



**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/>

### Menu

- [Welcome](#)
- [Payroll Schedule 2012](#)
- [Payroll Schedule 2013](#)
- [Understanding your Paycheck](#)
  - [Accessing your W-2 in YESS](#)
  - [Students](#)
  - [Pay Statement Description](#)
  - [Understanding your W-2](#)
  - [Payroll FAQ](#)
  - [Direct Deposit](#)
  - [Tax Information](#)
  - [Payroll Self-Service Overview](#)
  - [TSX Administrator Link](#)

### Welcome




#### Payroll Office

Welcome to The College of New Jersey's Payroll Office website. This site contains information related to all aspects of the payroll process. Included on the site is information about biweekly payroll cycles for all faculty, staff and student employees, tax information, forms and news. We hope you find the site useful and visit it frequently for all your payroll needs.

#### EMPLOYEE SELF-SERVICE AT TCNJ

The College of New Jersey's Human Resources and Payroll Office offers self-service tools to view personal information, view and print current and previous paychecks, view, add, edit direct deposit and federal tax filing status. To access Y.E.S.S. (Your Employee Self-Service), click on this link [YESS Instructions](#). **Say Yes to Y.E.S.S.!**



#### TimesheetX Has Arrived!

#### No More Paper...

[Click here to learn more](#)

### Related Links

- [Office of the Treasurer](#)
- [Finance and Business Services](#)
- [Student Accounts](#)
- [Human Resources](#)

► 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

**myTCNJ**

**Sign In**

Enter your TCNJ username and password.

Username:

Password:

**LOGIN**

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**Support**

The myTCNJ portal allows you access to your email, calendar, SOCS, PAWS, and other features and services. If you are experiencing issues please use the links below to find the proper support.

- myTCNJ Help**
- myTCNJ Issues**
- myTCNJ Suggestions/Comments**
- Account Lookup**
- Help Desk**
- PAWS Help and Tutorial**

Help! I forgot my password! (If so, click [here](#)).

### ▶ 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.

**Student Employment Home**

Welcome, Tammie Brown  
Monday, September 10, 2012

**Job Control Panel**

**Timesheet Control Panel**

**Timesheet To-Do Items**

**Reporting**

**Log Out**

**Filter Employers:**

Show Jobs From All My Employers

**To add a job, please select an employer.**

**:: CURRENTLY LISTED JOBS**

No jobs are currently listed.

## **NEXT GEN WEB SOLUTIONS STUDENT EMPLOYMENT - TIMESHEETS GUIDE FOR SUPERVISORS**

To-Do Items .....	4
▶ Change Departments .....	5
▶ Warnings .....	5
Manage Delinquent Time Sheets.....	6
My Control Panel.....	7
Manage Time Sheet.....	8

## 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

Student Financial Services ▼

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 sheet regardless of being a primary supervisor

**Time sheets incomplete by a supervisor**

Deadline	Review
<b>May 10 - May 16, 2004</b>	
5/18/2004 4:00 PM	<a href="#">Go To Time Sheet</a>

**Delinquent time sheets**

Student Name	Job	Student Deadline	Last Modified	View Details
<b>May 3 - May 9, 2004</b>				
Michael Talis	Lab Coat Organizer	5/10/2004 1:00:00 PM	Never Started	<a href="#">Review</a>
<b>May 24 - May 30, 2004</b>				
Walter Billmyer	Lab Coat Organizer	5/31/2004 1:00:00 PM	3 weeks ago	<a href="#">Review</a>

**Submitted time sheets awaiting review**

Student Name	Job	Deadline	Hours Worked	Review
<b>June 21 - June 27, 2004</b>				
Michael Talis	Lab Coat Organizer	6/29/2004 4:00 PM	18.75 Hours	<a href="#">Review</a>

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

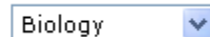
administrator for approval. Click [Review](#) and you will have the option of editing the time sheet yourself or sending it back to the student for revision.

- *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.

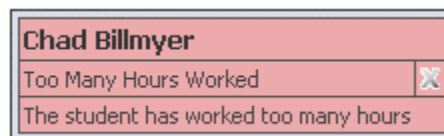
#### ► Change Departments


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.

### Manage Delinquent Time Sheet

For Michael Talis's Lab Coat Organizer Job

In the pay period starting Monday, June 07, 2004 and ending Sunday, June 13, 2004

This time sheet is delinquent because the student deadline has passed and it has not been submitted by the student. The student deadline for the pay period associated with this time sheet was: 1 week ago

Below you will find a form to e-mail the student about this matter if you so choose. The student never started this time sheet. If you would like to start the time sheet yourself, you may take possession of it at the bottom of this page.

If you would like to e-mail Michael about this time sheet, you may do so here:

**E-mail Student**

**To:** michael@foresitesolutions.com

**From:** chad@foresitesolutions.com

**Subject:** About your delinquent time sheet

**Message:** Your time sheet is delinquent. Please complete it and submit it immediately.

Send E-mail

If you would like to take possession of this time sheet:

**Take Possession**

If you want to take possession of this time sheet away from Michael, you can do so here.

Once you have taken the time sheet Michael will no longer be able to interact with it. It will be your responsibility to complete it.

**Add a note as you take possession?**

I have taken possession of this time sheet.

Check if you would like the above message to be sent as an e-mail to the student.

Take Possession

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



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:

The screenshot shows the same panel as above, but with a table of student information. The table has four columns: Student Name, Extras, Current Time sheet, and All Time sheets. The first row contains the student name "Michael Talis" and three links: "Details", "Go to time sheet", and "All time sheets".

Student Name	Extras	Current Time sheet	All Time sheets
Michael Talis	<a href="#">Details</a>	<a href="#">Go to time sheet</a>	<a href="#">All time sheets</a>

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 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.

### Manage Time Sheet For: Michael Talis :: Lab Coat Organizer

#### Time Sheet Status

Pending Approval

#### Pay Period Info (June 21 - June 27, 2004)

Start	End	Deadline	Pay Date
Monday, June 21	Sunday, June 27	Tuesday, June 29	Friday, July 02

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

#### Time Sheet Entries

Date	Start	End	Break	Hours
Monday, June 21	9:00 AM	5:00 PM	10 mins	7 hrs 50 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 45 mins
Thursday, June 24	5:00 PM	9:30 PM	10 mins	4 hrs 20 mins
<b>Total:</b>				18 hours 45 minutes

[View notes for this time sheet](#)

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.

#### Take action on this time sheet

Approve Time Sheet

**Approve this time sheet as it appears above. Choose this option if the time sheet is complete and correct.**

Reject Time Sheet

**Return this 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 To Time Sheet

**Lock the time sheet to yourself so that others cannot make changes to it.**

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.

# 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