



Supervisor Training

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OF ART AND DESIGN



TimesheetX Powered by Next Gen = Total Solution

- **TimesheetX** helps schools automate the time sheet submission and approval process for employees, Supervisors, and administrators.
- **TimesheetX** is seamlessly integrated with your MASSART School information System (SIS).



Benefits for Supervisors

- Easy to manage online time sheets
- No compliance issues due to powerful edits that ensure time sheet entries comply with state/federal labor laws.
- No math errors and illegible time sheet entries previously experienced with paper time sheets
- Deadline reminders ensure timely submissions from employees and approvals for supervisors.
- Automated warnings
- Web accessibility
- E-signature enabled

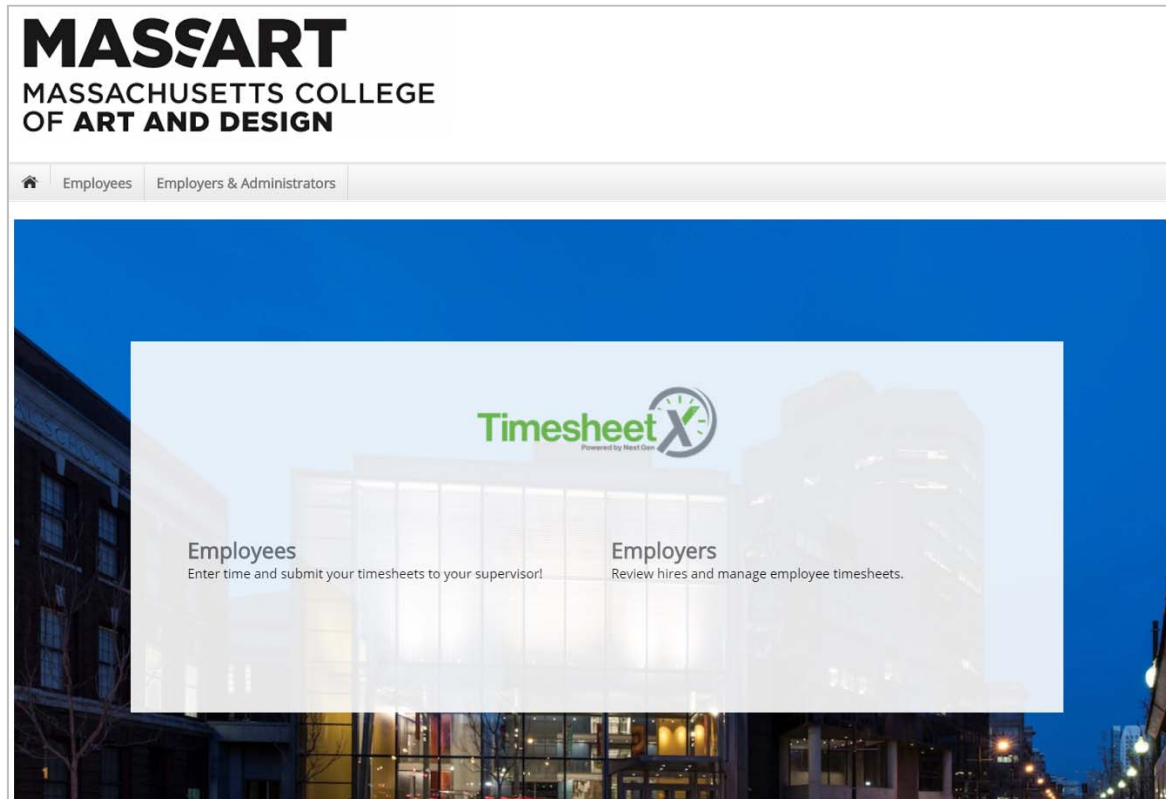
School Specific Customization

- Your site has YOUR school's look and feel
- Your site has YOUR school departments
- Your site has YOUR school customer fields
- Your site has been configured to support YOUR school specific processes.

Today's Training Topics

- Supervisor login process
- Supervisor approves a employee's time sheet

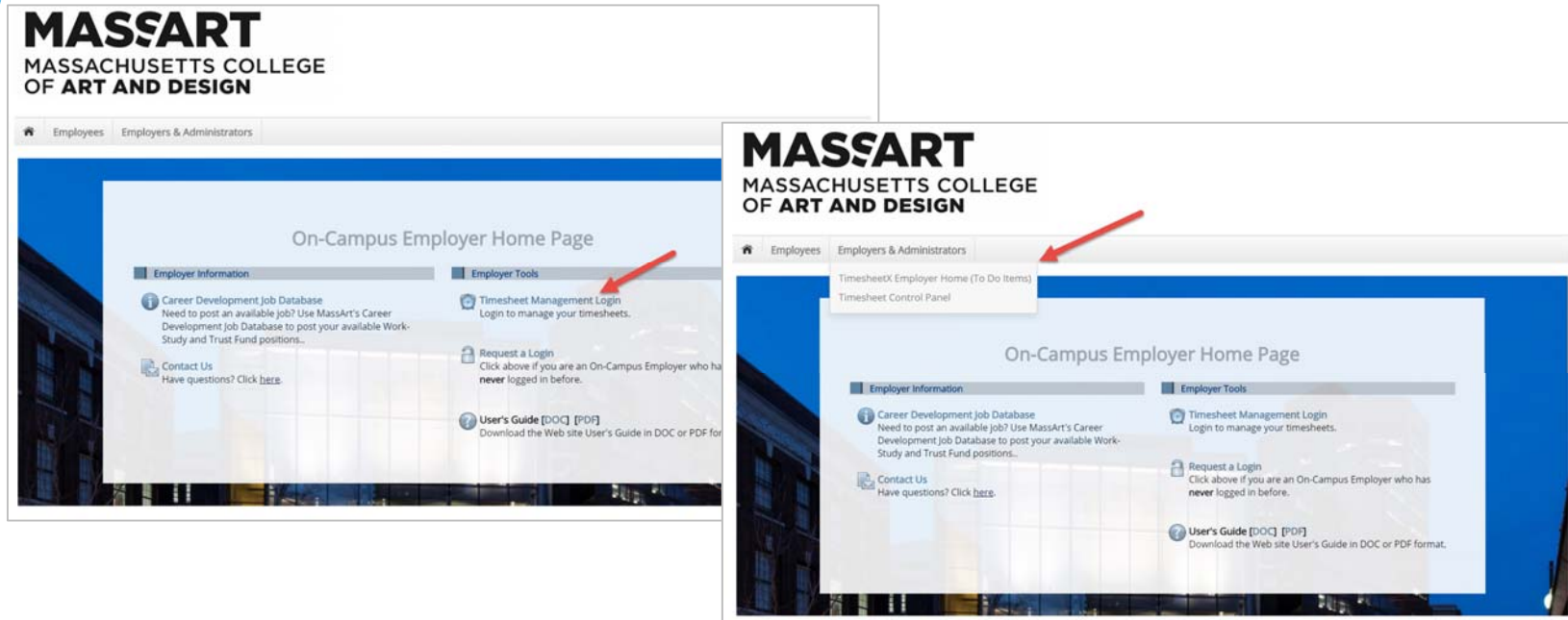
First time visiting MASSART's **TimesheetX** Powered by Next Gen site?



Please navigate to the following URL and click the 'Employers' link to access the TimesheetX On-Campus Supervisor home Page.

https://massart.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=6

TimesheetX Supervisor & Administrator Home (To Do Items)



To approve your employee(s) time sheets, you can either click the 'Timesheet Management Login' link in the middle of the On-Campus Employer Home Page

OR

Click the 'TimesheetX Supervisor Home (To Do Items)' link found on the Supervisors & Administrators horizontal menu at the top left section of your screen.

Login to TimesheetX

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Home Employees Employers & Administrators

Help

You are required to log-in to use the system. Enter your Net ID and password. By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Net ID

Password

[Employer Request Signup](#)

To login to TimesheetX, please enter your MASSART portal Net ID and Password.



Hire has been approved! ✓

Employee has completed their time sheet and turned it into you, their Supervisor! ✓

Now, it's time for you to approve their time sheet!

Review your Employee's Time Sheet

The screenshots show the 'To Do Items' page in the TimesheetX application. The left screenshot shows the 'Cost center' dropdown menu open, with 'All Cost Centers' selected. A red arrow points to the dropdown. The right screenshot shows the 'Only show time sheets for which I am the primary supervisor' radio button selected, with a red arrow pointing to it.

Table 1: Sample University Monthly Pay Period: 09/01/16 - 09/30/16

Name	Job	Total	Supervisor Deadline
Ted b Rogers2	Data Entry Specialist - 080114	20 hrs	11/1/2014 5:00 PM
	BREAK	60 mins	

Table 2: Sample University Monthly Pay Period: 10/01/14 - 10/31/14

Name	Job	Total	Supervisor Deadline	Last Modified
Ted b Rogers2	Data Entry Specialist - 080114	20 hrs	11/1/2014 5:00 PM	1/19/2017 9:31 AM
	BREAK	60 mins		

1. You will be placed on the TimesheetX 'To-Do Items' page.
2. Select a cost center from the drop-down box at the top (if you have permission to complete time sheets for more than one cost center).
3. You may need to click the radio button 'Show all time sheets regardless of being a primary supervisor' to view time sheets you may be designated as the secondary supervisor.

Filter Time Sheets by Employee

Welcome, Talge Test Employer | Logout

Employees TimesheetX Reporting Help

Welcome, Talge Test Employer

To Do Items

Cost center: All Cost Centers

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status

Returned To Supervisor (0)
 Incomplete By Supervisor (4)
 Delinquent Timesheets (202)
 Resubmitted By Employee (1)
 Pending Approval (1)

Filter by employee

First Name: T
Last Name: Rogers2
Filter by employee

Export Summary Export Details Print Timesheets Approve Timesheets Reject Timesheets Dismiss Timesheets Take Possession Email Students

Select All / De-Select All Show 25 results per page 1 to 25 of 208

Timesheet Status: Incomplete by Supervisor

Sample University Monthly Pay Period: 10/01/14 - 10/31/14

Name	Job	Total	Supervisor Deadline	Last Modified
<input type="checkbox"/> Ted b Rogers2	Data Entry Specialist - 080114	HRS 20 hrs BREAK 60 mins	11/1/2014 5:00 PM	1/19/2017 9:31 AM

1. To filter all time sheets on your 'To Do Items' page for one specific employee, simply enter the initial of the employee's first name and entire last name. Then, click the 'Filter by Employee' button. All their time sheets not currently finalized will be presented to the Supervisor/Administrator user.
2. If you wish to remove this filter to see all employees on your 'To Do Items' again, click the 'Remove Name Filter' link.

Review your Employee's Time Sheet

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Home Employees TimesheetX Reporting Help

Welcome, Taige Test Employer

To Do Items

Cost center All Cost Centers ▼

- Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status

- Returned To Supervisor (0)
 Incomplete By Supervisor (4)
 Delinquent Timesheets (202)
 Resubmitted By Employee (1)
 Pending Approval (1)

Filter by employee

First Name T
Last Name Rogers2

Filter by employee

1. When entering into this screen, all the time sheet status boxes will be checked. This will ensure all time sheets (in any status) are being presented to the supervisor.
2. To locate time sheets requiring approval, you can uncheck the other time sheet status boxes and leave the box checked next to the 'Pending Approval' status only.

Review your Employee's Time Sheet

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The screenshot displays the MASSART Time Sheet system interface. At the top, there is a navigation bar with 'Employees', 'TimesheetX', 'Reporting', and 'Help' menus. Below this, a 'Welcome, Taige Test Employer | Logout' message is visible. The main area is titled 'To Do Items' and contains several filter options: 'Cost center' (set to 'All Cost Centers'), 'Filter by timesheet status' (with checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (4)', 'Delinquent Timesheets (202)', 'Resubmitted By Employee (1)', and 'Pending Approval (1)'), and 'Filter by employee' (with 'First Name' and 'Last Name' fields, the latter containing 'Rogers2').

Below the filters, there is a toolbar with icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets', 'Reject Timesheets', 'Dismiss Timesheets', 'Take Possession', and 'Email Students'. A 'Select All / De-Select All' checkbox and a 'Show 25 results per page' dropdown are also present. The main list shows a 'Timesheet Status: Incomplete by Supervisor' for 'Sample University Monthly Pay Period: 10/01/14 - 10/31/14'. A table lists the employee 'Ted b Rogers2' with a total of 20 hours and a supervisor deadline of 11/1/2014 5:00 PM. A magnifying glass icon is visible next to the employee name.

The magnified view shows the 'Employee: Ted b Rogers2' details, including 'Cost Center: Student Employment Office', 'Job Title: Data Entry Specialist - 080114', 'Status: Incomplete', 'Pay Period: 10/01/14 - 10/31/14', and 'Deadline: November 1, 2014 12:00 PM'. A 'Time Sheet Entries' table is displayed with the following data:

Date	Pay Code	Start	End	Break	Total
Saturday, October 4, 2014	HRS	8:00 AM	5:00 PM	30	8 hrs 30 mins
Sunday, October 5, 2014	HRS	8:00 AM	8:00 PM	30	11 hrs 30 mins
Total:					HRS 20 hrs BREAK 60 mins

Below the table are 'Approve', 'Reject', and 'Lock' buttons. A 'Class Schedule' table is also visible at the bottom of the magnified view.

Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.

Approve your Employee's Time Sheet

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Welcome, Talge Test Employer | Logout

Employees TimesheetX Reporting Help

Welcome, Talge Test Employer
To Do Items

Cost center: All Cost Centers

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status: Returned To Supervisor (0) Incomplete By Supervisor (4) Delinquent Timesheets (202) Resubmitted By Employee (1) Pending Approval (1)

Filter by employee: First Name: T Last Name: Rogers2

Export Summary Export Details Print Timesheets **Approve Timesheets** Reject Timesheets Dismiss Timesheets Take Possession Email Students

Select All / De-Select All Show 25 results per page 1 to 25 of 208

Timesheet Status: Incomplete by Supervisor

Sample University Monthly Pay Period: 10/01/14 - 10/31/14

Name	Job	Total	Supervisor Deadline	Last Modified
<input type="checkbox"/> Ted b.Rogers2	Data Entry Specialist - 080114	HRS: 20 hrs BREAK: 60 mins	11/1/2014 5:00 PM	1/19/2017 9:31 AM

If you have multiple time sheets you'd like to approve, simply click the box next to each time sheet you wish to approve. Then, click the 'Approve time sheets' icon at the top of your 'To Do' page.