NEXT GEN WEB SOLUTIONS STUDENT EMPLOYMENT - TIMESHEETS GUIDE FOR SUPERVISORS

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.

Time sheets that need attention

Student Financial Services

- (•) Only show time sheets for Jobs I supervise
- ( ) Show all time sheets in the selected Cost Center.
- ( ) Only show time sheets for which I am the primary supervisor
- (•) Show all time sheet regardless of being a primary supervisor

Time sheets incomplete by a supervisor	
Deadline	**Review**
May 10 - May 16, 2004	
5/18/2004 4:00 PM	Go To Time Sheet

Delinquent time sheets				
Student Name	**Job**	**Student Deadline**	**Last Modified**	**View Details**
May 3 - May 9, 2004				
Michael Talis	Lab Coat Organizer	5/10/2004 1:00:00 PM	Never Started	Review
May 24 - May 30, 2004				
Walter Billmyer	Lab Coat Organizer	5/31/2004 1:00:00 PM	3 weeks ago	Review

Submitted time sheets awaiting review				
Student Name	**Job**	**Deadline**	**Hours Worked**	**Review**
June 21 - June 27, 2004				
Michael Talis	Lab Coat Organizer	6/29/2004 4:00 PM	18.75 Hours	Review

Time sheets can be organized under five possible categories:

- *Time sheets 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 do so, click Go to Time Sheet.
- *Time sheets returned by administrator* - 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

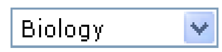
administrator for approval. Click Review and you will have the option of editing the time sheet yourself or sending it back to the student for revision.

- *Resubmitted time sheets* – These are time sheets revised and resubmitted by students for your approval. They must be approved by the deadline listed next to them. Click Review to do so.
- *Delinquent time sheets* – 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 e-mail reminder to the student or to take control of the time sheet, click Review.
- *Submitted time sheets awaiting review* – These time sheets have been completed by students and submitted for your review. They must be approved by the deadline listed next to them. Click Review to do so.

> NOTE: 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.

▸ 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**.



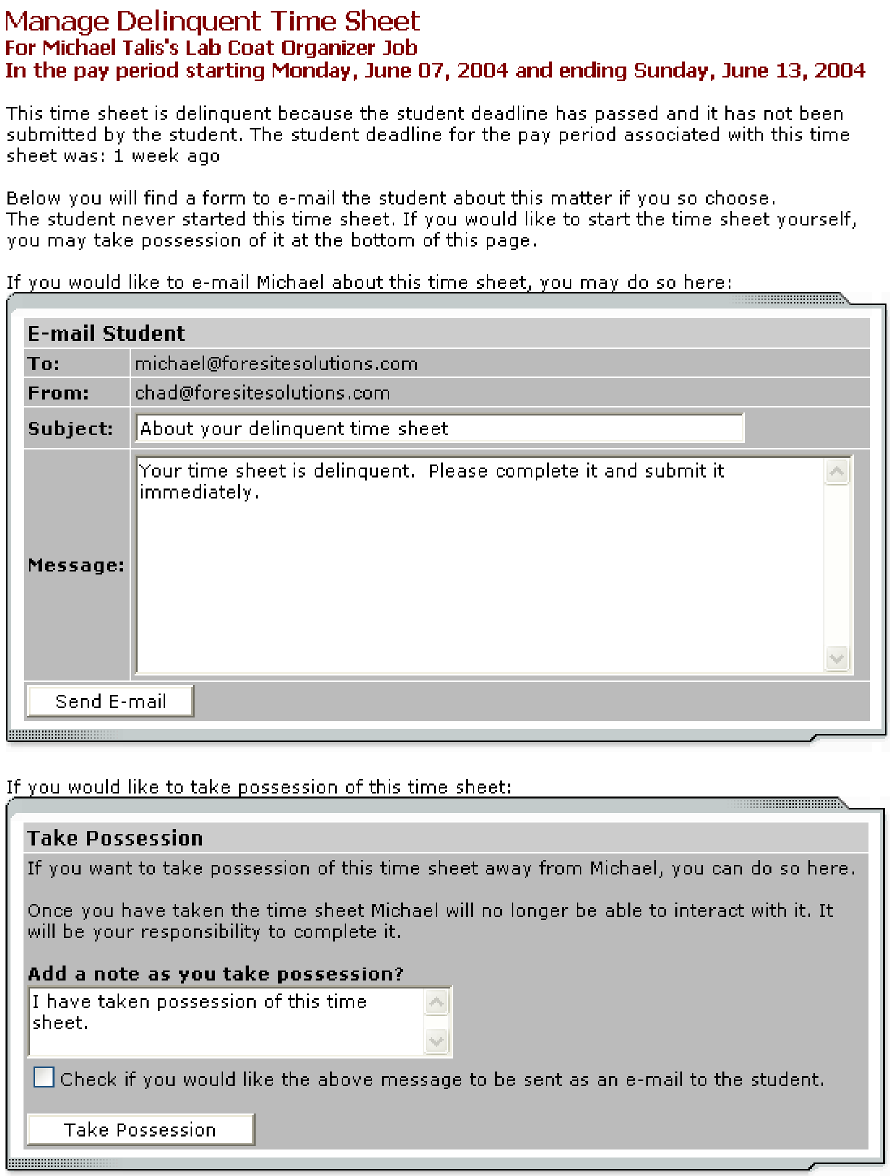
▸ Warnings

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, hover your mouse over it for instructions on how to resolve the warning.

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 Review next to the delinquent time sheet on the *To-Do Items* page, you can access both functions.



Manage Delinquent Time Sheet
For Michael Talis's Lab Coat Organizer Job
In the pay period starting Monday, June 07, 2004 and ending Sunday, June 13, 2004

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: 1 week 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 Michael about this time sheet, you may do so here:

E-mail Student

To:	michael@foresitesolutions.com
From:	chad@foresitesolutions.com
Subject:	About your delinquent time sheet
Message:	Your time sheet is delinquent. Please complete it and submit it immediately.

Send E-mail

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 Michael, you can do so here.

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

Add a note as you take possession?

I have taken possession of this time sheet.

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

Take Possession

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.)

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 for which I am the Primary Supervisor on a hire		
Lab Coat Organizer	Manage Job	View Hires

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	Manage Job	View Hires

Student Name	Extras	Current Time sheet	All Time sheets
Michael Talis	Details	Go to time sheet	All time sheets

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.

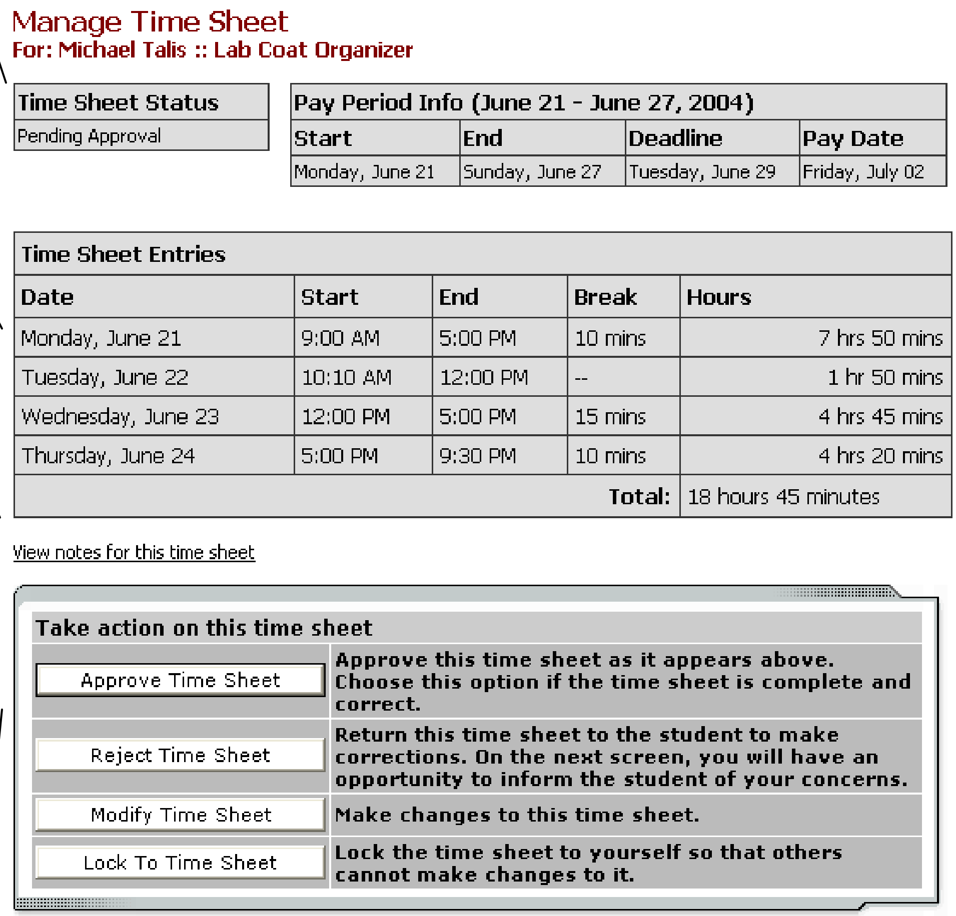
This section of the page informs you of the time sheet's status and important dates. *Deadline* refers to the date by which you must approve this time sheet and submit it to an administrator.

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. Each option is explained just to the right of the button.



Manage Time Sheet

For: Michael Talis :: Lab Coat Organizer

Time Sheet Status
Pending Approval

Pay Period Info (June 21 - June 27, 2004)			
Start	**End**	**Deadline**	**Pay Date**
Monday, June 21	Sunday, June 27	Tuesday, June 29	Friday, July 02

Time Sheet Entries				
Date	**Start**	**End**	**Break**	**Hours**
Monday, June 21	9:00 AM	5:00 PM	10 mins	7 hrs 50 mins
Tuesday, June 22	10:10 AM	12:00 PM	--	1 hr 50 mins
Wednesday, June 23	12:00 PM	5:00 PM	15 mins	4 hrs 45 mins
Thursday, June 24	5:00 PM	9:30 PM	10 mins	4 hrs 20 mins
			Total:	18 hours 45 minutes

View notes for this time sheet

Take action on this time sheet	
Approve Time Sheet	Approve this time sheet as it appears above. Choose this option if the time sheet is complete and correct.
Reject Time Sheet	Return this time sheet to the student to make corrections. On the next screen, you will have an opportunity to inform the student of your concerns.
Modify Time Sheet	Make changes to this time sheet.
Lock To Time Sheet	Lock the time sheet to yourself so that others cannot make changes to it.