Supervisor Training

**Timesheet X** = 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 Supervisors

- ➤ 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

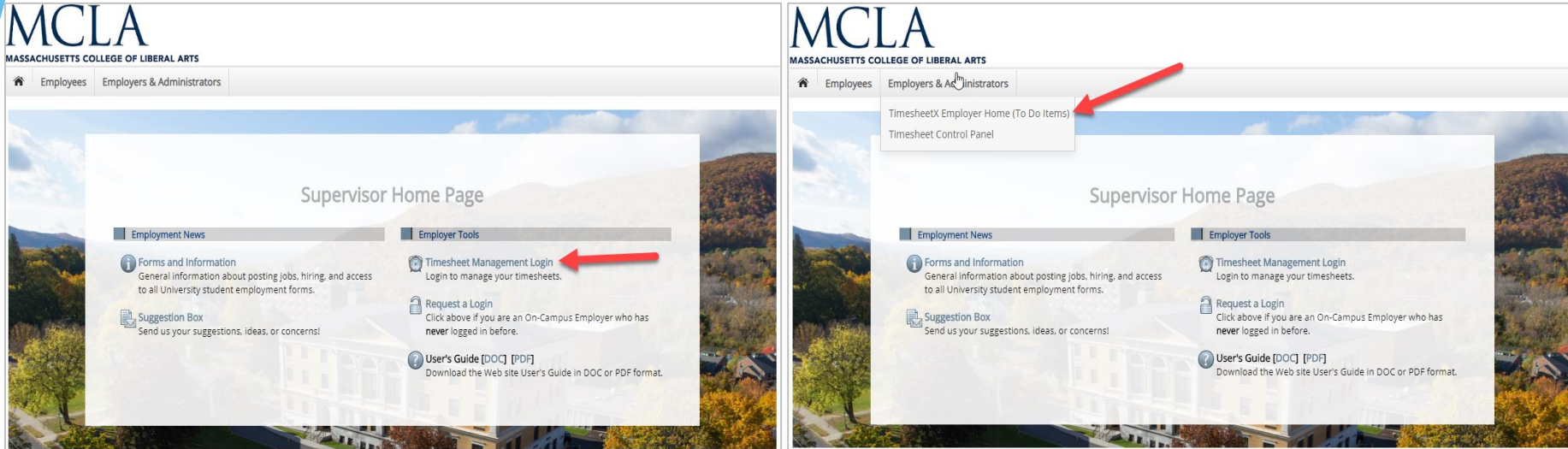# First time visiting MCLA's Timesheet X site?
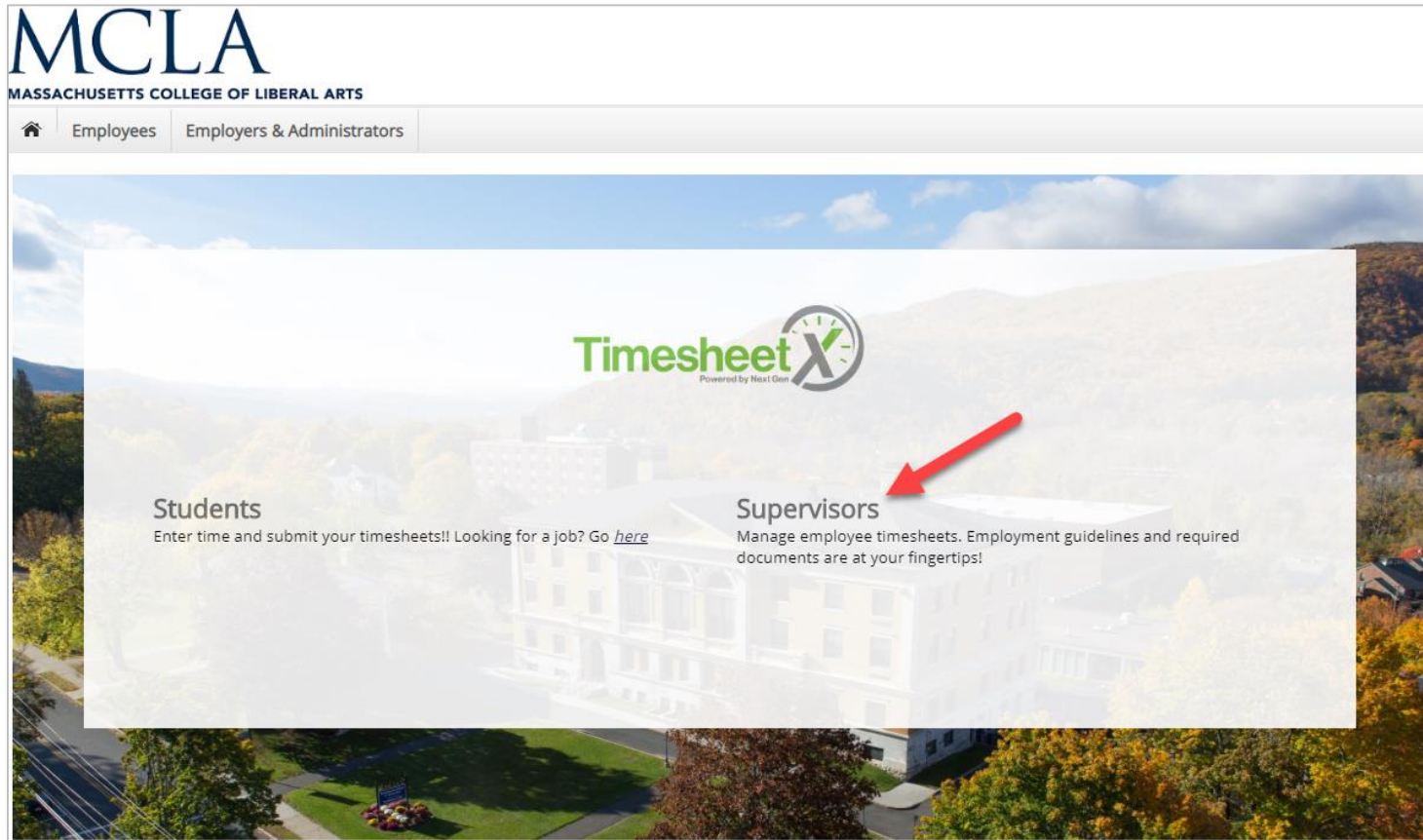


Please navigate to the following URL and click the 'Supervisors' link to access the TimesheetX On-Campus Supervisor home Page.

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



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



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



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



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



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



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



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

# Edit an Individual Student Employee's Timesheet



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



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



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

# Reject your Student Employee's Timesheet



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



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



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



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.

# View Pay Period Information



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

# View Hire Details



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

# View Award Information



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



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



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



> ➢ Enter the student employee's last name or Employee ID.

> ➢ Click the student employee's name link.

# Search / View Award and Class Schedule Details



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

# WE'RE FINISHED!

# Questions?