



Supervisor Training

MCLA
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TimesheetX Powered by Next Gen = Total Solution

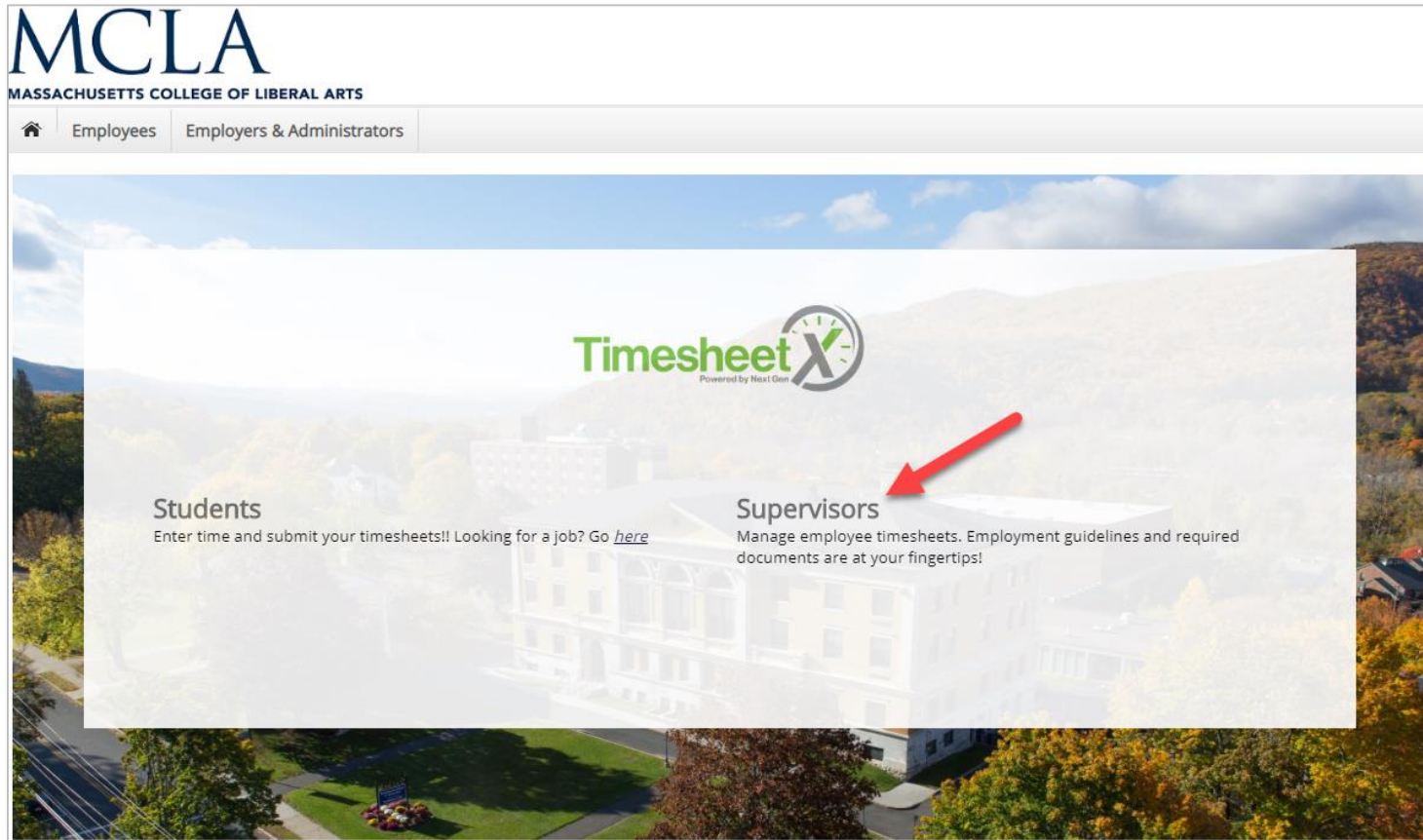
- **TimesheetX** helps schools automate the timesheet submission and approval process for student employees, supervisors, and administrators.
- **TimesheetX** is seamlessly integrated with MCLA's Banner system.

- Easy to manage online timesheets
- No compliance issues due to powerful edits that ensure timesheet entries comply with state/federal labor laws.
- No math errors and illegible timesheet entries previously experienced with paper timesheets
- Deadline reminders ensure timely submissions from student employees and approvals for supervisors.
- Automated warnings
- Web accessibility
- E-signature enabled

Today's Training Topics

- Supervisor login process
- Supervisor approves a student employee's timesheet

First time visiting MCLA's TimesheetX site?

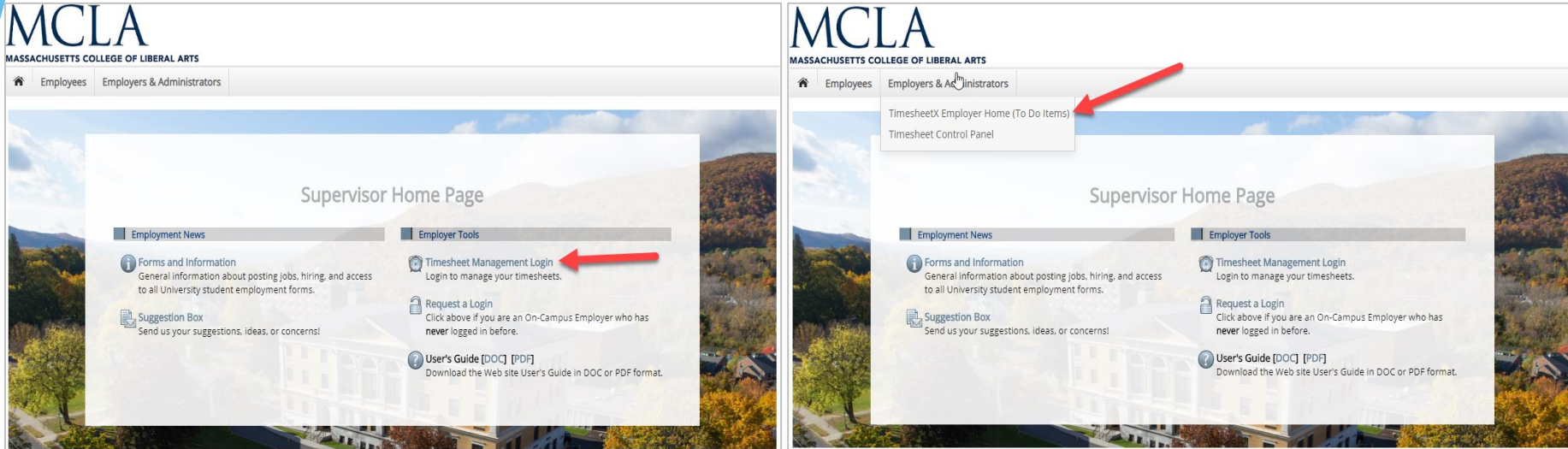


Please navigate to the following URL and click the 'Supervisors' link to access the TimesheetX On-Campus Supervisor home Page.

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

The site is also accessible under MyMCLA->Everyone->TimesheetX

TimesheetX Supervisor & Administrator Home (To Do Items)



To approve your student employee(s) timesheets, you can either click the 'Timesheet Management Login' link in the middle of the On-Campus Supervisor Home Page

OR

Click the 'TimesheetX Employer Home (To Do Items)' link found on the Employers & Administrators horizontal menu at the top left section of your screen.

Login to TimesheetX

*my*MCLA Portal

Please enter your MCLA ID
(Example: a10001000@mcla.edu)

Example: a10001000@mcla.edu

Password

Sign in

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

If you are not already logged into the Portal, please enter your MCLA ID and Password to login to TimesheetX.



Hire has been approved! ✓

Student employee has completed their timesheet and turned it into you, their Supervisor! ✓

Now, it's time for you to approve their timesheet!

Review your Student Employee's Timesheet

Welcome, Test Employer | [Logout](#)

Employees TimesheetX Access & Audit

Welcome, Test Employer

To Do Items

Cost center: Student Employment (dropdown)
All Cost Centers
 Only show timesheets for which I am the primary supervisor
 Show all timesheets regardless of being a primary supervisor

Filter by timesheet status:
 Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (0)
 Resubmitted By Employee (0)
 Pending Approval (1)

Filter by employee:
First Name:
Last Name:

Export Summary Export Details Print Timesheets Approve Timesheets Reject Timesheets Dismiss Timesheets Take Possession

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

Timesheet Status: Pending Approval

BI-Weekly Pay Schedule: 12.18.17 - 12.31.17

Name	Job	Hours	Break Mins	Status
<input type="checkbox"/> Roy a Rogers1	Test 120717	5	0	1

Welcome, Test On-Campus Supervisor

To Do Items

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status:
 Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (7)
 Resubmitted By Employee (0)
 Pending Approval (0)

Date Range: 6/14/2018 to 6/14/2019

Filter by employee:
First Name:
Last Name:

Export Summary Export Details Print Timesheets Approve Timesheets Reject Timesheets Dismiss Timesheets Take Possession Email Employees

Select All / De-Select All Show 25 results per page 1 to 7 of 7 | << < > >>

Timesheet Status: Delinquent

MCLA BI-Weekly Pay Schedule: 05/12/19 - 05/25/19

Name	Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> Frank c Rogers3	Test Financial Aid Job - 06/03/19			5/25/2019 9:00 AM	6/12/2019 9:42 AM

1. You will be placed on the TimesheetX 'To-Do Items' page.
2. Select a cost center from the drop-down box at the top (if you have permission to complete timesheets for more than one cost center).
3. You may need to click the radio button 'Show all timesheets regardless of being a primary supervisor' to view timesheets you may be designated as the secondary supervisor.

Filter Timesheets by Student Employee

The screenshot shows the 'To Do Items' section of the TimesheetX application. It includes a 'Filter by timesheet status' section with checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (7)', 'Resubmitted By Employee (0)', and 'Pending Approval (1)'. A 'Date Range' field is set to '6/14/2018 to 6/14/2019'. Below this is a 'Filter by employee' section with 'First Name' and 'Last Name' input fields. The 'Last Name' field contains 'rogers2'. A red arrow points to the 'Filter by employee' button. Below the filters is a toolbar with icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets', 'Reject Timesheets', 'Dismiss Timesheets', 'Take Possession', and 'Email Employees'. A 'Select All / De-Select All' checkbox and a 'Show 25 results per page' dropdown are also present. The main content area shows a table of timesheets with columns for Name, Job, Hours, Break Mins, Employee Deadline, and Last Modified. The table lists two entries for 'Frank c Rogers3' and 'Samuel d Rogers4'.

Name	Job	Hours	Break Mins	Employee Deadline	Last Modified	
<input type="checkbox"/> Frank c Rogers3	Test Financial Aid Job - 06/03/19			5/25/2019 9:00 AM	6/12/2019 9:42 AM	
<input type="checkbox"/> Samuel d Rogers4	Test Financial Aid Job - 06/03/19			5/25/2019 9:00 AM	6/12/2019 9:45 AM	

To filter all timesheets on your 'To Do Items' page for one specific student employee, simply enter the initial of the student employee's first name and/or entire last name. Then, click the 'Filter by employee' button. All their timesheets not currently finalized will be presented to the Supervisor/Administrator user.

Review your Student Employee's Timesheet

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Home Employees TimesheetX Reporting Access & Audit Help

Welcome, Test On-Campus Supervisor

To Do Items

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status Date Range: 6/14/2018 to 6/14/2019

Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (2)
 Resubmitted By Employee (0)
 Pending Approval (1)

Filter by employee
First Name:
Last Name:

1. When entering into this screen, all the timesheet status boxes will be checked. This will ensure all timesheets (in any status) are being presented to the supervisor.
2. To locate timesheets requiring approval, you can uncheck the other timesheet status boxes and leave the box checked next to the 'Pending Approval' status only.

Review your Student Employee's Timesheet

The screenshot displays the TimesheetX web application interface. The main navigation bar includes 'Employees', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The user is logged in as 'Test On-Campus Supervisor'.

To Do Items:

- Only show time sheets for which I am the primary supervisor
- Show all time sheets regardless of being a primary supervisor

Filter by timesheet status:

- Returned To Supervisor (0)
- Incomplete By Supervisor (0)
- Delinquent Timesheets (2)
- Resubmitted By Employee (0)
- Pending Approval (1)

Filter by employee:

First Name:
Last Name:
Filter by employee

Currently filtering by name: rogers2 (remove name filter)

Employee Details:

- Employee: Ted b Rogers2
- Cost Center: Financial Aid (F03AA-3052-3P-CC5-0000)
- Job Title: Test Financial Aid Job - 06/12/19
- Status: Pending Approval
- Pay Period: 06/09/19 - 06/22/19
- Deadline: June 20, 2019 9:00 AM

Timesheet Status: Pending Approval

MCLA Bi-Weekly Pay Schedule: 06/09/19 - 06/22/19

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Ted b Rogers2	Test Financial Aid Job - 06/12/19	3	0	6/21/2019 9:00 AM	6/14/2019 10:33 AM

Time Sheet Entries:

Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
				Total:	3 hrs	

Class Schedule:

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Readng&Stdy Skl (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info: 06/09/19 - 06/22/19

- Start - Sunday, June 9, 2019
- End - Saturday, June 22, 2019
- Employee Deadline - Thursday, June 20, 2019 (9:00AM)
- Supervisor Deadline - Friday, June 21, 2019 (9:00AM)
- Pay Date - Friday, June 28, 2019

Once you've located the timesheet 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 timesheet individually.

Approve your Student Employee's Timesheet

The screenshot displays the 'To Do Items' section of the TimesheetX application. At the top, there are navigation tabs: Home, Employees, TimesheetX, Reporting, Access & Audit, and Help. Below the navigation, a welcome message reads 'Welcome, Test On-Campus Supervisor'. The 'To Do Items' section contains two filter boxes. The first filter box has two radio buttons: 'Only show time sheets for which I am the primary supervisor' (unselected) and 'Show all time sheets regardless of being a primary supervisor' (selected). The second filter box is titled 'Filter by timesheet status' and includes checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (2)', 'Resubmitted By Employee (0)', and 'Pending Approval (1)' (checked). To the right of these checkboxes is a 'Date Range' field set to '6/14/2018 to 6/14/2019' and a 'Filter by employee' section with 'First Name' and 'Last Name' fields (the last name is 'rogers2') and a 'Filter by employee' button. Below the filters, it says 'Currently filtering by name: rogers2 (remove name filter)'. A toolbar contains icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets' (highlighted with a red arrow), 'Reject Timesheets', 'Dismiss Timesheets', 'Take Possession', and 'Email Employees'. Below the toolbar, there is a 'Select All / De-Select All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 1 of 1'. The main content area shows a table with the following data:

Timesheet Status: Pending Approval						
MCLA Bi-Weekly Pay Schedule: 06/09/19 - 06/22/19						
	Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/>	Ted b Rogers2	Test Financial Aid Job - 06/12/19	3	0	6/21/2019 9:00 AM	6/14/2019 10:33 AM

If you have multiple timesheets you'd like to approve, simply click the box next to each timesheet you wish to approve. Then, click the 'Approve timesheets' icon at the top of your 'To Do' page.

Add a New Entry to your Student's Timesheet

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
» Add New Entry						
Total:				3 hrs		

Click 'Add New Entry' if you wish to add another entry

Edit an Individual Student Employee's Timesheet

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Employees TimesheetX Reporting Access & Audit Help

Manage Time Sheet

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

[Print Time Sheet]

Time Sheet Entries					
Date	Start	End	Break	Hours	
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit Delete
Sunday, June 9, 2019	11:00AM	12:00PM	No Break	1 hr	Edit Delete
				Total:	4 hrs

Approve Reject Lock

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Readng&Stdy Ski (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

06/09/19 - 06/22/19
Start - Sunday, June 9, 2019
End - Saturday, June 22, 2019
Employee Deadline - Thursday, June 20, 2019 (9:00AM)
Supervisor Deadline - Friday, June 21, 2019 (9:00AM)
Pay Date - Friday, June 28, 2019

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Employees TimesheetX Reporting Access & Audit Help

Manage Time Sheet

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

[Print Time Sheet]

Time Sheet Entries					
Date	Start	End	Break	Hours	
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit Delete
Sunday, June 9, 2019	11:00AM	12:00PM	No Break	1 hr	Edit Delete
				Total:	4 hrs

Approve Reject Lock

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Readng&Stdy Ski (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

06/09/19 - 06/22/19
Start - Sunday, June 9, 2019
End - Saturday, June 22, 2019
Employee Deadline - Thursday, June 20, 2019 (9:00AM)

1. Select the date, start time, end time, and break minutes (if applicable).
2. Click 'Add' to save the new entry.
3. After changes are completed, you may approve the timesheet by clicking 'Approve'.

Edit your Student Employee's Timesheet

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry						
Total:				4 hrs		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

1. If you need to make changes to the timesheet, click 'Edit'
2. The timesheet will now be locked to you until you save your changes.

Reject your Student Employee's Timesheet

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry						
Total:				4 hrs		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

If you need to reject the timesheet back to the student employee, click the 'Reject' button.

Reject your Student Employee's Timesheet

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Home Employees TimesheetX Reporting Access & Audit Help

Reject Time Sheet

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Describe the reason for the rejection below:
Because of its current status, this time sheet will be rejected to the student.

Sorry, your timesheet has been rejected.

The message below will be e-mailed to the student and added to the time sheet notes.

Time Sheet Entries				
Date	Start	End	Break	Hours
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs
	11:00 AM	12:00 PM	--	1 hr
Total:				4 hrs

1. Enter the reason you are rejecting the timesheet and click 'Reject Time Sheet'.
2. An e-mail will be sent to the student employee notifying them their timesheet has been rejected.

Timesheet Control Panel

Timesheet Control Panel

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Home Employees **TimesheetX** Reporting Access & Audit Help

My Control Panel

Welcome, Test On-Campus Supervisor

Show archived hire data?

Jobs for which I am the primary supervisor		
Test Financial Aid Job - 06/03/19	Manage Job	View Hires
Test Financial Aid Job - 06/12/19	Manage Job	View Hires

The Supervisor Timesheet Control Panel is where Supervisors can access/manage job, hire, and timesheet information for which they are a primary supervisor. To access this page, click 'Timesheet Control Panel' under the TimesheetX menu.

To view specific hire or timesheet data for one or more student employees, click the 'View Hire' link

Timesheet Control Panel

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

My Control Panel

Welcome, Test On-Campus Supervisor

Show archived hire data?

Jobs for which I am the primary supervisor

Test Financial Aid Job - 06/03/19					Manage Job	View Hires		
Test Financial Aid Job - 06/12/19					Manage Job	View Hires		
Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Roy a Rogers1	Details	Go to time sheet	All time sheets	750.00	492.50	5/12/2019 - 12/31/2019	10.00	Active
Ted b Rogers2	N/A	Go to time sheet	All time sheets	1000.00	1000.00	5/12/2019 - 12/31/2019	10.00	Active

1. To view a student employee's current timesheet, click 'Go to timesheet' under the 'Current timesheet' section.
2. To view all timesheets for the student employee, click the 'All timesheets' link.

Manage Hire Details

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Home Employees TimesheetX Reporting Access & Audit Help

My Control Panel

Welcome, Test On-Campus Supervisor

Show archived hire data?

Jobs for which I am the primary supervisor

Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Roy a Rogers1	Details	Go to time sheet	All time sheets	750.00	492.50	5/12/2019 - 12/31/2019	10.00	Active
Ted b Rogers2	N/A	Go to time sheet	All time sheets	1000.00	1000.00	5/12/2019 - 12/31/2019	10.00	Active

To manage hire details (e.g. primary contact, expected hours p/week, hire end date, etc.) via the Timesheet Control Panel, click on the student employee's name. Then, edit the applicable hire data and click the 'Submit' button to save your entries.

Important Note: Supervisors are not authorized to manage a student employee's wage, hire start date or pay schedule. These changes must be made by an authorized MCLA TimesheetX Administrator.

View Class Schedule Information

To view your student's class schedule, click the 'Go To Timesheet' link from the Timesheet Control Panel for their Current Timesheet or the 'All Timesheets' link and then 'Go To Timesheet' link next to the pay period you wish to review their timesheet. The Class Schedule is important to review because students are not allowed to work when they're scheduled to be in class unless it is an approved holiday.

If your student has inadvertently worked during a scheduled class, TimesheetX will not enable hours that conflict with a class start/end day/time to be entered to ensure MCLA is not out of compliance with FWS regulations. Please have your student contact the Student Financial Services office if this issue should be encountered.

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[[Print Time Sheet](#)]

Employee: Ted b Rogers2
Job Title: Test Financial Aid Job - 06/12/19
Status: Pending Approval
Pay Period: 06/09/19 - 06/22/19
Deadline: June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
				Total:	4 hrs	

[Add New Entry](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Readng&Stdy Skl (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

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

06/09/19 - 06/22/19
Start - Sunday, June 9, 2019
End - Saturday, June 22, 2019
Employee Deadline - Thursday, June 20, 2019 (9:00AM)



View Pay Period Information

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry						
				Total:	4 hrs	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skills (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

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

06/09/19 - 06/22/19
Start - Sunday, June 9, 2019
End - Saturday, June 22, 2019
Employee Deadline - Thursday, June 20, 2019 (9:00AM)
Supervisor Deadline - Friday, June 21, 2019 (9:00AM)
Pay Date - Friday, June 28, 2019

Once inside a specific timesheet, to view Pay Period Details, click on the 'Pay Period Info' tab.

View Hire Details

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Home Employees TimesheetX Reporting Access & Audit Help

Manage Time Sheet [\[Print Time Sheet\]](#)

Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry				Total:	4 hrs	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Readng&Stdy Ski (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Hire Details
Title - Test Financial Aid Job - 06/12/19
Cost Center - Financial Aid (F03AA-3052-3P-CC5-0000)
Wage - \$10.00
Hire Start - Sunday, May 12, 2019
Hire End - Tuesday, December 31, 2019

Once inside a specific timesheet, to view Hire Details, click on the 'Hires Details' tab.

View Award Information

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[Home](#) [Employees](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee: Ted b Rogers2
Job Title: Test Financial Aid Job - 06/12/19
Status: Pending Approval
Pay Period: 06/09/19 - 06/22/19
Deadline: June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry						
				Total:	4 hrs	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skl (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

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

Awards

College Funded Position	CFP Academic Year 2018 - 2019	\$1,000.00	\$1,000.00
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Once inside a specific timesheet, to view Award Details, click on the 'Awards' tab. The award details will include the award type, award period, original award amount and remaining award balance.

View Supervisor & Account Information

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Home Employees TimesheetX Reporting Access & Audit Help

Manage Time Sheet
Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
Pay Period 06/09/19 - 06/22/19
Deadline June 21, 2019 9:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
	11:00 AM	12:00 PM	--	1 hr	Edit	Delete
» Add New Entry						
				Total:	4 hrs	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skl (details)	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

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Home Employees TimesheetX Reporting Access & Audit Help

Manage Time Sheet
Employee Ted b Rogers2
Job Title Test Financial Aid Job - 06/12/19
Status Pending Approval
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Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Accounting Info
Effective Sunday, May 12, 2019

College Funded Position (CFP)	CFP Academic Year 2018 - 2019	100.0%	~\$40.00
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Once inside a specific timesheet, to view Supervisor & Accounts, click on the 'Supervisors' or 'Accounts' tab.

The Accounts tab will present gross earnings for any time entered on that timesheet, to date.

View Timesheet Notes & Audit History

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Employees | TimesheetX | Reporting | Access & Audit | Help

Manage Time Sheet
Employee: Ted b Rogers2
Job Title: Test Financial Aid Job - 06/12/19
Status: Pending Approval
Pay Period: 06/09/19 - 06/22/19
Deadline: June 21, 2019 9:00 AM

Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete
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	11:00 AM	12:00 PM	--	1 hr	Edit	Delete

> [Add New Entry](#)

Total: 4 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
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Intro Psychology (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM

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

Time Sheet Notes

[\[Add Note \]](#)

Note Type	User	Date
Timesheet Entry Added	Test On-Campus Supervisor	Friday, June 14, 2019 11:38 AM
Time Sheet Submitted	Ted b Rogers2	Friday, June 14, 2019 10:33 AM

To view Timesheet Notes and Audit History, click on the 'Notes' tab.

A Supervisor, Administrator, or Student employee may enter a manual note by clicking the 'Add Note +' link.

Once the note has been entered, click the 'Add Note' to save the entry. .

Supervisor view of Student Employee's Award and Class Schedule Details

Search / View Award and Class Schedule Details

- Supervisors have a fast and easy way to view a specific student employee's current and past award and class schedule information.
- Click the 'Search Student Awards and Class Schedules' from the TimesheetX menu option at the top of your screen.

Search / View Award and Class Schedule Details

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

Home Employees TimesheetX Reporting Access & Audit Help

Supervisor Employee Search Panel

Find Employee information:

First Name:

Last Name:

Employee Id:

Search Results:

Employees
Roy a Rogers1

- Enter the student employee's last name or Employee ID.
- Click the student employee's name link.

Search / View Award and Class Schedule Details

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

[Home](#) | [Employees](#) | [TimesheetX](#) | [Reporting](#) | [Access & Audit](#) | [Help](#)

[Back to Search](#)

Roy a Rogers1

Student Record Details

Grad Year	2018
W4?	Yes
I9?	Yes
SAP?	Yes
Awarded?	Yes
Credit Hours	12

Display: Current/Future Employee Information

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$750.00	\$492.50	FWS Academic Year 2018 - 2019 (09/05/2018 - 07/15/2019)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	12/31/2019	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	12/31/2019	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	12/31/2019	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	12/31/2019	Tu Th	12:30 PM	2:20 PM

- Student award (Current & Old) and/or most recently uploaded Class Schedule data will be presented to the user.

WE'RE FINISHED!



Questions?

