



On-Campus Supervisor 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.



Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

TimesheetX solution in this training, assist institutions with timesheet administration and reporting process for employees, employers, and site administrators. The solutions also assist in compliance validations based on various regulations and institutional policies.

TimesheetX Benefits



Easy online timesheet management



Consistent time sheet processing across all departments



Reduced compliance issues due to powerful edits that ensure timesheet entries comply with state/federal labor laws



Reduce math errors and illegible time sheet entries previously experienced with paper time sheets



Deadline reminders ensure timely submissions from employees and approvals for supervisors.



Powerful Supervisor Tools: Automated Warnings, Web Accessibility and E-Signatures

School Specific Customization



Your TimesheetX site has
YOUR Institution's look and
feel



Your TimesheetX site has
YOUR Institution's
Departments



Your TimesheetX site has
been configured to support
YOUR Institution's business
processes

Training Agenda

Access TimesheetX

Timesheet Review

Timesheet Edits

Timesheet Approval

Questions



Access TimesheetX

Access TimesheetX

Navigate to your school's TimesheetX site.

The screenshot shows the Alliant International University TimesheetX website. At the top left is the Alliant International University logo. Below it is a navigation bar with "Employees" and "Employers & Administrators" links. The main content area features the TimesheetX logo and three columns of options:

- Student Workers**
 - Enter time
 - Submit your timesheets
- On-Campus Employers** (indicated by a red arrow)
 - 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

Below these columns is a **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.

Alliant International University is an Equal Opportunity Employer, committed to ensuring a high quality of education through the diversity of the University community and the curriculum. Women, people of color, people with disabilities and people from other underrepresented groups are encouraged to apply, as we actively seek to increase diversity at all levels. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

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

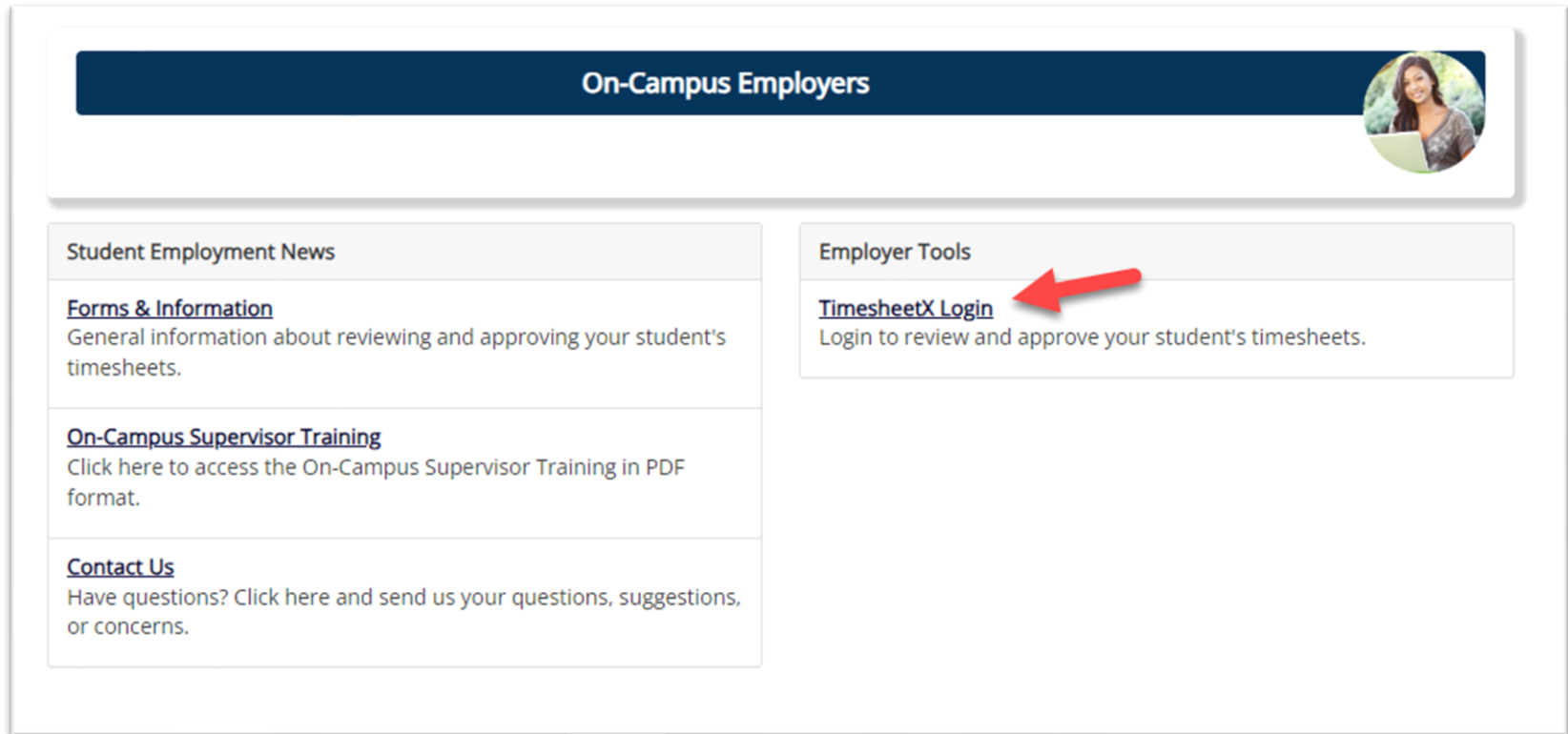
Navigate to your school's TimesheetX site:

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

Then click 'On-Campus Employers'

Employer TimesheetX Login

Click the **'TimesheetX Login'** link to login to the system.



The screenshot displays the 'On-Campus Employers' dashboard. At the top, there is a dark blue header with the text 'On-Campus Employers' and a circular profile picture of a woman. Below the header, the dashboard is divided into two main sections. The left section is titled 'Student Employment News' and contains three sub-sections: 'Forms & Information' (with a description of general information about reviewing and approving student timesheets), 'On-Campus Supervisor Training' (with a link to access training in PDF format), and 'Contact Us' (with a link to send questions, suggestions, or concerns). The right section is titled 'Employer Tools' and contains a single sub-section: 'TimesheetX Login' (with a description: 'Login to review and approve your student's timesheets.'). A red arrow points to the 'TimesheetX Login' link.

Alliant International University

Sign in |

username@alliant.edu

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

Back Next

Sign-in options

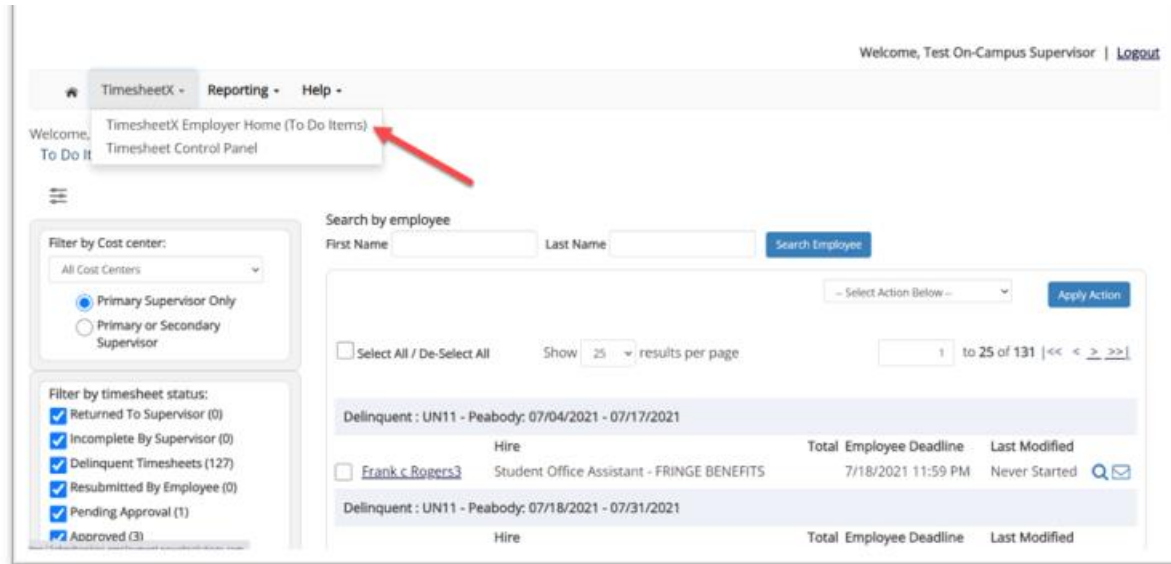
Login utilizing your Alliant Email and Password.

Employer Login to TimesheetX



Timesheet Review

Review Timesheets



- To review timesheets that need your approval, click **'TimesheetX Employer Home (To Do Items)'** from the TimesheetX menu, if you aren't already on that page.
- Select a cost center from the drop-down box at the top (if you have permission to review/approve timesheets for more than one).

Review Timesheets

The screenshot displays the 'To Do Items' section of a timesheet review application. On the left, there are three filter panels. The first panel, 'Filter by Cost center:', has a dropdown menu set to 'All Cost Centers' and radio buttons for 'All Timesheets', 'Timesheets I'm the Primary Supervisor', 'Primary Supervisor Only', and 'Primary or Secondary Supervisor'. The second panel, 'Filter by timesheet status:', has checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (4)', 'Resubmitted By Employee (0)', 'Pending Approval (0)', and 'Approved (0)'. The third panel, 'Date Range (Pay Period)', has input fields for 'Start' (10/5/2019) and 'End' (10/5/2020). Two red arrows point to the 'All Cost Centers' dropdown and the 'Approved (0)' checkbox. The main area on the right features a search bar for employees, a table of delinquent timesheets, and a 'Select All / De-Select All' checkbox. The table lists three delinquent timesheets for 'Roy a Rogers1' with columns for Job, Total, Employee Deadline, and Last Modified. The first entry is for a pay schedule of 07/01/2020-07/31/2020, the second for 06/01/2020-06/30/2020, and the third for 08/01/2020-08/31/2020. All three entries have a 'Never Started' status.

- To locate timesheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Timesheets, Resubmitted by Employee, and Approved) except for the “Pending Approval” box.

Review Timesheets

Welcome, Test On-Campus Supervisor
To Do Items

Filter by Cost center:
All Cost Centers
Primary Supervisor Only
Primary or Secondary Supervisor

Filter by timesheet status:
Returned To Supervisor (0)
Incomplete By Supervisor (0)
Delinquent Timesheets (0)
Resubmitted By Employee (0)
Pending Approval (2)

Date Range (Pay Period)
Start: 7/29/2019
End: 7/29/2020
Update Date Filter

Search by employee
First Name: Last Name: Search Employee

Select All / De-Select All Show 25 results per page

Pending Approval : UAS Service Hours: TEST - UAS Payroll

| | Job | Total | Supervisor Deadline | Last Modified | |
|--------------------------|---|-------------------|---------------------|-------------------|---|
| <input type="checkbox"/> | Samuel d Rogers4 Test - JV - UAS - Test Plan - 07-28-2020 | SCH 9 hrs 30 mins | 7/31/2020 3:00 PM | 7/29/2020 4:11 PM | 🔍 |

Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020

| | Job | Total | Supervisor Deadline | Last Modified | |
|--------------------------|--|-----------|---------------------|-------------------|---|
| <input type="checkbox"/> | Roy a Rogers1 Test - JV - Test Plan - 07-28-2020 | FWS 3 hrs | 7/31/2020 5:00 PM | 7/29/2020 4:08 PM | 🔍 |

-- Select Action Below --
-- Select Action Below --
Approve Timesheets
Dismiss Timesheets
Reject Timesheets
Take Possession of Timesheets
Export Timesheet Summary
Export Timesheet Details
Print Timesheets
Email Students

Apply Action

- Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the timesheet entries or click on the magnifying glass to review more details about this hire and/or timesheet or edit/approve/reject the time sheet individually.
- If you have multiple time sheets you'd like to approve, simply click the box next to each timesheet you wish to approve. Then, click "**Approve Timesheets**" from the Action dropdown and then click '**Apply Action**'.



Timesheet Edits

Add a New Timesheet Entry

- Click **'Add new Entry'** if you wish to add another entry.
- Then click **'Save'** to save the entry.

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|---------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | Total: | | REG HRS | 1 hr 45 mins | |

[Add New Entry](#) (indicated by a red arrow)

[Approve](#) [Return](#) [Lock](#)

Edit an Individual Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help -

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Pay Period Info Hire Details Awards Supervisors Accounts Notes

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

Print Time Sheet
Timesheet Details


Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|-------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |

Add New Entry

Total: REG HRS 1 hr 45 mins

Approve Return Lock



- Click '**Edit**' next to the timesheet entry you wish to update.
- The timesheet will now be locked to you until you save your changes.

Return a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help -

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

[Print Time Sheet](#)
[Timesheet Details](#)

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|--------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | | | Total: | REG HRS | 1 hr 45 mins |

[Add New Entry](#)

[Approve](#) [Return](#) [Lock](#)

- If you need to return the timesheet back to the student employee, click the 'Return' button.

Return a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help -

Reject Time Sheet
Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Describe the reason for the return below:
Because of its current status, this time sheet will be returned to the employee.
The message below will be e-mailed to the employee and added to the time sheet notes.

Sorry, your timesheet has been returned.

[Return Time Sheet](#) [Cancel](#)

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total |
|---------------------|----------|---------------|---------|--------------|--------------|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins |
| | | | | Note: | |
| | | Total: | REG HRS | 1 hr 45 mins | |

- Enter the reason you are returning the timesheet and click '**Return Time Sheet**'.
- An e-mail will be sent to the student employee notifying them that their timesheet has been returned.

Lock a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Pay Period Info Hire Details Awards Supervisors Accounts Notes

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|---------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | Total: | | REG HRS | 1 hr 45 mins | |

[Add New Entry](#)

[Approve](#) [Return](#) [Lock](#)

- If you need to lock the timesheet to prevent any further edits until you collect additional information, click the 'Lock' button.



Timesheet Approval

Approve a Timesheet

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX Reporting Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Pay Period Info Hire Details Awards Supervisors Accounts Notes

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|-------------------------------|----------|-------------------------|---------|------------------------|----------------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| Add New Entry | | | | | | |
| | | Total: | | REG HRS | 1 hr 45 mins | |
| | | Approve | | Return | Lock | |

- To approve a timesheet, click the '**Approve**' button for final approval of the timesheet.



Other Timesheet Features

View Pay Period Information

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help -

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Pay Period Info Hire Details Awards Supervisors Accounts Notes

11/07/2021 - 11/20/2021

- Start - Sunday, November 7, 2021
- End - Saturday, November 20, 2021
- Employee Deadline - Sunday, November 21, 2021 (11:59PM)
- Supervisor Deadline - Monday, November 22, 2021 (11:59PM)
- Pay Date - Friday, December 3, 2021

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|-----------------------------|----------|---------|---------|-------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| Total: REG HRS 1 hr 45 mins | | | | | | Approve Return Lock |

Add New Entry

- To view Pay Period Details, click on the 'Pay Period Info' tab.

View Hire Information

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

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

Hire Details

- Title - Federal Work-Study Advisor
- Employee Classification - Student Employee
- Cost Center - STUDENT EMPLOYMENT
- Hire Start - Tuesday, October 5, 2021
- Hire End - Wednesday, October 19, 2022

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|--------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | | | | | Add New Entry |
| | | | | Total: | REG HRS | 1 hr 45 mins |
| | | | | | | Approve Return Lock |

- To view an employee's Hire Details, click on the 'Hire Details' tab.

View Supervisor/Approver Information

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX Reporting Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

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

Print Time Sheet
Timesheet Details

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
• Bruce Wayne

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|-------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | | | | Total: | REG HRS 1 hr 45 mins |

[Add New Entry](#)

[Approve](#) [Return](#) [Lock](#)

- To view an employee's Primary & Secondary Supervisor information, click on the 'Supervisors' tab.

View Account Information

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

Accounting Info

- Effective Tuesday, October 5, 2021

Homewood: U/G Traditional - FWS (90094066) Homewood: U/G Traditional 21/22 100.0% ~\$26.25

Print Time Sheet
Timesheet Details

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|---------|--------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | Total: | | REG HRS | 1 hr 45 mins | |

[Add New Entry](#)

[Approve](#) [Return](#) [Lock](#)

- To view an employee's Account information, click on the 'Accounts' tab.

View Timesheet Notes & Audit History

Welcome, Test On-Campus Supervisor | [Logout](#)

TimesheetX - Reporting - Help

Manage Time Sheet

Employee Roy a Rogers1
Hire Title Federal Work-Study Advisor
Status Pending Approval
Pay Period 11/07/2021 - 11/20/2021
Deadline **November 22, 2021 11:59 PM**

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

Print Time Sheet
Timesheet Details

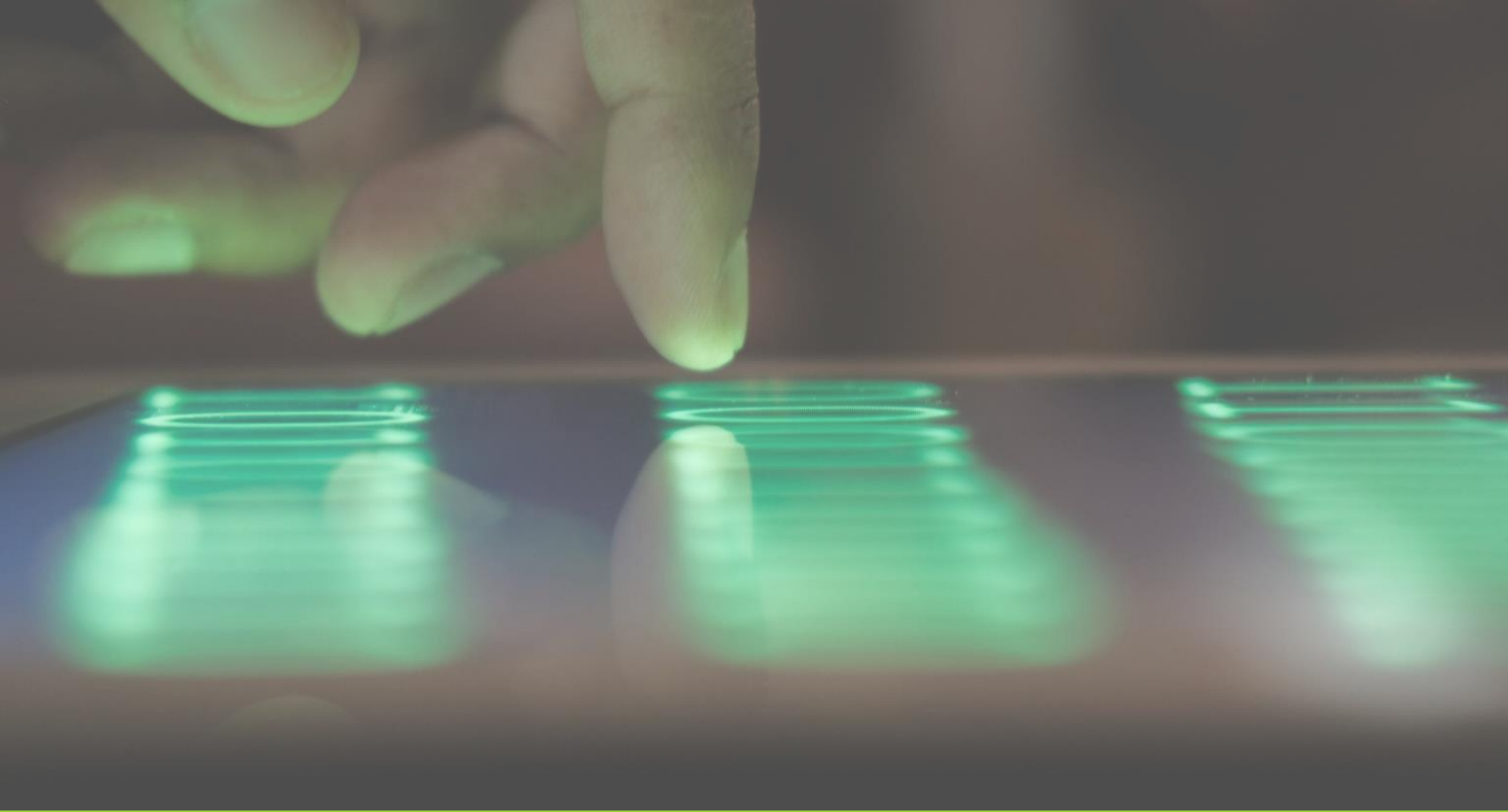
Time Sheet Notes
[\[Add Note\]](#)

| Note Type | User | Date |
|--|---------------|---------------------------------------|
| Time Sheet Submitted | Roy a Rogers1 | Wednesday, December 29, 2021 12:28 PM |
| Timesheet Electronically Signed by Roy Rogers1 - 12/29/2021 12:28:14 | | |
| Time Sheet Submitted | Roy a Rogers1 | Wednesday, December 29, 2021 12:28 PM |
| Timesheet Submitted | | |

Time Sheet Entries

| Date | Pay Code | Start | End | Break | Total | |
|---------------------|----------|---------|---------|--------|----------------------|---|
| Sunday, November 07 | REG HRS | 8:00 AM | 9:45 AM | -- | 1 hr 45 mins | Edit Delete |
| | | | | Note: | | |
| | | | | | | Add New Entry |
| | | | | Total: | REG HRS 1 hr 45 mins | |
| | | | | | | Approve Return Lock |

- To view an employee's notes on the applicable timesheet, click on the 'Notes' tab.



Timesheet Control Panel

Timesheet Control Panel

Employees - TimesheetX - Reporting - Access & Audit - Help -

My Control Panel
Welcome, Test On-Camp

TimesheetX Employer Home (To Do Items)
Manage TimesheetX Jobs
Timesheet Control Panel

Filters:
Supervisor Status: Only hires where I am the Primary Supervisor
Timesheets after : 06/12/2023
Timesheets before: 06/12/2024
[Reset Filters](#)

Filter By
Job: -- All Jobs --
Cost Center: All Cost Centers
Account: -- All Accounts --
Hire Status:
All
 All Hires
 My Hires
 Primary Only
 Primary or Secondary
Timesheet Status:
All
Additional Filters
Wage Range: Min to Max

Employee Name/ID Search Employee Name or ID Supervisor Name/ID Search Supervisor Name Search -- Choose Action -- Apply Action
 Select/Deselect All Show 25 results per page 1 to 4 of 4 |<< < > >>|

| Employee | Hire Start | Hire End | Wage | Account | Award | Balance | Status | |
|---|------------|------------|---------|---|------------|------------|--------|---------------------------------|
| <input type="checkbox"/> Roy a Rogers1 | 04/01/2024 | 08/01/2024 | \$15.00 | Federal Work Study | \$1,000.00 | \$1,000.00 | Active | View Timesheets |
| Supervisor: Test On-Campus Supervisor | | | | Classification: Standard Student Employee | | | | |
| <input type="checkbox"/> Ted b Rogers2 | 04/01/2024 | 08/01/2024 | \$15.00 | Federal Work Study Community Service | \$1,000.00 | \$1,000.00 | Active | View Timesheets |
| Supervisor: Test On-Campus Supervisor | | | | Classification: Standard Student Employee | | | | |
| <input type="checkbox"/> Frank c Rogers3 | 04/01/2024 | 06/30/2024 | \$16.00 | Federal Work Study | \$1,000.00 | \$1,000.00 | Active | View Timesheets |
| Supervisor: Test On-Campus Supervisor | | | | Classification: Standard Student Employee | | | | |
| <input type="checkbox"/> Samuel d Rogers4 | 04/01/2024 | 08/01/2024 | \$15.00 | Federal Work Study | \$1,000.00 | \$1,000.00 | Active | View Timesheets |
| Supervisor: Test On-Campus Supervisor | | | | Classification: Standard Student Employee | | | | |

- To access the Timesheet Control Panel, select 'Timesheet Control Panel' from the TimesheetX menu at the top of your screen.

Timesheet Control Panel

My Control Panel
Welcome, Test On-Campus Supervisor

Filters:
Timesheets Within: 03/27/2022 - 03/27/2023
[Reset Filters](#)

Name/ID Search Employee Name or ID -- Choose Action --

Select/Deselect All Show 25 results per page 1 to 25 of 25 | << >>

Peer Tutor Cost Center: ACADEMIC AFFAIRS

| Employee | Hire Start | Hire End | Wage | Classification | Award | Award Balance | Status | |
|--|------------|------------|------|---------------------------|-------|---------------|--------|---------------------------------|
| <input type="checkbox"/> Roy a Rogers1 | 08/14/2021 | 05/31/2022 | 8.00 | Standard Student Employee | | | Active | View Timesheets |

Student Employee Admin Assistant Cost Center: ACADEMIC AFFAIRS

| Employee | Hire Start | Hire End | Wage | Classification | Award | Award Balance | Status | |
|--|------------|------------|-------|---------------------------|---------|---------------|--------|---------------------------------|
| <input type="checkbox"/> Roy a Rogers1 | 01/08/2023 | 06/23/2023 | 15.00 | Standard Student Employee | 2500.00 | 1863.75 | Active | View Timesheets |
| <input type="checkbox"/> Ted b Rogers2 | 08/15/2022 | 10/30/2022 | 11.51 | Standard Student Employee | | | Active | View Timesheets |
| <input type="checkbox"/> Ted b Rogers2 | 02/10/2023 | 06/23/2023 | 11.51 | Standard Student Employee | | | Active | View Timesheets |
| <input type="checkbox"/> Frank c Rogers3 | 01/08/2023 | 06/23/2023 | 11.51 | Standard Student Employee | | | Active | View Timesheets |

Student Office Assistant Cost Center: ACADEMIC AFFAIRS

| Employee | Hire Start | Hire End | Wage | Classification | Award | Award Balance | Status | |
|--|------------|------------|-------|---------------------------|---------|---------------|--------------------|---------------------------------|
| <input type="checkbox"/> Roy a Rogers1 | 07/01/2022 | 06/30/2023 | 9.00 | Standard Student Employee | 2500.00 | 1863.75 | Active | View Timesheets |
| <input type="checkbox"/> Ted b Rogers2 | 01/03/2022 | 05/20/2022 | 9.00 | Standard Student Employee | 2500.00 | 2500.00 | Active | View Timesheets |
| <input type="checkbox"/> Ted b Rogers2 | 08/22/2022 | 05/12/2023 | 9.00 | Standard Student Employee | 2500.00 | 2500.00 | Active | View Timesheets |
| <input type="checkbox"/> Ted b Rogers2 | 01/16/2023 | 05/19/2023 | 10.00 | Standard Student Employee | 2500.00 | 2500.00 | Pending Acceptance | View Timesheets |
| <input type="checkbox"/> Samuel d Rogers4 | 01/03/2022 | 05/20/2022 | 9.00 | Standard Student Employee | 1750.00 | 1675.75 | Active | View Timesheets |
| <input type="checkbox"/> Ted Test-Employer | 01/03/2022 | 12/02/2022 | 9.00 | Standard Student Employee | | | Active | View Timesheets |

- On the Timesheet Control Panel, you will have an overall view of your students, including awards, award balances, and timesheets.
- If you have access to more than one department, you will be able to use the filter to search for your departments.

Timesheet Control Panel - Timesheets

| Peer Tutor | | | | | | | Cost Center: ACADEMIC AFFAIRS | | | | | | | | | | | | | |
|---|--|------------|---|---------------------------|-------|---------------|-------------------------------|---|------|---------------|---------|------|------|---|--|---------------------|--|------|------|----------------------------------|
| Employee | Hire Start | Hire End | Wage | Classification | Award | Award Balance | Status | | | | | | | | | | | | | |
| <input type="checkbox"/> <u>Roy a Rogers1</u> | 08/14/2021 | 05/31/2022 | 8.00 | Standard Student Employee | | | Active |  View Timesheets | | | | | | | | | | | | |
| Dismissed | 03/27/2022 - 04/09/2022 Sunday, March 27 - Monday, March 28, 2022 | | | | | | | Go to time sheet | | | | | | | | | | | | |
| Finalized | 03/13/2022 - 03/26/2022 Sunday, March 13 - Saturday, March 26, 2022 Finalized: August 18, 2022 2:47 PM | | <table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$76.00</td><td>9.50</td><td>8.00</td></tr></tbody></table> | | | Description | Total | Hours | Rate | Regular Hours | \$76.00 | 9.50 | 8.00 | <table border="1"><thead><tr><th>Description Accrued</th><th></th></tr></thead><tbody><tr><td>Sick</td><td>3.14</td></tr></tbody></table> | | Description Accrued | | Sick | 3.14 | Go to time sheet |
| | Description | Total | Hours | Rate | | | | | | | | | | | | | | | | |
| Regular Hours | \$76.00 | 9.50 | 8.00 | | | | | | | | | | | | | | | | | |
| Description Accrued | | | | | | | | | | | | | | | | | | | | |
| Sick | 3.14 | | | | | | | | | | | | | | | | | | | |
| Finalized | 02/27/2022 - 03/12/2022 Sunday, February 27 - Saturday, March 12, 2022 Finalized: March 16, 2022 3:24 PM | | <table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$54.00</td><td>6.75</td><td>8.00</td></tr></tbody></table> | | | Description | Total | Hours | Rate | Regular Hours | \$54.00 | 6.75 | 8.00 | <table border="1"><thead><tr><th>Description Accrued</th><th></th></tr></thead><tbody><tr><td>Sick</td><td>2.23</td></tr></tbody></table> | | Description Accrued | | Sick | 2.23 | Go to time sheet |
| | Description | Total | Hours | Rate | | | | | | | | | | | | | | | | |
| Regular Hours | \$54.00 | 6.75 | 8.00 | | | | | | | | | | | | | | | | | |
| Description Accrued | | | | | | | | | | | | | | | | | | | | |
| Sick | 2.23 | | | | | | | | | | | | | | | | | | | |
| Dismissed | 02/13/2022 - 02/26/2022 Sunday, February 13 - Saturday, February 26, 2022 | | | | | | | Go to time sheet | | | | | | | | | | | | |

- Clicking 'View Timesheets' will provide a detail view of all the students' timesheets. You may review individual timesheets by clicking the 'Go to time sheet' button.
- If you see a 'Start Time Sheet' button, it means the students has not started the timesheet, do NOT click this button unless you need to take possession of the timesheet and enter time on behalf of the student.

Questions?

Please contact Federal Work Study
Administration

FWS@alliant.edu

