



Student Training



=Total Solution

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

TimesheetX Benefits for Students



Automated Reminders for timesheets



Helpful Validations ensure quality timesheet entries



Award Balance Display



Never a lost timesheet



Elimination of paper forms and timesheets



Full Employment History Access



Web accessibility



24-hour service

School Specific Customization



Your site has YOUR school's look and feel



Your site has YOUR school departments



Your site has YOUR school customer fields



Your site has been configured to support YOUR specific processes



Login JobX & TimesheetX

Login to JobX & TimesheetX

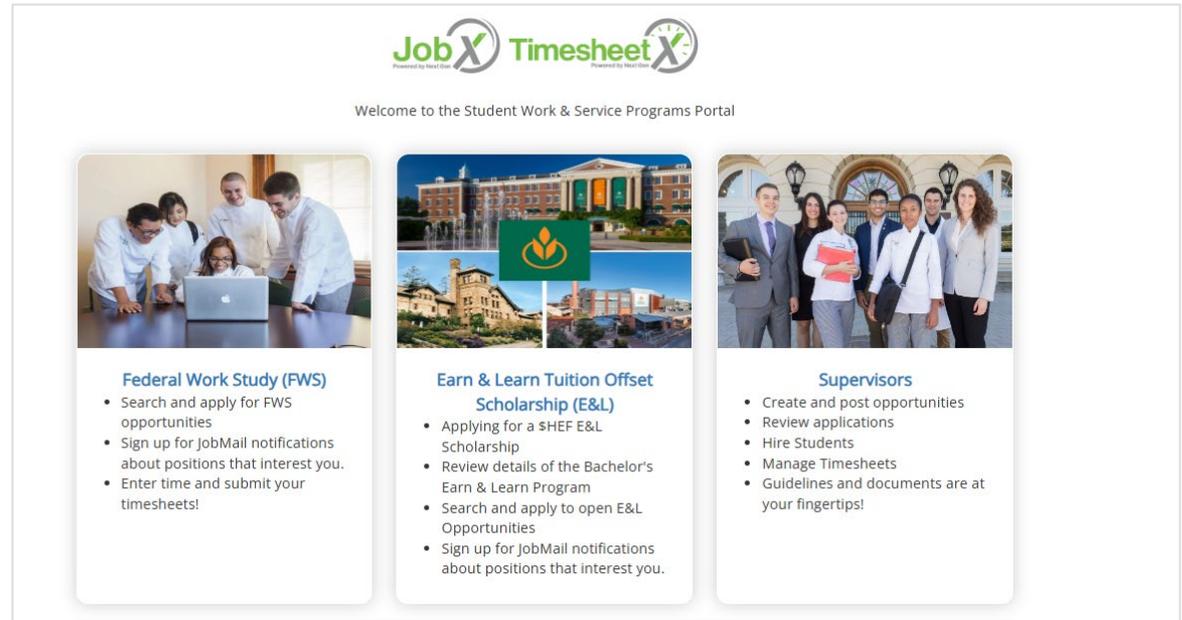
Navigate to your
school's customized
site

Then click on the
'Federal Work Study
(FWS)' link

or

'Earn & Learn Tuition
Offset Scholarship
(E&L) link

to access the area of
your choice.



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!

CIA JobX & TimesheetX Site:

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

How to Login to JobX & TimesheetX

Federal Work-Study (FWS)
Search for a job or sign up for e-mail notifications about positions that interest you. Enter time and submit your timesheets!

Information
Welcome
Federal Work-Study (FWS) is a need-based program from the U.S. Department of Education that provides students with employment opportunities on-campus or in the surrounding community. Students must complete a Free Application for Federal Student Aid (FAFSA) to be eligible for FWS. Visit [Student Financial Services](#) to review your FWS eligibility.
FAQ
Check out our FAQ's to help answer your questions.
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.
Contact Us
Have questions? Email us at studentworkprograms@culinary.edu your questions, suggestions, or concerns.

Training
Applicant and Employee Training
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.
Videos
Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.
Main Menu: Student Work & Service Programs
Navigate to CIA Main Menu for additional information about our work programs.

Other Links
Dashboard
Click here to review your recent jobs, update your JobMail Subscription, and access your timesheet.
Manage JobMail
Be the first to know when jobs matching your criteria become available.
Review and Submit Your Timesheet
Log into TimesheetX to review and submit your timesheets for Payroll.
Pay Dates
Review your timesheet reporting and pay dates. Employees are paid on a weekly basis, every other Friday.
AccessHR
Need to update your contact information, your paystubs, W-2, or sign up for Direct Deposit? Log into your [ACCESS HR](#) system. Should you experience any issues logging in or require a password reset, contact AccessHR@culinary.edu.

Earn & Learn Tuition Offset Scholarship (E&L)
Search for a job or sign up for e-mail notifications about positions that interest you. Enter time and submit your timesheets!

Information
Welcome
Save on Tuition While You Build Your Résumé E&L Scholarship recipients will work a fixed number of hours in roles specifically chosen for their professional-level experience. You'll gain on-campus work experience while reducing your tuition costs. Review the type of E&L you could be eligible for: [SHEE Earn & Learn](#) or [Bachelor's Earn & Learn](#)
FAQ
Check out our FAQ's to help answer your questions.
Find E&L Opportunities
Must be E&L eligible to apply to opportunities. Conduct either quick or advanced searches for available jobs. Submit an online application.
Contact Us
Have questions? Email us at studentworkprograms@culinary.edu your questions, suggestions, or concerns.

Training
Applicant and Employee Training
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.
Videos
Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.
Main Menu: Student Work & Service Programs
Navigate to CIA Main Menu for additional information about our work programs.

Other Links
Dashboard
Click here to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.
Manage JobMail
Be the first to know when jobs matching your criteria become available.
Review and Submit Your Timesheet
Log into TimesheetX to review and submit your timesheets, track your E&L hours towards your service contract.
Earn & Learn Handbook
Program details, how to apply, service hours and requirements, and policies.

Step 1: Click 'Dashboard' for access to your hire information or timesheets.


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).

Student Login to JobX & TimesheetX

Login utilizing your CIA SSO ID and 'Password'.



Online Help

Online Help

Applicants and Student Workers - Help -

Online Help

JobX Timesheet
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!

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

Two red arrows point to the 'JobX - Employee / Student Online Help' and 'TimesheetX - Employee / Student Online Help' cards.

- Online guides are available based on your login role.
- Employee/Students can only see Online Help for Employee/Students.
- You have the ability to search by keyword or topics in the search field.



Hired

Next Step: Approved for Hire

Once you receive your hire approval email contact your supervisor to review a start day.

TIMEKEEPING POLICIES:

You must submit your timesheet bi-weekly on Fridays by noon to your supervisor for approval in order to receive credit for your work program for that working pay period.

1. You and your mentor/department supervisor are responsible for coordinating shifts to meet your hours based on the department's operational needs and hours.
2. It is your responsibility to show up on time and work the scheduled shifts, track and manage your hours.
3. Absences or lack of participation in shift sign-ups during your department operating needs will result incompletion of the program.
4. There is NO guarantee make-up shifts will be provided to you.
5. Repeat absences will result in disciplinary actions.
6. Working more than 6hrs a shift? You are required to report your 30 min meal break clock in/out.
7. You cannot work more than 20 hours a week (Thursday to Friday). This also includes if you are working in E&L and FWS, example if you are working 8hrs for FWS, you can only work up to 12hrs for your E&L.
8. **Failure to adhere to Timekeeping Policies will result in disciplinary actions.**



Timesheet Entry

Enter My Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

Applicants and Student Workers - Help -

User Dashboard
My Dashboard
Find a Job
My Timesheets

Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Work Week Start Date	Hours Worked
	No time entered

Employee Information | Applications | Job Mail

Eligibility Forms & Details

Criteria	Status
Onboarding Progress	Pending Student
I9 Status	Completed
W4 Status	Completed
Student Agreement	Yes
FWS Awarded	No
E&L Awarded	No
E&L Bachelor's Awarded	No
Campus	Hyde Park
Concentration	Culinary Arts

Select time period to display Employee Information:

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test - On-Campus FWS - Hyde Park - 02/26/2025	Student Employment - Test (Hyde Park)	\$18.00	4.00	01/06/2025	04/28/2025	Test On-Campus Supervisor		Active
Test - On-Campus FWS Greystone - 03/09/25	Student Employment - Test (Greystone)	\$18.00	4.00	01/06/2025	04/28/2025	Test On-Campus Supervisor		Active
Test - On-Campus FWS Hyde Park - 03/09/25	Student Employment - Test (Hyde Park)	\$18.00	4.00	01/06/2025	04/28/2025	Test On-Campus Supervisor		Active

- First, select 'My Dashboard' from the *Employees* menu.
- Next, click the '**Job Title**' link to access your timesheets.

Start My Time Sheet

Employees - Help -

jobsdemo.studentemployment.ngwebsolutions.com says
You are about to start a new time sheet for the pay period starting Sunday, March 26. It will be due: Tuesday, March 28

OK Cancel

Time Sheets for Job: Student Employee Admin Assistant

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
Never Started	03/26/2023 - 04/08/2023 Sunday, March 26 - Monday, March 27, 2023			Start time sheet
Never Started	03/12/2023 - 03/25/2023 Sunday, March 12 - Saturday, March 25, 2023			Start time sheet
Never Started	02/26/2023 - 03/11/2023 Sunday, February 26 - Saturday, March 11, 2023			Start time sheet
Never Started	02/12/2023 - 02/25/2023 Sunday, February 12 - Saturday, February 25, 2023			Start time sheet
Never Started	01/29/2023 - 02/11/2023 Sunday, January 29 - Saturday, February 11, 2023			Start time sheet

- If this is the first time you are entering a timesheet for the current pay period, click the **'Start Time Sheet'** button to the right of the pay period you wish to enter time. Click **'OK'** button in the pop-up window.
- **Please Note:** If a timesheet has already been started, the link will say **'Go to time sheet'** instead.

Add a New Timesheet Entry for Time Worked

Manage Time Sheet

Employee [Ted b Rogers2](#)
Hire Title Student Employee Admin Assistant
Status Incomplete
Pay Period 03/26/2023 - 04/08/2023
Deadline March 28, 2023 11:59 PM

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

03/26/2023 - 04/08/2023

- **Start** - Sunday, March 26, 2023
- **End** - Monday, March 27, 2023
- **Employee Deadline** - Tuesday, March 28, 2023 (11:59PM)
- **Supervisor Deadline** - Wednesday, March 29, 2023 (11:59PM)
- **Pay Date** - Friday, April 14, 2023

[Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
There are no entries to display.					

Dismiss this time sheet if no hours will be worked for this pay period.

[Add New Entry](#) [Dismiss](#)

➤ Click 'Add New Entry' to enter your time.

Add a New Timesheet Entry for Time Worked

Manage Time Sheet

Employee [Roy a Rogers1](#)

Hire Title Test - On-Campus FWS - Hyde Park - 02/26/2025

Status Incomplete

Pay Period 04/11/2025 - 04/24/2025

Deadline April 25, 2025 12:00 PM

[Email Supervisor](#)

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

04/11/2025 - 04/24/2025

- Start - Friday, April 11, 2025
- End - Thursday, April 24, 2025
- Employee Deadline - Friday, April 25, 2025 (12:00PM)
- Supervisor Deadline - Monday, April 28, 2025 (12:00PM)
- Pay Date - Friday, May 2, 2025

[Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Total
Friday, April 11, 2025	Regular Hours	8:00 AM	8:00 AM	
Choose File No file chosen				Enter any notes here
Totals:				

[Add](#) [Cancel](#)

- Select the '**Date**' of the time worked in the Date column.
- Select the '**Pay Code**' for the time reported, such as a Break, in the Pay Code column.
- Select the '**Start**' time of the time worked using the hour, minute and am/pm in the Start column.
- Select the '**End**' time worked using the hour, minute and am/pm in the End column.
- You may optionally add notes, and attachments if applicable.
- Click '**Add**' to save the timesheet entry.

Add a New Timesheet Entry for Time Worked

Employees ▾ Help ▾

Manage Time Sheet

Employee [Ted b Rogers2](#)

Hire Title Student Employee Admin Assistant

Status Incomplete

Pay Period 03/26/2023 - 04/08/2023

Deadline March 28, 2023 11:59 PM

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

03/26/2023 - 04/08/2023

- Start - Sunday, March 26, 2023
- End - Monday, March 27, 2023
- Employee Deadline - Tuesday, March 28, 2023 (11:59PM)
- Supervisor Deadline - Wednesday, March 29, 2023 (11:59PM)
- Pay Date - Friday, April 14, 2023

Submit Time Sheet ▾

Return to Hire

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Sunday, March 26	HRS	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins	Edit Delete
Note:						
Add New Entry						
Total:		HRS	3 hrs 30 mins			

- If you're finished entering time worked, click '**Return to Hire**' to return to your list of job(s).
- If you wish to log out, click the '**Log out**' button and you will return to the JobX TimesheetX Home page.



Submit Timesheet

Submit Time Sheet to Supervisor

Manage Time Sheet

Employee [Ted b Rogers2](#)
Hire Title Student Employee Admin Assistant
Status Incomplete
Pay Period 03/12/2023 - 03/25/2023
Deadline **March 26, 2023 11:59 PM**

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

03/12/2023 - 03/25/2023

- Start - Sunday, March 12, 2023
- End - Saturday, March 25, 2023
- Employee Deadline - Sunday, March 26, 2023 (11:59PM)
- Supervisor Deadline - Monday, March 27, 2023 (11:59PM)
- Pay Date - Friday, March 31, 2023

[Submit Time Sheet >](#)
[Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total			
Sunday, March 12	HRS	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins	Edit	Delete	
				Note:				
Monday, March 13	HRS	12:00 PM	9:00 PM	45 mins	8 hrs 15 mins	Edit	Delete	
				Note:				
Tuesday, March 14	HRS	12:00 PM	8:00 PM	45 mins	7 hrs 15 mins	Edit	Delete	
				Note:				
Wednesday, March 22	HRS	12:00 PM	9:00 PM	1 hour 0 mins	8 hrs	Edit	Delete	
				Note:				
Thursday, March 23	HRS	12:00 PM	6:00 PM	15 mins	5 hrs 45 mins	Edit	Delete	
				Note:				
Total:					HRS	32 hrs 45 mins		

[Add New Entry](#)

- At the conclusion of the Pay Period, the employee will need to click the **'Submit Time Sheet'** link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Timesheet to Supervisor

Review Time Sheet
Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Sunday, March 12	HRS	8:00 AM	12:00 PM	30 mins Note:	3 hrs 30 mins
Monday, March 13	HRS	12:00 PM	9:00 PM	45 mins Note:	8 hrs 15 mins
Tuesday, March 14	HRS	12:00 PM	8:00 PM	45 mins Note:	7 hrs 15 mins
Wednesday, March 22	HRS	12:00 PM	9:00 PM	1 hour 0 mins Note:	8 hrs
Thursday, March 23	HRS	12:00 PM	6:00 PM	15 mins Note:	5 hrs 45 mins
Total:				HRS	32 hrs 45 mins



- Review the timesheet for accuracy then click the **'Submit My Timesheet'** button

Submit Timesheet to Supervisor (Esign)

Electronic Signature ✕

Please read the [Disclosure / Consent](#) before you sign your time sheet electronically.

Typing your name exactly as it appears below signifies you are completing this time sheet using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the Submit Time Sheet button to save your information and submit your time sheet and electronic signature.

Ted

Rogers2

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- Electronically sign the popup Electronic Signature window, agreeing that the timesheet information entered is correct to the best of your knowledge.
- This step replaces the signature on a paper timesheet with an electronic signature on this paperless timesheet.

Submit Timesheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) ▾ [Help](#) ▾

Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

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

[Return to My Jobs](#)

- Your timesheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your timesheet again unless your supervisor rejects it back to you during his/her review process.

Other Timesheet Features

WHAT ELSE CAN I VIEW IN MY TIMESHEET?

Awards

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) ▾ [Help](#) ▾

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

Employee [Roy a Rogers1](#) [Return to Hire »](#)

Job Title Student Employee

Status Approved

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

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

Awards

Federal Work Study	FWS Academic Year 2020 - 2021	\$1,500.00	\$1,500.00
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Time Sheet Entries

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

Supervisors

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

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

Employee [Roy a Rogers1](#) [Return to Hire »](#)

Job Title Student Employee

Status Approved

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

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

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

Time Sheet Entries

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



Notes

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#)
[Employees](#)
[Help](#)

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Student Employee

Status Approved

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

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

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

[Return to Hire »](#)

Time Sheet Notes

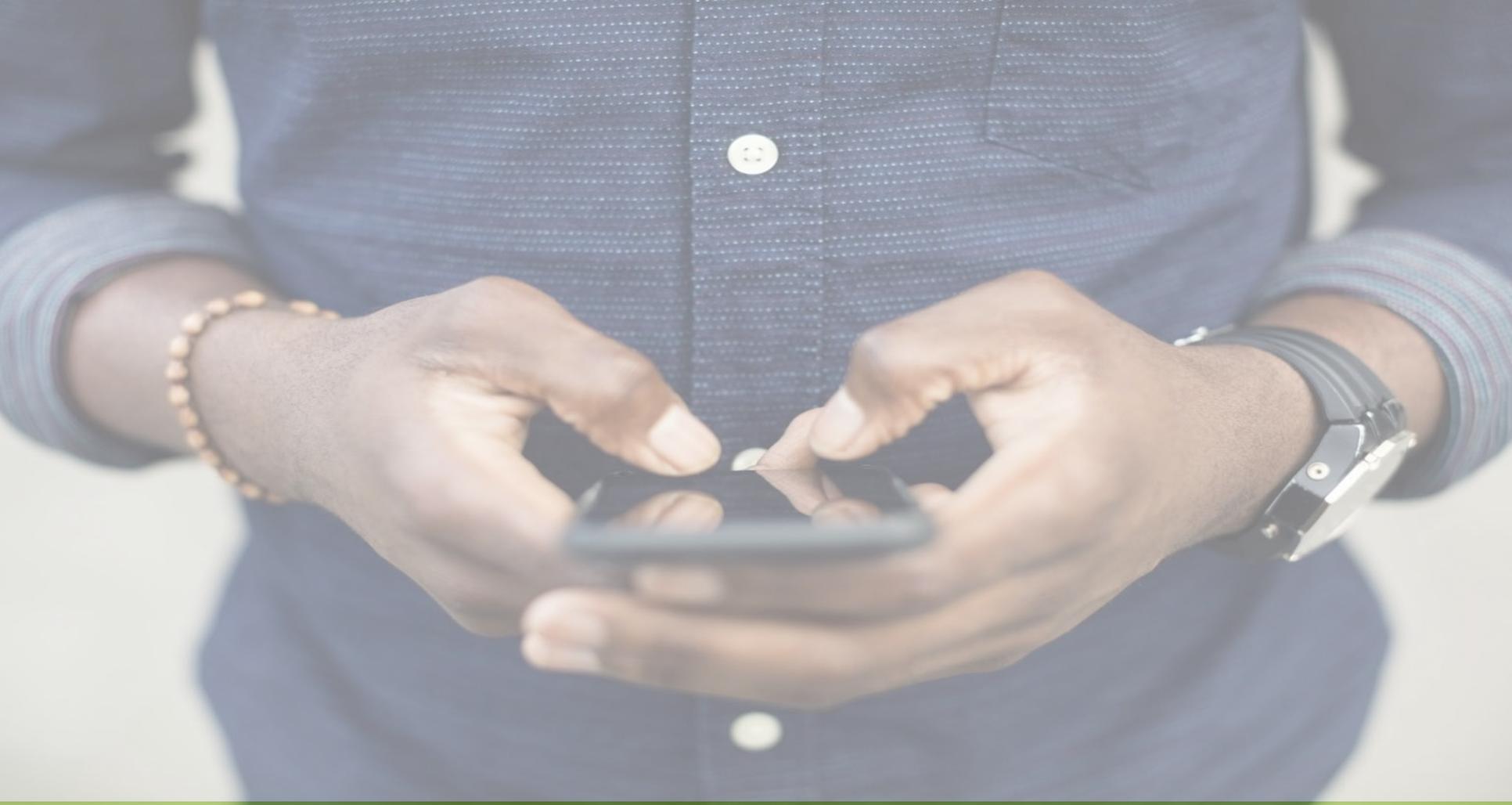
[\[Add Note \]](#)

Note Type	User	Date
Time Sheet Approved	Test On-Campus Supervisor	Wednesday, October 7, 2020 10:13 AM
Time sheet Approved.		
Time Sheet Submitted	Roy a Rogers1	Wednesday, October 7, 2020 10:00 AM
Timesheet Submitted		

Time Sheet Entries

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





Mobile Device Access

Login to JobX & TimesheetX

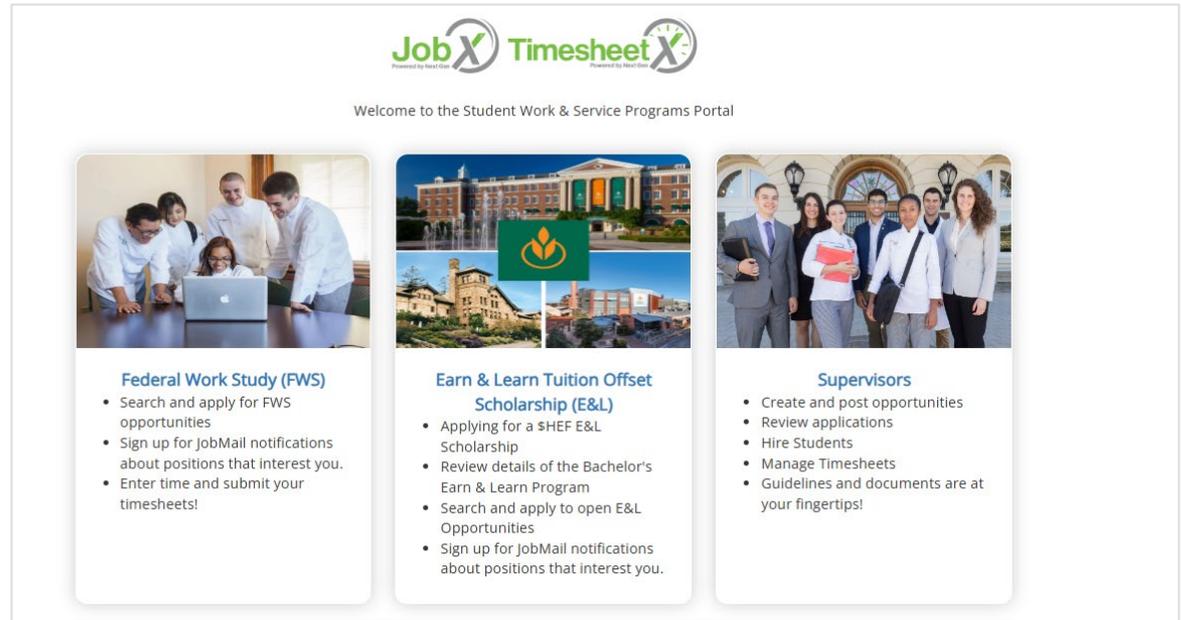
Navigate to your
school's customized
site

Then click on the
'Federal Work Study
(FWS)' link

or

'Earn & Learn Tuition
Offset Scholarship
(E&L) link

to access the area of
your choice.



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.



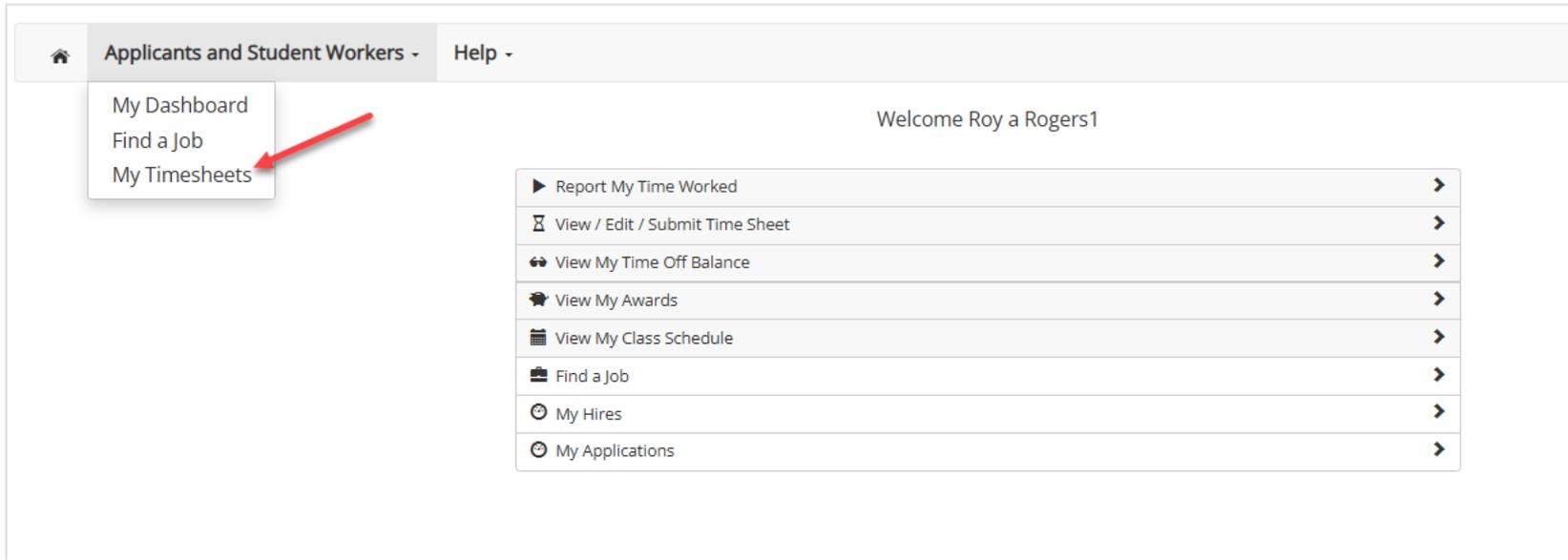
Supervisors

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

CIA JobX & TimesheetX Site:

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

Clock In / Clock Out

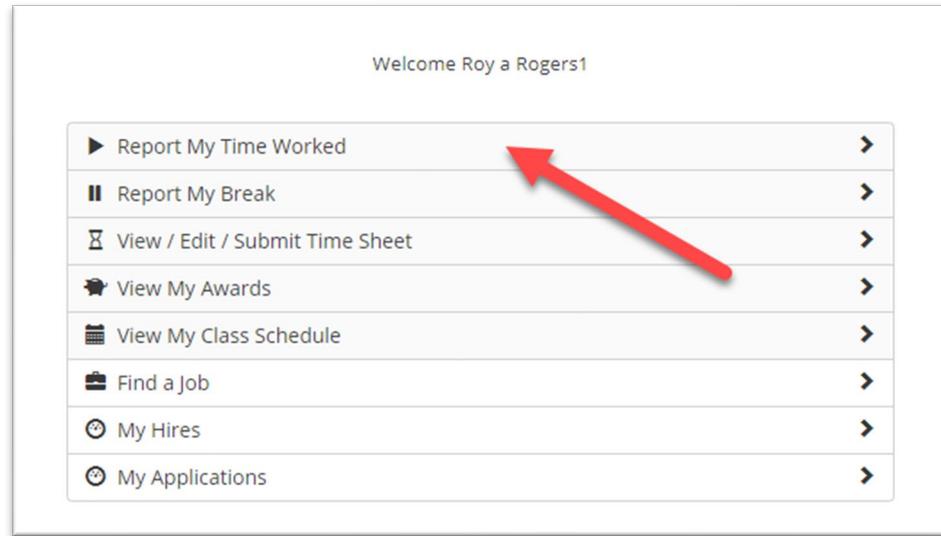


The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, the text "Applicants and Student Workers -", and "Help -". Below the navigation bar, there is a dropdown menu with three items: "My Dashboard", "Find a Job", and "My Timesheets". A red arrow points to the "My Timesheets" item. To the right of the dropdown menu, the text "Welcome Roy a Rogers1" is displayed. Below the welcome message, there is a list of options, each with an icon and a right-pointing arrow:

- ▶ Report My Time Worked
- ⌚ View / Edit / Submit Time Sheet
- ↔ View My Time Off Balance
- 🏆 View My Awards
- 📅 View My Class Schedule
- 📁 Find a Job
- 🕒 My Hires
- 🕒 My Applications

- The Clock In and Clock Out feature available on a mobile phone is also available on the Desktop view under The Applications and Student Workers menu **'My Timesheets'**

Mobile – Report My Time Worked



- To report time worked, click the 'Report My Time Worked' menu option.

Mobile – Clock In

Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:13 AM
Eastern Standard Time

Clock In

View/Add Notes

Submit Time Sheet

Time sheet details

Time Sheet Status	N/A
Pay Period	07/16/19 - 07/31/19
Time Sheet Deadline	Sunday August 4, 2019 11:59 PM
Supervisors	Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock In Time for your
Admissions - Test Research Discovery FWS Job
9:15 AM Eastern Standard Time

Log Out

Submit Time Sheet

Time sheet details

Time Sheet Status	Incomplete - Student
Pay Period	07/16/19 - 07/31/19
Time Sheet Deadline	Sunday August 4, 2019 11:59 PM
Supervisors	Test On-Campus Supervisor (primary)

- To clock in, click the **'Clock In'** button.
- The system time will be updated in the start field on your timesheet.
- A confirmation screen with the exact **'Clock In'** time is presented.

Mobile – Clock Out

Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:17 AM
Eastern Standard Time

[View/Add Notes](#)

 Clock Out

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock Out Time for your
Admissions - Test Research Discovery FWS Job -
9:18 AM Eastern Standard Time

[Log Out](#)

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

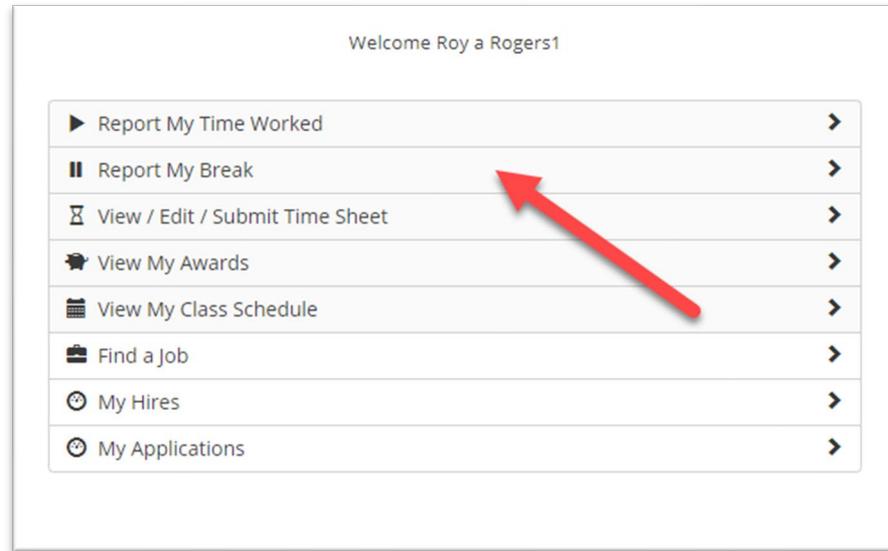
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To clock out, click the 'Clock out' button.
- The system time will be updated in the end field on their timesheet.
- A confirmation screen with the exact Clock Out time is presented.

Mobile – Report My Break



- If you have previously clocked into a job and now need to start your break, click the 'Report My Break' menu.

Mobile – Start Break

Welcome Roy a Rogers1

Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019

Current System Time

09:28 AM

Eastern Standard Time

[View/Add Notes](#)

 Start Break

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break Start Time for your
Admissions - Test Research Discovery FWS Job
9:28 AM Eastern Standard Time

[Log Out](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To start a break, click the 'Start Break' button.
- A confirmation screen with the exact 'Break Start' time is presented.

Mobile – End Break

Welcome Roy a Rogers1

Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019

Current System Time

09:30 AM

Eastern Standard Time

View/Add Notes

End Break

Submit Time Sheet

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break End Time for your
Admissions - Test Research Discovery FWS Job -
9:30 AM Eastern Standard Time

Log Out

Time sheet details

Time Sheet Status
Incomplete - Student

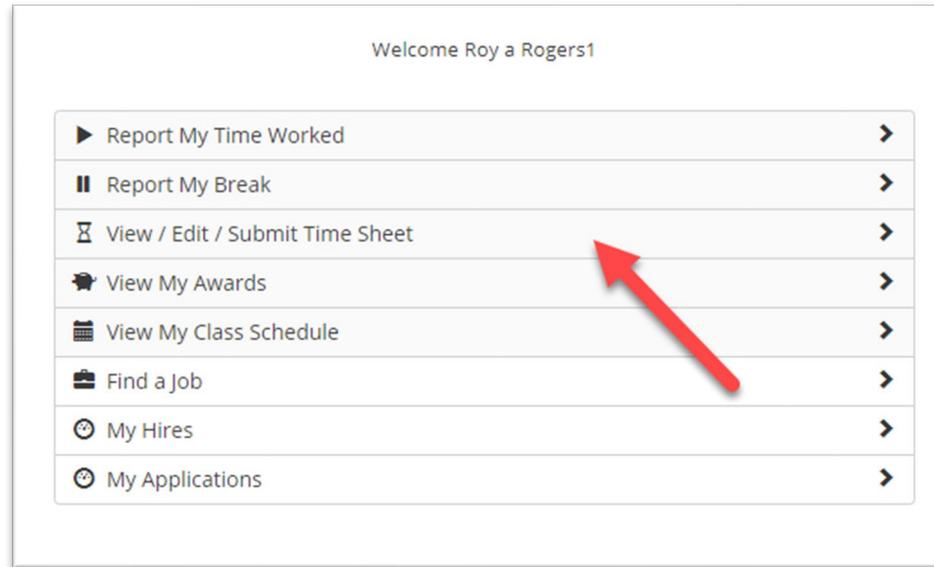
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

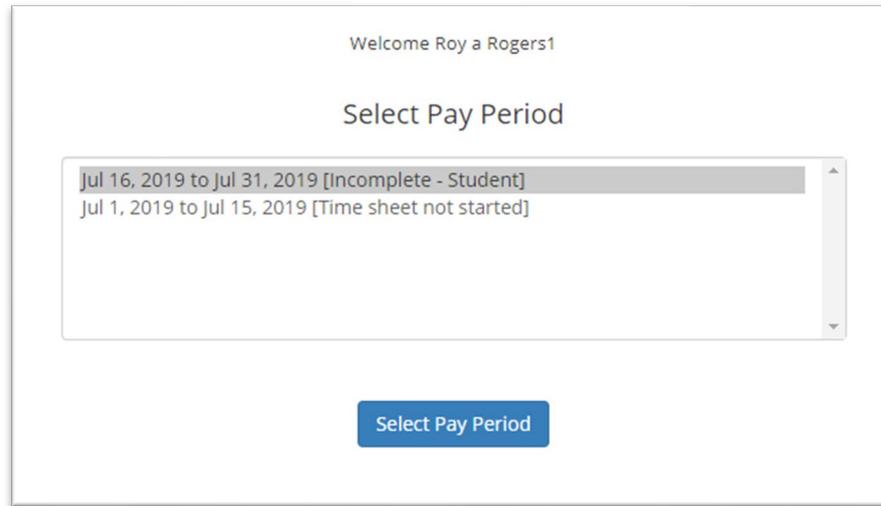
- To end a break, click the 'End Break' button.
- A confirmation screen with the exact 'Break End' time is presented.

Mobile – View / Edit / Submit Time Sheet



- To view/edit a timesheet or hand in a timesheet to the Supervisor for review/approval, click the **'View/Edit/Submit Time Sheet'** menu option.

Mobile – View /Edit/ Submit Time Sheet



Welcome Roy a Rogers1

Select Pay Period

Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]
Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]

Select Pay Period

The screenshot shows a mobile application interface. At the top, it says "Welcome Roy a Rogers1". Below that is the heading "Select Pay Period". There is a scrollable list with two options: "Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]" and "Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]". The first option is highlighted. At the bottom of the list is a blue button labeled "Select Pay Period".

- You must first choose the pay period for the timesheet they wish to view, edit, or submit.

Mobile – View Timesheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	--
Total	2 mins

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

Time sheet notes

Add a new note

[Add new note](#)

[Close](#)

If you wish to view your timesheet for one or more jobs, you can view each timesheet entry for each job, as well as, the total hours entered for the entire timesheet.

If you wish to View/Add Notes on your timesheet click the View/Add Notes link.

Mobile - Submit Time Sheet

Welcome Roy a Rogers1

[Review Time Sheet](#) ←

Time Sheet Entries

Wednesday, July 31	
Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31	
Start	9:28 AM
End	9:28 AM
Break	--
Total	

Wednesday, July 31	
Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	

Wednesday, July 31	
Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins
[View/Add Notes](#)

←

- Before clicking Submit Time Sheet, review your timesheet entries to ensure they are accurate.

Mobile – Submit Time Sheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

- Next, click 'Submit Time Sheet' button to submit your timesheet to your Supervisor to review and approve.

Mobile - Submit Time Sheet

Review Time Sheet

By clicking "Submit Time Sheet" below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge.



Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

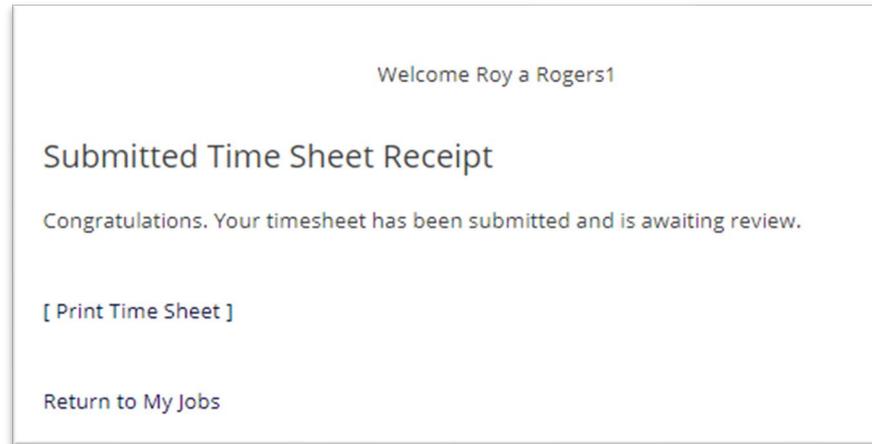
TOTAL

8 mins

[View/Add Notes](#)

- Click 'OK' to confirm. By clicking the 'OK' button, you are agreeing the timesheet information you've entered is correct to the best of your knowledge.
- This step replaces the signature on a paper timesheet with an electronic signature on this paperless timesheet.

Mobile – Submitted Time Sheet Receipt

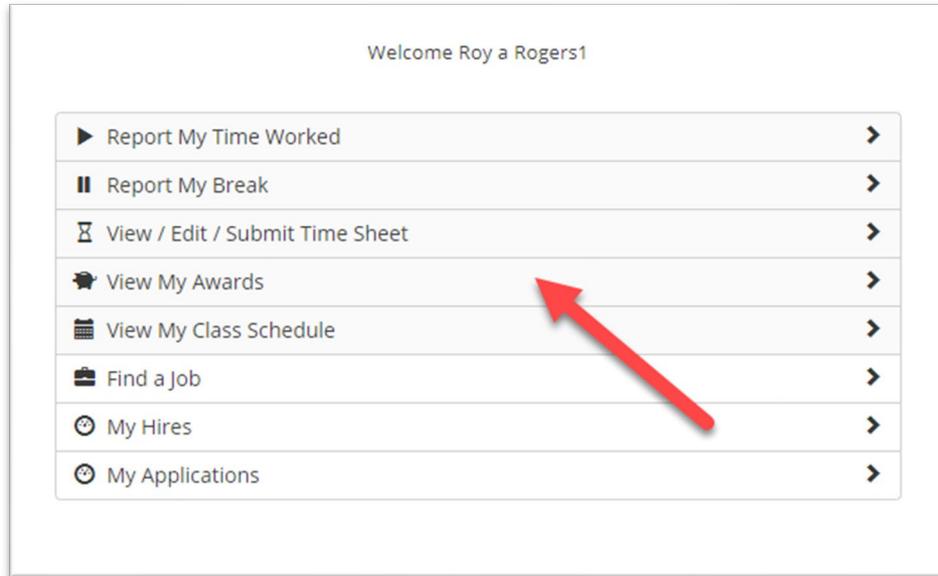


- Your timesheet has been placed in your Supervisor's TimesheetX pending approval queue waiting for review and approval.
- You will not be able to access your timesheet again unless your supervisor rejects it back to you during the review process.

Other Mobile Features

WHAT ELSE CAN I VIEW IN MOBILE ACCESS?

Mobile – View My Awards



- To view awards and balances, click the 'View My Awards' menu option.

Mobile – View My Awards

[<< Back to My Timesheets Home](#)

Welcome Roy a Rogers1

My Awards

Award Name:	Federal Work Study
Award Term:	FWS Academic Year 2018 - 2019 (08/16/18-08/31/19)
Original Award Amount:	\$3,500.00
Current Award Balance:	\$3,355.00

- You can view your award year, award type(s), original award amount(s) and remaining award balance(s).

Questions?

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

StudentWorkPrograms@culinary.edu

