

Getting Started

Time sheets must now be entered online for all University jobs.

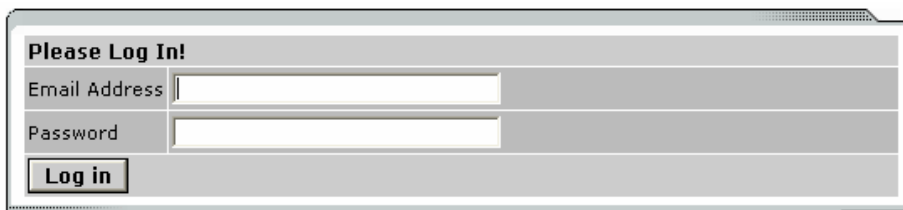
You can access this system through any Web browser at:

<http://school.studentemployment.nelnet.net>

Field Code Changed

Deleted: timesheetx.university.edu
[u](#)

- ▶ You will be prompted to login once you arrive at the site.



The screenshot shows a login form with the following elements:

- Title: **Please Log In!**
- Field 1: Email Address |
- Field 2: Password |
- Button: **Log in**

Help! I forgot my password! (If so, click [here](#)).

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



If you have questions about how to use the new time sheet system, **please contact your supervisor first**. You may then be referred to the Student Employment Office.

► 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 University 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: <i>Beaker Cleaner</i>				
Status	Pay Period	Start Date	End Date	Time Sheet
	September 13 - September 19, 2004	Sep 13, 04	Sep 19, 04	Go to time sheet
	September 6 - September 12, 2004	Sep 06, 04	Sep 12, 04	Go to time sheet
	August 30 - September 5, 2004	Aug 30, 04	Sep 05, 04	Never started

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.

If a time sheet is delinquent past a particular point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible. Please contact your supervisor if you have questions.

You can view the details of your current job here.

Details About This Job	
Job Title:	Beaker Cleaner
Primary Supervisor:	Michael Supervisor Talis
Wage	\$8.50
Hire Start	August 30, 2004
Hire End	September 30, 2004
Status	Active

► 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

Time Sheet Status
Incomplete

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.

Pay Period Info (September 13 - September 19, 2004)			
Start	End	Deadline	Pay Date
Monday, September 13	Sunday, September 19	3 days and 3 hours from now	Friday, September 24

Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry						
				Total:		

To add a new entry to your time sheet, click here. Additional instructions about how to add time are on the next page.

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

The information above has been saved.
What would you like to do next?

Return to time sheet list	<input type="button" value="Return"/>
Log out	<input type="button" value="Log Out"/>

[Add a new note](#)

Existing notes for this time sheet:

There are no notes to display.

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

Regardless of what action you choose, your time sheet will automatically be saved.

► Once you click [Add New Entry](#), the following screen will open for you to enter time.

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
Monday, September 13, 2004	8:00AM	8:10AM	No Break		Add	Cancel
				Total:		

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
Monday, September 13	9:00 AM	11:00 AM	10 mins	1 hr 50 mins	Edit	Delete
				Total:	1 hour 50 minutes	

The information above has been saved.
What would you like to do next?

Return to time sheet list	Return
Log out	Log Out
Hand in this time sheet to your supervisor	Hand in this Time Sheet

When you've completed all your entries for the time period, click [Hand in 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. If you do not receive a pay check on this date, contact your supervisor. Your supervisor must sign off on a time sheet before it can be approved by an administrator and your wages paid to you.

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. It will be processed on the next processing date for the current pay period.

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. She will be able to re-open your time sheet so that you can add any additional entries. You will not be able to alter time entries that have been finalized and paid to you.

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 as far as **XX** pay periods and submit a 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 or 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.