

# How to approve time in TimesheetX

1. Once you log into the system, hover below “TimesheetX” and click “TimesheetX Employer Home (To Do Items)” as shown below:

PRINCETON UNIVERSITY  
Student Employment

Student Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

ob Control Panel

Res

TimesheetX Employer Home (To Do Items) ←

Manage TimesheetX Jobs

Timesheet Control Panel

Search Student Awards and Class Schedules

Add a job

Show Jobs From All My Employers ▾

Employer Name:

Job Status:

Listed Jobs (8)

Pending Approval (4)

Review Mode (2)

Storage Mode (0)

Job Type:

Select/Deselect All

Show 25 results per page

test time entry BEE 1.26.21 Applications: 0 (0 New)

Job Id: 4577 Status: Listed

Contact Person: Test On-Campus Location: PO box 5 Jacksonville FL 32216

Supervisor

Wage: \$12.50 /hr

2. If you supervise more than one department, select cost center or choose “All Cost Centers”. Below that, you can select “Pending Approval” timesheets– shown below:

Filter by Cost center:

All Cost Centers ▾

Primary Supervisor Only

Primary or Secondary Supervisor

Filter by timesheet status:

Returned To Supervisor (0)

Incomplete By Supervisor (2)

Delinquent Timesheets (70)

Resubmitted By Employee (0)

Pending Approval (4) ←

Approved (0)

Date Range (Pay Period)

Start

2/3/2020

End

2/3/2021

Update Date Filter

3. You can choose to approve timesheets in bulk as shown below and then click “Apply Action”:

**Filter by Cost center:**

All Cost Centers

Primary Supervisor Only

Primary or Secondary Supervisor

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**Filter by timesheet status:**

Returned To Supervisor (0)

Incomplete By Supervisor (2)

Delinquent Timesheets (70)

Resubmitted By Employee (0)

Pending Approval (4)

Approved (0)

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**Date Range (Pay Period)**

Start: 2/3/2020

End: 2/3/2021

[Update Date Filter](#)

Search by employee

First Name  Last Name  [Search Employee](#)

Select All / De-Select All    Show  results per page

Pending Approval : Princeton Bi-Weekly Pay Schedule: 01/25/2021 - 02/07/2021

Job	Total HRS	Supervisor	Deadline	Last Modified
<input checked="" type="checkbox"/> <a href="#">Roy a Rogers1</a> Dishroom Assistant Undergraduate Job - 10/21/2020	17 hrs		2/9/2021 12:00 PM	2/3/2021 11:49 AM <a href="#">Q</a> <a href="#">✉</a>
<input checked="" type="checkbox"/> <a href="#">Roy a Rogers1</a> Reserve Assistant	23 hrs		2/9/2021 12:00 PM	2/3/2021 11:50 AM <a href="#">Q</a> <a href="#">✉</a>
<input checked="" type="checkbox"/> <a href="#">Ted b Rogers2</a> Dishroom Assistant Undergraduate Job - 10/21/2020	9 hrs		2/9/2021 12:00 PM	2/3/2021 11:52 AM <a href="#">Q</a> <a href="#">✉</a>
<input checked="" type="checkbox"/> <a href="#">Frank c Rogers3</a> Reserve Assistant	47 hrs 15 mins		2/9/2021 12:00 PM	2/3/2021 11:57 AM <a href="#">Q</a> <a href="#">✉</a>
	NJ SICK		0.13 hrs	

3a. If necessary, you can view and edit individual timesheets entered before approving.

- To view a student’s detailed timesheet, click the magnifying glass .
- To contact a student with questions, click the email icon.

**Last Modified**

2/3/2021 11:49 AM [Q](#) [✉](#)

2/3/2021 11:50 AM [Q](#) [✉](#)

2/3/2021 11:52 AM [Q](#) [✉](#)

2/3/2021 11:57 AM [Q](#) [✉](#)

Then you will see the student's timesheet.

Manage Time Sheet

Employee Roy a Rogers1  
Job Title Reserve Assistant  
Status Pending Approval  
Pay Period 01/25/2021 - 02/07/2021  
Deadline February 9, 2021 12:00 PM

Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes

01/25/2021 - 02/07/2021

- Start - Monday, January 25, 2021
- End - Sunday, February 7, 2021
- Employee Deadline - Sunday, February 7, 2021 (11:59PM)
- Supervisor Deadline - Tuesday, February 9, 2021 (12:00PM)
- Pay Date - Wednesday, February 17, 2021

[ Print Time Sheet ]

Time Sheet Entries

Date	Pay Code	Start	End	Total	Edit	Delete
Wednesday, January 27	HRS	8:00 AM	5:00 PM	9 hrs	Edit	Delete
Note:						
Thursday, January 28	HRS	8:00 AM	10:00 PM	14 hrs	Edit	Delete
Note:						

Add New Entry

Total: HRS 23 hrs

Approve Return Lock

Class Schedule

- If the reported hours are correct, click "Approve." If the student submitted a timesheet with errors, or has additional time to report, you can click "return" to send the timesheet back to the student, or make corrections yourself.

## Addendum: Delinquent Timesheets

Filter by timesheet status:

- Returned To Supervisor (0)
- Incomplete By Supervisor (2)
- Delinquent Timesheets (70)
- Resubmitted By Employee (0)
- Pending Approval (4)
- Approved (0)

Delinquent timesheets are timesheets from previous pay periods students have not submitted.

You can remind students to submit their timesheets using the email icon to remind them, or can "dismiss" delinquent timesheets if you are certain that students have not worked during the delinquent pay period(s).