

# How to enter time in TimesheetX

1. Hourly student employees can visit the TimesheetX Portal through [TigerHub](#), or the [Student Employment](#) and [Graduate School](#) websites.
2. From the TimesheetX portal, click “Student Employees and then “My Timesheets.”

PRINCETON UNIVERSITY  
Student Employment

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

My Timesheets  
Find a Job  
My Timesheets you will find your jobs.  
Manage My Profile  
Contact Us

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">Residential Assistant</a>	STUDENT EMPLOYMENT	\$12.50	08/27/2020	12/31/2020	NextGen TimAdmin		Active
<a href="#">Test the commission job field as admin only for on-campus Undergrad job type only 8/21/20</a>	STUDENT EMPLOYMENT	\$15.00	08/07/2020	02/28/2021	Test On-Campus Supervisor		Active
<a href="#">Test - FWS -New Job Template - 08-03-2020</a>	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.

Employees - Help -

Hire Time Sheets

Job Title Student Employee  
Supervisor Test On-Campus Supervisor  
Wage \$8.00  
Start Date August 1, 2020  
End Date May 31, 2021  
Status Active

Time Sheets for Job: *Student Employee*

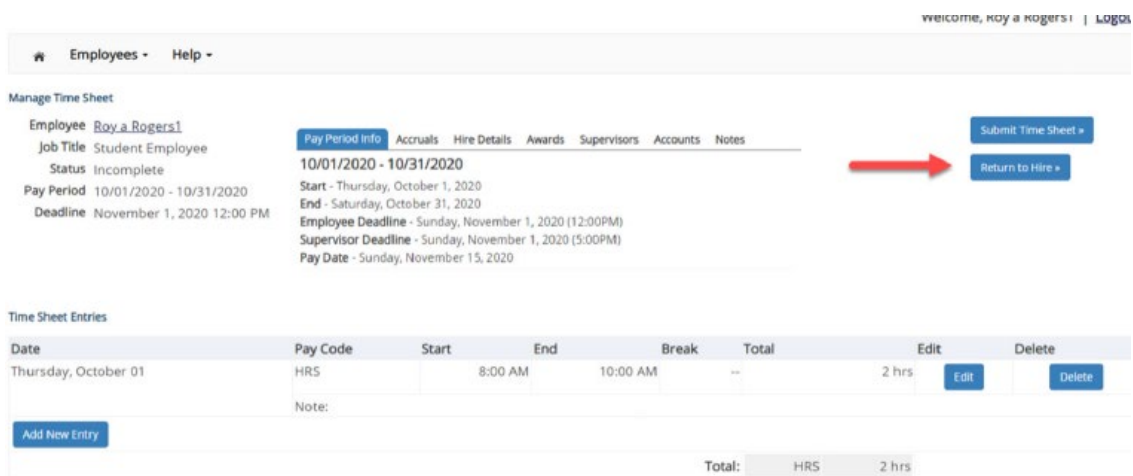
Status	Pay Period	Actual Earnings	Accruals	Time Sheet
✘	10/01/2020 - 10/31/2020 Thursday, October 01 - Saturday, October 31, 2020			<a href="#">Start time sheet</a>
✘	09/01/2020-09/30/2020 Tuesday, September 01 - Wednesday, September 30, 2020			<a href="#">Start time sheet</a>
✘	08/01/2020-08/31/2020 Saturday, August 01 - Monday, August 31, 2020			<a href="#">Start time sheet</a>

- 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.”



#### Class Schedule

- Once you are finished entering time, click “Return to Hire” or exit your browser. **NOTE: DO not click “Submit Time Sheet” unless it is the end of the pay period and you have completed all time entries for your job.**



- When you have submitted all time entries for the pay period, Click “Submit Time Sheet.” **Note: Once you have submitted your time sheet, you will not be able to edit or add hours to the pay period**