The College of New Jersey

ELECTRONIC TIMESHEETS FOR STUDENT EMPLOYEES
TimesheetX is an on-line student timesheet processing tool hosted entirely by Next Gen Web Solutions that manages the collection, approval, and processing of student timesheets.

Working in collaboration with IT and Career Services, the Payroll department will be implementing this solution for fiscal year 2013.

NG Web Solutions, LLC owns and operates the TimesheetX product since February 2008.
What School Types Use TimesheetX?

Private Universities
Yale University, Northeastern University, Columbia University

Public Universities
Fashion Institute of Technology

Liberal Arts Colleges
Barnard College

Community Colleges
Hunter Community College

Proprietary (For Profit) Colleges
School of Visual Arts
Benefits for TimesheetX Users

TimesheetX is Available 24X7 – All users have the convenience of accessing and managing timesheet related activities on their schedule via any internet web browser. This online solution will save you time, paper, and frustration with current manual student employees timesheet processes.

Ease of Use – No need for college provided hardware that can be time-consuming to manage and difficult for students and supervisors to access during off hours, Holidays, etc.

Single Sign On - Users do not have to remember another User Name and Password. Users will be pre-authenticated from the College’s website into the TimesheetX product with minimal keystrokes.

Data Exchange - Import/export data into/out of our Student Information System & Payroll system to eliminate manual processing, increasing speed and accuracy.
Student Benefits

- **Easy & Fast Online Timesheet Entry** – Students enter and submit time to Supervisor in seconds! The TimesheetX workflow reduces the timesheet cycle that used to take hours or days down to minutes.

- **Sophisticated and Powerful Timesheet Edits** - Improves quality of timesheet entries by eliminating errors in handwriting, math, and duplicate recording of time.

- **Helpful E-Mail Reminders** – Systematically triggered Student E-mail warnings that prevent missed timesheet deadlines.

- **Students Can Complete Timesheets for Multiple Jobs** - Supports multiple timesheets for multiple jobs per student.

- **Award Balance Tracking** - Enables student to review Federal Work Study award balance information to ensure they don’t exceed award amount.
Supervisor Benefits

- **Work Flow Process** - Easy-to-Use on-line timesheet approval & rejection work flow solution reduces time spent trying to track down students to resolve timesheet related issues.

- **Increased Organization** - User friendly work management queues can help organize your daily Timesheet “To Do” items, thus expediting timesheet approvals.

- **Integrated Email Communications** - Systematically triggered supervisor email warnings designed to ensure timely timesheet submissions and approvals. Enables supervisor to review student award balance information to ensure their students don’t exceed FWS award amounts.

- **Compliance risks** – Enforces labor and campus regulations on hours worked and ensures student earnings do not exceed award amounts through a customized warning system.
Information Technology Benefits

Cost effective & secure web based tool hosted by Next Gen Web Solutions eliminates the need to purchase costly hardware and software.

✓ No worries about support calls, upgrade requests, or purchasing additional servers.

Customized Data Integration

✓ Removes manual intervention of student data between TimesheetX and PAWS and the Payroll system.

✓ Inbound and outbound data integration coded to the College’s preferred format.

Stringent Third Party Auditing

Next Gen undergoes a SAS70 – Type II audit annually and contracts with third party vendors to evaluate its applications, Network, and security controls for possible breaches.
Data Integration Compatible With:

- PeopleSoft ®
- SCT PowerCAMPUS
- SCT Banner
- SCT Matrix
- Oracle ®
- SAP
- Jenzabar ®
- Datatel
- ADP
Check out the payroll website for future updates and tutorials!

http://payroll.pages.tcnj.edu/