The College of New Jersey

TimesheetX

TRAINING

Student Employees

Getting Started

Time sheets must now be entered online for all Student Employment jobs.

You can access this system **only** through the Internet Explorer Web browser by accessing the Payroll website at: http://payroll.pages.tcnj.edu/

▸ Click on the link TimesheetX Has Arrived! No more Paper

▸ Click on the link Enter TimesheetX

‣ You will be prompted to login once you arrive at the myTCNJ site.

‣ Use your College e-mail address and password, then click <u>Log In</u>. The system will load the Timesheet **only if your supervisor hired you in JobX and the Career Center approved your job.**

‣ The HIRE TIMESHEET panel will provide you the status and access to all your time sheets for a particular job. **Hire Time Sheets**

Confirm that this is the job for which you want to manage time sheets.

You can view the details of your current job here.

Details About This Job	
Job Title	Test Summer Job
Primary Supervisor	Taige Test
Wage	$7.25
Hire Start	May 1, 2012
Hire End	August 24, 2012

Time Sheets for Job: _Test Summer Job NO stipend no account 7/16/12_

Status	Pay Period	Start Date	End Date	Time Sheet
✖	08/04/12 - 08/05/12	Saturday, August 04, 2012	Sunday, August 05, 2012	**Start time sheet**
✖	08/02/12-08/03/12	Thursday, August 02, 2012	Friday, August 03, 2012	Past Deadline / Never Started
✖	07/16/12 - 07/17/12	Monday, July 16, 2012	Tuesday, July 17, 2012	Past Deadline / Never Started
▦	07/11/2012 - 07/15/2012	Wednesday, July 11, 2012	Sunday, July 15, 2012	**Go to time sheet**
▦	05/01/12 - 07/10/12	Tuesday, May 01, 2012	Tuesday, July 10, 2012	**Go to time sheet**

These icons help identify the status of your time sheets. Hover over the icon for a description. See below for a legend of possible time sheet statuses.

Click here to access a time

If a time sheet is delinquent past a particular point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible. Please contact your supervisor if you have questions.

‣ Below is a legend of icons and corresponding time sheet statuses.

	In Progress		Pay period finalized by Payroll
	Submitted to Supervisor – Pending Approval	✖	Never Started by Student
	Approved by Supervisor		Started, but Delinquent
	Dismissed by Supervisor		Reopened by Supervisor or Administrator
	Returned by Supervisor		Unknown

4

▸ For each pay period, you must start a new time sheet. New time sheets will not be available to be started until the pay period has begun. Once you click Start New Time sheet, a window will confirm your action and will remind you of the time sheet's deadline. Even if you will not work any time for this pay period, you MUST start a time sheet and dismiss it. (See below for instructions.)

You will then be directed to this page: MANAGE TIME SHEET

Manage Time Sheet

You can confirm the status of your time sheet here.

Once you click Add New Entry, the following screen will open for you to enter time.

To add a new entry to your time sheet, click here. Additional instructions about how to add time are on the next page.

Even if you will not work any time for this pay period, you MUST start a time sheet and dismiss it by clicking here.

If you need to add a note to your time sheet such as "I didn't work on Tuesday because I was sick," do so by clicking here. Notes will be read supervisors. Notes auto-generated by the time sheet system may also appear in this list.

5

‣ Enter Your Time

Time Sheet Entries				
Date	**Start**	**End**	**Break**	**Hours**
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Saturday, August 04, 2012 ▾	8:00AM ▾	8:15AM ▾	No Break ▾	[Add] [Cancel]
Saturday, August 04, 2012				
Sunday, August 05, 2012				

Select the day for which you want to enter time. You may not enter time for days in the future, only for the current day or days in the past.

Enter your time using the drop-down menus. If you took a break during that time, enter that in the break column. You may also enter two different entries for the same day. When you have completed your entry for that day, click Add.

Once you've added your time, you can edit or delete an entry with these links.

Time Sheet Entries						
Date	**Start**	**End**	**Break**	**Hours**	**Edit**	**Delete**
Monday, September 13	9:00 AM	11:00 AM	10 mins	1 hr 50 mins	Edit	Delete
» Add New Entry						
				Total:	1 hour 50 minutes	

Actions

Submit time sheet »

Return to hire »

Log out »

When you've completed all your entries for the time period, click Submit Time Sheet. The page will reload and ask you to review your time for accuracy.

Review your time and if it is correct, click Submit Time Sheet. Otherwise, click Cancel and you can correct any entries. You will be prompted again to confirm your time sheet submission.

Once you click OK, you will no longer be able to edit this time sheet. If you realize later that you have made an error on your time sheet, contact your supervisor immediately. They may return it to you to correct or may correct it him/herself. If a time sheet is returned to you, be sure to correct it immediately and re-submit it.

Frequently Asked Questions (FAQs)

Q: **When will I get paid?**
A: You can find the date on which you will get paid listed among the pay period information at the bottom of a time sheet. If you do not receive a pay check on this date, contact your supervisor. Your supervisor must sign off on a time sheet before it can be approved by an payroll administrator and your wages paid to you.

Q: **I started a time sheet but missed the deadline for submitting it.**
Now what do I do?
A: If a time sheet is not submitted to your supervisor and approved by the time the pay period is finalized, it will not be processed. You can continue to edit and submit your time sheet even after the deadline of the pay period has passed. It will be processed on the next processing date for the current pay period.

Q: **My supervisor returned my time sheet to me. What should I do?**
A: When your time sheet is returned to you, your supervisor will include a note that informs you what needs to be corrected before it can be approved again. Access the time sheet from the main page and revise any entries, then resubmit it for approval.

Q: **I forgot to enter time from a pay period that's already been finalized and paid. What do I do now?**
A: Contact your supervisor. They will be able to re-open your time sheet so that you can add any additional entries. You will not be able to alter time entries that have been finalized and paid to you.

Q: **Why can't I enter time for a particular day?**
A: You may not enter time for days in the future, and the drop-down list of possible days reflects that rule.

Q: **Can I start a time sheet that's already past deadline?**
A: Yes, you may go back to a previous pay period and submit a time sheet to your supervisor. However, timesheets should be completed during the active pay period to avoid payment issues and wage and hour violations. Follow the standard procedures for starting a time sheet, entering time, and submitting it to your supervisor. To ensure that your supervisor understands why you're submitting an old time sheet, you may want to e-mail him/her or add a note at the bottom of the time sheet.

Q: **I worked from 10pm to 2am. Do I enter my time on one day or two?**
A: If you worked one segment of time that overlaps two days, you can enter it in one entry. To do so, simply select your start time, and then be sure the end time you select is from the bottom of the drop-down list where entries are marked with an asterisk. (The asterisk indicates times that are on the next day.) Once you click Add, the software will automatically break up your entry in to two separate days. If you need to edit that time, you must edit the entries separately.

Q: **When is the deadline for submitting my timesheet to my supervisor?**
A: Students must submit their timesheets to their supervisor by 5 pm the Monday following the end of the pay period. These dates will be listed at the bottom of your timesheet under pay period info. You will receive a reminder email 48 hours before the due date.

Q: **What internet browser should I use to access electronic timesheets?**
A: Internet Explorer