

EMPLOYEE USER GUIDE

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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 <u>here</u> . Otherwise, Please Log In!
Email Address nextgenth
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 <u>here</u> .
Help! I forgot my password! (If so, click <u>here</u>).

▶ Use your University e-mail address and password, then click <u>Log In</u>. The system will load the time sheet management screen, explained on the next page.

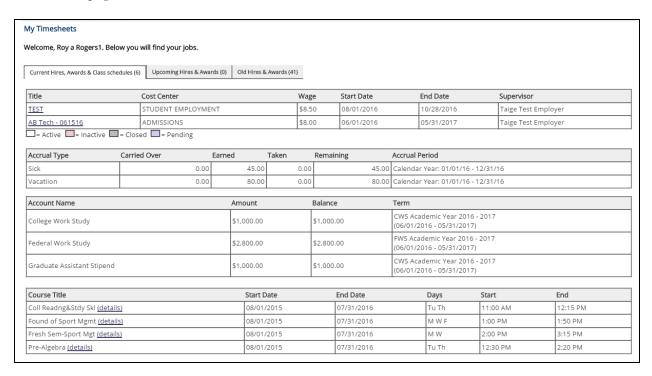


If you have questions about how to use the new time sheet system, **please contact your supervisor first**. You may then be referred to the applicable Employment Office at your institution.

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.

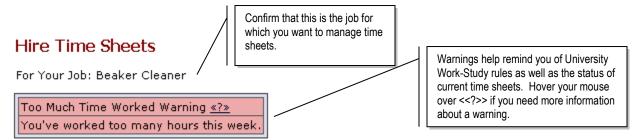


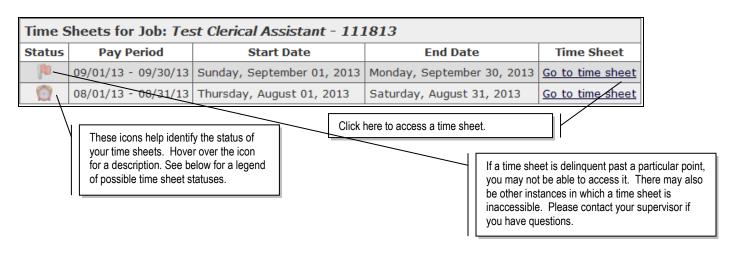
Manage Time Sheets

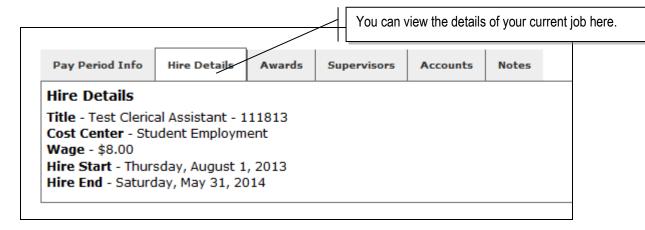
To access your time sheet(s), click the job title link you wish to enter time.



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





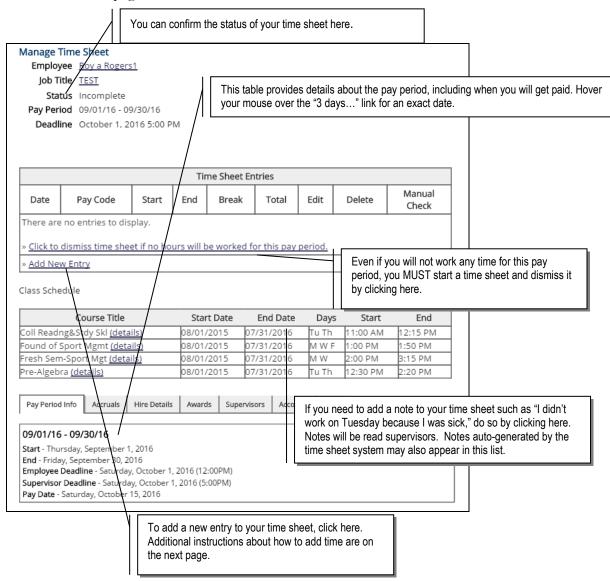


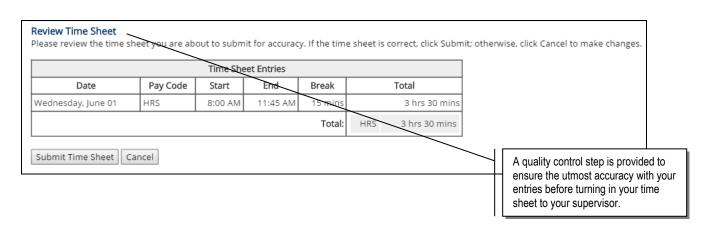
▶ Below is a legend of icons and corresponding time sheet statuses.

0	In Progress	~	Pay period finalized by Payroll
0	Submitted to Supervisor - Pending Approval	×	Never Started by Employee
	Approved by Supervisor	Po	Started, but Delinquent
×	Dismissed by Supervisor	69	Reopened by Supervisor or Administrator
	Returned by Supervisor	?	Unknown

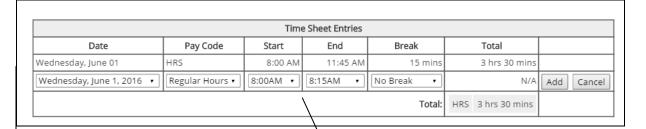
▶ For each pay period, you must start a new time sheet. New time sheets will not be available to be started until the pay period has begun. Once you click <u>Start New Time sheet</u>, a window will confirm your action and will remind you of the time sheet's deadline. Even if you will not work any time 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:





• Once you click Add New Entry, the following screen will open for you to enter time.

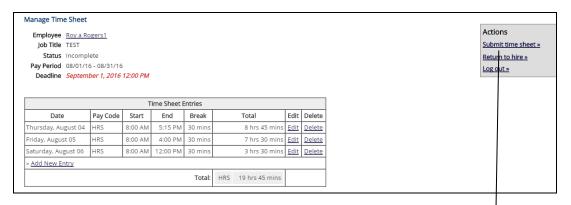


Select the day for which you want to enter time. You may not enter time for days in the future, only for the current day or days in the past.

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		<u>Edit</u>	<u>Delete</u>
» Add New Entry								
Total: HRS 3 hrs 30 mins								



When you've completed all your entries for the time period, click <u>Submit Time Sheet</u>. The page will reload and ask you to review your time for accuracy.

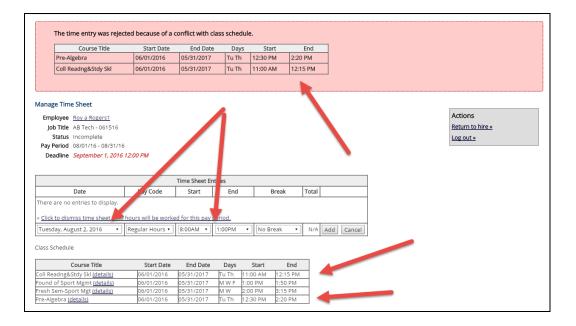
Review your time and if it is correct, click <u>Submit Time Sheet</u>. Otherwise, click <u>Cancel</u> and you can correct any entries. You will be prompted again to confirm your time sheet submission.

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.

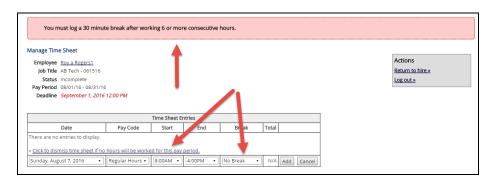
Time Sheet Validation Services

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.

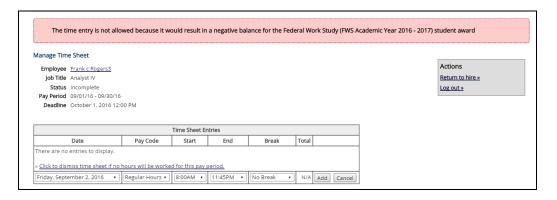
Student Class Schedule Validation - If your institution utilizes the Student Class Schedule Time Sheet Validation Service, this error is triggered if a user attempts to enter time worked during a scheduled class. Due to Federal Work Study regulations that prohibits this scenario, the user will be prevented 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.



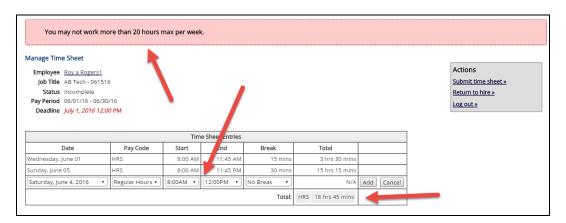
• Consecutive Hours Worked without a Break – If your institution has configured your site to prevent a time entry when a required break hasn't been logged after working X consecutive hours (e.g. 30-minute break required after working 5 or 6 hours - depending on state laws), then you must enter a break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



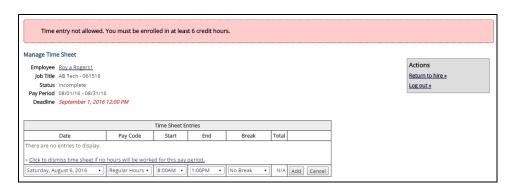
• Negative Award Balance – If your institution has configured your site to prevent a time sheet entry when the hours entered will cause you to exceed your remaining award balance, then you must ensure the hours entered do NOT cause you to exceed the remaining award balance shown in the Award section 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.



• 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.



• 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.



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 b Rogers 2
Job Title Installation Specialist
Status Incomplete
Pay Period 07/01/16 - 07/31/16

Deadline August 1, 2016 12:00 PM

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 * 8:00 AM * 1:00 PM * 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.