How to enter time in TimesheetX

- 1. Hourly student employees can visit the TimesheetX Portal through <u>TigerHub</u>, or the <u>Student Employment</u> and <u>Graduate School</u> websites.
- 2. From the TimesheetX portal, click "Student Employees and then "My Timesheets."

| - | PRINCETON UNIVERSITY Student Employment | | | | | | | |
|-----------------------|---|-----------------------|---------|------------|------------|------------------------------|-------------------|-------------------|
| | | | | | | Welcome, | Roy a Roger | s1 <u>Logou</u> |
| * | Student Employees - Help | | | | | | | |
| ly Times | My Dashboard Find a Job | | | | | | | |
| /elcom | My Timesheets 📕 you will find your jobs. Manage My Profile Contact Us | | | | | | | |
| mployr | ment Eligibility Forms & Details | | | | | | | |
| Criteria | | Status | | | | | | |
| 19 Status | | Completed | | | | | | |
| W4 Status | | Completed | | | | | | |
| isplay: | Current/Future ~ Employee information | | | | | | | |
| ob Title | | Cost Center | Wage | Start Date | End Date | Supervisor | Forms / Status | Hire Status |
| Resident | tial Assistant | STUDENT EMPLOYMENT | \$12.50 | 08/27/2020 | 12/31/2020 | NextGen TimAdmin | | Active |
| Test the only 8/21 | commission job field as admin only for on-campus Undergrad Job type 1/20 | STUDENT EMPLOYMENT | \$15.00 | 08/07/2020 | 02/28/2021 | Test On-Campus Supervisor | | Active |
| Test - FW | VS -New Job Template - 08-03-2020 | STUDENT EMPLOYMENT | \$14.00 | 08/01/2020 | 04/30/2021 | Taige Test Employer | | Active |

3. Once you have selected a job, you should be able to click "Start time sheet." Please choose the correct pay period.

| re Er | mployees - Help - | This site says | * |
|---------------|--|--|-------------------|
| Hire Time She | eets | You are about to start a new time sheet for the pay period | |
| Job Title | e Student Employee | | |
| Superviso | r Test On-Campus Supervisor | OK Cancel | |
| Wag | e \$8.00 | | |
| Start Date | e August 1, 2020 | | |
| End Date | e May 31, 2021 | | |
| Statu | s Active | | |
| Time Sh | eets for Job: Student Employee | | |
| Status | Pay Period | Actual Earnings Act | cruals Time Sheet |
| × | 10/01/2020 - 10/31/2020 Thursday. October 01 - Saturday. October 31, 2020 | | Start time sheet |
| 0.0 | 09/01/2020-09/30/2020 | | Start time cheet |
| * | Tuesday, September 01 - Wednesday, September 30, 2020 | | Start time sneet |
| ~ | 08/01/2020-08/31/2020 | | Start time sheet |
| ~ | Saturday, August 01 - Monday, August 31, 2020 | | |
| | | | |

4. Once in the timesheet, click "Add New Entry" to submit your time for the day. Specify time worked via the drop-down menu, and click "Add" when you are finished with the entry. If you are using sick time, please change the pay code to "New Jersey Sick."

| Date | Pay Code | Start | End | Break | |
|--------------|---------------------|--|-----|-------|--|
| There are no | entries to display. | worked for this nay period | | | |
| | | a set of the set of th | | | |

5. Once you are finished entering time, click "Return to Hire" or exit your browser. <u>NOTE:</u> <u>DO not click "Submit Time Sheet" unless it is the end of the pay period and you have</u> <u>completed all time entries for your job.</u>

| 🛪 Employees • Help • | | | | | | | | | | |
|---|--|--|---|--------------------------------------|--------|-------|---------|-------|------|---------------------|
| Aanage Time Sheet Employee <u>Roy.a.Rogers1</u> Job Title Student Employee Status Incomplete Pay Period 10/01/2020 - 10/31/2020 Deadline November 1, 2020 12:00 PM | Pay Period Info 10/01/2020 - Start - Thursday End - Saturday, Employee Dead Supervisor Dea Pay Date - Sund | Accruals Hil 10/31/2020 v, October 1, 20 October 31, 20 October 31, 20 October 31, 20 October 31, 20 October 31, 20 October 31, 20 October 32, 20 October 32 | e Details Awards 20 20 4ovember 1, 2020 (1 November 1, 2020 (15, 2020 | Supervisors Ar 2:00PM) 5:00PM) | counts | Notes | | | • | Submit Time Sheet » |
| Time Sheet Entries | | | | | | | | | | |
| Date | Pay Code | Start | End | 1 | Break | Total | | E | dit | Delete |
| Thursday, October 01 | HRS | | 8:00 AM | 10:00 AM | | ** | | 2 hrs | Edit | Delete |
| | Note: | | | | | | | | | |
| Add New Entry | | | | | | | | | | |
| | | | | | 0.2 | 1000 | 1002221 | 1000 | | |

6. When you have submitted all time entries for the pay period, Click "Submit Time Sheet." <u>Note: Once you have submitted your time sheet, you will not be able to edit or add</u> <u>hours to the pay period</u>