



TimesheetX

## Timesheet X Student User Manual

## Getting Started

Time sheets must now be entered online for all Barnard College jobs.

You can access this system through any Web browser at:

<https://barnard.studentemployment.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

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 full Barnard e-mail address and password, then click Log In. The system will load the time sheet management screen, explained on the next page.

► 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 Barnard 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	<a href="#">Go to time sheet</a>
	08/01/13 - 08/31/13	Thursday, August 01, 2013	Saturday, August 31, 2013	<a href="#">Go to time sheet</a>











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.

You can view the details of your current job here.

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

► 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 Student                |
|  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:

### Manage Time Sheet

**Student** [Roy a Rogers1](#)  
**Job Title** Test Clerical Assistant - 111813  
**Status** Incomplete  
**Pay Period** 09/01/13 - 09/30/13  
**Deadline** *October 2, 2013 12:00 AM*

You can confirm the status of your time sheet here.

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	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» <a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>						
» <b>Add New Entry</b>						

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>09/01/13 - 09/30/13</b>					
<b>Start</b> - Sunday, September 1, 2013					
<b>End</b> - Monday, September 30, 2013					
<b>Student Deadline</b> - Wednesday, October 2, 2013 (12:00AM)					
<b>Supervisor Deadline</b> - Thursday, October 3, 2013 (12:00AM)					
<b>Pay Date</b> - Tuesday, October 15, 2013					

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

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 by supervisors. Notes auto-generated by the time sheet system may also appear in this list.

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	Start	End	Break	Hours
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs
<b>Total:</b>				2 hrs

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	Start	End	Break	Hours
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs
<b>Sunday, September 01, 2013</b>	8:00AM ▼	8:15AM ▼	No Break ▼	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
Monday, September 02, 2013				
Tuesday, September 03, 2013				
Wednesday, September 04, 2013				
Thursday, September 05, 2013				
Friday, September 06, 2013				
Saturday, September 07, 2013				
Sunday, September 08, 2013				
Monday, September 09, 2013				
Tuesday, September 10, 2013				
Wednesday, September 11, 2013				
<b>Total:</b>				2 hrs

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 your time 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	Start	End	Break	Hours	Edit	Delete
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Monday, September 02	8:00 AM	8:15 AM	--	15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total:</b>				2 hrs 15 mins		

**Manage Time Sheet**

**Student** Roy a Rogers1  
**Job Title** Test Clerical Assistant - 111813  
**Status** Incomplete  
**Pay Period** 09/01/13 - 09/30/13  
**Deadline** October 2, 2013 12:00 AM

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, September 01	8:00 AM	10:00 AM	--	2 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Monday, September 02	8:00 AM	8:15 AM	--	15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total:</b>				2 hrs 15 mins		

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
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<b>Pay Date</b> - Tuesday, October 15, 2013					

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.

## 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 or in the Payroll Schedule on the Student Home Page. If your timesheet was submitted or approved late, you may be getting paid on a future pay date. You can confirm submission and approval dates in the Notes section of a timesheet.

### **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. You should contact your supervisor for approval since she/he will not receive an automated reminder to approve. It will be processed on the next processing date after approval.

### **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. You will not be able to alter time entries that have been finalized and paid to you. You will need to work out some other method with your supervisor.

### **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 and submit a late 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 and 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.

### **Q: I cannot find my hire in my profile. What should I do?**

A: If you cannot see your hire, either your supervisor needs to request it in the system, or the end date has passed and the hire has been moved to the Old Hires and Awards tab. You should contact your supervisor if the hire needs to be added.