



EMPLOYEE USER GUIDE

Chapter 1 - Getting Started	2
Chapter 2 – My Time Sheets.....	9
Chapter 3 – Manage Time Sheets	27
Chapter 4 – Time Sheet Validations.....	41
Chapter 5 – FAQ	41

Getting Started

Time sheets can now be entered online for your institutional jobs.

You can access this system though any Web browser at:

<https://insertschoolname.studentemployment.ngwebsolutions.com>

Or

<https://insertschoolname.employment.ngwebsolutions.com>

- You will be prompted to login once you arrive at the site.

If this is your first time visiting this site, please click [here](#). Otherwise, Please Log In!

Email Address

Password

Log in

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to post jobs by clicking [here](#).

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

- Use your University e-mail address and password, then click [Log In](#). The system will load the time sheet management screen, explained on the next page.



My Time Sheets

TimesheetX will enable you to start, edit, and submit your electronic time sheet each pay period. Upon logging into TimesheetX, you will be placed on the 'My Time Sheet' page. This page provides one centralized location you may access the following information:

- *Current Hires Tab* – On the Current Hires tab, you may click on the current job you wish to manage a time sheet.
- *Time Off Accruals* - If your institution utilizes TimesheetX to manage time off accruals, this is where you can review your overall time earned, taken and remaining for the current accrual period.
- *Award Information* – If your institution utilizes TimesheetX to manage your awards, this is where you can review your original award amount and balance for the current term.
- *Class Schedule* – If your institution utilizes the Student Class Schedule Time Sheet Validation Service that ensures students aren't working during scheduled classes (due to a Federal Work Study regulation that prohibits this scenario), you can review your current class schedule on this page.

My Timesheets
Welcome, Roy a Rogers1. Below you will find your jobs.

Current Hires, Awards & Class schedules (6)

Upcoming Hires & Awards (0)

Old Hires & Awards (41)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
TEST	STUDENT EMPLOYMENT	\$8.50	08/01/2016	10/28/2016	Taige Test Employer
AB Tech - 061516	ADMISSIONS	\$8.00	06/01/2016	05/31/2017	Taige Test Employer

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Accrual Type	Carried Over	Earned	Taken	Remaining	Accrual Period
Sick	0.00	45.00	0.00	45.00	Calendar Year: 01/01/16 - 12/31/16
Vacation	0.00	80.00	0.00	80.00	Calendar Year: 01/01/16 - 12/31/16

Account Name	Amount	Balance	Term
College Work Study	\$1,000.00	\$1,000.00	CWS Academic Year 2016 - 2017 (06/01/2016 - 05/31/2017)
Federal Work Study	\$2,800.00	\$2,800.00	FWS Academic Year 2016 - 2017 (06/01/2016 - 05/31/2017)
Graduate Assistant Stipend	\$1,000.00	\$1,000.00	CWS Academic Year 2016 - 2017 (06/01/2016 - 05/31/2017)

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	08/01/2015	07/31/2016	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	08/01/2015	07/31/2016	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	08/01/2015	07/31/2016	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	08/01/2015	07/31/2016	Tu Th	12:30 PM	2:20 PM

Manage Time Sheets

To access your time sheet(s), click the job title link you wish to enter time.

My Timesheets
Welcome, Roy a Rogers1. Below you will find your jobs.

Current Hires, Awards & Class schedules (6)

Upcoming Hires & Awards (0)

Old Hires & Awards (41)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
TEST	STUDENT EMPLOYMENT	\$8.50	08/01/2016	10/28/2016	Taige Test Employer
AB Tech - 061516	ADMISSIONS	\$8.00	06/01/2016	05/31/2017	Taige Test Employer

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

- This page will provide you the status of and access to all your time sheets for a particular job.



Hire Time Sheets

For Your Job: Beaker Cleaner

Confirm that this is the job for which you want to manage time sheets.

Warnings help remind you of University Work-Study rules as well as the status of current time sheets. Hover your mouse over <<?>> if you need more information about a warning.

Too Much Time Worked Warning <<?>>
You've worked too many hours this week.

Time Sheets for Job: Test Clerical Assistant - 111813				
Status	Pay Period	Start Date	End Date	Time Sheet
	09/01/13 - 09/30/13	Sunday, September 01, 2013	Monday, September 30, 2013	Go to time sheet
	08/01/13 - 08/31/13	Thursday, August 01, 2013	Saturday, August 31, 2013	Go to time sheet

These icons help identify the status of your time sheets. Hover over the icon for a description. See below for a legend of possible time sheet statuses.

Click here to access a time sheet.

If a time sheet is delinquent past a particular point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible. Please contact your supervisor if you have questions.

You can view the details of your current job here.

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
Hire Details Title - Test Clerical Assistant - 111813 Cost Center - Student Employment Wage - \$8.00 Hire Start - Thursday, August 1, 2013 Hire End - Saturday, May 31, 2014					

- Below is a legend of icons and corresponding time sheet statuses.



In Progress



Pay period finalized by Payroll



Submitted to Supervisor - Pending Approval



Never Started by Employee



Approved by Supervisor



Started, but Delinquent



Dismissed by Supervisor



Reopened by Supervisor or Administrator



Returned by Supervisor



Unknown

► For each pay period, you must start a new time sheet. New time sheets will not be available to be started until the pay period has begun. Once you click [Start New Time sheet](#), a window will confirm your action and will remind you of the time sheet's deadline. Even if you will not work any time for this pay period, you **MUST** start a time sheet and dismiss it. (See below for instructions.)

You will then be directed to this page:

You can confirm the status of your time sheet here.

Manage Time Sheet

Employee [Roy a Rogers1](#)
 Job Title [TEST](#)
 Status Incomplete
 Pay Period 09/01/16 - 09/30/16
 Deadline October 1, 2016 5:00 PM

This table provides details about the pay period, including when you will get paid. Hover your mouse over the "3 days..." link for an exact date.

Time Sheet Entries								
Date	Pay Code	Start	End	Break	Total	Edit	Delete	Manual Check
There are no entries to display.								
» Click to dismiss time sheet if no hours will be worked for this pay period.								
» Add New Entry								

Even if you will not work any time for this pay period, you **MUST** start a time sheet and dismiss it by clicking here.

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Study Skl (details)	08/01/2015	07/31/2016	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	08/01/2015	07/31/2016	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	08/01/2015	07/31/2016	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	08/01/2015	07/31/2016	Tu Th	12:30 PM	2:20 PM

If you need to add a note to your time sheet such as "I didn't work on Tuesday because I was sick," do so by clicking here. Notes will be read supervisors. Notes auto-generated by the time sheet system may also appear in this list.

Pay Period Info Accruals Hire Details Awards Supervisors Accruals

09/01/16 - 09/30/16
 Start - Thursday, September 1, 2016
 End - Friday, September 30, 2016
 Employee Deadline - Saturday, October 1, 2016 (12:00PM)
 Supervisor Deadline - Saturday, October 1, 2016 (5:00PM)
 Pay Date - Saturday, October 15, 2016

To add a new entry to your time sheet, click here. Additional instructions about how to add time are on the next page.

Review Time Sheet

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
Wednesday, June 01	HRS	8:00 AM	11:45 AM	15 mins	3 hrs 30 mins
Total:					HRS 3 hrs 30 mins

Submit Time Sheet Cancel

A quality control step is provided to ensure the utmost accuracy with your entries before turning in your time sheet to your supervisor.

- Once you click [Add New Entry](#), the following screen will open for you to enter time.

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
Wednesday, June 01	HRS	8:00 AM	11:45 AM	15 mins	3 hrs 30 mins	
Wednesday, June 1, 2016 ▾	Regular Hours ▾	8:00AM ▾	8:15AM ▾	No Break ▾	N/A	Add Cancel
Total:					HRS 3 hrs 30 mins	

Select the day for which you want to enter time. You may not enter time for days in the future, only for the current day or days in the past.

Enter the pay code (if your institution is utilizing the Regular Hourly Employee Time & Accruals feature). Then select your start/end times using the drop-down menus. If you took a break during that time, enter that in the break column. You may also enter two different entries for the same day. When you have completed your entry for that day, click [Add](#).

Once you've added your time, you can edit or delete an entry with these links.

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	Edit	Delete
Wednesday, June 01	HRS	8:00 AM	11:45 AM	15 mins	3 hrs 30 mins	Edit	Delete
» Add New Entry							
Total:					HRS 3 hrs 30 mins		

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title TEST
Status Incomplete
Pay Period 08/01/16 - 08/31/16
Deadline **September 1, 2016 12:00 PM**

Actions
[Submit time sheet »](#)
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, August 04	HRS	8:00 AM	5:15 PM	30 mins	8 hrs 45 mins	Edit	Delete
Friday, August 05	HRS	8:00 AM	4:00 PM	30 mins	7 hrs 30 mins	Edit	Delete
Saturday, August 06	HRS	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins	Edit	Delete
» Add New Entry							
Total:					HRS 19 hrs 45 mins		

When you've completed all your entries for the time period, click [Submit Time Sheet](#). The page will reload and ask you to review your time for accuracy.

Review your time and if it is correct, click [Submit Time Sheet](#). Otherwise, click [Cancel](#) and you can correct any entries. You will be prompted again to confirm your time sheet submission.

Once you click OK, you will no longer be able to edit this time sheet. If you realize later that you have made an error on your time sheet, contact your supervisor immediately. S/he may return it to you to correct or may correct it him/herself. If a time sheet is returned to you, be sure to correct it immediately and re-submit it.

Time Sheet Validation Services

Your institution may implement a variety of Time Sheet Validation Services within TimesheetX to ensure they are in compliance with all state, federal, and institutional regulations/laws. Following is a list of Validation Services that may be triggered when you enter time within TimesheetX that will require modifications to your entry or prevent it from being entered entirely. If you should encounter any time sheet validation service errors when entering your time that you have questions about, please contact your site administrator for further guidance.

- *Student Class Schedule Validation* - If your institution utilizes the Student Class Schedule Time Sheet Validation Service, this error is triggered if a user attempts to enter time worked during a scheduled class. Due to Federal Work Study regulations that prohibits this scenario, the user will be prevented from saving the entry until it is updated with a start and end time that don't overlap an existing class on his/her schedule. *Please Note: If you feel you've encountered this issue in error, please contact your site administrator to ensure they've loaded the most up-to-date schedule in TimesheetX.*

The time entry was rejected because of a conflict with class schedule.

Course Title	Start Date	End Date	Days	Start	End
Pre-Algebra	06/01/2016	05/31/2017	Tu Th	12:30 PM	2:20 PM
Coll Reading&Stdy Ski	06/01/2016	05/31/2017	Tu Th	11:00 AM	12:15 PM

Manage Time Sheet

Employee: [Roy a Rogers](#)
Job Title: AB Tech - 061516
Status: Incomplete
Pay Period: 08/01/16 - 08/31/16
Deadline: **September 1, 2016 12:00 PM**

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
There are no entries to display.					

» Click to dismiss time sheet if no hours will be worked for this pay period.

Tuesday, August 2, 2016 | Regular Hours | 8:00AM | 1:00PM | No Break | N/A | Add | Cancel

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	06/01/2016	05/31/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2016	05/31/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2016	05/31/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2016	05/31/2017	Tu Th	12:30 PM	2:20 PM

- *Consecutive Hours Worked without a Break* – If your institution has configured your site to prevent a time entry when a required break hasn't been logged after working X consecutive hours (e.g. 30-minute break required after working 5 or 6 hours - depending on state laws), then you must enter a break in order for the entry to be accepted.

You must log a 30 minute break after working 6 or more consecutive hours.

Manage Time Sheet

Employee: [Roy a Rogers](#)
Job Title: AB Tech - 061516
Status: Incomplete
Pay Period: 08/01/16 - 08/31/16
Deadline: **September 1, 2016 12:00 PM**

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
There are no entries to display.					

» Click to dismiss time sheet if no hours will be worked for this pay period.

Sunday, August 7, 2016 | Regular Hours | 8:00AM | 4:00PM | No Break | N/A | Add | Cancel

- **Negative Award Balance** – If your institution has configured your site to prevent a time sheet entry when the hours entered will cause you to exceed your remaining award balance, then you must ensure the hours entered do NOT cause you to exceed the remaining award balance shown in the Award section of the ‘My Time Sheet’ screen. *Please Note: If you feel you’ve encountered this issue in error, please contact your site administrator to ensure they’ve loaded the most up-to-date award in TimesheetX.*

The time entry is not allowed because it would result in a negative balance for the Federal Work Study (FWS Academic Year 2016 - 2017) student award

Manage Time Sheet
 Employee [Frank C Rogers3](#)
 Job Title Analyst IV
 Status Incomplete
 Pay Period 09/01/16 - 09/30/16
 Deadline October 1, 2016 12:00 PM

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
There are no entries to display.						
Click to dismiss time sheet if no hours will be worked for this pay period.						
Friday, September 2, 2016	Regular Hours	8:00AM	11:45PM	No Break	N/A	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

- **Max Hours** – If your institution has configured your site to prevent a time sheet entry when a designated number of max hours (e.g. 20-hours max per week) over a specific duration have been exceeded due to state/federal labor laws, then you must ensure the hours entered do not exceed the set threshold. *Please Note: If you feel you’ve encountered this issue in error, please contact your site administrator to ensure they’ve loaded the most up-to-date schedule in TimesheetX.*

You may not work more than 20 hours max per week.

Manage Time Sheet
 Employee [Roy A Rogers1](#)
 Job Title AB Tech - 061516
 Status Incomplete
 Pay Period 06/01/16 - 06/30/16
 Deadline July 1, 2016 12:00 PM

Actions
[Submit time sheet »](#)
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
Wednesday, June 01	HRS	8:00 AM	11:45 AM	15 mins	3 hrs 30 mins	
Sunday, June 05	HRS	8:00 AM	11:45 PM	30 mins	15 hrs 15 mins	
Saturday, June 4, 2016	Regular Hours	8:00AM	12:00PM	No Break	N/A	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
Total:					HRS 18 hrs 45 mins	

- **Credit Hours** – Due to FWS regulations, if your institution has configured your site to prevent a time sheet entry when a minimum number of credit hours (e.g. 6 hours) has not been met, then you must ensure you’re enrolled in at least 6 or more credit hours before your time entry will be permitted. *Please Note: If you feel you’ve encountered this issue in error, please contact your site administrator to ensure they’ve loaded the most up-to-date credit hour information in TimesheetX.*

Time entry not allowed. You must be enrolled in at least 6 credit hours.

Manage Time Sheet
 Employee [Roy A Rogers1](#)
 Job Title AB Tech - 061516
 Status Incomplete
 Pay Period 08/01/16 - 08/31/16
 Deadline September 1, 2016 12:00 PM

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
There are no entries to display.						
Click to dismiss time sheet if no hours will be worked for this pay period.						
Saturday, August 6, 2016	Regular Hours	8:00AM	1:00PM	No Break	N/A	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

- *Satisfactory Academic Progress (SAP)* –If your institution has configured your site to prevent a time sheet entry when your Satisfactory Academic Progress Status is NOT satisfactory, then you must ensure your SAP status is updated to a satisfactory status before your time entry will be permitted. *Please Note: If you feel you’ve encountered this issue in error, please contact your site administrator to ensure they’ve loaded the most up-to-date credit hour information in TimesheetX.*

Time entry not allowed. An unacceptable Satisfactory Academic Progress (SAP) status is currently on your student record.

Manage Time Sheet

Employee [Ted h Rogers2](#)
 Job Title Installation Specialist
 Status Incomplete
 Pay Period 07/01/16 - 07/31/16
 Deadline **August 1, 2016 12:00 PM**

Actions

[Return to hire »](#)
[Log out »](#)

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Saturday, July 2, 2016	Regular Hours	8:00AM	1:00PM	No Break	N/A

[Add](#) [Cancel](#)

FAQs

Q: When will I get paid?

A: You can find the date on which you will get paid listed among the pay period information at the top of a time sheet. If you do not receive a pay check on this date, contact your supervisor. Your supervisor must sign off on a time sheet before it can be approved by an administrator and your wages paid to you.

Q: I started a time sheet but missed the deadline for submitting it.

Now what do I do?

A: If a time sheet is not submitted to your supervisor and approved by the time the pay period is finalized, it will not be processed. You can continue to edit and submit your time sheet even after the deadline of the pay period has passed. It will be processed on the next processing date for the current pay period.

Q: My supervisor returned my time sheet to me. What should I do?

A: When your time sheet is returned to you, your supervisor will include a note that informs you what needs to be corrected before it can be approved again. Access the time sheet from the main page and revise any entries, then resubmit it for approval.

Q: I forgot to enter time from a pay period that's already been finalized and paid. What do I do now?

A: Contact your supervisor. The supervisor will be able to re-open your time sheet so that you can add any additional entries. You will not be able to alter time entries that have been finalized and paid to you.

Q: Why can't I enter time for a particular day?

A: You may not enter time for days in the future, and the drop-down list of possible days reflects that rule.

Q: Can I start a time sheet that's already past deadline?

A: Yes, you may go back as far as the number of pay periods your institution allows and submit a time sheet to your supervisor. Follow the standard procedures for starting a time sheet, entering time, and submitting it to your supervisor. To ensure that your supervisor understands why you're submitting an old time sheet, you may want to e-mail him/her or add a note at the bottom of the time sheet.

Q: I worked from 10pm to 2am. Do I enter my time on one day or two?

A: If you worked one segment of time that overlaps two days, you can enter it in one entry. To do so, simply select your start time, and then be sure the end time you select is from the bottom of the drop-down list where entries are marked with an asterisk. (The asterisk indicates times that are on the next day.) Once you click Add, the software will automatically break up your entry in to two separate days. If you need to edit that time, you must edit the entries separately.