Student Employee Training

MCLA
MASSACHUSETTS COLLEGE OF LIBERAL ARTS
➢ **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/
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.
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?
First, click the ‘Title’ link to access your timesheets. If you have more than one job, click on the appropriate ‘Title’.
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.
If you clicked ‘Start Timesheet’, then click ‘OK’ on the confirmation dialog box.
Add a New Timesheet Entry for Time Worked

Click ‘Add New Entry’ to enter your time.
Select the date you wish to enter time and the applicable Start Time.
Select the end time for the day you are entering time.
1. Add meal break time taken, if applicable.
2. Click ‘Add’ to save your timesheet entry.
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

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

Click the ‘Submit Timesheet’ link.
Submit Timesheet to Supervisor

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.
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?