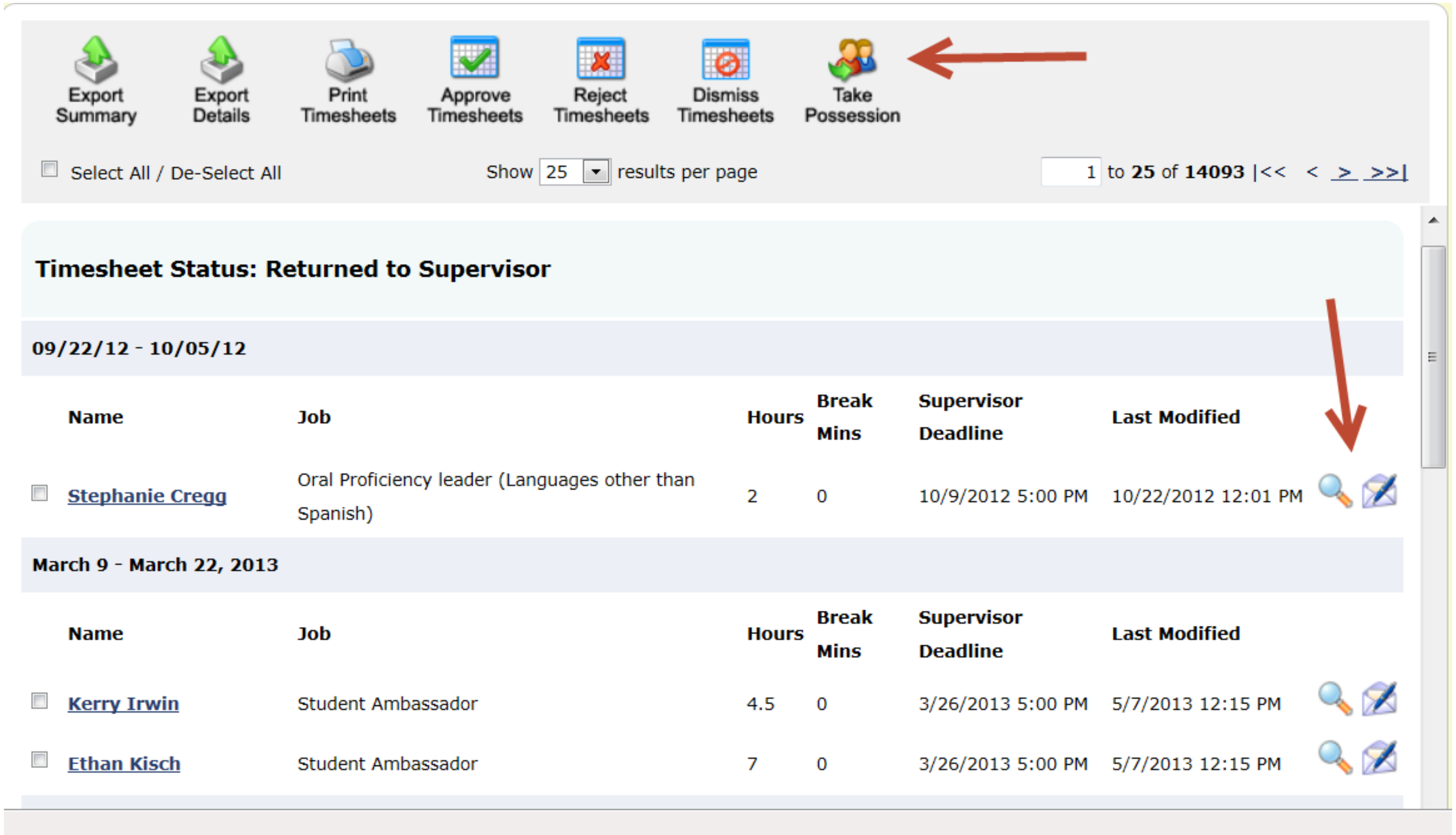
“New” Timesheet “To-Do” Item Page

New TimesheetX To-Do Items Features

New Timesheet To-Do Item Efficiency features
668956

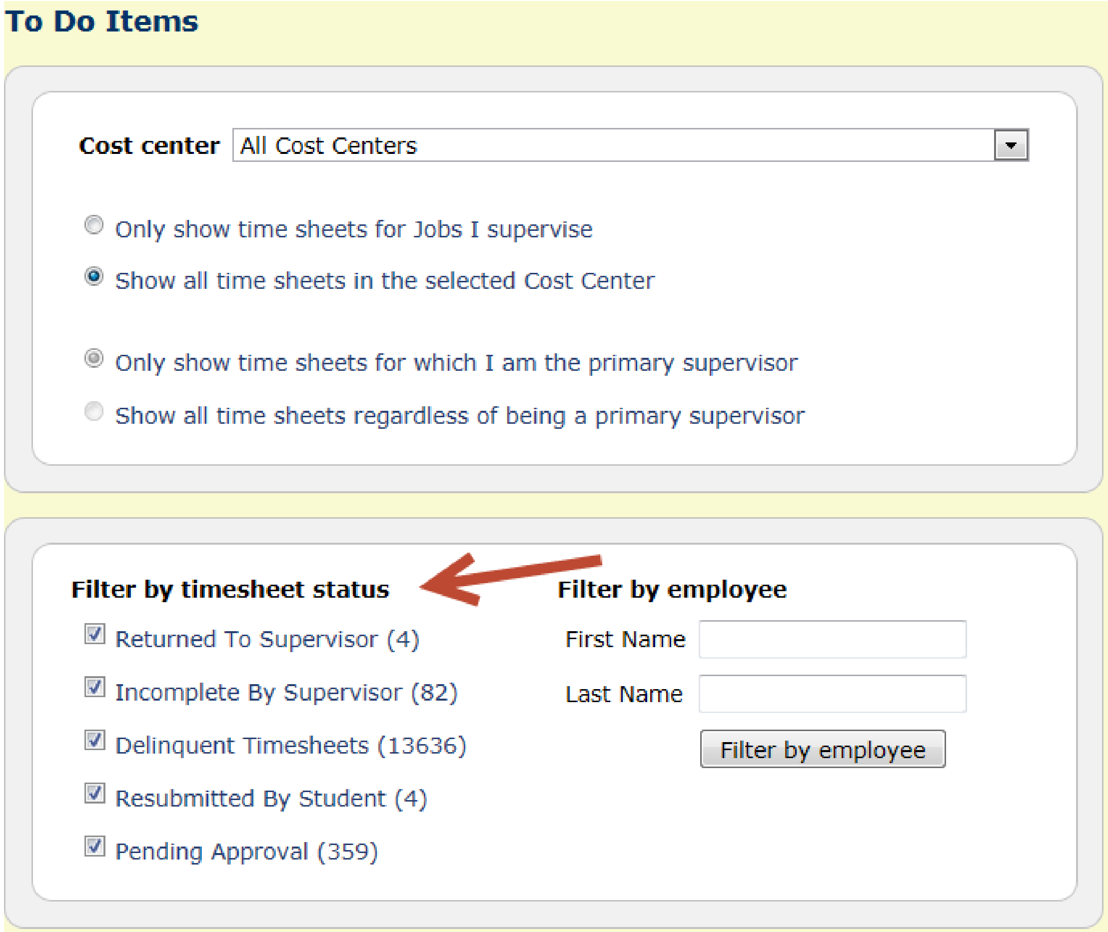
- User friendly icons and design
- Filter timesheet records by Status
- Filter timesheet records by employee
- Control how many timesheet records appear on your page
- Hover over Timesheet Details
- Email Employee Feature
- Mass Timesheet Level Transactions

User Friendly Icons & Fresh New Look/Feel



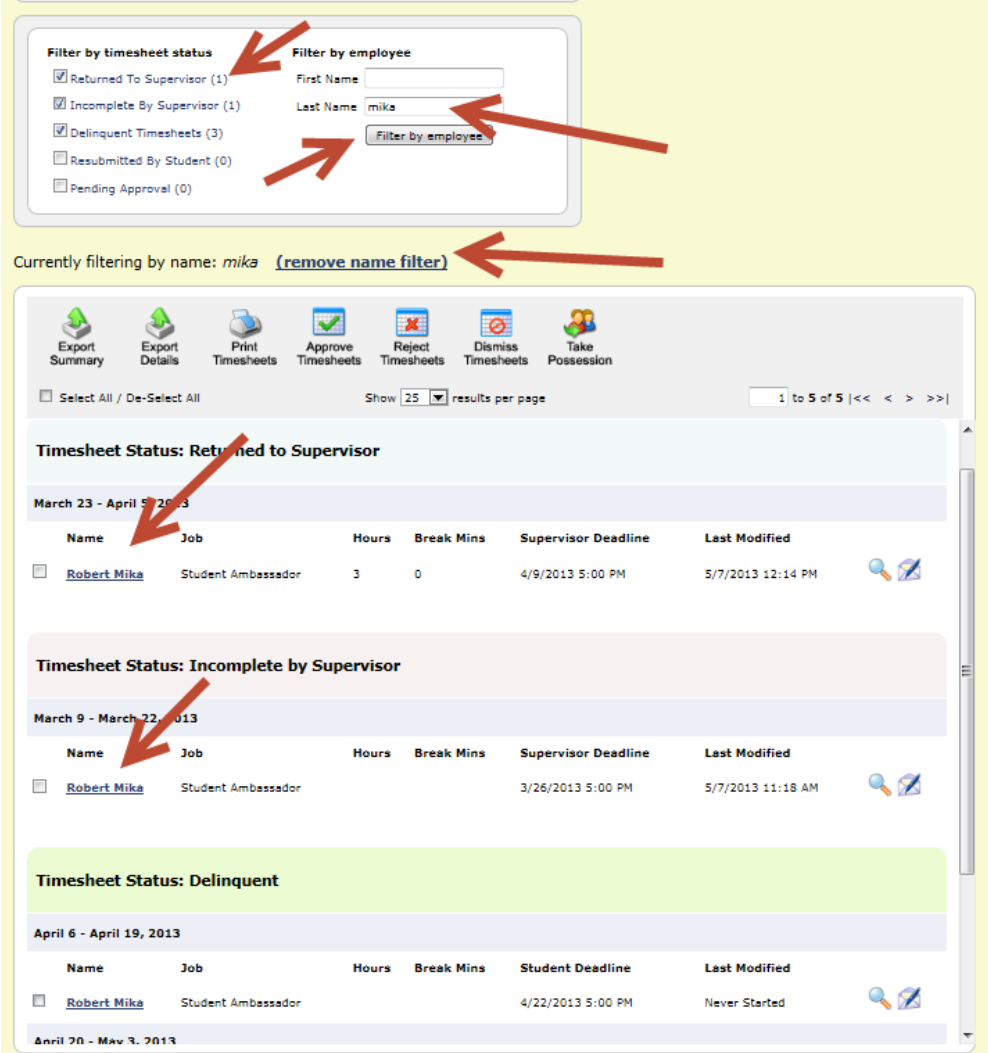
- New Icons visually help you perform mass and individual level transactions.

Filter timesheet records by Status



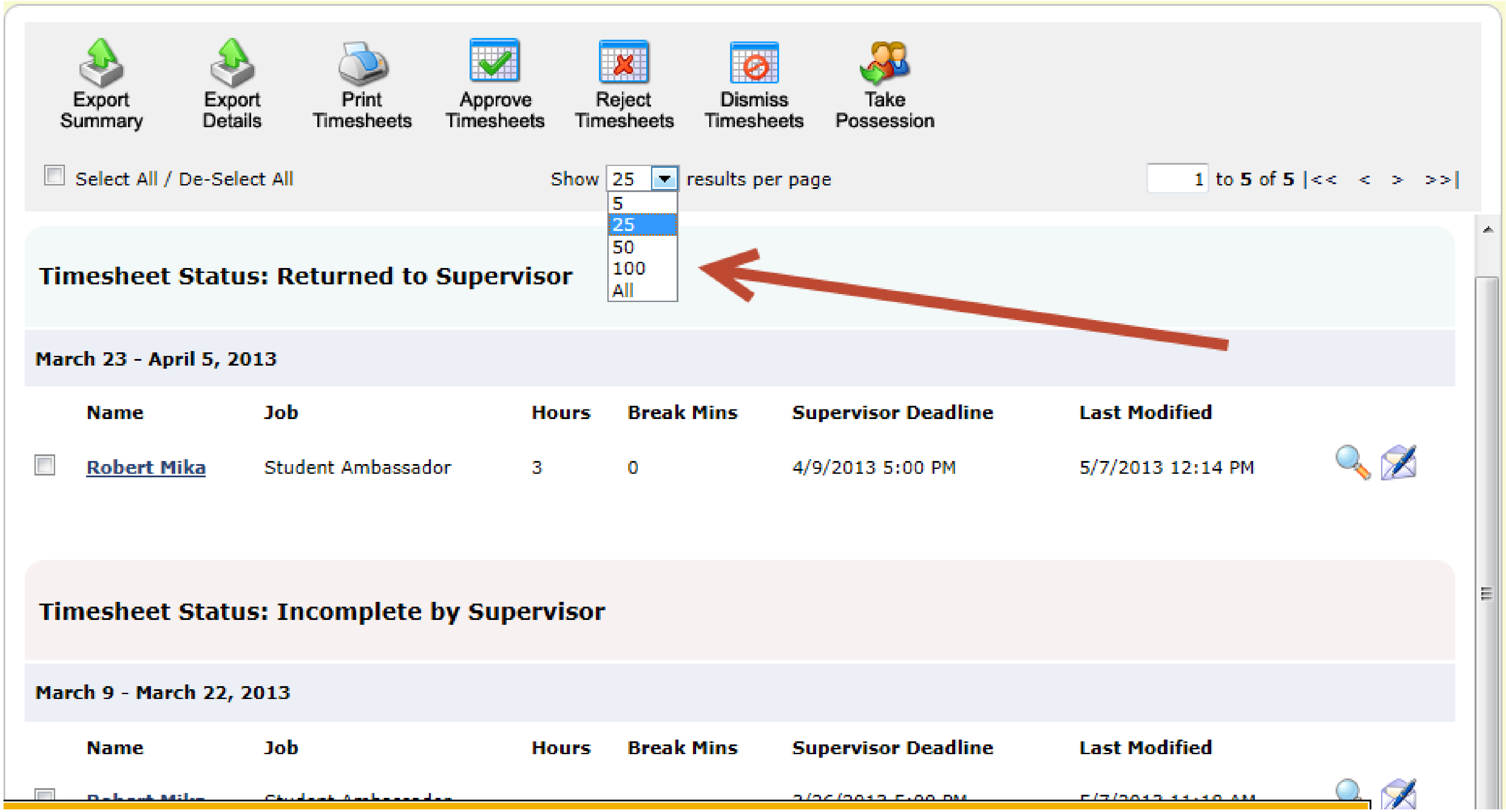
- Work with only the timesheet statuses you want to work on.
- See your workload via timesheet record counts next to each status

Filter timesheet records by employee



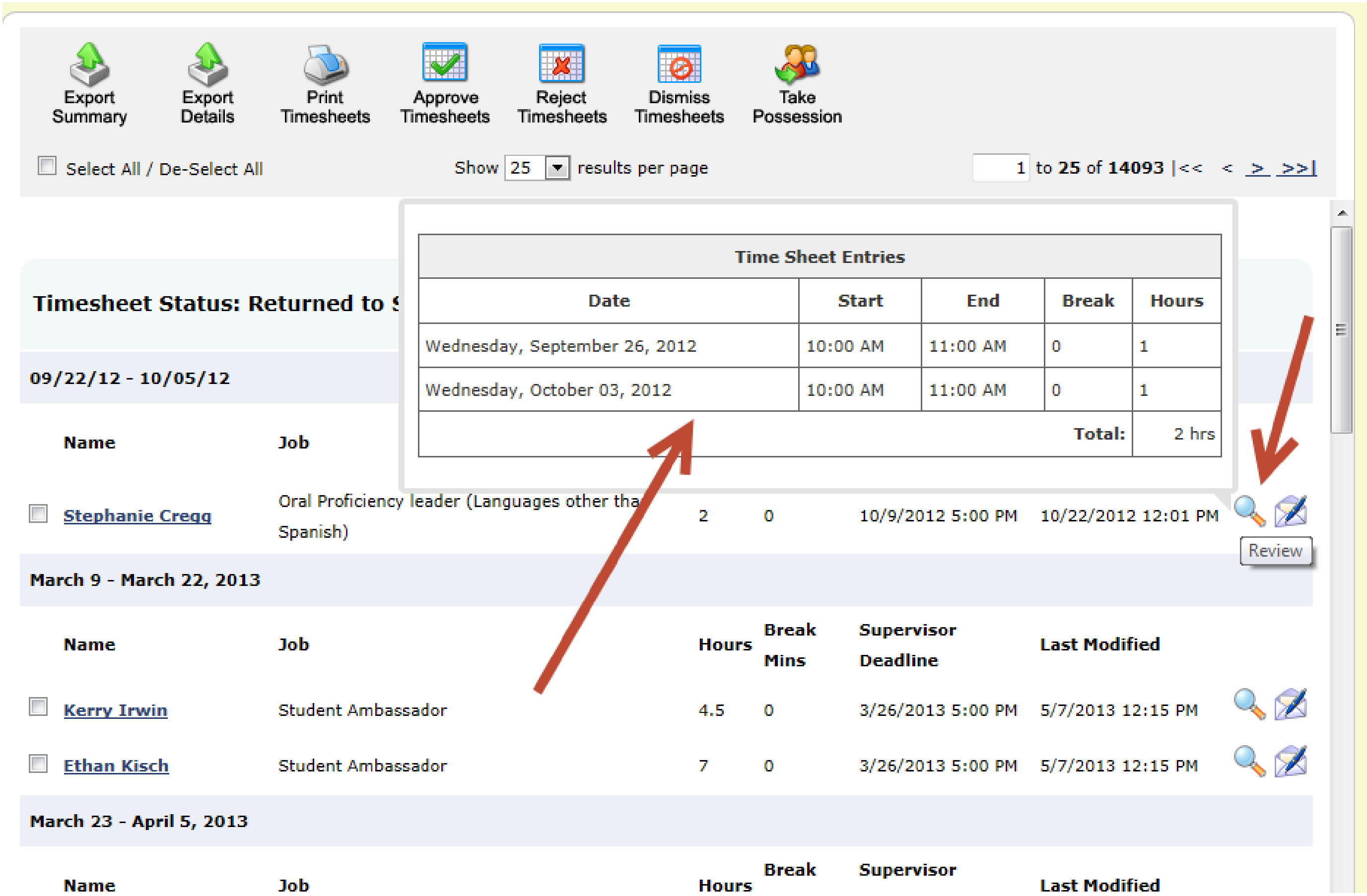
- Use “Filter by employee” to work with only one specific employee’s timesheet records across all statues.
- Get timesheet counts by status for this particular employee
- Easily remove the filter by clicking on the “remove name filter” link.

Improved Efficiencies – Show X results per page



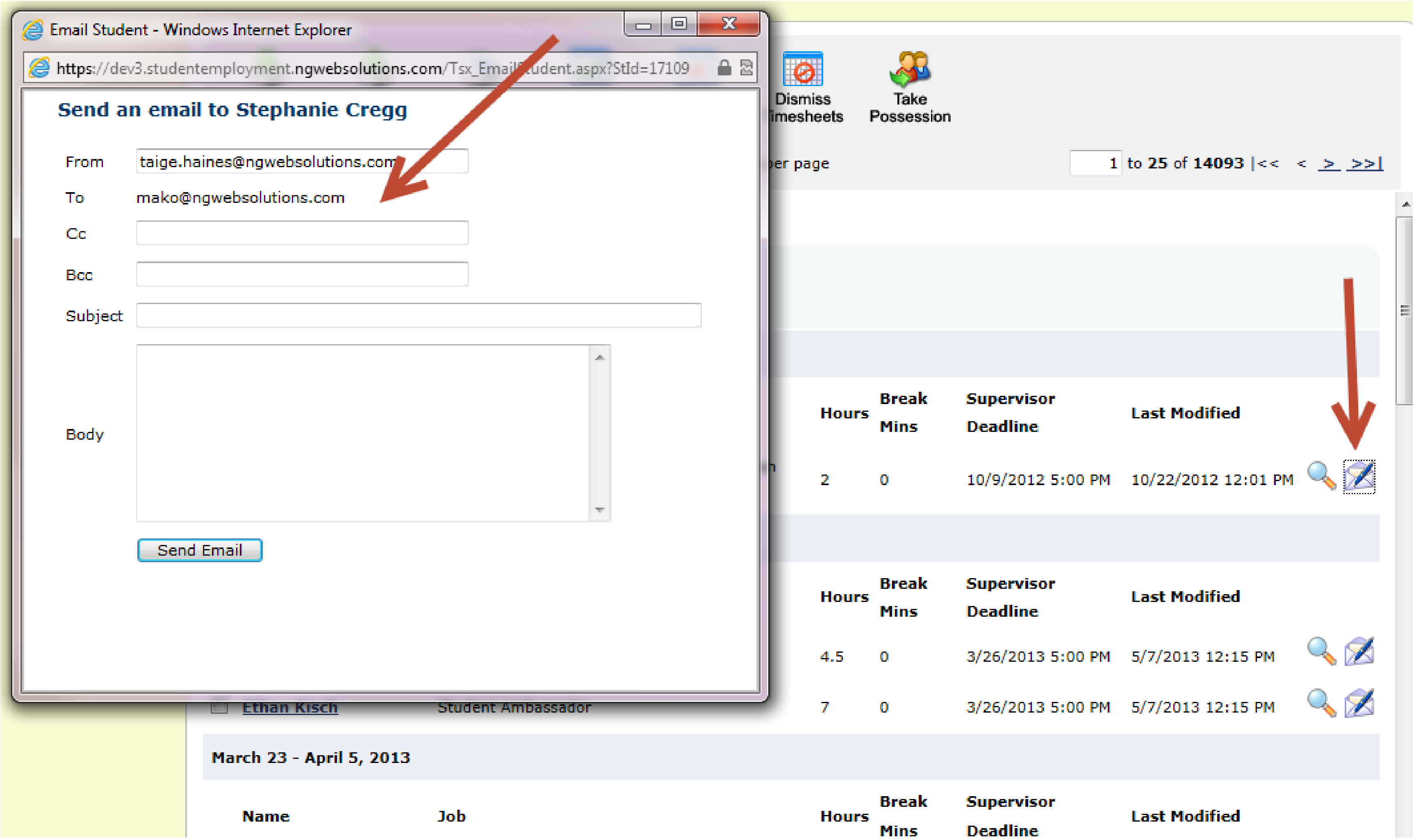
- Control how many timesheet records appear on your page
- Large departments may want to select smaller increments to maximize screen speed for those with hundreds of timesheets.

Improved Efficiencies – Hover over Timesheet Entries



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

Improved Efficiencies – Integrated Emails



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.

Improved Efficiencies – Mass Timesheet Level Transactions

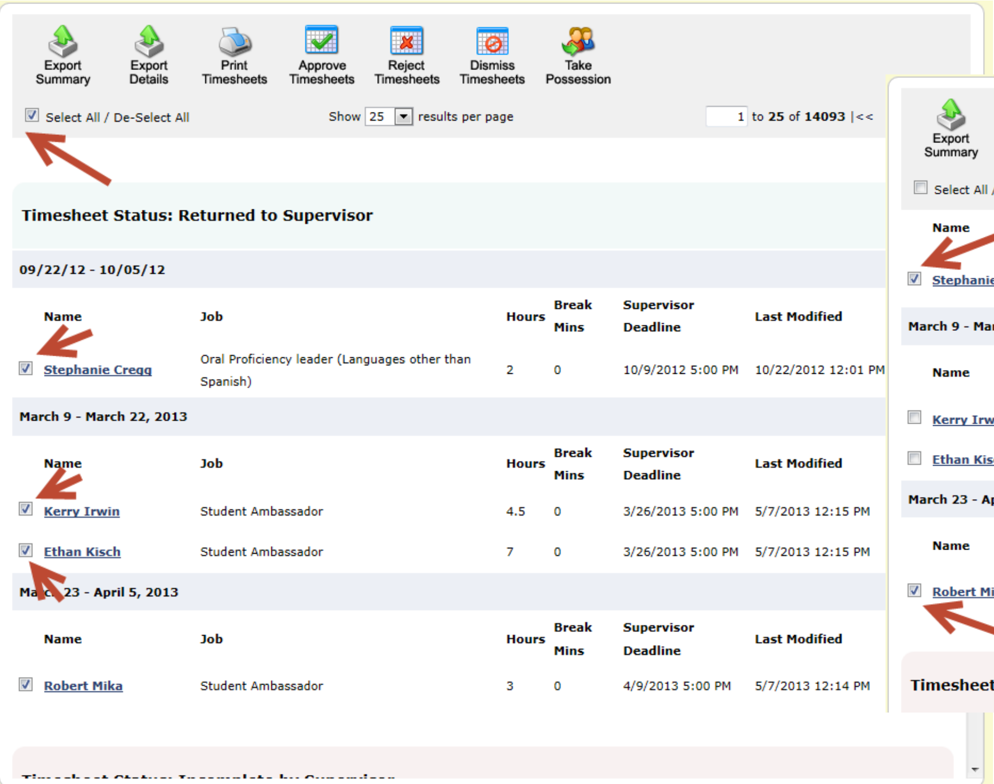
- Employers and/or Administrators can manage multiple timesheets at one time with minimal keystrokes.
    - Export Timesheet Summary Information
    - Export Timesheet Details Information
    - Print Multiple Timesheets
    - Approve Timesheets
    - Reject Timesheets
    - Dismiss Timesheets
    - Take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

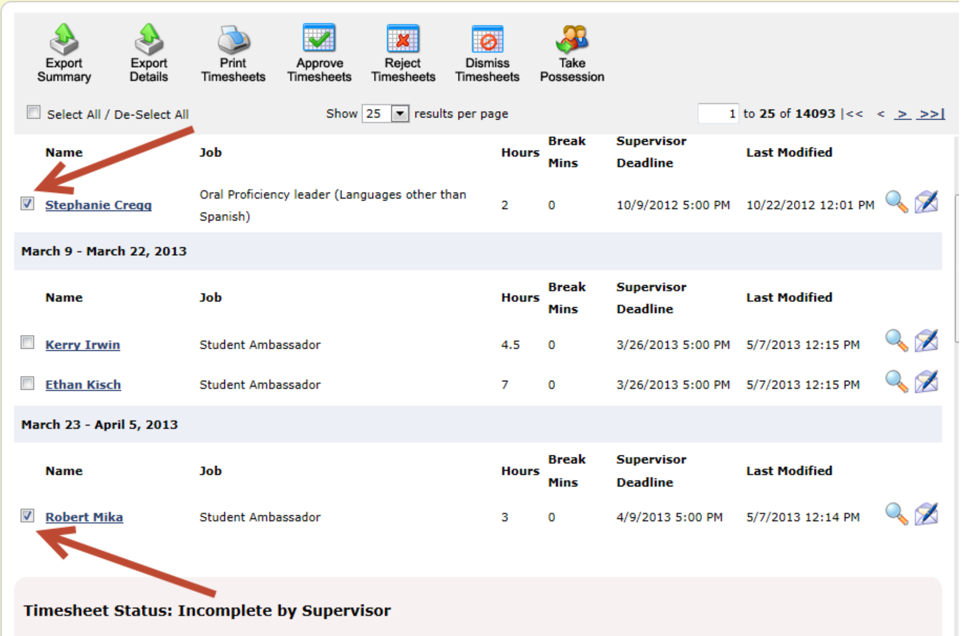
Mass Timesheet Level Transactions – Timesheet Selection Process

"Select All"

OR

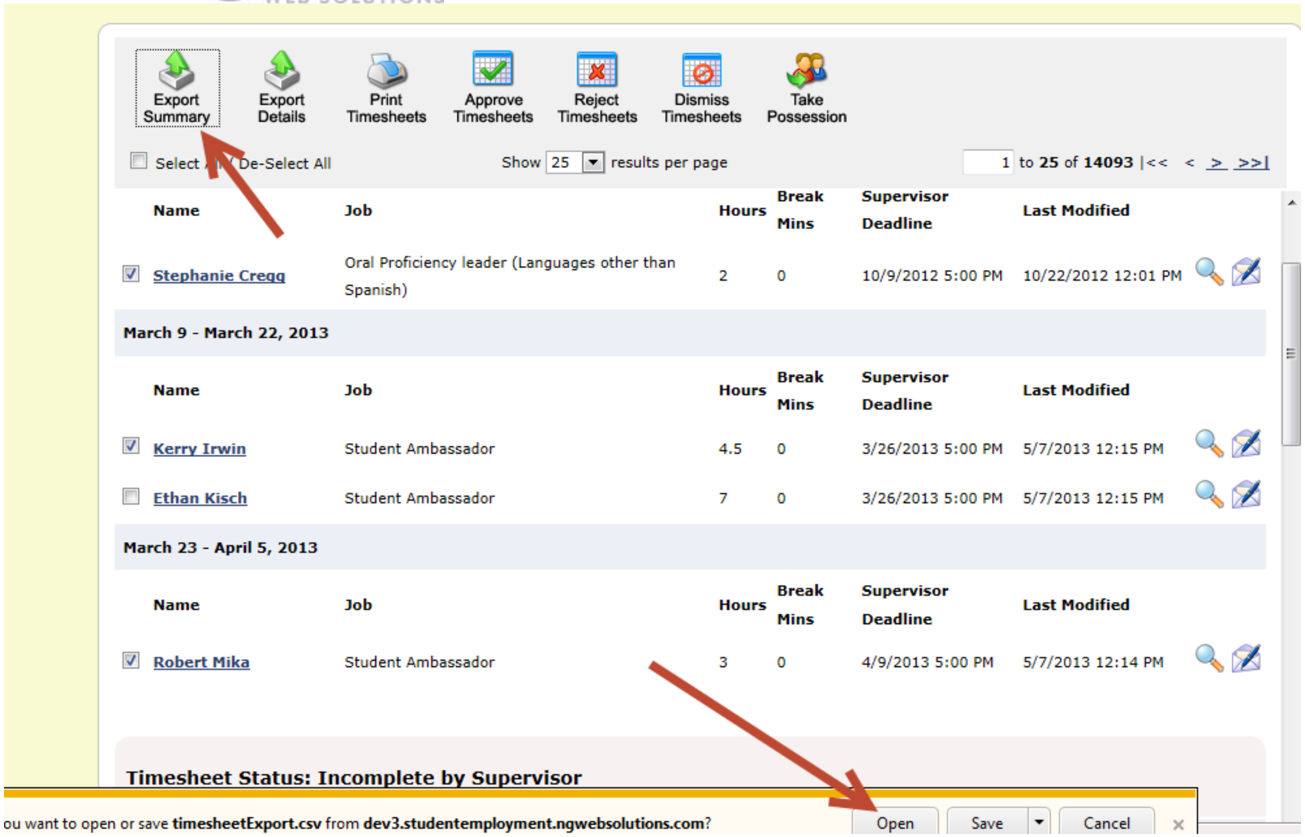
Select a Few Timesheets





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

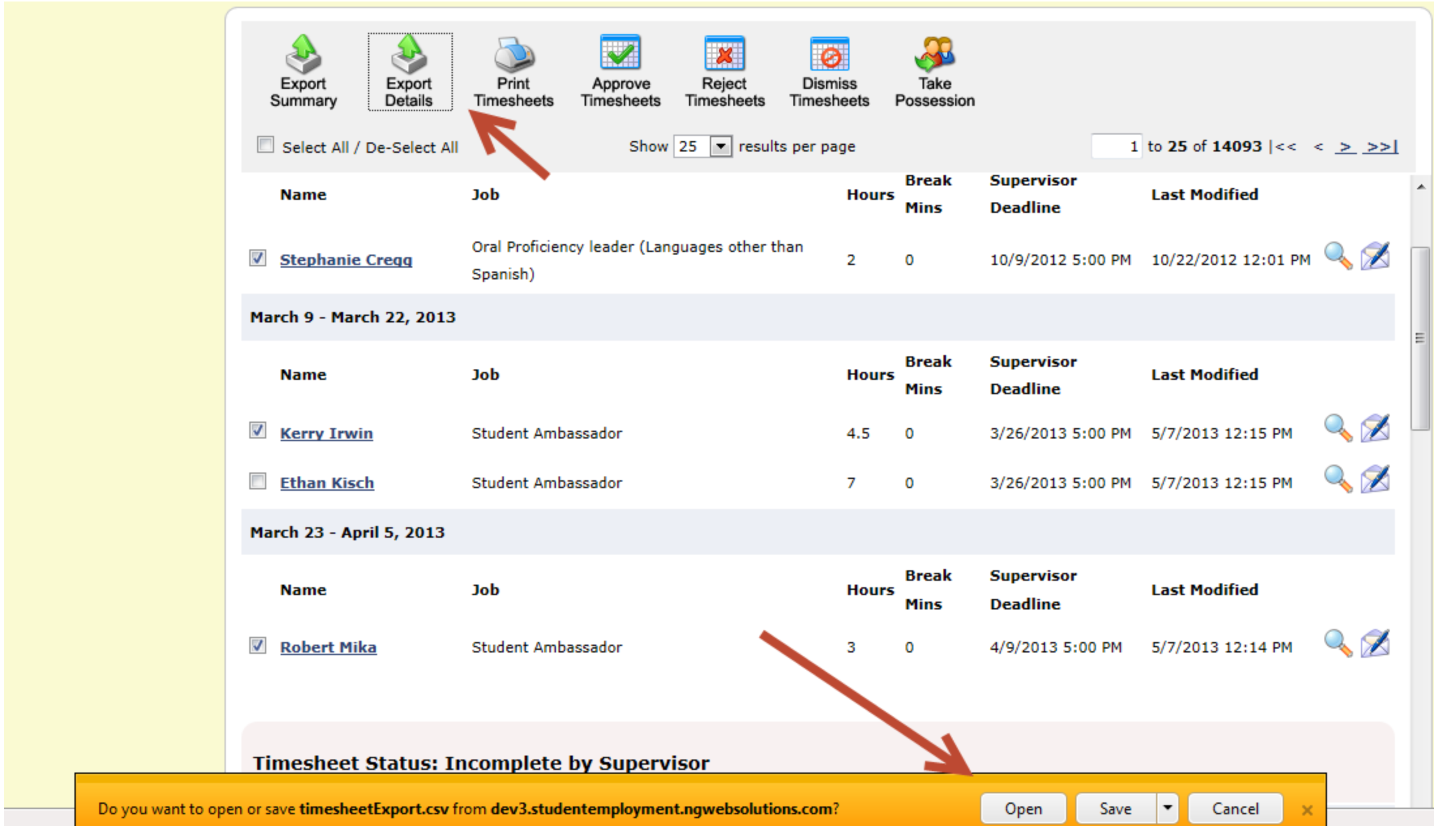
Mass Timesheet Level Transactions – Export Summary Timesheet Data



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.

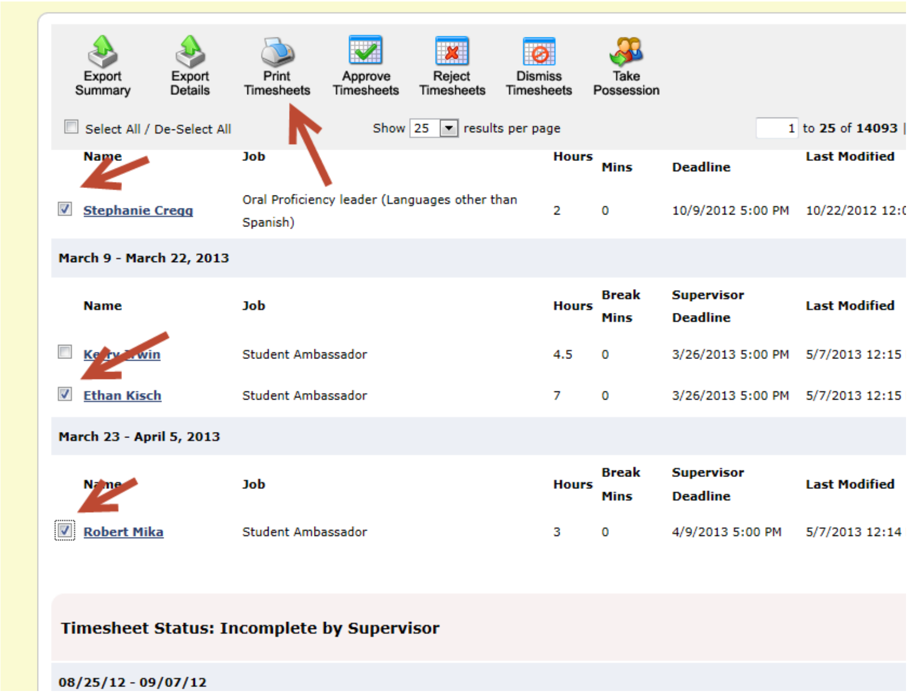
Mass Timesheet Level Transactions – Export Detail Timesheet Entry Data

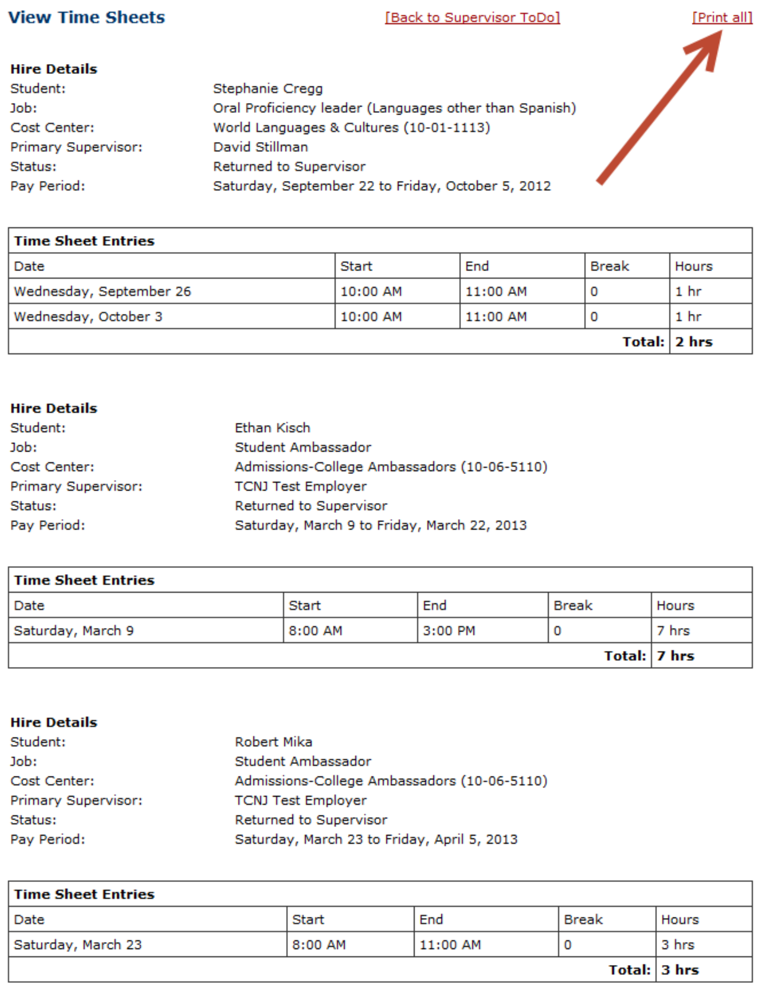


PayPeriodId	PayPeriodName	FullName	Title	StudentDeadline	SupervisorDeadline	LastModified	Status	StartDateTime	EndDateTime	TotalMinutes	BreakMinutes
235	09/22/12 - 10/05/12	Stephanie Cregg	Oral Proficiency leader (Languages other than Spanish)	10/8/2012 5:00 PM	10/9/2012 5:00 PM	10/22/2012 12:01 PM	Returned	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





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

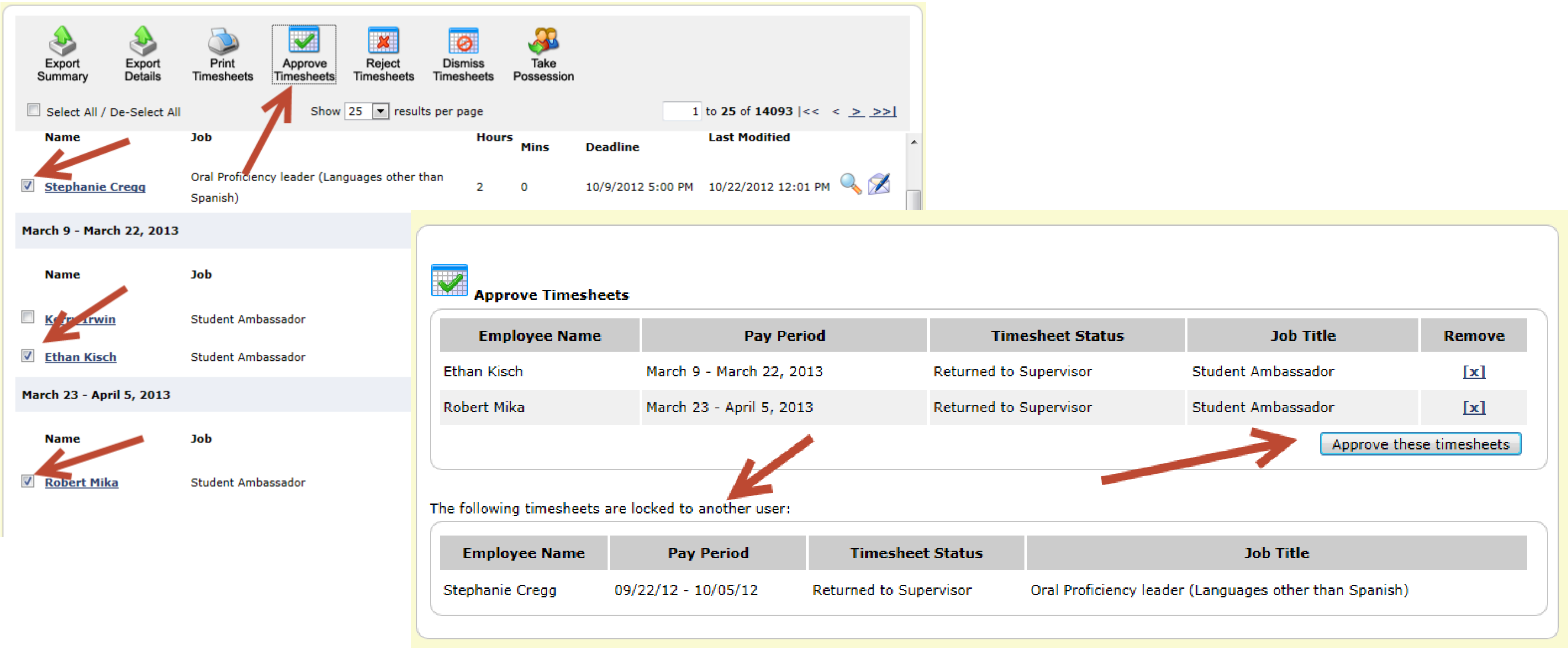
Student:	Robert Mika
Job:	Student Ambassador
Cost Center:	Admissions-College Ambassadors (10-06-5110)
Primary Supervisor:	TCNJ Test Employer
Status:	Returned to Supervisor
Pay Period:	Saturday, March 23 to Friday, April 5, 2013

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.

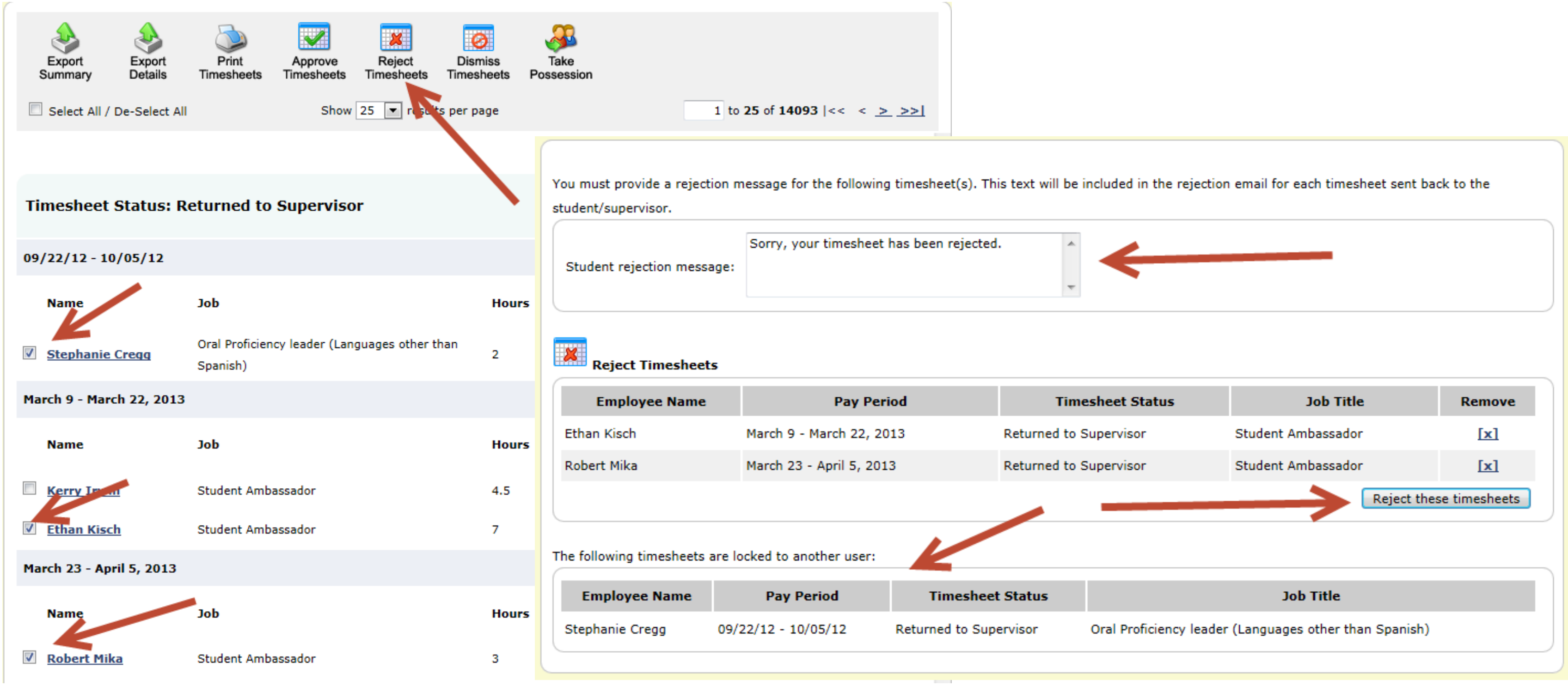
Mass Timesheet Level Transactions – Approve Timesheets



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.

Mass Timesheet Level Transactions – Reject Timesheets

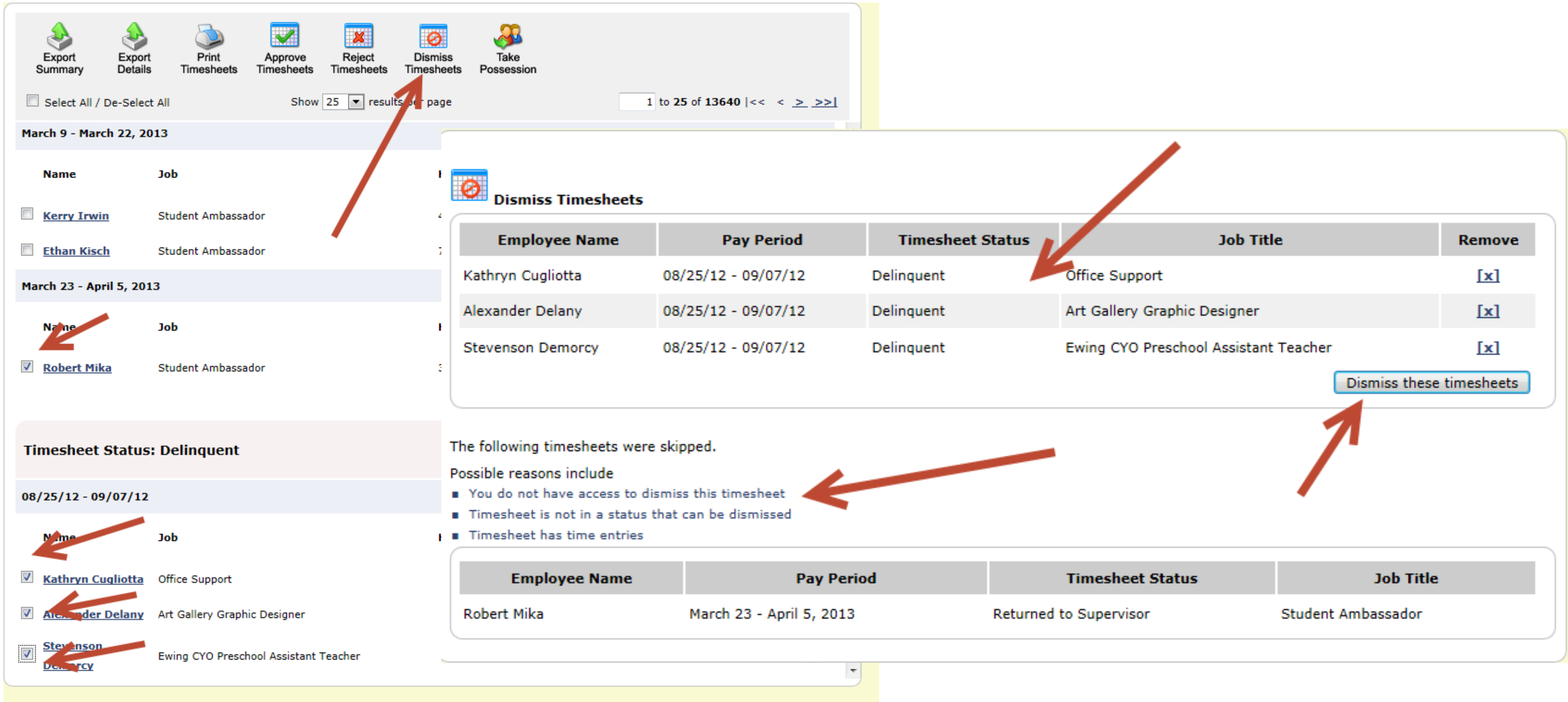


1. After selecting the individual or multiple timesheet(s) you wish to "Reject", simply click the "Reject Timesheets" icon.

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.

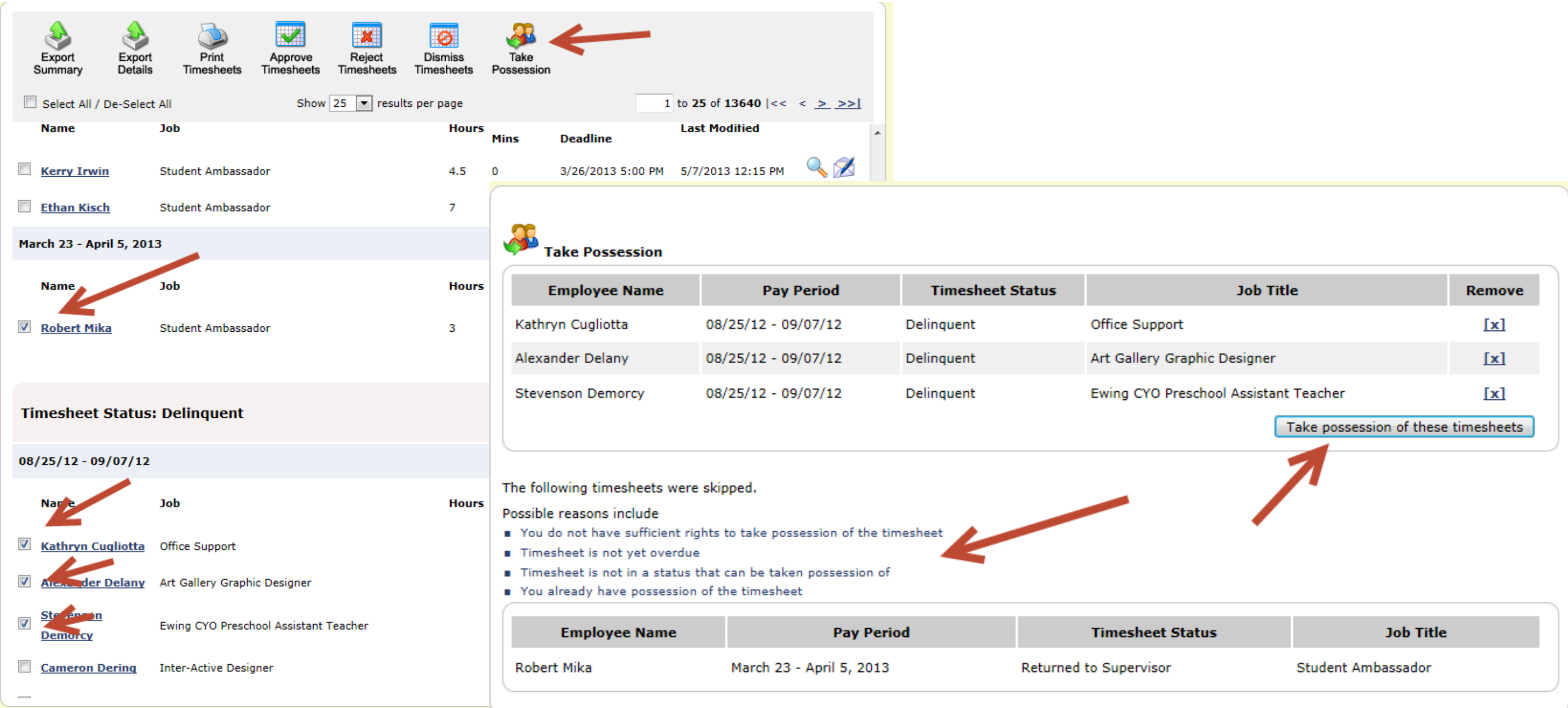
Mass Timesheet Level Transactions – Dismiss Timesheets



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.

Mass Timesheet Level Transactions – Take Possession



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