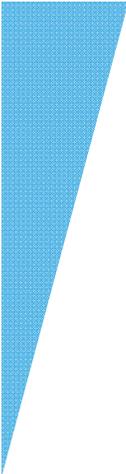




Employee Training

MASSART
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TimesheetX Powered by Next Gen = Total Solution

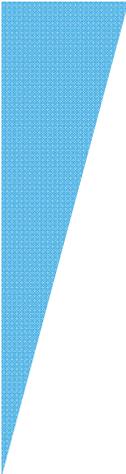
- **TimesheetX** helps schools automate the time sheet submission and approval process for employees, employers, and administrators.
- **TimesheetX** is seamlessly integrated with your MASSART School information System (SIS).

Benefits for Employees

- Automated reminder notices to ensure timely submission of your time sheet.
- Helpful edits ensure quality time sheet entries.
- Award Balance Display
- Never a lost time sheet
- Web accessibility
- Paper Time Sheets Eliminated
- Full Work History at your Fingertips

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 specific MASSART College processes.

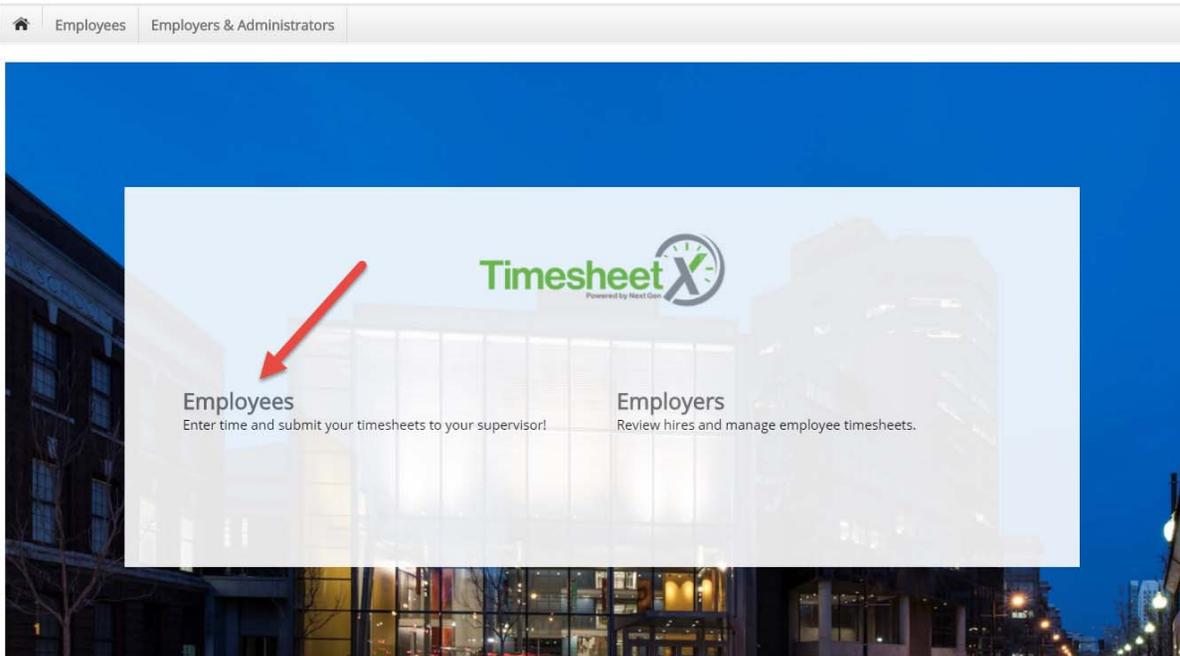


Today's Training Topics

- Employee Enters Time
- Employee Turns in Time Sheet

First time visiting MASSART's TimesheetX site?

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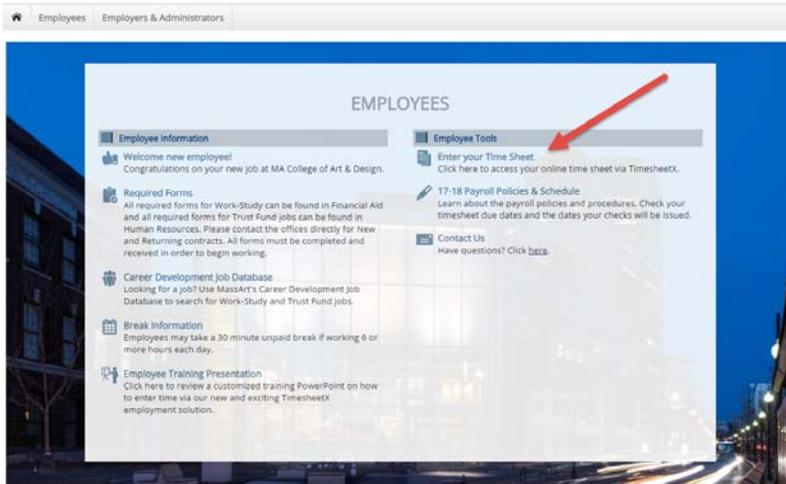


Please navigate to the following URL and click the 'Employees' link to access the TimesheetX Employee home Page.

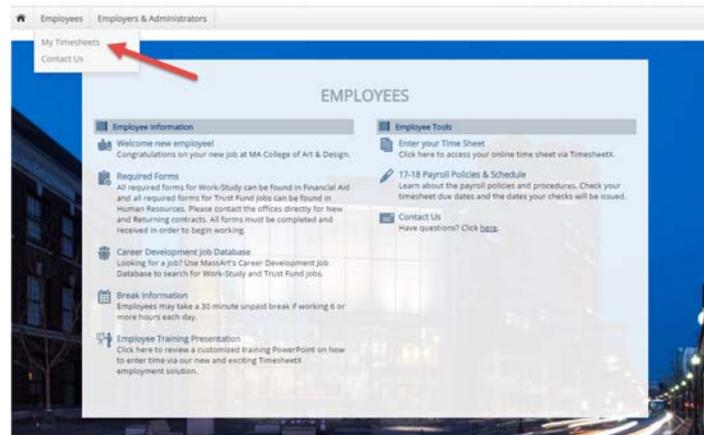
https://massart.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=6

My Timesheets

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To enter time worked on an your time sheet, you can either click the 'Enter your Time Sheet' link in the top right section of the Employee Home Page

OR

Click the 'My Timesheets' link found on the Employees horizontal menu at the top left section of your screen.

Login to TimesheetX

MASSART
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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.



Once you're hired, what do you do?

Enter a Time Sheet

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

Home Employees Help

My Timesheets

Welcome, Roy a Rogers1. Below you will find your jobs.

[Current Hires, Awards & Class Schedules \(3\)](#)
[Upcoming Hires & Awards \(0\)](#)
[Old Hires & Awards \(0\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
Analyst IV	STUDENT EMPLOYMENT	\$10.00	08/01/2016	06/30/2017	Taige Test Employer

= Active
 = Inactive
 = Closed
 = Pending

There is no accrual data to display.

Account Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,500.00	FWS Academic Year 2016 - 2017 (07/01/2016 - 06/30/2017)

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

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First, click the 'Job Title' link to access your time sheets.

Start a Time Sheet

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[Home](#) | [Employees](#) | [Help](#)

Hire Time Sheets
Job Title Analyst IV
Supervisor Taige Test Employer
Wage \$10.00
Start Date August 1, 2016
End Date June 30, 2017
Status Active

Time Sheets for Job: Analyst IV

Status	Pay Period	Actual Earnings	Accruals	Time Sheet								
✘	06/22/17 - 07/05/17 Thursday, June 22 - Wednesday, July 05, 2017			Start time sheet								
✘	4/13/2017-05/01/2017 Thursday, April 13 - Monday, May 01, 2017			Start time sheet								
✘	03/28/17-04/13/17 Tuesday, March 28 - Thursday, April 13, 2017			Start time sheet								
📄	02/15/17 - 02/28/17 Wednesday, February 15 - Tuesday, February 28, 2017	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$55.00</td><td>5.50*</td><td>10.00</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$55.00	5.50*	10.00		Go to time sheet
Description	Total	Hours	Rate									
Regular Hours	\$55.00	5.50*	10.00									

* Estimated value - time sheet not yet finalized

If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time.

Start a Time Sheet

massart.studentemployment.ngwebsolutions.com says:

You are about to start a new time sheet for the pay period starting Tuesday, March 28. It was due: Thursday, April 13

OK Cancel

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

MASSACHUSETTS OF ART AND DESIGN

Home Employees Help

Hire Time Sheets

Job Title Analyst IV
Supervisor Taige Test Employer
Wage \$10.00
Start Date August 1, 2016
End Date June 30, 2017
Status Active

Time Sheets for Job: Analyst IV

Status	Pay Period	Actual Earnings	Accruals	Time Sheet								
✘	06/22/17 - 07/05/17 Thursday, June 22 - Wednesday, July 05, 2017			Start time sheet								
✘	4/13/2017-05/01/2017 Thursday, April 13 - Monday, May 01, 2017			Start time sheet								
✘	03/28/17-04/13/17 Tuesday, March 28 - Thursday, April 13, 2017			Start time sheet								
	02/15/17 - 02/28/17 Wednesday, February 15 - Tuesday, February 28, 2017	<table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$55.00</td><td>5.50*</td><td>10.00</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$55.00	5.50*	10.00		Go to time sheet
Description	Total	Hours	Rate									
Regular Hours	\$55.00	5.50*	10.00									

* Estimated value - time sheet not yet finalized

If you clicked 'Start Time Sheet', then click 'OK' on the confirmation dialog box.

Add a New Time Sheet Entry for Time Worked

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Home Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Return to hire »](#)

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	Edit	Delete
There are no entries to display.							
» Click to dismiss time sheet if no hours will be worked for this pay period.							
» Add New Entry							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy SKI (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info Accruals Hire Details Awards Supervisors Accounts Notes

03/28/17-04/13/17
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

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

Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Return to hire >](#)

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
There are no entries to display.					
Click to dismiss time sheet if no hours will be worked for this pay period.					
Tuesday, March 28, 2017	Regular Hours	8:00AM	8:15AM	No Break	N/A

[Add](#) [Cancel](#)

Tuesday, March 28, 2017
Wednesday, March 29, 2017
Thursday, March 30, 2017
Friday, March 31, 2017
Saturday, April 1, 2017
Sunday, April 2, 2017
Monday, April 3, 2017
Tuesday, April 4, 2017
Wednesday, April 5, 2017
Thursday, April 6, 2017
Friday, April 7, 2017
Saturday, April 8, 2017
Sunday, April 9, 2017
Monday, April 10, 2017
Tuesday, April 11, 2017
Wednesday, April 12, 2017
Thursday, April 13, 2017

Start Date	End Date	Days	Start	End
07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

[Calls](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

Select the date you wish to enter time and the applicable Pay Code (e.g. Reg, Sick, etc.). If the pay code is 'Reg', the employee will be required to enter the Date, Start Time, End Time, and Break Minutes/Hours.

Add a New Time Sheet Entry for Time Worked

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Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Return to hire »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
There are no entries to display.						
Click to dismiss time sheet if no hours will be worked for this pay period.						
Tuesday, March 28, 2017	Regular Hours	8:00AM	11:00AM	No Break	N/A	Add Cancel

Class Schedule

Course Title	Start Date	End Date	Start	End
Coll Reading&Stdy Skl (details)	07/01/2016	05/25/2017	Tu 7:30AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M 8:00AM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M 8:15AM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu 8:45AM	2:20 PM

Pay Period Info Accruals Hire Details Awards Supervisors Accounts

03/28/17-04/13/17
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

Select the end time for the day you are entering time.

Add a New Time Sheet Entry for Time Worked

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

Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Return to hire »](#)

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Tuesday, March 28, 2017	Regular Hours	8:00AM	11:00AM	No Break	N/A

Class Schedule

Course Title	Start Date	End Date	Days	Start
Coll Readng&Stdy SKl (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM

Pay Period Info | **03/28/17-04/13/17**
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

Break dropdown options:
No Break
15 mins
30 mins
45 mins
1 hr
1 hr 15 mins
1 hr 30 mins
1 hr 45 mins
2 hrs
2 hrs 15 mins
2 hrs 30 mins
2 hrs 45 mins
3 hrs
3 hrs 15 mins
3 hrs 30 mins
3 hrs 45 mins
4 hrs
4 hrs 15 mins
4 hrs 30 mins
4 hrs 45 mins

1. You may optionally add break minutes taken, if applicable.
2. Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Worked

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

Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline *April 13, 2017 12:00 AM*

Actions
[Return to hire »](#)

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Tuesday, March 28, 2017	Regular Hours	8:00AM	11:00AM	No Break	N/A
				<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

Class Schedule

Course Title	Start Date	End Date	Days	Start
Coll Readng&Stdy SKl (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM

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

03/28/17-04/13/17
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

Break Selection Menu:
No Break
15 mins
30 mins
45 mins
1 hr
1 hr 15 mins
1 hr 30 mins
1 hr 45 mins
2 hrs
2 hrs 15 mins
2 hrs 30 mins
2 hrs 45 mins
3 hrs
3 hrs 15 mins
3 hrs 30 mins
3 hrs 45 mins
4 hrs
4 hrs 15 mins
4 hrs 30 mins
4 hrs 45 mins

1. You may optionally add break minutes taken, if applicable.
2. Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Off

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Welcome, Roy a Rogers1 | Logout

Home Employees Help

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Submit time sheet »](#)
[Return to hire »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	
Tuesday, March 28	HRS	8:00 AM	11:00 AM	--	3 hrs	
Tuesday, March 28, 2017	Sick	N/A	N/A	N/A	8	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
Total:					HRS	3 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

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

03/28/17-04/13/17
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

If the pay code is 'Sick', the employee will be required to enter the Date, Pay Code, Total Hours Off, and then click the 'Add' button to save the entry.

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

[Home](#) [Employees](#) [Help](#)

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Submit time sheet »](#)
[Return to hire »](#)

Time Sheet Entries						
Date	Pay Code	Start	End	Break	Total	Edit Delete
Tuesday, March 28	HRS	8:00 AM	11:00 AM	--	3 hrs	Edit Delete
					Total:	HRS 3 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info	Accruals	Hire Details	Awards	Supervisors	Accounts	Notes
03/28/17-04/13/17 Start - Tuesday, March 28, 2017 End - Thursday, April 13, 2017 Employee Deadline - Thursday, April 13, 2017 (12:00AM) Supervisor Deadline - Monday, May 1, 2017 (12:00AM) Pay Date - Tuesday, May 2, 2017						

1. If you're finished entering time worked or off, click 'Return to Hire' to return to your list of job(s).
2. If you wish to log out, click the 'Log out' button and you will return to the MASSART TimesheetX Home page.

Done Entering Time?

It's time to hand your time sheet in!

Submit Time Sheet to Supervisor

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[Home](#) [Employees](#) [Help](#)

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Analyst IV
Status Incomplete
Pay Period 03/28/17-04/13/17
Deadline **April 13, 2017 12:00 AM**

Actions
[Submit time sheet »](#)
[Return to hire »](#)

Time Sheet Entries							
Date	Pay Code	Start	End	Break	Total	Edit	Delete
Tuesday, March 28	HRS	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
Total:						HRS	3 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2016	05/25/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2016	05/25/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2016	05/25/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info | [Accruals](#) | [Hire Details](#) | [Awards](#) | [Supervisors](#) | [Accounts](#) | [Notes](#)

03/28/17-04/13/17
Start - Tuesday, March 28, 2017
End - Thursday, April 13, 2017
Employee Deadline - Thursday, April 13, 2017 (12:00AM)
Supervisor Deadline - Monday, May 1, 2017 (12:00AM)
Pay Date - Tuesday, May 2, 2017

At the conclusion of the Pay Period, the employee will need to click the 'Submit time sheet' link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Time Sheet to Supervisor

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

[Home](#) [Employees](#) [Help](#)

Review Time Sheet

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
Tuesday, March 28	HRS	8:00 AM	11:00 AM	--	3 hrs
				Total:	HRS 3 hrs

Click the 'Submit Time Sheet' link.

Submit Time Sheet to Supervisor

massart.studentemployment.ngwebsolutions.com says:

By clicking "Submit Time Sheet" below, you are agreeing that the time sheet information contained in this time sheet is correct to the best of your knowledge.

OK Cancel

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

MASSACHUSETTS
OF ART AND DESIGN

Home Employees Help

Review Time Sheet
Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries					
Date	Pay Code	Start	End	Break	Total
Tuesday, March 28	HRS	8:00 AM	11:00 AM	--	3 hrs
Total:					HRS 3 hrs

Submit Time Sheet Cancel

Click 'OK' to confirm. By clicking the 'Ok' button, the employee is agreeing the time sheet information they've entered is correct to the best of their knowledge.

This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

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[Home](#) | [Employees](#) | [Help](#)

Submitted Time Sheet Receipt

Congratulations. Your time sheet has been submitted and is awaiting review.

[Print Time Sheet](#)

[Return to My jobs](#)

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Your time sheet has been placed in your Supervisor's TimesheetX pending approval awaiting his/her review and approval.

You will not be able to access your time sheet again unless your supervisor rejects it back to you during his/her review process.



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**Congratulations!
You're Finished!**



Questions?

