campus Supervisor Training in PDF format.

Suggestion Box
Send us your suggestions, ideas, or concerns!

Employer Tools

JobX Login
Login to post jobs, hire students, and access student applications.

TimesheetX Login 
Login to review timesheets and E&L hours.

Request Access to Site
Click above if you are an On-Campus Employer who has **never** been granted access to the site.

After access approval, click the '**TimesheetX Login**' link to login to the system to land on the Timesheet To Do screen.



Culinary Institute
of America

Sign in with your organizational account

[Sign in](#)

[Forgot Password?](#)
Having trouble signing in? Contact ITS [support](#) or call
845-451-1698 (Students) 845-451-1263 (Faculty/Staff).

Login utilizing your CIA SSO Login and 'Password'.

On-Campus Supervisor Login to JobX & TimesheetX



Online Help

Online Help

Culinary Institute of America

Welcome, Test On-Campus Supervisor | [Logout](#)

Applicants and Student Workers - JobX - TimesheetX - Reporting - Access & Audit - **Help -**

Online Help

JobX TimesheetX
Powered by NextGen

Welcome to the Student Work & Service Programs Portal

Federal Work Study (FWS)

- Search and apply for FWS opportunities
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets!

Earn & Learn Tuition Offset Scholarship (E&L)

- Applying for a SHEF E&L Scholarship
- Review details of the Bachelor's Earn & Learn Program
- Search and apply to open E&L Opportunities
- Sign up for JobMail notifications about positions that interest you.

Supervisors

- Create and post opportunities
- Review applications
- Hire Students
- Manage Timesheets
- Guidelines and documents are at your fingertips!

Click the **'Help'** menu after you login and select **'Online Help'**.

Online Help

JobX & TimesheetX Manuals

 0 articles JobX - Administrators Online Help	 21 articles JobX - Supervisors Online Help	 7 articles JobX - Employee / Student Online Help
 0 articles TimesheetX - Administrator Online Help	 7 articles TimesheetX - Supervisor Online Help	 5 articles TimesheetX - Employee / Student Online Help

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



Approved for Hire

Active Hire

WHAT ARE THE NEXT STEPS ONCE STUDENTS ARE ACTIVE?

Next Step: Approved for Hire

As a reminder, students cannot work outside the timeframe of their work program for the semester. Please visit your supervisor portal for details.

Once your student worker have been approved for the position, you can schedule their first day and training.

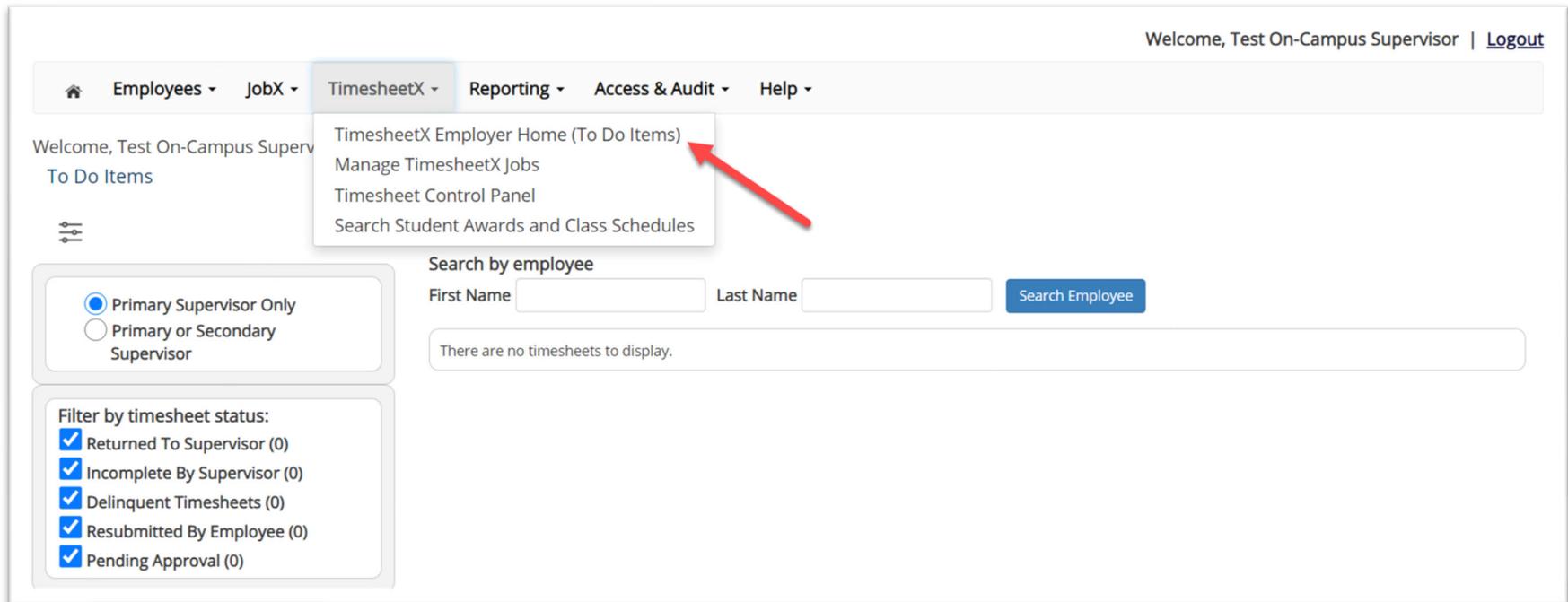
Students are required to submit their timesheet weekly every Friday by 9am to your department for approval.

It will be your responsibility to manage your student's time and attendance and ensuring adherence to timekeeping policies.



Timesheet Entry

Review Timesheets



Review Timesheets, click **'TimesheetX To-Do Items'** from the TimesheetX Menu.

Select a cost center from the drop-down box at the top (if you have permission to review/approve timesheets for more than one cost center).

Timesheet Status

Timesheet To Do (Supervisor) Screen:

Timesheet Status	Definition
Return to Supervisor	Timesheets returned to supervisor by Timesheet Manager or Admin.
Incomplete by Supervisor	Timesheets taken possession of by the supervisor but have not completed.
Delinquent Timesheet	Timesheets students have not submitted.
Resubmitted by Employee	Timesheets that have been returned to the employee and resubmitted for approval.
Pending Approval	Timesheets pending approval by supervisor.

Review Timesheets

TO DO ITEMS

Filter by Cost center:
All Cost Centers
 All Timesheets
 Timesheets I'm the Primary Supervisor
 Primary Supervisor Only
 Primary or Secondary Supervisor

Filter by timesheet status:
 Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (4)
 Resubmitted By Employee (0)
 Pending Approval (0)
 Approved (0)

Date Range (Pay Period)
Start: 10/5/2019
End: 10/5/2019

Search by employee
First Name: Last Name: Search Employee

-- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 4 of 4 | << < > >> |

Delinquent : Monthly Pay Schedule: 07/01/2020-07/31/2020			
	Job	Total Employee Deadline	Last Modified
<input type="checkbox"/>	Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	8/1/2020 12:00 PM	7/30/2020 2:35 PM

Delinquent : Monthly Pay Schedule: 06/01/2020 - 06/30/2020			
	Job	Total Employee Deadline	Last Modified
<input type="checkbox"/>	Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	7/1/2020 12:00 PM	Never Started

Delinquent : Monthly Pay Schedule: 08/01/2020-08/31/2020			
	Job	Total Employee Deadline	Last Modified
<input type="checkbox"/>	Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	9/1/2020 12:00 PM	Never Started

Delinquent : Monthly Pay Schedule: 09/01/2020-09/30/2020			
--	--	--	--

To locate timesheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Timesheets, and Resubmitted by Employee) except for the "Pending Approval" box.

Review Timesheets

Welcome, Test On-Campus Supervisor
To Do Items

Filter by Cost center:
All Cost Centers

Primary Supervisor Only
Primary or Secondary Supervisor

Filter by timesheet status:
Returned To Supervisor (0)
Incomplete By Supervisor (0)
Delinquent Timesheets (0)
Resubmitted By Employee (0)
Pending Approval (2)

Date Range (Pay Period)
Start: 7/29/2019
End: 7/29/2020
Update Date Filter

Search by employee
First Name: Last Name: Search Employee

Select All / De-Select All Show 25 results per page

Pending Approval : UAS Service Hours: TEST - UAS Payroll

	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Samuel d Rogers4 Test - JV - UAS - Test Plan - 07-28-2020	SCH 9 hrs 30 mins	7/31/2020 3:00 PM	7/29/2020 4:11 PM	🔍 ✉
Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020					
	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Roy a Rogers1 Test - JV - Test Plan - 07-28-2020	FWS 3 hrs	7/31/2020 5:00 PM	7/29/2020 4:08 PM	🔍 ✉

-- Select Action Below --
Approve Timesheets
Dismiss Timesheets
Reject Timesheets
Take Possession of Timesheets
Export Timesheet Summary
Export Timesheet Details
Print Timesheets
Email Students

Apply Action

Once you've located the timesheet you wish to review/approve, you can either mouse over the magnifying glass to review the timesheet entries or click on the magnifying glass to review more details about this hire and/or timesheet or edit/approve/reject the timesheet individually.

If you have multiple timesheets you'd like to approve, simply click the box next to each timesheet you wish to approve. Then, click the "Approve timesheets" in the Action menu.

Add a New Timesheet Entry

Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet\]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete

Note:

[Add New Entry](#)

Total: HRS 2 hrs

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Ski (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

Click **'Add new Entry'** if you wish to add another entry.

Then click **'Save'** to save the entry.

Add a New Timesheet Entry – Pay Code

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Test - On-Campus FWS Hyde Park - 03/09/25
Status Incomplete
Pay Period 02/28/2025 - 03/13/2025
Deadline **March 17, 2025 12:00 PM**
[Email Employee](#)

Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes

02/28/2025 - 03/13/2025

- Start - Friday, February 28, 2025
- End - Thursday, March 13, 2025
- Employee Deadline - Friday, March 14, 2025 (12:00PM)
- Supervisor Deadline - Monday, March 17, 2025 (12:00PM)
- Pay Date - Friday, March 21, 2025

[Print Time Sheet](#)

Time Sheet Entries

Date	Pay Code	Start	End	Total
Friday, February 28 <small>Add/edited: 04/03/2025 01:10 PM by: NextGen JulieAdmin</small>	MEAL	8:00 AM	8:30 AM	30 mins
<small>Add/edited: 04/03/2025 01:11 PM by: NextGen JulieAdmin</small>	HRS	8:30 AM	10:00 AM	1 hr 30 mins
<small>Add/edited: 04/03/2025 01:13 PM by: NextGen JulieAdmin</small>	BREAK	10:00 AM	11:00 AM	1 hr
Saturday, March 1, 2025	Regular Hours	8:00 AM	8:00 AM	

Regular Hours
Regular Hours
Travel Time
Breaks

Totals: HRS 1 hr 30 mins
MEAL 30 mins
BREAK 1 hr

- For Off-Campus FWS Students, a supervisor may enter the 30 minutes of travel time using the Travel Pay Code.
- Students may use Breaks to record their required break time.

Edit an Individual Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Manage Time Sheet [\[Print Time Sheet\]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete

Note:

[Add New Entry](#)

Total: HRS 2 hrs

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

Click **'Edit'** next to the timesheet entry you wish to update.

The timesheet will now be locked to you until you save your changes.

Return a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

🏠 [Employees](#) - [JobX](#) - [TimesheetX](#) - [Reporting](#) - [Access & Audit](#) - [Help](#) -

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete

Note:

[Add New Entry](#)

Total: HRS 2 hrs

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

If you need to return the timesheet back to the employee, click the **'Return'** button.

Return a Timesheet

Reject Time Sheet
Employee Roy a Rogers1
Hire Title On-Campus Tour Student Assistant
Status Incomplete
Pay Period 11/10/2024 - 11/23/2024
Deadline **November 25, 2024 12:00 AM**
[Email](#)

Describe the reason for the return below:
Because of its current status, this time sheet will be returned to the employee.
The message below will be e-mailed to the employee and added to the time sheet notes.

Sorry, your timesheet is being returned.

[Return Time Sheet](#) [Cancel](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Sunday, November 10 <small>Added/edited: 11/13/2024 12:26 PM</small>	HRS	12:00 PM	5:00 PM	--	5 hrs
Monday, November 11 <small>Added/edited: 11/13/2024 12:26 PM</small>	SICK	N/A	N/A	N/A	5.00 hrs
Tuesday, November 12 <small>Added/edited: 01/29/2025 02:17 PM</small>	OT	N/A	N/A	N/A	300.00

Totals:	HRS	5 hrs
	SICK	5.00 hrs
	OT	\$ 300.00

Enter the reason you are returning the timesheet and click '**Return Time Sheet**'.

An e-mail will be sent to the employee notifying them that their timesheet has been return.

Lock a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:					HRS	2 hrs	

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

If you need to lock the timesheet back to prevent any further edits until you collect additional information, click the **'Lock'** button.

Approve a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
					Total:	HRS	2 hrs

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

To approve a timesheet, click the **'Approve'** button for final approval of the timesheet.

View Pay Period Information

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

Pay Period Info Hire Details Awards Supervisors Accounts Notes

12/22/2024 - 01/04/2025

- Start - Sunday, December 22, 2024
- End - Saturday, January 4, 2025
- Employee Deadline - Monday, January 6, 2025 (10:00AM)
- Supervisor Deadline - Monday, January 6, 2025 (12:00PM)
- Pay Date - Friday, January 10, 2025

[Print Time Sheet](#)

Time Sheet Entries

Date	Start	End	Break	Hours
Friday, January 03 Add/edited: 01/03/2025 04:34 PM by: Roy a Rogers1	3:52 PM	4:35 PM	--	43 mins
Note:				

Totals: 43 mins

Class Schedule
There are no current classes to display.

Hire Notes
[\[+\] Add a New Note](#)

To view Pay Period Details, click on the 'Pay Period Info' tab.

View Hire Information

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

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

Hire Details

- Title - JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test
- Cost Center - Student Employment - Test
- Wage - \$10.45
- Hire Start - Monday, September 16, 2024
- Hire End - Friday, May 2, 2025

[Print Time Sheet](#)

Time Sheet Entries

Date	Start	End	Break	Hours
Friday, January 03 Add/edited: 01/03/2025 04:34 PM by: Roy a Rogers1	3:52 PM	4:35 PM	--	43 mins
Totals:		43 mins		

Class Schedule
There are no current classes to display.

Hire Notes
[\[+\] Add a New Note](#)

To view an employee's Hire Details, click on the **'Hire Details'** tab.

View Award Information

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

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

Awards

Name	Period	Amount	Balance
Federal Work Study	FWS Award Year 2024 - 2025	\$2,500.00	\$2,165.52
Other Earnings	Other Earnings 2024 - 2025	\$2,000.00	\$2,000.00

[Print Time Sheet](#)

Time Sheet Entries

Date	Start	End	Break	Hours
Friday, January 03 Add/edited: 01/03/2025 04:34 PM by: Roy a Rogers1	3:52 PM	4:35 PM	--	43 mins
Totals:		43 mins		

Class Schedule
There are no current classes to display.

Hire Notes
[\[+\] Add a New Note](#)

To view an employee's Award information, click on the **'Awards'** tab.

View Supervisor Information

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

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

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
• None

[Print Time Sheet](#)

Time Sheet Entries

Date	Start	End	Break	Hours
Friday, January 03 Add/edited: 01/03/2025 04:34 PM by: Roy a Rogers1	3:52 PM	4:35 PM	--	43 mins
Totals:		43 mins		

Class Schedule
There are no current classes to display.

Hire Notes
[\[+\] Add a New Note](#)

To view an employee's Primary & Secondary Supervisor information, click on the 'Supervisors' tab.

View Account Information

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

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

Accounting Info

- Effective Monday, September 16, 2024
Federal Work Study (FWS) FWS Award Year 2024 - 2025 100.0% \$7.52

[Print Time Sheet](#)

Time Sheet Entries

Date	Start	End	Break	Hours
Friday, January 03 Add/edited: 01/03/2025 04:34 PM by: Roy a Rogers1	3:52 PM	4:35 PM	--	43 mins
Totals:				43 mins

Class Schedule
There are no current classes to display.

Hire Notes
[\[+\] Add a New Note](#)

To view an employee's Account information, click on the **'Accounts'** tab.

View Timesheet Notes & Audit History

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title [JV - Test - On-Campus Job - FWS Eligible - 9/24/2024Test](#)
Status Finalized [Re-open time sheet](#)
Pay Period 12/22/2024 - 01/04/2025
Email

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

Time Sheet Notes
[\[Add Note\]](#)

Note Type:	User:	Date:
Time Sheet Refinalized	NextGen JulieAdmin	Friday, January 10, 2025 11:16 AM

Note

Accounting Info

- Monday, September 16, 2024**
100.0% Federal Work Study (FWS) FWS Award Year 2024 - 2025 \$7.52

Note Type:	User:	Date:
Time Sheet Unfinalized	NextGen JulieAdmin	Friday, January 10, 2025 11:15 AM

Note

The time sheet was unfinalized

Note Type:	User:	Date:
Time Sheet Finalized	NextGen JulieAdmin	Wednesday, January 8, 2025 12:37 PM

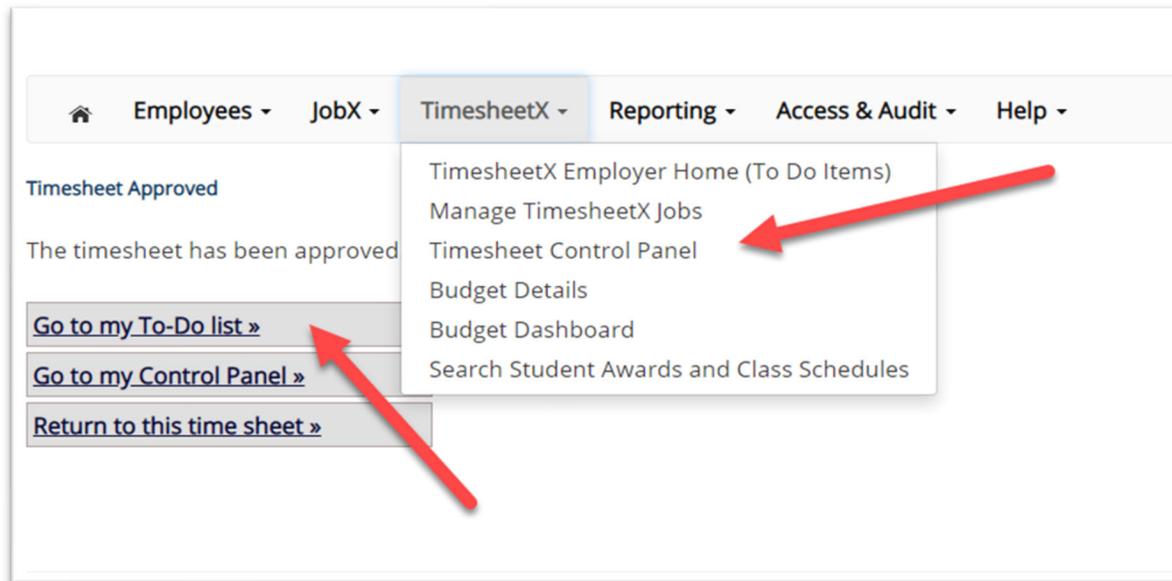
Note

Accounting Info

- Monday, September 16, 2024**
100.0% Federal Work Study (FWS) FWS Award Year 2024 - 2025 \$7.52

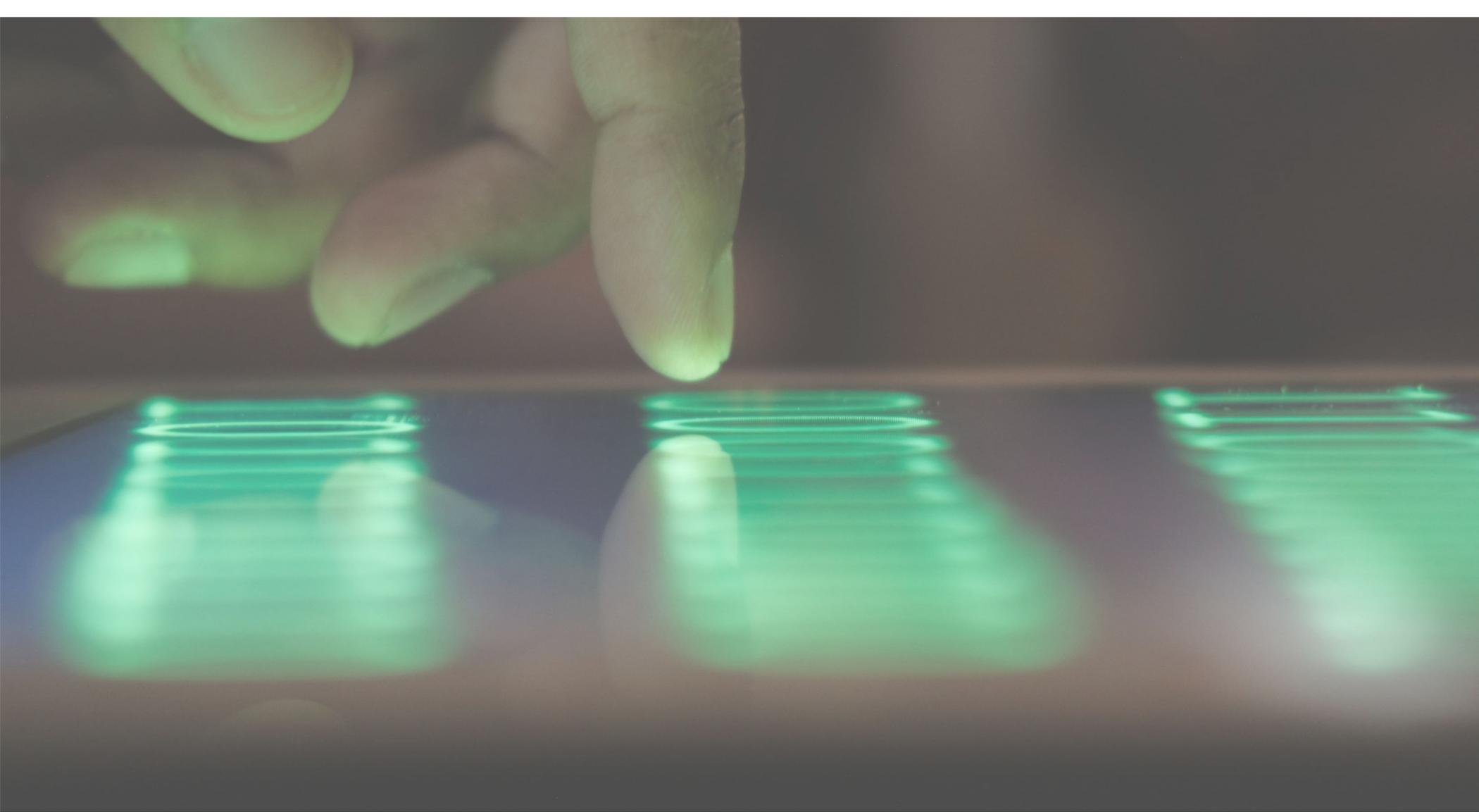
To view an employee's notes on the applicable timesheet, click on the **'Notes'** tab.

Approve Additional Timesheets



Click '**Go to my To-Do List**' to review other timesheets.

To view the Supervisor Control Panel, click '**Go to my Control Panel**.'



Timesheet Control Panel

Timesheet Control Panel

To access the Timesheet Control Panel:

- Click **'TimesheetX Menu'** at the top of your screen
- Select **'Timesheet Control Panel'**

The screenshot displays the 'Timesheet Control Panel' interface. At the top, there is a navigation bar with 'Students', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. A dropdown menu is open under 'TimesheetX', with 'Timesheet Control Panel' highlighted by a red arrow. Below the navigation bar, the page title is 'My Control Panel' and the user is identified as 'Welcome, Test On-Campus Super'. The main content area is divided into several sections:

- Filters:** Includes 'Hire Status: ACTIVE', 'Supervisor Status: Only hires where I am the Primary Supervisor', 'Cost Center: Student Employment - Test', 'Timesheets after: 03/05/2024', and 'Timesheets before: 03/05/2025'. There is a 'Reset Filters' link.
- Filter By:** Contains dropdowns for 'Job' (set to '-- All Jobs --') and 'Account' (set to '-- All Accounts --').
- Hire Status:** A dropdown menu set to 'Active'.
- Hire Status Selection:** Radio buttons for 'All Hires', 'My Hires' (selected), 'Primary Only', and 'Primary or Secondary'.
- Timesheet Status:** A dropdown menu set to 'All'.
- Additional Filters:** Includes 'Wage Range' (Min to Max), 'Award Balance Range' (Min to Max), 'Hire Date Filters' (Approval Date, Start Date - End Date), and 'Timesheet Date Filters' (Entry Date Range with Start and End dates).
- Employee Search:** Fields for 'Employee Name/ID' and 'Supervisor Name/ID' with search buttons.
- Table:** A table listing employees with columns for Employee, Hire Start, Hire End, Wage, Account, Award, Balance, and Status. The table is divided into sections: 'Test On-Campus Non-FWS 01/13/25' and 'Test Summer Scholar - 01/13/25'. Employees listed include Frank Rogers3, Larry Rogers6, and Malachi Rogers5.

Timesheet Control Panel

My Control Panel
Welcome, Test On-Campus Supervisor

Filters:
Timesheets Within: 03/27/2022 - 03/27/2023
[Reset Filters](#)

Name/ID Search Employee Name or ID -- Choose Action --

Select/Deselect All Show 25 results per page 1 to 25 of 25 | << < > >>

Peer Tutor Cost Center: ACADEMIC AFFAIRS

Employee	Hire Start	Hire End	Wage	Classification	Award	Award Balance	Status	
<input type="checkbox"/> Roy a Rogers1	08/14/2021	05/31/2022	8.00	Standard Student Employee			Active	View Timesheets

Student Employee Admin Assistant Cost Center: ACADEMIC AFFAIRS

Employee	Hire Start	Hire End	Wage	Classification	Award	Award Balance	Status	
<input type="checkbox"/> Roy a Rogers1	01/08/2023	06/23/2023	15.00	Standard Student Employee	2500.00	1863.75	Active	View Timesheets
<input type="checkbox"/> Ted b Rogers2	08/15/2022	10/30/2022	11.51	Standard Student Employee			Active	View Timesheets
<input type="checkbox"/> Ted b Rogers2	02/10/2023	06/23/2023	11.51	Standard Student Employee			Active	View Timesheets
<input type="checkbox"/> Frank c Rogers3	01/08/2023	06/23/2023	11.51	Standard Student Employee			Active	View Timesheets

Student Office Assistant Cost Center: ACADEMIC AFFAIRS

Employee	Hire Start	Hire End	Wage	Classification	Award	Award Balance	Status	
<input type="checkbox"/> Roy a Rogers1	07/01/2022	06/30/2023	9.00	Standard Student Employee	2500.00	1863.75	Active	View Timesheets
<input type="checkbox"/> Ted b Rogers2	01/03/2022	05/20/2022	9.00	Standard Student Employee	2500.00	2500.00	Active	View Timesheets
<input type="checkbox"/> Ted b Rogers2	08/22/2022	05/12/2023	9.00	Standard Student Employee	2500.00	2500.00	Active	View Timesheets
<input type="checkbox"/> Ted b Rogers2	01/16/2023	05/19/2023	10.00	Standard Student Employee	2500.00	2500.00	Pending Acceptance	View Timesheets
<input type="checkbox"/> Samuel d Rogers4	01/03/2022	05/20/2022	9.00	Standard Student Employee	1750.00	1675.75	Active	View Timesheets
<input type="checkbox"/> Ted Test-Employer	01/03/2022	12/02/2022	9.00	Standard Student Employee			Active	View Timesheets

Filter By

Job: -- All Jobs --

Cost Center: All Cost Centers

Hire Status: All

All Hires
 Hires Where I am Primary Supervisor
 Primary Supervisor Only
 Primary or Secondary Supervisor

Timesheet Status: All

Date Range (Pay Period)
Start: 3/27/2022
End: 3/27/2023

On the Timesheet Control Panel you will have an overall view of your students, including awards, award balances, and timesheets.

If you have access to more than one department, you will be able to use the filter to search for your departments.

Timesheet Control Panel

My Control Panel
Welcome, Test On-Campus Supervisor

Filters:
Hire Status: ACTIVE
Supervisor Status: Only hires where I am the Primary Supervisor
Cost Center: Student Employment - Test
Timesheets after: 03/07/2024
Timesheets before: 03/07/2025
[Reset Filters](#)

Employee Name/ID Search Employee Name or ID Supervisor Name/ID Search Supervisor Name

Select/Deselect All Show 25 results per page

Test On-Campus Non-FWS 01/13/25

Employee	Hire Start	Hire End	Wage	Account
<input type="checkbox"/> Frank c Rogers3	11/01/2024	05/09/2025	\$12.50	Departmental
Supervisor: Test On-Campus Supervisor				
<input type="checkbox"/> Larry f Rogers6	11/01/2024	05/09/2025	\$10.70	
Supervisor: Test On-Campus Supervisor				

Test Summer Scholar - 01/13/25

Employee	Hire Start	Hire End	Wage	Account
<input type="checkbox"/> Malachi e Rogers5	11/01/2024	05/09/2025	\$12.00	Departmental
Supervisor: Test On-Campus Supervisor				

Additional Filters

For Frank c Rogers3 :: Test On-Campus Non-FWS 01/13/25

Welcome, Test On-Campus Supervisor

Instructions
Please make any changes below and click the submit button. If nothing needs changes, please click cancel to return to the control panel.

Edit this Hire Instance

Status: Active

Wage * 12.50

Expected Hours Per Week * 12.00

Hire Start Date * 11-01-2024

Hire End Date * 05-09-2025

Pay Schedule * Bi-Weekly Pay Schedule

Primary Supervisor * Test On-Campus Supervisor

Secondary Supervisors
Ctrl + click to select multiple
Select Some Options

Funding Source * Departmental

Is this hire a course assistant? * No

Is this hire receiving academic credit? * No

If receiving academic credit, please enter the course number and title.

Submit Cancel

On the Timesheet Control Panel if you click the students name, you may edit the hire information on the student.

- **Expected Hours Per Week** – This is for display on for the hire, it does not change the working hours for the student, but it does allow for administrators and other supervisors know the estimated hours the student is work.
- **End Date** – If a student ends work earlier than expected you may update the end date; however, the system will not allow you to extend a hire date, that will need an approval from an administrator.
- **Supervisor Change** – This area is used to update the primary supervisor or add more secundar supervisors for timesheet review and approval.

Click the **Submit** button to save your changes.

Timesheet Status

Timesheet Control Panel – Click View Timesheets

Timesheet Status	Definition
All Approved Timesheets	Timesheets supervisors have approved but have not been finalized for payroll.
Re-Approved Timesheets	Timesheets returned to employee and were submitted for re-approval to supervisor.
Dismissed	Timesheets were dismissed due to student not working that pay period
Pending Timesheets	Timesheets pending supervisor review and approval.
Delinquent Timesheet	Timesheets students have not submitted to the supervisor.
Finalized Timesheets	Timesheets that have been finalized for payroll.

Timesheet Control Panel - Timesheets

Peer Tutor Cost Center: ACADEMIC AFFAIRS

Employee	Hire Start	Hire End	Wage	Classification	Award	Award Balance	Status														
<input type="checkbox"/> <u>Roy a Rogers1</u>	08/14/2021	05/31/2022	8.00	Standard Student Employee			Active	 View Timesheets													
Dismissed	03/27/2022 - 04/09/2022 Sunday, March 27 - Monday, March 28, 2022							Go to time sheet													
Finalized	03/13/2022 - 03/26/2022 Sunday, March 13 - Saturday, March 26, 2022 Finalized: August 18, 2022 2:47 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>\$76.00</td><td>9.50</td><td>8.00</td></tr></tbody></table>				Description	Total	Hours	Rate	Regular Hours	\$76.00	9.50	8.00	<table border="1"><thead><tr><th>Description</th><th>Accrued</th></tr></thead><tbody><tr><td>Sick</td><td>3.14</td></tr></tbody></table>		Description	Accrued	Sick	3.14	Go to time sheet
	Description	Total	Hours	Rate																	
Regular Hours	\$76.00	9.50	8.00																		
Description	Accrued																				
Sick	3.14																				
Finalized	02/27/2022 - 03/12/2022 Sunday, February 27 - Saturday, March 12, 2022 Finalized: March 16, 2022 3:24 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>\$54.00</td><td>6.75</td><td>8.00</td></tr></tbody></table>				Description	Total	Hours	Rate	Regular Hours	\$54.00	6.75	8.00	<table border="1"><thead><tr><th>Description</th><th>Accrued</th></tr></thead><tbody><tr><td>Sick</td><td>2.23</td></tr></tbody></table>		Description	Accrued	Sick	2.23	Go to time sheet
	Description	Total	Hours	Rate																	
Regular Hours	\$54.00	6.75	8.00																		
Description	Accrued																				
Sick	2.23																				
Dismissed	02/13/2022 - 02/26/2022 Sunday, February 13 - Saturday, February 26, 2022							Go to time sheet													

Clicking '**View Timesheets**' will provide a detail view of all the students' timesheets. You may review individual timesheets by clicking the '**Go to time sheet**' button.

If you see a '**Start Time Sheet**' button, it means the students has not started the timesheet, do NOT click this button unless you need to take possession of the timesheet and enter time on behalf of the student.

Questions?

Please contact the Office of Student Work & Service Programs at:

studentworkprograms@school.edu

or call us at: **845-451-1364**

