The College of New Jersey

TimesheetX
TRAINING
Supervisors
Getting Started

Time sheets must now be entered online for all Student Employment jobs.

You can access this system **only** through the Internet Explorer Web browser by accessing the Payroll website at: [http://payroll.pages.tcnj.edu/](http://payroll.pages.tcnj.edu/)

- Click on the link *TimesheetX Has Arrived! No More Paper*.
- Click on the link *Approve TimesheetX (supervisor login)*.
You will be prompted to login at myTCNJ

IMPORTANT NOTE

It is important that student employees **click the “Start Timesheet” link FIRST** next to the applicable timesheet being created. Otherwise, if the supervisor clicks this link first, the supervisor will take possession of the timesheet and be responsible for completing a student employee’s timesheet for that entire pay period. The supervisor should only click on the “Start Timesheet” link if they are entering hours worked for their student and plan to continue to enter their hours for a particular pay period.

To add a job, please select an employer.
NEXT GEN WEB SOLUTIONS STUDENT EMPLOYMENT - TIMESHEETS
GUIDE FOR SUPERVISORS

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To-Do Items

Next Gen Web Solutions Student Employment - Timesheets will automatically load the To-Do Items page after you login. (It can also be accessed from the left-side navigation bar.) All time sheets that require immediate attention will display here.

Time sheets that need attention

<table>
<thead>
<tr>
<th>Student Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only show time sheets for Jobs I supervise</td>
</tr>
<tr>
<td>Show all time sheets in the selected Cost Center.</td>
</tr>
<tr>
<td>Only show time sheets for which I am the primary supervisor</td>
</tr>
<tr>
<td>Show all time sheet regardless of being a primary supervisor</td>
</tr>
</tbody>
</table>

Time sheets incomplete by a supervisor

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10 - May 16, 2004</td>
<td></td>
</tr>
<tr>
<td>5/18/2004 4:00 PM</td>
<td>Go To Time Sheet</td>
</tr>
</tbody>
</table>

Delinquent time sheets

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Job</th>
<th>Student Deadline</th>
<th>Last Modified</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Talis</td>
<td>Lab Coat Organizer</td>
<td>5/10/2004 1:00:00 PM</td>
<td>Never Started</td>
<td>Review</td>
</tr>
<tr>
<td>May 24 - May 30, 2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walter Billmyer</td>
<td>Lab Coat Organizer</td>
<td>5/31/2004 1:00:00 PM</td>
<td>3 weeks ago</td>
<td>Review</td>
</tr>
</tbody>
</table>

Submitted time sheets awaiting review

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Job</th>
<th>Deadline</th>
<th>Hours Worked</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Talis</td>
<td>Lab Coat Organizer</td>
<td>6/29/2004 4:00 PM</td>
<td>18.75 Hours</td>
<td>Review</td>
</tr>
</tbody>
</table>

Time sheets can be organized under five possible categories:

- **Time sheets incomplete by supervisor** - These are time sheets begun by a supervisor that have not been completed. Once a time sheet is begun by a supervisor, it cannot be edited by a student, thus a supervisor must complete it. To do so, click Go to Time Sheet.

- **Time sheets returned by administrator** - These time sheets have been reviewed by an administrator and returned to you. A note attached to each time sheet will explain why the time sheet is returned, and you must resolve the problem before resubmitting it to an
administrator for approval. Click Review and you will have the option of editing the time sheet yourself or sending it back to the student for revision.

- **Resubmitted time sheets** - These are time sheets revised and resubmitted by students for your approval. They must be approved by the deadline listed next to them. Click Review to do so.

- **Delinquent time sheets** - These time sheets may or may not have been started by students (as indicated in the Last Modified column); regardless, they were never submitted for approval, and the student deadline has passed. To send an e-mail reminder to the student or to take control of the time sheet, click Review.

- **Submitted time sheets awaiting review** - These time sheets have been completed by students and submitted for your review. They must be approved by the deadline listed next to them. Click Review to do so.

**NOTE:** Only those categories currently with time sheets to display will appear on the To-Do Items page. For example, if there are no delinquent time sheets, that particular table will not display.

### Change Departments

If you supervise students in multiple departments, you will have a drop-down menu at the top of the To-Do Items page. When you select a different department, the page will reload and display the to-do items for that department’s time sheets. Be sure to get in the habit of checking the To-Do Items for all the departments that you manage.

### Warnings

Administrators may want to alert you to particular situations through the use of warnings. If you receive a warning, it will display at the top of your To-Do Items page in a salmon-colored box.

This warning pictured above is alerting you to the fact that one of your students, Chad Billmyer, has worked too many hours. If a warning has a next to the title, hover your mouse over it for instructions on how to resolve the warning.
Manage Delinquent Time Sheets

When a student’s time sheet is delinquent, you have two options: 1) you can e-mail the student to remind him or her to submit it or 2) you can take hold of the time sheet -- revoking student access -- and finish it yourself. By clicking Review next to the delinquent time sheet on the To-Do Items page, you can access both functions.

The top section of this page allows you to send a reminder e-mail to the student. Edit the subject and body of the message, then click Send E-mail.

To take possession of the time sheet, click Take Possession from the bottom section of the page. Place a check mark just above the button if you would like to accompany the action with an e-mail to the student. You can revise the body of the e-mail in the small text box. Once you click Take Possession, the time sheet will load and you can revise it as you wish. (See the Manage Time Sheet section of this document for more information.)
**My Control Panel**

Unlike the *To-Do Items* page, which provides control of only the jobs demanding immediate attention, *My Control Panel* allows you access to all jobs for which you are the primary or secondary supervisor, regardless of whether they are in need of attention. *My Control Panel* is also the place to locate past time sheets.

Select *My Control Panel* from the left-side navigation bar and the following screen will load.

![My Control Panel](image)

Click **Manage Job** to change the title or description of the job.

When you select **View Hires**, a list of your students for that job will open:

![Jobs for which I am the Primary Supervisor on a hire](image)

Next to each student are additional functions. Hover your mouse over **Details** and a status update will appear, including any potential delinquent time sheets.

Click **Go to Time Sheet** to access to current time sheet that is pending approval.

To view a history of this student’s time sheets, click **All Time Sheets**. A new window will load in which you can view the detail of every past time sheet. For those past time sheets still in need of approval or revision, **All Time Sheets** will also provide you that functionality.
Manage Time Sheet

The Manage Time Sheet page cannot be accessed directly from the left-side navigation bar. Instead, it appears only when you try to access one time sheet in particular. Information will appear differently, or not at all, depending on the status of the time sheet and your permission level. For instance, when the time sheet is in the student’s possession the only information available will be the status and pay period details. The entries and action options would not appear.

This section of the page informs you of the time sheet’s status and important dates. Deadline refers to the date by which you must approve this time sheet and submit it to an administrator.

Carefully review the student’s time entries before you approve them.

Click here to view notes for this time sheet. A new window will open where you can also add your own notes. Notes are viewable by administrators, other supervisors, and students. Notes remain attached to a time sheet through the admin approval process and are retained even after a pay period is finalized.

Depending on your permissions, some of these options may not appear.

Take action on this time sheet by selecting one of the buttons. Each option is explained just to the right of the button.

### Time Sheet Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Pay Period Info (June 21 - June 27, 2004)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Start  End   Deadline    Pay Date</td>
</tr>
<tr>
<td>Approval</td>
<td>Monday, June 21  Sunday, June 27  Tuesday, June 29  Friday, July 02</td>
</tr>
</tbody>
</table>

### Time Sheet Entries

| Date         | Start   End   Break | Hours          |
|--------------|----------|----------------|----------------|
| Monday, June 21 | 9:00 AM  5:00 PM  10 mins | 7 hrs 30 mins |
| Tuesday, June 22 | 10:10 AM  12:00 PM | 1 hr 50 mins |
| Wednesday, June 23 | 12:00 PM  5:00 PM  15 mins | 4 hrs 15 mins |
| Thursday, June 24   | 5:00 PM  9:30 PM  10 mins | 4 hrs 30 mins |

Total: 18 hours 45 minutes

View notes for this time sheet

Take action on this time sheet:

- **Approve Time Sheet**: Approve the time sheet as it appears above. Choose this option if the time sheet is complete and correct.
- **Reject Time Sheet**: Return the time sheet to the student to make corrections. On the next screen, you will have an opportunity to inform the student of your concerns.
- **Modify Time Sheet**: Make changes to this time sheet.
- **Lock Time Sheet**: Lock the time sheet to yourself so that others cannot make changes to it.
**TimesheetX FAQs for Supervisors**

1. **How often should I approve the time sheet?**
   The time sheet only needs to be approved once per pay period.

2. **If I take possession of the time sheet from the student, is it able to be given back to the student or how long will the supervisor have possession of it?**
   The supervisor will have possession of the time sheet for the rest of the pay period.

3. **Can a student submit a delinquent time sheet and a current time sheet at the same time?**
   Yes.

4. **How are student breaks calculated on the time sheets?**
   Students enter the amount of time taken under the break column. Students that work more than 6 consecutive hours should take at least a half-hour break.

5. **If a student doesn’t work the first pay period of the semester, how do we handle that?**
   Dismiss the delinquent time sheet.

6. **Can the system detect overlaps of hours?**
   Yes, overlaps of hours will show up in red to the student and the supervisor. Timesheets can’t be submitted until the student makes the correction.

7. **If an employee works from 10 to 1 leaves and comes back at 5 to 8, how will they enter that on the timesheet?**
   They can enter all the hours on the date that the time was worked. Enter 10:00-1:00 and then 5:00-8:00.

8. **What internet browser should I use to access electronic timesheets?**
   Internet Explorer