



Student Employee Training





=Total Solution

TimesheetX assists schools to automate the time sheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, supervisors, and administrators.



TimesheetX Benefits for Students/Employees



Automated Reminders for timesheets



Helpful validations ensure quality timesheet entries



Never a lost timesheet



Elimination of paper forms and timesheets



Full Employment History Access



Web accessibility

School Specific Customization



Your site has YOUR school's look and feel



Your site has YOUR school departments



Your site has YOUR school custom fields



Your site has been configured to support YOUR specific processes

Training Agenda



Login to TimesheetX



My Timesheets Dashboard



Enter Time Worked



Submit Timesheet to Supervisor



Mobile Device Access



Login to TimesheetX

Login to TimesheetX

Navigate to your school's customized TimesheetX site

Then click on the 'Student Workers' link.

Alliant International University

Employees - Employers & Administrators -

TimesheetX
Powered by NextGen

Student Workers

- Enter time
- Submit your timesheets

On-Campus Employers

- Manage timesheets
- Employment guidelines and required documents are at your fingertips

Off-Campus Employers

- Manage timesheets
- Employment guidelines and required documents are at your fingertips

Disclaimer:

Alliant International University prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identity or associational preference.

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This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the

Alliant International University TimesheetX Site:

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

How to Login to TimesheetX

Click '**Dashboard**' for access to your timesheet.

Student Workers

Information


Welcome
Welcome! Learn about the Employment process Alliant International University.

FAQ
Questions about TimesheetX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.

Training

Employee Training
Click here to review a customized training PowerPoint on how to enter time via TimesheetX.

Other Links

Dashboard 
Click here to access your timesheet.

Contact Us
Have questions? Click here and send us your questions, suggestions, or concerns.

Alliant International University

Sign in

username@alliant.edu

[Can't access your account?](#)

Back Next

Sign-in options

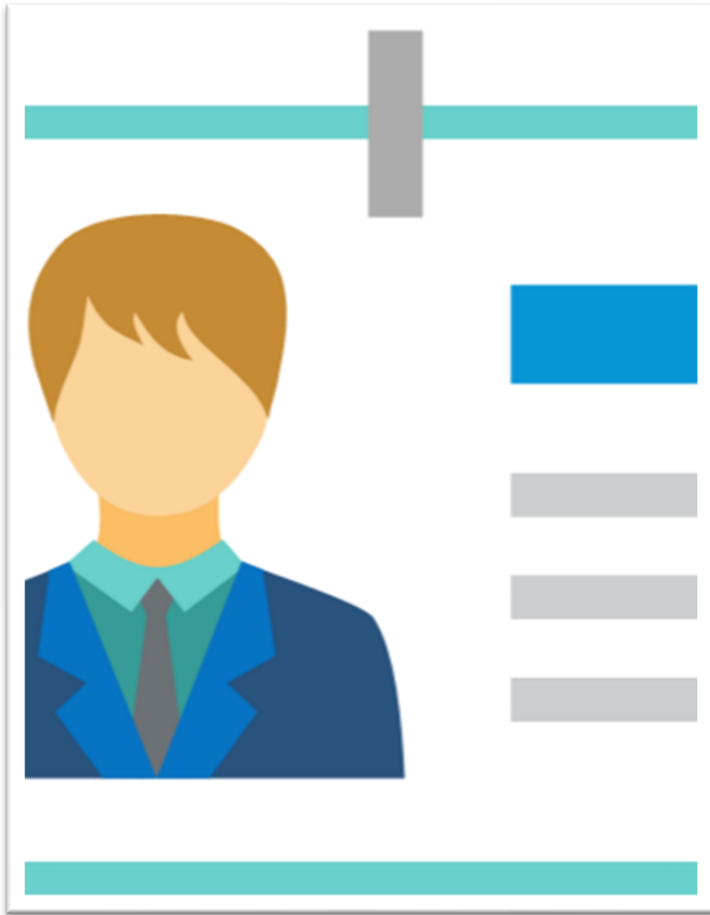
Student Employee Login to TimesheetX

Login utilizing your Alliant Email and Password.



My Timesheets Dashboard

What is the My Timesheets Dashboard?



- The TimesheetX Dashboard provides a centralized location to access all your TimesheetX data.
- My Timesheets Dashboard Includes:
 - ❖ **Hires:** Past / Current / Future
 - ❖ **Awards:** Amount / Balance
 - ❖ **Class Schedules:** Current

My Timesheets Dashboard

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) - [Help](#) -

My Timesheets

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

Display: [Employee Information](#) [Update](#)

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Hire Status
Test	Student Employment	\$15.00	10.00	04/01/2024	08/01/2024	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2023 - 2024 (07/01/2023 - 06/30/2024)

Classes

Course Title	Start Date	End Date	Days	Start	End
Clinical And Ethical Issues (details)	01/08/2024	05/28/2024	Tu	2:00 PM	5:00 PM
Professional Roles (details)	01/08/2024	05/28/2024	Th	5:00 PM	7:50 PM
Psy.D. Research Proposal Design (details)	01/08/2024	05/28/2024	M	2:00 PM	5:00 PM
Psychological Assessment III: Integration (details)	01/08/2024	05/28/2024	Tu	9:00 AM	11:00 AM
Theory And Technique Of Clinical Practice (details)	01/08/2024	05/28/2024	M	5:00 PM	8:00 PM

My Timesheets Dashboard: Hires

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

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

Display: **Employee Information**

Hires

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Test	Student Employment	\$15.00	10.00	04/01/2024	08/01/2024	Test On-Campus Supervisor	Active

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Psychological Assessment III: Integration (details)	01/08/2024	05/28/2024	Tu	9:00 AM	11:00 AM
Theory And Technique Of Clinical Practice (details)	01/08/2024	05/28/2024	M	5:00 PM	8:00 PM

- My Timesheets dashboard provides real-time self-service access to past & current hires.
- Utilize the Display dropdown to limit hires visible.
- The Hire Status column displays the status of your jobs.

My Timesheets Dashboard: Awards

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

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

Display: **Employee Information**

Hires

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Psy.D. Research Proposal Design (details)	01/08/2024	05/28/2024	M	2:00 PM	5:00 PM
Psychological Assessment III: Integration (details)	01/08/2024	05/28/2024	Tu	9:00 AM	11:00 AM
Theory And Technique Of Clinical Practice (details)	01/08/2024	05/28/2024	M	5:00 PM	8:00 PM

- View your current award amount, including the balance.
- You will not be able to enter time if it will take you award balance to a negative amount.
- You will be warned as you get close to using the remaining balance of your award.

My Timesheets Dashboard: Class Schedule

Welcome, Roy a Rogers1 | [Logout](#)

🏠 Employees ▾ Help ▾

My Timesheets

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

Display: Employee Information

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Hire Status
Test	Student Employment	\$15.00	10.00	04/01/2024	08/01/2024	Test On-Campus Supervisor	Active

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Psy.D. Research Proposal Design (details)	01/08/2024	05/28/2024	M	2:00 PM	5:00 PM
Psychological Assessment III: Integration (details)	01/08/2024	05/28/2024	Tu	9:00 AM	11:00 AM
Theory And Technique Of Clinical Practice (details)	01/08/2024	05/28/2024	M	5:00 PM	8:00 PM

- View your current Class Schedule.
- You will not be able to enter time during a period which you are scheduled to be in class.



Timesheet Entry

Enter My Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Student Employees](#) - [Help](#) -

My Timesheets

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

Display: [Employee Information](#) [Update](#)

Hires

Job Title	Cost Center	Start Date	End Date	Supervisor	Hire Status
Federal Work-Study Advisor - FRINGE BENEFITS	STUDENT EMPLOYMENT	10/05/2021	10/19/2022	Test On-Campus Supervisor	Active
Art Assistant - UNIV GAAP ADJ AFFIL	AAP Instructional Resource Center - School of Arts & Sciences (60007951)	07/01/2021	06/30/2022	Taige Test Employer	Active

Awards

Award Name	Amount	Balance	Term
Homewood: U/G Traditional - FWS	\$1,700.00	\$1,547.00	Homewood: U/G Traditional 21/22 (07/01/2021 - 06/30/2022)

- Locate the hire for which you want to enter time worked.
- Click the 'Job Title' link to access timesheets for that job.

Start My Time Sheet

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

Hire Time Sheets

Job Title Student Employee
Supervisor Test On-Campus Supervisor
Wage \$8.00
Start Date August 1, 2020
End Date May 31, 2021
Status Active

Time Sheets for Job: Student Employee

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
✘	10/01/2020 - 10/31/2020 Thursday, October 01 - Saturday, October 31, 2020			Start time sheet
✘	09/01/2020-09/30/2020 Tuesday, September 01 - Wednesday, September 30, 2020			Start time sheet
✘	08/01/2020-08/31/2020 Saturday, August 01 - Monday, August 31, 2020			Start time sheet

This site says...
You are about to start a new time sheet for the pay period

OK Cancel

- If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time. Click 'OK' button in the pop-up window.
- If a timesheet has already been started, the link will say 'Go to time sheet' instead.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

🏠 [Employees](#) ▾ [Help](#) ▾

Manage Time Sheet

Employee [Roy a Rogers1](#) [Return to Hire](#) »
Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

Time Sheet Entries

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

Dismiss this time sheet if no hours will be worked for this pay period.

[Add New Entry](#) [Dismiss](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

➤ Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

Manage Time Sheet

Employee [Samuel d Rogers4](#)

Hire Title Test

Status Incomplete

Pay Period 02/18/2024 - 03/02/2024

Deadline **March 3, 2024 11:59 PM**

[Email Supervisor](#)

Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes

02/18/2024 - 03/02/2024

- Start - Sunday, February 18, 2024
- End - Saturday, March 2, 2024
- Employee Deadline - Sunday, March 3, 2024 (11:59PM)
- Supervisor Deadline - Monday, March 4, 2024 (11:59PM)
- Pay Date - Friday, March 8, 2024

[Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Sunday, February 18, 2024	Regular Hours	8:00 AM	5:00 PM	No Break		Add Cancel

- Select the 'Date' of the time sheet entry from the dropdown.
- Select the 'Pay Code' of the time sheet entry from the dropdown.
- Select the 'Start' time of the time sheet entry from the dropdown.
- Select the 'End' time of the time sheet entry from the dropdown.
- Select the 'Break' time from the dropdown, if applicable.
- Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

Employees ▾ Help ▾

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Student Employee
Status Incomplete

Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 PM

[Pay Period Info](#) | [Accruals](#) | [Hire Details](#) | [Awards](#) | [Supervisors](#) | [Accounts](#) | [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

[Submit Time Sheet »](#)
[Return to Hire »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
		Note:					
					Total:	HRS	2 hrs

[Add New Entry](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

- If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).
- If you wish to log out, click the 'Log out' button.



Submit Time Sheet

Submit Time Sheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Job Title Student Employee

Status Incomplete

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

10/01/2020 - 10/31/2020

Start - Thursday, October 1, 2020

End - Saturday, October 31, 2020

Employee Deadline - Sunday, November 1, 2020 (12:00PM)

Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)

Pay Date - Sunday, November 15, 2020

[Submit Time Sheet »](#)

[Return to Hire »](#)

Time Sheet Entries

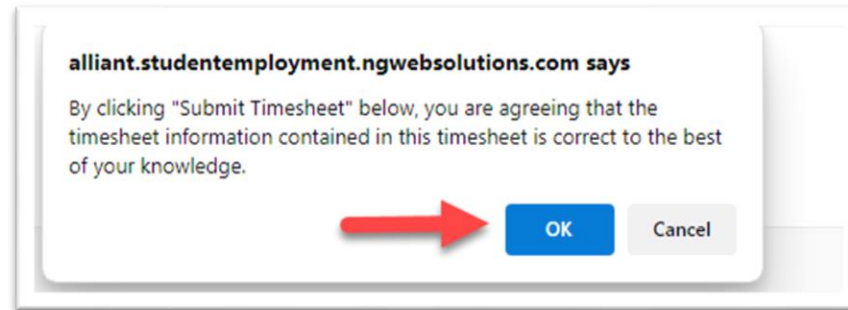
Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:						HRS	2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

- At the conclusion of the Pay Period, the student employee will need to click the 'Submit Time Sheet' link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Timesheet to Supervisor



- By clicking 'OK', you are agreeing the timesheet information entered is correct to the best of your knowledge.

Submit Time Sheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) ▾ [Help](#) ▾

Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

[[Print Time Sheet](#)]

[Return to My Jobs](#)

- Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your time sheet again unless your supervisor returns it back to you during his/her review process.



Returned Time Sheet

Returned Time Sheet

Returned - Delinquent  12/12/21 - 12/25/21
Sunday, December 12 - Saturday, December 25, 2021

Description	Total	Time	Rate
Regular Ho	\$0.0	56 h	
Holiday	\$0.0	7 h	

* Estimated value - time sheet not yet finalized

[Go to time sheet](#)

- During the review of your timesheet by your supervisor, they may return it back to you for updates/corrections.
- You will receive an email as to the reason why it is being returned to you.
- The timesheet status will indicate 'Returned'. Make the necessary updates to the timesheet and submit it again for review.

Other Time Sheet Features

WHAT ELSE CAN I VIEW IN MY TIME SHEET?

Pay Period Information

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title Art Assistant
Status Incomplete
Pay Period 12/27/2021 - 01/02/2022
Deadline **January 3, 2022 10:00 AM**

[Pay Period Info](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

12/27/2021 - 01/02/2022

- Start - Monday, December 27, 2021
- End - Sunday, January 2, 2022
- Employee Deadline - Monday, January 3, 2022 (10:00AM)
- Supervisor Deadline - Tuesday, January 4, 2022 (5:00PM)
- Pay Date - Friday, January 14, 2022

[Submit Time Sheet >](#)
[Return to Hire >](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Monday, December 27	Regular Hours	8:00AM	9:00AM	1 hr	N/A	Update Cancel

Hire Details

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title Art Assistant
Status Incomplete
Pay Period 12/27/2021 - 01/02/2022
Deadline **January 3, 2022 10:00 AM**

[Pay Period Info](#) **[Hire Details](#)** [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

[Submit Time Sheet >](#)
[Return to Hire >](#)

Hire Details

- Title - Art Assistant
- Employee Classification - Student Employee
- Cost Center - AAP Instructional Resource Center - School of Arts & Sciences (60007951)
- Hire Start - Thursday, July 1, 2021
- Hire End - Thursday, June 30, 2022

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Monday, December 27	Regular Hours	8:00AM	9:00AM	1 hr	N/A	Update Cancel

Supervisors

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

Manage Time Sheet

Employee: [Roy a Rogers1](#)
Hire Title: Art Assistant
Status: Incomplete
Pay Period: 12/27/2021 - 01/02/2022
Deadline: **January 3, 2022 10:00 AM**

Pay Period Info | Hire Details | Awards | **Supervisors** | Accounts | Notes

Primary Supervisor
Taige Test Employer

Secondary Supervisors
• None

[Submit Time Sheet >](#)
[Return to Hire >](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Monday, December 27	Regular Hours	8:00AM	9:00AM	1 hr	N/A	Update Cancel

Notes

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#)
Hire Title Federal Work-Study Advisor
Status Approved
Pay Period 10/10/2021 - 10/23/2021
Deadline **October 24, 2021 11:59 PM**

Pay Period Info | Hire Details | Awards | Supervisors | Accounts | **Notes**

Time Sheet Notes
[\[Add Note\]](#)

Note Type	User	Date
Time Sheet Submitted	NextGen TimAdmin	Thursday, December 16, 2021 1:07 PM
Timesheet Electronically Signed by Test On-Campus Supervisor - 12/16/2021 01:07:30		
Time Sheet Approved	NextGen TimAdmin	Thursday, December 16, 2021 1:07 PM
Time sheet Approved		

[Return to Hire >](#)
[Print Time Sheet](#)

Questions?

Please contact Federal Work Study
Administration

FWS@alliant.edu

