



# Student Employee Training



# 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.

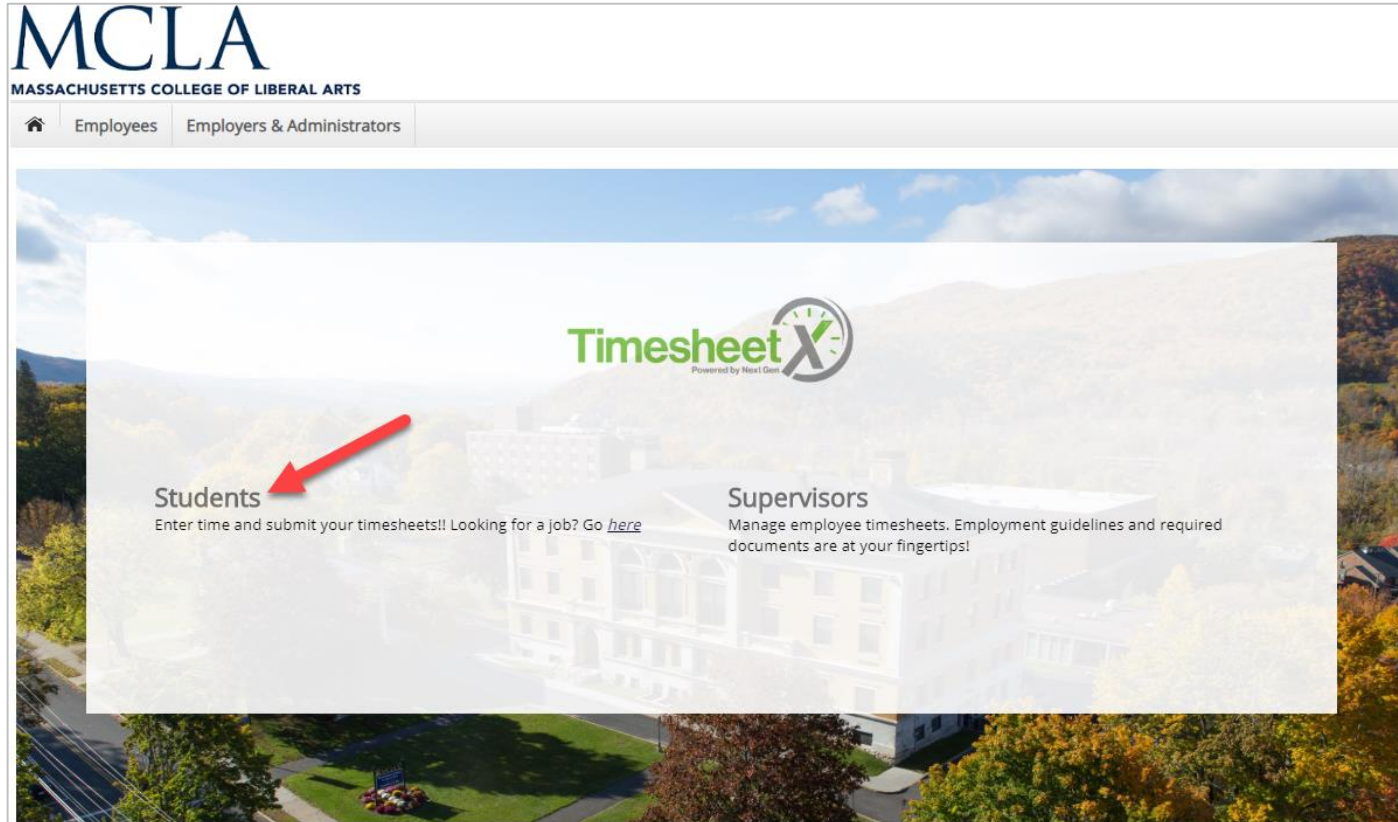
## Benefits for Student Employees

- Automated reminder notices to ensure timely submission of your timesheet.
- Helpful edits ensure quality timesheet entries.
- Award Balance Display
- Never a lost timesheet
- Web accessibility
- Paper Timesheets Eliminated
- Full Work History at your Fingertips

# Today's Training Topics

- Student Employee Enters Time
- Student Employee Turns in Timesheet

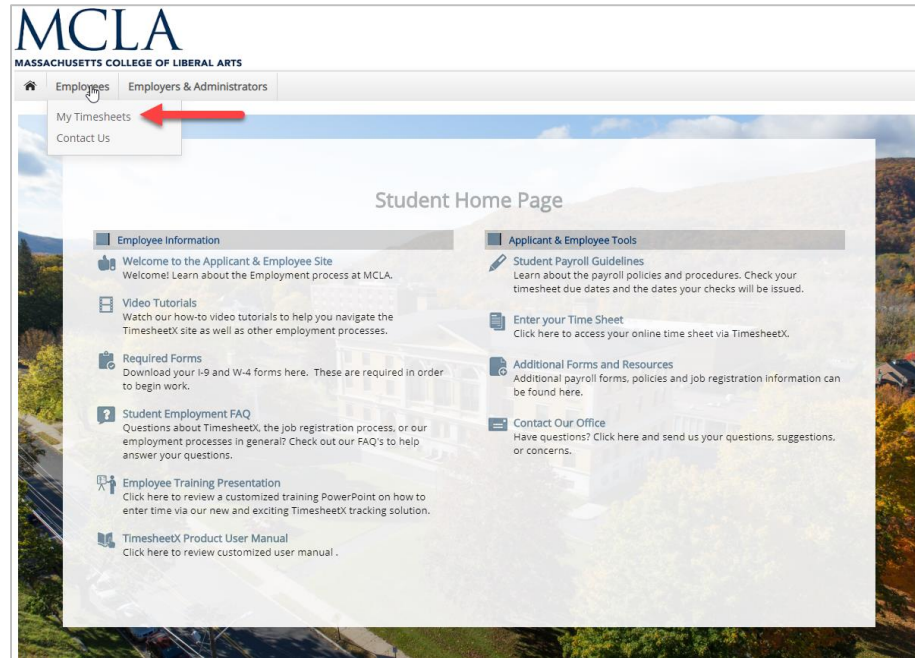
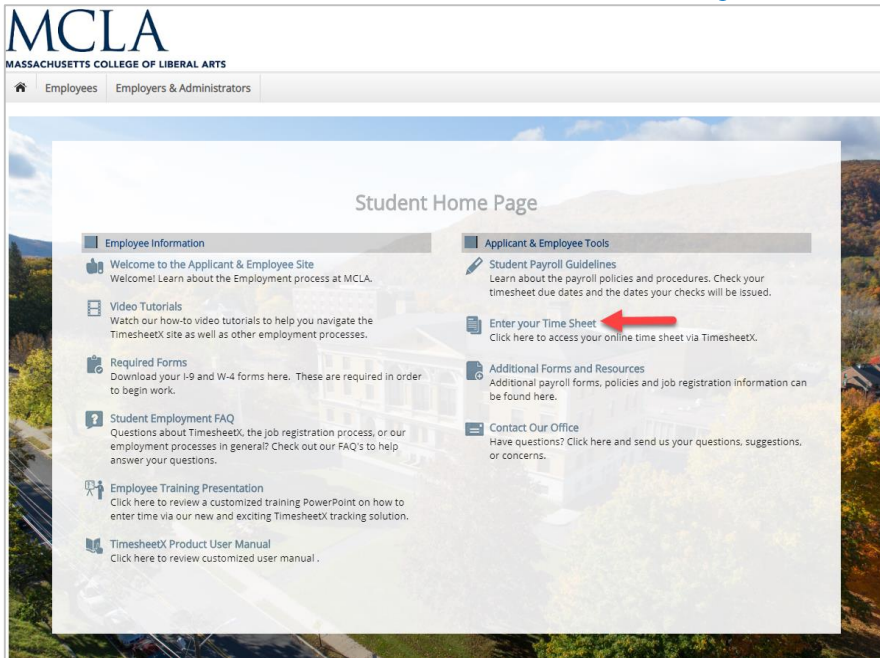
# First time visiting MCLA's TimesheetX site?



Please navigate to the following URL and click the 'Students' link to access the TimesheetX Student Home Page.

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

# My Timesheets



To enter time worked on your timesheet, you can either click the 'Enter your Timesheet' link in the top right section of the Student Home Page

OR

Click the 'My Timesheets' link found on the Employees horizontal menu at the top left section of your screen.

# Login to TimesheetX

myMCLA 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 MCLA Portal, please enter your MCLA ID and Password to login to TimesheetX.



Once you're hired, what do you do?



# Enter a Timesheet

**MCLA**  
MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Welcome, Ted b Rogers2 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

### My Timesheets

Welcome, Ted b Rogers2. Below you will find your jobs.

[Current Hires, Awards & Class schedules \(3\)](#) [Upcoming Hires & Awards \(0\)](#) [Old Hires & Awards \(0\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Test Financial Aid Job - 06/12/19</a>	Financial Aid (F03AA-3052-3P-CC5-0000)	\$10.00	05/12/2019	12/31/2019	Test On-Campus Supervisor

= Active  = Inactive  = Closed  = Pending

Account Name	Amount	Balance	Term
College Funded Position	\$1,000.00	\$1,000.00	CFP Academic Year 2018 - 2019 (08/01/2018 - 07/15/2019)

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

First, click the 'Title' link to access your timesheets. If you have more than one job, click on the appropriate 'Title'.

# Start a Timesheet

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Home Employees Help

**Hire Time Sheets**

**Job Title** Test Financial Aid Job - 06/12/19  
**Supervisor** Test On-Campus Supervisor  
**Wage** \$10.00  
**Start Date** May 12, 2019  
**End Date** December 31, 2019  
**Status** Active

**Time Sheets for Job: Test Financial Aid Job - 06/12/19**

Status	Pay Period	Actual Earnings	Time Sheet
	06/09/19 - 06/22/19 Sunday, June 09 - Saturday, June 22, 2019		<a href="#">Start time sheet</a>



If this is the first time you are entering a timesheet for the current pay period, click the 'Start timesheet' link to the right of the pay period you wish to enter time.

# Start a Timesheet

The screenshot shows the MCLA (Massachusetts College of Liberal Arts) student employment portal. A confirmation dialog box is displayed in the center, with a red arrow pointing to the 'OK' button. The dialog box text reads: 'mcla.studentemployment.ngwebsolutions.com says You are about to start a new time sheet for the pay period starting Sunday, June 09. It will be due: Thursday, June 20'. The 'OK' button is blue, and the 'Cancel' button is white with a blue border. In the background, the portal header includes the MCLA logo, navigation links for 'Employees' and 'Help', and a user greeting 'Welcome, Ted b Rogers2 | Logout'. Below the header, the 'Hire Time Sheets' section lists details for a job: 'Test Financial Aid Job - 06/12/19', supervised by 'Test On-Campus Supervisor', with a wage of '\$10.00', starting on 'May 12, 2019', and ending on 'December 31, 2019'. The status is 'Active'. Below this, the 'Time Sheets for Job: Test Financial Aid Job - 06/12/19' section contains a table with columns for 'Status', 'Pay Period', 'Actual Earnings', and 'Time Sheet'. The table has one row with a red 'X' icon in the 'Status' column, a pay period of '06/09/19 - 06/22/19' (Sunday, June 09 - Saturday, June 22, 2019), and a 'Start time sheet' link in the 'Time Sheet' column.

If you clicked 'Start Timesheet', then click 'OK' on the confirmation dialog box.

# Add a New Timesheet Entry for Time Worked

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[Home](#) [Employees](#) [Help](#)

### Manage Time Sheet

Employee [Ted b Rogers2](#)  
Job Title Test Financial Aid Job - 06/12/19  
Status Incomplete  
Pay Period 06/09/19 - 06/22/19  
Deadline June 20, 2019 9:00 AM

**Actions**  
[Return to hire »](#)

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>						
» <a href="#">Add New Entry</a> 						

### Class Schedule

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

Click 'Add New Entry' to enter your time.

# Add a New Timesheet Entry for Time Worked

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MASSACHUSETTS COLLEGE OF LIBERAL ARTS

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Home Employees Help

### Manage Time Sheet

Employee [Ted b Rogers2](#)  
Job Title Test Financial Aid Job - 06/12/19  
Status Incomplete  
Pay Period 06/09/19 - 06/22/19  
Deadline June 20, 2019 9:00 AM

Actions  
[Return to hire »](#)

#### Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
<a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Sunday, June 9, 2019	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Sunday, June 9, 2019  
Monday, June 10, 2019  
Tuesday, June 11, 2019  
Wednesday, June 12, 2019  
Thursday, June 13, 2019  
Friday, June 14, 2019

	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Intro Psychology ( <a href="#">details</a> )	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  
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Supervisor Deadline - Friday, June 21, 2019 (9:00AM)  
Pay Date - Friday, June 28, 2019

Select the date you wish to enter time and the applicable Start Time.

# Add a New Timesheet Entry for Time Worked

**MCLA**  
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Welcome, Ted b Rogers2 | [Logout](#)

Home Employees Help

### Manage Time Sheet

Employee [Ted b Rogers2](#)  
Job Title Test Financial Aid Job - 06/12/19  
Status Incomplete  
Pay Period 06/09/19 - 06/22/19  
Deadline June 20, 2019 9:00 AM

**Actions**  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
<a href="#">» Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Sunday, June 9, 2019	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

**Class Schedule**

Course Title	Start Date	Days	Start	End
Beginning Algebra ( <a href="#">details</a> )	06/01/2017	9 M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	8 Tu Th	9:30 AM	10:45 AM
Intro Psychology ( <a href="#">details</a> )	06/01/2017	9 Tu Th	11:00 AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors

**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

End time dropdown menu:  
8:15AM  
8:30AM  
8:45AM  
9:00AM  
9:15AM  
9:30AM  
9:45AM  
10:00AM  
10:15AM  
10:30AM  
10:45AM  
11:00AM  
11:15AM  
11:30AM  
11:45AM  
12:00PM  
12:15PM  
12:30PM  
12:45PM  
1:00PM

Select the end time for the day you are entering time.

# Add a New Timesheet Entry for Time Worked

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Welcome, Ted b Rogers2 | [Logout](#)

Home Employees Help

### Manage Time Sheet

Employee [Ted b Rogers2](#)  
Job Title Test Financial Aid Job - 06/12/19  
Status Incomplete  
Pay Period 06/09/19 - 06/22/19  
Deadline June 20, 2019 9:00 AM

Actions  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
<a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Sunday, June 9, 2019	8:00AM	11:00AM	No Break	Add Cancel

Class Schedule

Course Title	Start Date	End Date	Start	End
Beginning Algebra ( <a href="#">details</a> )	06/01/2017	12/31/2019	AM	11:50 AM
Coll Readng&Stdy Skl ( <a href="#">details</a> )	06/01/2017	12/31/2018	AM	10:45 AM
Intro Psychology ( <a href="#">details</a> )	06/01/2017	12/31/2019	AM	12:15 PM

Pay Period Info Hire Details Awards Supervisors Accounts Note

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

1. Add meal break time taken, if applicable.
2. Click 'Add' to save your timesheet entry.

## Manage Time Sheet

Employee [Ted b Rogers2](#)  
 Job Title Test Financial Aid Job - 06/12/19  
 Status Incomplete  
 Pay Period 06/09/19 - 06/22/19  
 Deadline June 20, 2019 9:00 AM

### Actions

[Submit time sheet »](#)  
[Return to hire »](#)

### Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	8:00 AM	11:00 AM	--	3 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
				<b>Total:</b>	3 hrs	

» [Add New Entry](#)

## Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra ( <a href="#">details</a> )	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
Intro Psychology ( <a href="#">details</a> )	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  
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 Pay Date - Friday, June 28, 2019

1. If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).
2. If you wish to log out, click the 'Log out' button and you will return to the MCLA TimesheetX Home page.



Done Entering Time?

It's time to turn your timesheet in!

# Submit Timesheet to Supervisor

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Welcome, Ted b Rogers2 | [Logout](#)

Home Employees Help

### Manage Time Sheet

Employee [Ted b Rogers2](#)  
Job Title Test Financial Aid Job - 06/12/19  
Status Incomplete  
Pay Period 06/09/19 - 06/22/19  
Deadline June 20, 2019 9:00 AM

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Sunday, June 09	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		

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra ( <a href="#">details</a> )	06/01/2017	12/31/2019	M W	10:00 AM	11:50 AM
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	12/31/2018	Tu Th	9:30 AM	10:45 AM
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Supervisor Deadline - Friday, June 21, 2019 (9:00AM)  
Pay Date - Friday, June 28, 2019

At the conclusion of the Pay Period, the student employee will need to click the 'Submit timesheet' link to forward their electronic timesheet to their supervisor for review and approval.

# Submit Timesheet to Supervisor

# MCLA

MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Welcome, Ted b Rogers2 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

## Review Time Sheet

Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

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



Click the 'Submit Timesheet' link.

# Submit Timesheet to Supervisor

The screenshot shows the MCLA (Massachusetts College of Liberal Arts) student employment portal. The page title is "Review Time Sheet" and it includes a navigation menu with "Employees" and "Help". A confirmation dialog box is open, stating: "mcla.studentemployment.ngwebsolutions.com says By clicking 'Submit Time Sheet' below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge." The dialog box has "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button. Below the dialog box, a table titled "Time Sheet Entries" displays the following data:

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

At the bottom of the page, there are "Submit Time Sheet" and "Cancel" buttons. The user is logged in as "Welcome, Ted b Rogers2" and has a "Logout" link.

Click 'OK' to confirm. By clicking the 'OK' button, the student employee is agreeing to the timesheet information they've entered is correct to the best of their knowledge.

This step replaces the wet signature on a paper timesheet with an electronic signature on this paperless timesheet.

## Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

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

[Return to My Jobs](#)

Your timesheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting their review and approval.

You will not be able to access your timesheet again unless your supervisor rejects it back to you during their review process.

**Congratulations!  
You're Finished!**



# Questions?

