



TimesheetX

# Supervisor Product User Manual

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## NEXT GEN WEB SOLUTIONS TIMESHEETX USER MANUAL FOR SUPERVISORS

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## To-Do Items

Next Gen Web Solutions Student Employment - Timesheets will automatically load the *To-Do Items* page after you login. (It can also be accessed from the left-side navigation bar.) All time sheets that require immediate attention will display here.

### To Do Items

**Cost center** Student Employment

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 (3)

Delinquent Timesheets (96)

Resubmitted By Student (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

1 to 25 of 100 | << < > >>

**Timesheet Status: Incomplete by Supervisor**

**May 2011**

| Name                                   | Job         | Hours | Break Mins | Supervisor Deadline | Last Modified      |  |
|--|-------------|-------|------------|---------------------|--------------------|--|
| <input type="checkbox"/> Roy a Rogers1 | 041311 test |       |            | 6/2/2011 5:00 PM    | 7/22/2011 11:31 AM |  |

**Mar 2012**

| Name                                   | Job           | Hours | Break Mins | Supervisor Deadline | Last Modified      |  |
|--|---------------|-------|------------|---------------------|--------------------|--|
| <input type="checkbox"/> Roy a Rogers1 | Test - 110711 | 1.5   | 30         | 4/2/2012 5:00 PM    | 7/17/2013 10:54 AM |  |

**02/01/13 - 02/28/13**

| Name                                   | Job                     | Hours | Break Mins | Supervisor Deadline | Last Modified     |  |
|--|-------------------------|-------|------------|---------------------|-------------------|--|
| <input type="checkbox"/> Roy a Rogers1 | Installation Specialist |       |            | 3/2/2013 11:59 PM   | 9/10/2013 2:21 PM |  |

**Timesheet Status: Delinquent**

**Feb 2012**

| Name                                     | Job                | Hours | Break Mins | Student Deadline  | Last Modified |  |
|--|--------------------|-------|------------|-------------------|---------------|--|
| <input type="checkbox"/> Frank c Rogers3 | TCNJ - Test 053012 |       |            | 3/2/2012 12:00 PM | Never Started |  |

**April 2012**

| Name | Job | Hours | Break Mins | Student Deadline | Last Modified |  |
|------|-----|-------|------------|------------------|---------------|--|
|      |     |       |            |                  |               |  |

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Time sheets can be organized under five possible categories:

- *Incomplete By Supervisor* - These are time sheets begun by a supervisor that have not been completed. Once a time sheet is begun by a supervisor, it cannot be edited by a student, thus a supervisor **must** complete it. To review the time sheet details, either hover over the magnifying glass or click the magnifying glass to manage the time sheet individually.
- *Returned To Supervisor* - These time sheets have been reviewed by an administrator and returned to you. A note attached to each time sheet will explain why the time sheet is returned, and you must resolve the problem before resubmitting it to an administrator for approval. To review the time sheet details, either hover over the magnifying glass or click the magnifying glass to manage the time sheet individually.
- *Resubmitted By Student* - These are time sheets revised and resubmitted by students for your approval. They must be approved by the deadline listed next to them.
- *Delinquent* - These time sheets may or may not have been started by students (as indicated in the *Last Modified* column); regardless, they were never submitted for approval, and the student deadline has passed. To send an individual e-mail reminder to the student or to take control of a specific time sheet, click the magnifying glass.
- *Pending Approval* - These time sheets have been completed by students and submitted for your review. They must be approved by the deadline listed next to them.

NOTE 1: Only those categories currently with time sheets to display will appear on the *To-Do Items* page. For example, if there are no delinquent time sheets, that particular table will not display.

NOTE 2: If you'd like to manage multiple time sheets in a particular status at one time, simply click the box next to each time sheet you wish to manage and then click on the specific icon of the function you wish to complete.

► Below is a legend of icons and corresponding mass time sheet functions.



Export Summary - This function will provide high level time sheet details you see on the screen for those time sheets selected.



Export Details - This function will provide detailed time sheet entries into an excel spreadsheet for those time sheets selected.



Print Timesheets - This function will provide a user friendly print version for those time sheets selected.



Approve Timesheets - This function will enable the Supervisor to approve those time sheets selected as long as the time sheet(s) are in a status that can be approved.



Reject Timesheets - This function will enable the Supervisor to reject those time sheets selected as long as the time sheet(s) are in a status that can be rejected.



Dismiss Timesheets - This function will enable the Supervisor to dismiss those time sheets selected as long as the time sheet(s) are in a status that can be dismissed.



Take Possession - This function will enable the Supervisor to take possession of those time sheets selected as long as the time sheet(s) are in a status that can be rejected.

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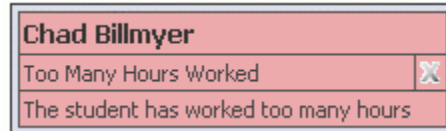
► **Change Departments**

If you supervise students in multiple departments, you will have a drop-down menu at the top of the *To-Do Items* page. When you select a different department, the page will reload and display the to-do items for that department's time sheets. Be sure to get in the habit of checking the *To-Do Items* for all the departments that you manage.



► **Warnings**

Administrators may want to alert you to particular situations through the use of warnings. If you receive a warning, it will display at the top of your *To-Do Items* page in a salmon-colored box.



This warning pictured above is alerting you to the fact that one of your students, Chad Billmyer, has worked too many hours. If a warning has a **<<?>>** next to the title, please hover your mouse over it for instructions on how to resolve the warning.

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## Manage Delinquent Time Sheets

When a student's time sheet is delinquent, you have two options: 1) you can e-mail the student to remind him or her to submit it or 2) you can take hold of the time sheet -- revoking student access -- and finish it yourself. By clicking the magnifying glass next to the delinquent time sheet on the *To-Do Items* page, you can access both functions.

### Manage Delinquent Time Sheet

For Frank c Rogers3's TCNJ - Test 053012 Job

In the pay period starting Wednesday, February 01, 2012 and ending Tuesday, February 28, 2012

This time sheet is delinquent because the student deadline has passed and it has not been submitted by the student. The student deadline for the pay period associated with this time sheet was: 89 weeks ago

Below you will find a form to e-mail the student about this matter if you so choose.

The student never started this time sheet. If you would like to start the time sheet yourself, you may take possession of it at the bottom of this page.

If you would like to e-mail Frank about this time sheet, you may do so here:

**E-mail Student**

To: frankrogers3@ngwebsolutions.com

From: talge.haines@ngwebsolutions.com

Subject:

Message:

If you would like to take possession of this time sheet:

**Take Possession**

If you want to take possession of this time sheet away from Frank, you can do so here.

Once you have taken the time sheet Frank will no longer be able to interact with it. It will be your responsibility to complete it.

Add a note as you take possession?

Check if you would like the above message to be sent as an e-mail to the student.

The top section of this page allows you to send a reminder e-mail to the student. Edit the subject and body of the message, then click Send E-mail.

To take possession of the time sheet, click Take Possession from the bottom section of the page. Place a check mark just above the button if you would like to accompany the action with an e-mail to the student. You can revise the body of the e-mail in the small text box. Once you click Take Possession, the time sheet will load and you can revise it as you wish. (See the *Manage Time Sheet* section of this document for more information.)

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## My Control Panel

Unlike the *To-Do Items* page, which provides control of only the jobs demanding immediate attention, *My Control Panel* allows you access to all jobs for which you are the primary or secondary supervisor, regardless of whether they are in need of attention. *My Control Panel* is also the place to locate past time sheets.

Select *My Control Panel* from the left-side navigation bar and the following screen will load.

### My Control Panel

| Jobs in the selected cost center(s) |                            |                            |
|-------------------------------------|----------------------------|----------------------------|
| FWS Coordinator II                  | <a href="#">Manage Job</a> | <a href="#">View Hires</a> |
| FWS Coordinator IV                  | <a href="#">Manage Job</a> | <a href="#">View Hires</a> |
| Installation Specialist             | <a href="#">Manage Job</a> | <a href="#">View Hires</a> |
| Lab Coat Organizer                  | <a href="#">Manage Job</a> | <a href="#">View Hires</a> |

Click [Manage Job](#) to change the title or description of the job.

When you select [View Hires](#), a list of your students for that job will open:

| Jobs for which I am the Primary Supervisor on a hire |                         |                                  |                                 |
|--|-------------------------|----------------------------------|---------------------------------|
| Lab Coat Organizer                                   |                         | <a href="#">Manage Job</a>       | <a href="#">View Hires</a>      |
| Student Name   | Extras                  | Current Time sheet               | All Time sheets                 |
| Michael Talis  | <a href="#">Details</a> | <a href="#">Go to time sheet</a> | <a href="#">All time sheets</a> |

Next to each student are additional functions. Hover your mouse over [Details](#) and a status update will appear, including any potential delinquent time sheets.

Click [Go to Time Sheet](#) to access to current time sheet that is pending approval.

To view a history of this student's time sheets, click [All Time Sheets](#). A new window will load in which you can view the detail of every past time sheet. For those past time sheets still in need of approval or revision, [All Time Sheets](#) will also provide you that functionality.

## Manage Time Sheet

The *Manage Time Sheet* page cannot be accessed directly from the left-side navigation bar. Instead, it appears only when you try to access one time sheet in particular.

Information will appear differently, or not all, depending on the status of the time sheet and your permission level. For instance, when the time sheet is in the student's possession the only information available will be the status and pay period details. The entries and action options would not appear.

This section of the page informs you of the time sheet's status and important dates. *Deadline* refers to the date by which you must approve this time sheet and submit it to an administrator.

Carefully review the student's time entries before you approve them.

Click here to view notes for this time sheet. A new window will open where you can also add your own notes. Notes are viewable by administrators, other supervisors, and students. Notes remain attached to a time sheet through the admin approval process and are retained even after a pay period is finalized.

Depending on your permissions, some of these options may not appear.

Take action on this time sheet by selecting one of the buttons (i.e. Approve, Reject, or Lock)

### Manage Time Sheet

**Student** Roy a Rogers1  
**Job Title** Test Clerical Assistant - 111813  
**Status** Pending Approval  
**Pay Period** 08/01/13 - 08/31/13  
**Deadline** *September 2, 2013 11:59 PM*

| Time Sheet Entries              |         |          |  |                                       |                                     |                        |
|---------------------------------|---------|----------|--|---------------------------------------|-------------------------------------|------------------------|
| Date                            | Start   | End      | Break                                  | Hours                                 | Edit                                | Delete                 |
| Thursday, August 01             | 8:00 AM | 11:00 AM | --                                     | 3 hrs                                 | <a href="#">Edit</a>                | <a href="#">Delete</a> |
| » <a href="#">Add New Entry</a> |         |          |  |                                       |                                     |                        |
|                                 |         |          |  | <b>Total:</b>                         | 3 hrs                               |                        |
|                                 |         |          | <input type="button" value="Approve"/> | <input type="button" value="Reject"/> | <input type="button" value="Lock"/> |                        |

| Pay Period Info  | Hire Details | Awards | Supervisors | Accounts | Notes |
|--|--------------|--------|-------------|----------|-------|
| <b>08/01/13 - 08/31/13</b><br><b>Start</b> - Thursday, August 1, 2013<br><b>End</b> - Saturday, August 31, 2013<br><b>Student Deadline</b> - Sunday, September 1, 2013 (11:59PM)<br><b>Supervisor Deadline</b> - Monday, September 2, 2013 (11:59PM)<br><b>Pay Date</b> - Sunday, September 15, 2013 |              |        |             |          |       |