





“New” Timesheet “To-Do” Item Page


New Timesheet To-Do Item Efficiency features


668956


- User friendly icons and design
- Filter timesheet records by Status
- Filter timesheet records by employee
- Control how many timesheet records appear on your page
- Hover over Timesheet Details
- Email Employee Feature
- Mass Timesheet Level Transactions



Export Summary



Export Details


Print Timesheets


Approve Timesheets


Reject Timesheets


Dismiss Timesheets




Take Possession

←





Select All / De-Select All Show results per page to 25 of 14093 | << < > >>|

Timesheet Status: Returned to Supervisor

09/22/12 - 10/05/12

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM	 

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM	 
<input type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM	 

- New Icons visually help you perform mass and individual level transactions.

To Do Items


Cost center

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 sheets regardless of being a primary supervisor

Filter by timesheet status 

Returned To Supervisor (4)

Incomplete By Supervisor (82)

Delinquent Timesheets (13636)

Resubmitted By Student (4)

Pending Approval (359)

Filter by employee

First Name

Last Name

- Work with only the timesheet statuses you want to work on.
- See your workload via timesheet record counts next to each status

Filter timesheet records by employee

The screenshot shows a web interface for managing timesheets. At the top left, there are two filter sections: 'Filter by timesheet status' and 'Filter by employee'. The 'Filter by employee' section has 'First Name' and 'Last Name' fields, with 'mika' entered in the 'Last Name' field. A 'Filter by employee' button is below these fields. Below the filters, it says 'Currently filtering by name: mika' with a '(remove name filter)' link. The main area contains a toolbar with icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets', 'Reject Timesheets', 'Dismiss Timesheets', and 'Take Possession'. Below the toolbar, there are three sections of timesheet records, each with a header and a table of data. The first section is 'Timesheet Status: Returned to Supervisor' for the period 'March 23 - April 5, 2013'. The second is 'Timesheet Status: Incomplete by Supervisor' for 'March 9 - March 22, 2013'. The third is 'Timesheet Status: Delinquent' for 'April 6 - April 19, 2013'. Each table has columns for Name, Job, Hours, Break Mins, Supervisor/Student Deadline, and Last Modified. The name 'Robert Mika' is highlighted in each table. A fourth section for 'April 20 - May 3, 2013' is partially visible at the bottom.

Filter by timesheet status

- Returned To Supervisor (1)
- Incomplete By Supervisor (1)
- Delinquent Timesheets (3)
- Resubmitted By Student (0)
- Pending Approval (0)

Filter by employee

First Name:

Last Name:

Currently filtering by name: *mika* [\(remove name filter\)](#)

Export Summary | Export Details | Print Timesheets | Approve Timesheets | Reject Timesheets | Dismiss Timesheets | Take Possession

Select All / De-Select All Show 25 results per page 1 to 5 of 5

Timesheet Status: Returned to Supervisor

March 23 - April 5, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Incomplete by Supervisor

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Robert Mika	Student Ambassador			3/26/2013 5:00 PM	5/7/2013 11:18 AM

Timesheet Status: Delinquent

April 6 - April 19, 2013

Name	Job	Hours	Break Mins	Student Deadline	Last Modified
<input type="checkbox"/> Robert Mika	Student Ambassador			4/22/2013 5:00 PM	Never Started

April 20 - May 3, 2013

- Use “Filter by employee” to work with only one specific employee’s timesheet records across all statuses.
- Get timesheet counts by status for this particular employee
- Easily remove the filter by clicking on the “remove name filter” link.

Export Summary Export Details Print Timesheets Approve Timesheets Reject Timesheets Dismiss Timesheets Take Possession

Select All / De-Select All Show 25 results per page 1 to 5 of 5 | << < > >> |

5
25
50
100
All

Timesheet Status: Returned to Supervisor

March 23 - April 5, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Incomplete by Supervisor

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Robert Mika	Student Ambassador			3/26/2013 5:00 PM	5/7/2013 11:10 AM

- Control how many timesheet records appear on your page
- Large departments may want to select smaller increments to maximize screen speed for those with hundreds of timesheets.

Export Summary
 Export Details
 Print Timesheets
 Approve Timesheets
 Reject Timesheets
 Dismiss Timesheets
 Take Possession

Select All / De-Select All
 Show results per page
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Timesheet Status: Returned to 5

09/22/12 - 10/05/12

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
<input type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM

March 23 - April 5, 2013

Name	Job	Hours	Break	Supervisor	Last Modified
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Time Sheet Entries

Date	Start	End	Break	Hours
Wednesday, September 26, 2012	10:00 AM	11:00 AM	0	1
Wednesday, October 03, 2012	10:00 AM	11:00 AM	0	1
Total:				2 hrs

[Review](#)

No more clicking into each timesheet individually, now just hover over the magnifying glass to see detail timesheet entries for multiple students in seconds.

The screenshot shows a web browser window with an email composition form overlaid on a timesheet application. The email form is titled "Send an email to Stephanie Cregg" and has the following fields:

- From: taige.haines@ngwebsolutions.com
- To: mako@ngwebsolutions.com
- Cc: [Empty]
- Bcc: [Empty]
- Subject: [Empty]
- Body: [Empty text area]
- Send Email button

A red arrow points from the "To" field to the "Last Modified" column of the first row in the table below. The table has the following columns: Hours, Break Mins, Supervisor Deadline, and Last Modified. The first row has values: 2, 0, 10/9/2012 5:00 PM, 10/22/2012 12:01 PM. A red arrow points to an envelope icon in the "Last Modified" column of this row.

Hours	Break Mins	Supervisor Deadline	Last Modified
2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM
4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM

No more jumping out of TimesheetX to individually email an employee with a question about their timesheet. Simply click on the envelope and your employee's name will be defaulted in an integrated email template and email away in seconds.

- Employers and/or Administrators can manage multiple timesheets at one time with minimal keystrokes.
 - Export Timesheet Summary Information
 - Export Timesheet Details Information
 - Print Multiple Timesheets
 - Approve Timesheets
 - Reject Timesheets
 - Dismiss Timesheets
 - Take Possession of Timesheets

Mass Timesheet Level Transactions – Timesheet Selection Process

“Select All”

OR

Select a Few Timesheets

Select All / De-Select All Show 25 results per page 1 to 25 of 14093 | <<

Timesheet Status: Returned to Supervisor

09/22/12 - 10/05/12

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
<input checked="" type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM

March 23 - April 5, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Returned to Supervisor

Select All / De-Select All Show 25 results per page 1 to 25 of 14093 | << >>

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM

March 9 - March 22, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
<input type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM

March 23 - April 5, 2013

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Incomplete by Supervisor

“Select All”, “De-Select All”, or select just a few timesheets at a time before designating which **TimesheetX** Mass Level Transaction you wish to perform.

Export Summary | Export Details | Print Timesheets | Approve Timesheets | Reject Timesheets | Dismiss Timesheets | Take Possession

Select De-Select All Show 25 results per page 1 to 25 of 14093

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM
March 9 - March 22, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
<input type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
March 23 - April 5, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Incomplete by Supervisor

ou want to open or save timesheetExport.csv from dev3.studentemployment.ngwebsolutions.com? Open Save Cancel

PayPeriodName	FullName	Title	StudentDeadline	SupervisorDeadline	LastModified	Status
09/22/12 - 10/05/12	Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	10/8/2012 5:00 PM	10/9/2012 5:00 PM	10/22/2012 12:01 PM	Returned to Supervisor
March 9 - March 22, 2013	Kerry Irwin	Student Ambassador	3/25/2013 5:00 PM	3/26/2013 5:00 PM	5/7/2013 12:15 PM	Returned to Supervisor
March 23 - April 5, 2013	Robert Mika	Student Ambassador	4/8/2013 5:00 PM	4/9/2013 5:00 PM	5/7/2013 12:14 PM	Returned to Supervisor

1. After selecting the individual timesheet or multiple timesheets you wish to export the timesheet summary data, simply click the “Export Summary” icon.
2. Next, click the open button to view the timesheet summary data in Excel.
3. Manage the timesheet data in Excel to meet your exact business needs.

Export Summary | **Export Details** | Print Timesheets | Approve Timesheets | Reject Timesheets | Dismiss Timesheets | Take Possession

Select All / De-Select All Show 25 results per page 1 to 25 of 14093 | << < > >> |

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:01 PM
March 9 - March 22, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Kerry Irwin	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
<input type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15 PM
March 23 - April 5, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14 PM

Timesheet Status: Incomplete by Supervisor

Do you want to open or save timesheetExport.csv from dev3.studentemployment.ngwebsolutions.com? Open Save Cancel

PayPeriodId	PayPeriodName	FullName	Title	StudentDeadline	SupervisorDeadline	LastModified	Status	StartDateTime	EndDateTime	TotalMinutes	BreakMinutes
235	09/22/12 - 10/05/12	Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	10/8/2012 5:00 PM	10/9/2012 5:00 PM	10/22/2012 12:01 PM	Returned	9/26/2012 10:00 AM	9/26/2012 11:00 AM	60	0
235	09/22/12 - 10/05/12	Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	10/8/2012 5:00 PM	10/9/2012 5:00 PM	10/22/2012 12:01 PM	Returned	10/3/2012 10:00 AM	10/3/2012 11:00 AM	60	0
248	March 9 - March 22, 2013	Kerry Irwin	Student Ambassador	3/25/2013 5:00 PM	3/26/2013 5:00 PM	5/7/2013 12:15 PM	Returned	3/9/2013 8:00 AM	3/9/2013 12:30 PM	270	0
249	March 23 - April 5, 2013	Robert Mika	Student Ambassador	4/8/2013 5:00 PM	4/9/2013 5:00 PM	5/7/2013 12:14 PM	Returned	3/23/2013 8:00 AM	3/23/2013 11:00 AM	180	0

1. After selecting the individual timesheet or multiple timesheets you wish to export detailed timesheet entry data, simply click the “Export Details” icon.
2. Next, click the open button to view the detailed timesheet entry data in Excel.
3. Manage the timesheet data in Excel to meet your exact business needs.

Mass Timesheet Level Transactions – Print Multiple Timesheets

[Export Summary](#)
[Export Details](#)
[Print Timesheets](#)
[Approve Timesheets](#)
[Reject Timesheets](#)
[Dismiss Timesheets](#)
[Take Possession](#)

Select All / De-Select All
 Show results per page
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Name	Job	Hours	Mins	Deadline	Last Modified
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2	0	10/9/2012 5:00 PM	10/22/2012 12:14
March 9 - March 22, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Kevin Win	Student Ambassador	4.5	0	3/26/2013 5:00 PM	5/7/2013 12:15
<input checked="" type="checkbox"/> Ethan Kisch	Student Ambassador	7	0	3/26/2013 5:00 PM	5/7/2013 12:15
March 23 - April 5, 2013					
Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3	0	4/9/2013 5:00 PM	5/7/2013 12:14

Timesheet Status: Incomplete by Supervisor

08/25/12 - 09/07/12

View Time Sheets

[\[Back to Supervisor ToDo\]](#)

[\[Print all\]](#)

Hire Details

Student: Stephanie Cregg
 Job: Oral Proficiency leader (Languages other than Spanish)
 Cost Center: World Languages & Cultures (10-01-1113)
 Primary Supervisor: David Stillman
 Status: Returned to Supervisor
 Pay Period: Saturday, September 22 to Friday, October 5, 2012

Time Sheet Entries

Date	Start	End	Break	Hours
Wednesday, September 26	10:00 AM	11:00 AM	0	1 hr
Wednesday, October 3	10:00 AM	11:00 AM	0	1 hr
Total:				2 hrs

Hire Details

Student: Ethan Kisch
 Job: Student Ambassador
 Cost Center: Admissions-College Ambassadors (10-06-5110)
 Primary Supervisor: TCNJ Test Employer
 Status: Returned to Supervisor
 Pay Period: Saturday, March 9 to Friday, March 22, 2013

Time Sheet Entries

Date	Start	End	Break	Hours
Saturday, March 9	8:00 AM	3:00 PM	0	7 hrs
Total:				7 hrs

Hire Details

Student: Robert Mika
 Job: Student Ambassador
 Cost Center: Admissions-College Ambassadors (10-06-5110)
 Primary Supervisor: TCNJ Test Employer
 Status: Returned to Supervisor
 Pay Period: Saturday, March 23 to Friday, April 5, 2013

Time Sheet Entries

Date	Start	End	Break	Hours
Saturday, March 23	8:00 AM	11:00 AM	0	3 hrs
Total:				3 hrs

1. After selecting the individual or multiple timesheet(s) you wish to print, simply click the “Print” icon.
2. A “User Friendly Print Version” of all timesheet details for the individual or multiple timesheets you wish to print is created by clicking the “Print All” link.

The screenshot shows the 'Approve Timesheets' interface. At the top, there are navigation icons: Export Summary, Export Details, Print Timesheets, Approve Timesheets (highlighted with a red arrow), Reject Timesheets, Dismiss Timesheets, and Take Possession. Below these is a filter section with 'Select All / De-Select All', 'Show 25 results per page', and a pagination control showing '1 to 25 of 14093'. A table lists timesheets with columns: Name, Job, Hours, Mins, Deadline, and Last Modified. The first entry is for Stephanie Cregg. Below the table, there are three sections for different pay periods: 'March 9 - March 22, 2013' (with entries for K. ...irwin and Ethan Kisch), 'March 23 - April 5, 2013' (with entry for Robert Mika), and another section for 'March 9 - March 22, 2013' (with entry for Robert Mika). A red arrow points to the 'Approve Timesheets' icon, and another points to the 'Approve these timesheets' button in the dialog. The dialog also shows a table of timesheets to be approved and a section for timesheets locked to another user.

Employee Name	Pay Period	Timesheet Status	Job Title	Remove
Ethan Kisch	March 9 - March 22, 2013	Returned to Supervisor	Student Ambassador	[x]
Robert Mika	March 23 - April 5, 2013	Returned to Supervisor	Student Ambassador	[x]

The following timesheets are locked to another user:

Employee Name	Pay Period	Timesheet Status	Job Title
Stephanie Cregg	09/22/12 - 10/05/12	Returned to Supervisor	Oral Proficiency leader (Languages other than Spanish)

1. After selecting the individual or multiple timesheet(s) you wish to “Approve”, simply click the “Approve Timesheets” icon.
2. If the timesheet(s) selected are in the appropriate status to be “Approved” they’ll be presented with an “Approve these timesheets” button you’ll need to click to approve. If you realize you selected an incorrect timesheet to be approved, you can click the “X” in the “Remove” column and that record will be removed from the selection set to be approved. Otherwise, they’ll be placed at the bottom of the screen with specific error conditions preventing them from being approved, as requested.

Timesheet Status: Returned to Supervisor

09/22/12 - 10/05/12

Name	Job	Hours
<input checked="" type="checkbox"/> Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	2

March 9 - March 22, 2013

Name	Job	Hours
<input type="checkbox"/> Kerry Truen	Student Ambassador	4.5
<input checked="" type="checkbox"/> Ethan Kisch	Student Ambassador	7

March 23 - April 5, 2013

Name	Job	Hours
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador	3

You must provide a rejection message for the following timesheet(s). This text will be included in the rejection email for each timesheet sent back to the student/supervisor.

Student rejection message:

Reject Timesheets

Employee Name	Pay Period	Timesheet Status	Job Title	Remove
Ethan Kisch	March 9 - March 22, 2013	Returned to Supervisor	Student Ambassador	<input type="button" value="X"/>
Robert Mika	March 23 - April 5, 2013	Returned to Supervisor	Student Ambassador	<input type="button" value="X"/>

The following timesheets are locked to another user:

Employee Name	Pay Period	Timesheet Status	Job Title
Stephanie Cregg	09/22/12 - 10/05/12	Returned to Supervisor	Oral Proficiency leader (Languages other than Spanish)

1. After selecting the individual or multiple timesheet(s) you wish to “Reject”, simply click the “Reject Timesheets” icon.
2. If the timesheet(s) selected are in the appropriate status to be “Rejected” they’ll be presented with a “Reject these timesheets” button you’ll need to click to reject. If you realize you selected an incorrect timesheet, you can click the “X” in the “Remove” column and that record will be removed from the selection set to be rejected. Otherwise, the timesheet records will be placed at the bottom of the screen with specific error conditions preventing them from being rejected, as requested.
3. Additionally, for those timesheets able to be rejected, the Supervisor may type a mass rejection message to the Student(s) being rejected.

Export Summary | Export Details | Print Timesheets | Approve Timesheets | Reject Timesheets | **Dismiss Timesheets** | Take Possession

Select All / De-Select All | Show 25 results per page | 1 to 25 of 13640 | << < > >>

March 9 - March 22, 2013

Name	Job
<input type="checkbox"/> Kerry Irwin	Student Ambassador
<input type="checkbox"/> Ethan Kisch	Student Ambassador

March 23 - April 5, 2013

Name	Job
<input checked="" type="checkbox"/> Robert Mika	Student Ambassador

Dismiss Timesheets

Employee Name	Pay Period	Timesheet Status	Job Title	Remove
Kathryn Cugliotta	08/25/12 - 09/07/12	Delinquent	Office Support	[X]
Alexander Delany	08/25/12 - 09/07/12	Delinquent	Art Gallery Graphic Designer	[X]
Stevenson Demorcy	08/25/12 - 09/07/12	Delinquent	Ewing CYO Preschool Assistant Teacher	[X]

[Dismiss these timesheets](#)

Timesheet Status: Delinquent

08/25/12 - 09/07/12

Name	Job
<input checked="" type="checkbox"/> Kathryn Cugliotta	Office Support
<input checked="" type="checkbox"/> Alexander Delany	Art Gallery Graphic Designer
<input checked="" type="checkbox"/> Stevenson Demorcy	Ewing CYO Preschool Assistant Teacher

The following timesheets were skipped.
Possible reasons include

- You do not have access to dismiss this timesheet
- Timesheet is not in a status that can be dismissed
- Timesheet has time entries

Employee Name	Pay Period	Timesheet Status	Job Title
Robert Mika	March 23 - April 5, 2013	Returned to Supervisor	Student Ambassador

1. After selecting the individual or multiple timesheet(s) you wish to “Dismiss”, simply click the “Dismiss Timesheets” icon.
2. If the timesheet(s) selected are in the appropriate status to be “Dismissed” they’ll be presented with a “Dismiss these timesheets” button you’ll need to click to dismiss. If you realize you selected an incorrect timesheet, you can click the “X” in the “Remove” column and that record will be removed from the selection set to be dismissed. Otherwise, the timesheet records will be placed at the bottom of the screen with specific error conditions preventing them from being dismissed, as requested.

Take Possession

Employee Name	Pay Period	Timesheet Status	Job Title	Remove
Kathryn Cugliotta	08/25/12 - 09/07/12	Delinquent	Office Support	[x]
Alexander Delany	08/25/12 - 09/07/12	Delinquent	Art Gallery Graphic Designer	[x]
Stevenson Demorcy	08/25/12 - 09/07/12	Delinquent	Ewing CYO Preschool Assistant Teacher	[x]

[Take possession of these timesheets](#)

The following timesheets were skipped.

Possible reasons include

- You do not have sufficient rights to take possession of the timesheet
- Timesheet is not yet overdue
- Timesheet is not in a status that can be taken possession of
- You already have possession of the timesheet

Employee Name	Pay Period	Timesheet Status	Job Title
Robert Mika	March 23 - April 5, 2013	Returned to Supervisor	Student Ambassador

1. After selecting the individual or multiple timesheet(s) you wish to “Take Possession”, simply click the “Take Possession” icon.
2. If the timesheet(s) selected are in the appropriate status to “Take Possession” they’ll be presented with a “Take possession of these timesheets” button you’ll need to click to take possession. If you realize you selected an incorrect timesheet, you can click the “X” in the “Remove” column and that record will be removed from the selection set to take possession. Otherwise, the timesheet records will be placed at the bottom of the screen with specific error conditions preventing them from taking possession, as requested.



If you should have any questions regarding one or more of these exciting new Timesheet To-Do enhancements, please contact

supportx@ngwebsolutions.com