

Employee Training

MASSACHUSETTS COLLEGE OF ART AND DESIGN





- 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



Timesheet X

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









Tranlauran Frankauran 9 Administratem

	Tim	nesheet X		
Emplo: Enter time	yees and submit your timesheets to your supervise	Employers Review hires and manag	e employee timesheets.	

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?cpId=6





My Timesheets



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

MASSACHUSE OF ART AND I	RT IS COLLEGE	
The Employees Employees	iministrators	
	 Vou are required to log-in to use the system. Enter your Net ID and password. By logging-in 1 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 royrogers1@ngwebsolutions.coi	
	Password	
	Login	
	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

MASSAC OF ART	SSART HUSETTS CO AND DESIGN	LLEGE	Ξ						Welcome, Roy a Rogers1 Log
Employees	Help								
My Timesheets									
Current Hires, Awards &	k Class () edules (3) Upcoming Hire	os. s & Awards (0) O	ld Hires & Awar	ds (0)					
Title	Cost Center		Wa	ige	Start Date		End Date	Supervisor	
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Fresh Sem-Sport M	gt <u>(details)</u>		07/01/201	6	05/25/20	17	MW	2:00 PM	3:15 PM
Pre-Algebra (details	<u>5)</u>		07/01/201	6	05/25/20	17	Tu Th	12:30 PM	2:20 PM
		NG	G WebSolutio © Copy	ons, LLC. Jack yright 2001- 2	csonville, FL Pho 2017, All rights	one: 904.3: reserved.	32.9001		

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





Start a Time Sheet

MA OF	IASSART SSACHUSETTS COLI ART AND DESIGN	LEGE						Welcome, Roy a Rogers1	Logo
	Employees Help								
Hire Tim	Title Applyst IV								
Superv	visor Taige Test Employer								
. w	Vage \$10.00								
Start I	Date August 1, 2016								
End [Date June 30, 2017								
St	atus Active								
Time S	heets for Job: Analyst IV								
Status	Pay Period	A	ctual Earr	nings		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		
		Description	Total	Hours	Rate				
ß	02/15/17 - 02/28/17 Wednesday, February 15 - Tuesday, February 28, 2017	Regular Hours	\$55.00	5.50*	10.00		Go to time sheet		
	,, ,	* Estimated value	- time sh	neet not ve	et finalized	ł			

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.



Timesheet

Start a Time Sheet

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×	06/22/17 - 07/05/17 Thursday, June 22 - Wednesday, July 05, 2017						Start time sheet		
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×	03/28/17-04/13/17 Tuesday, March 28 - Thursday, April 13, 2017						Start time sheet		
	02/15/17 - 02/28/17	Description	Total	Hours	Rate				
ß	Wednesday, February 15 - Tuesday, February 28, 2017	Regular Hours	\$55.00	5.50*	10.00		Go to time sheet		
		* Estimated value	e - time sh	eet not y	et finalized				

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

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Pay Date - Tu	uesday, May 2, 2017					

Click 'Add New Entry' to enter your time.





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nanage nine sneet										A
Employee Roy a Rogers1										Actions
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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.





MASSACHUSE OF ART AND	ART TTS CO DESIGN	LLEGE				
						Welcome, Roy a Rogers1 Logou
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 >
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Date	Pay Code	Start	End		Break Total	
There are no entries to display. » <u>Click to dismiss time sheet if no h</u>	nours will be worke	d for this pay pe	riod.			
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Class Schedule			6:15AM 6:30AM 6:45AM 7:00AM	•		
Course Title	Start Date	End Date	C 7:15AM		End	
Coll Readng&Stdy Skl (details)	07/01/2016	05/25/2017	Tu 7:30AM		1 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	8:15AM		3:15 PM	
Pre-Algebra <u>(details)</u>	07/01/2016	05/25/2017	TU 8:45AM		2:20 PM	
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Select the end time for the day you are entering time.





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OF ART AND	DESIGN						
Employees Help							
Vanage Time Sheet							
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Fresh Sem-Sport Mgt (details)	07/01/2016	05/25/2017	MW	2:00 PM	2 hrs		
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Pay Date - Tuesday, May 2, 2017	2017 (12.00/00)				4 hrs 45 mins 🔻		

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





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Manage Time Sheet									
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Pre-Algebra <u>(details)</u>	07/01/2016	05/25/2017	Tu Th	12:30 PM	2 hrs 15 mins 2 hrs 30 mins				
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- 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

Aanago Timo Shoot							
Employee Roy a Rogers1 Job Title Analyst IV Status Incomplete Pay Period 03/28/17-04/13/17 Deadline April 13, 2017 12:00	АМ						
	Ti	r Sheet Ent	ries				
Date	Pay Code	Start	End	Break	Total		
Tuesday, March 28	HRS	8:00 AM	11:00 AM		3 hrs		
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Tuesday, March 28 Tuesday, March 28, 2017 🔹 🔻	HRS Sick	8:00 AM	11:00 AM N/A	N/A Total: HF	3 hrs 8 RS 3 hrs	Add	Cancel
Tuesday, March 28 Tuesday, March 28, 2017 🔹	HRS Sick	8:00 AM	11:00 AM N/A	N/A Total: HF	3 hrs 8 RS 3 hrs	Add	Cancel
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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.

Timeshee





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.

Timeshee



Done Entering Time?

It's time to hand your time sheet in!



Submit Time Sheet to Supervisor

	Help							
Manage Time Sheet	Help							
Employee Roy a River Job Title Analyst Status Incomp Pay Period 03/28/1 Deadline April 13	ogers1 IV lete 7-04/13/17 3, 2017 12:00 Al	м						
		Time	Sheet Ent	ries				
Date	Pay Code	Start	End	Break	To	tal	Edit	Delete
Date Tuesday, March 28	Pay Code HRS	Start 8:00 AM	End 11:00 AM	Break	To	tal 3 hrs	Edit Edit	Delete Delete
Date Tuesday, March 28 » <u>Add New Entry</u>	Pay Code HRS	Start 8:00 AM	End 11:00 AM	Break	To	ital 3 hrs	Edit Edit	Delete Delete
Date Tuesday, March 28 » <u>Add New Entry</u>	Pay Code HRS	Start 8:00 AM	End 11:00 AN	Break 1 Total:	Tc HRS	3 hrs 3 hrs	Edit Edit	Delete Delete
Date Tuesday, March 28 » <u>Add New Entry</u> Class Schedule Course Ti	Pay Code HRS	Start 8:00 AM	End 11:00 AM	Break 1 Total:	HRS	3 hrs 3 hrs 3 hrs Start	Edit Edit	Delete
Date Tuesday, March 28 » Add New Entry Class Schedule Course Ti Coll Readng&Stdy Skl	Pay Code HRS	Start 8:00 AM Start Da 07/01/201	End 11:00 AM ate E 16 05/2	Break 1 Total: nd Date 25/2017	HRS Days Tu Th	3 hrs 3 hrs 3 hrs 11:00 AM	Edit <u>Edit</u> 12:1	Delete Delete
Date Tuesday, March 28 » <u>Add New Entry</u> Class Schedule Course Ti Coll Readng&Stdy Skl Found of Sport Mgmt	Pay Code HRS Itle (details) (details)	Start 8:00 AM 9:00 AM 07/01/20 07/01/20	End 11:00 AM ate E 16 05/2 16 05/2	Break 1 Total: nd Date 25/2017	HRS Days Tu Th M W F	3 hrs 3 hrs 3 hrs 5 tart 11:00 AM 1:00 PM	Edit Edit 12:1 1:50	Delete Delete End
Date Tuesday, March 28 » <u>Add New Entry</u> Llass Schedule Course Ti Coll Readng&Stdy Skl Found of Sport Mgmt Fresh Sem-Sport Mgt	Pay Code HRS itle (details) (details) (details)	Start 8:00 AM Start Da 07/01/20* 07/01/20* 07/01/20* 07/01/20*	End 11:00 AM ate E 16 05/2 16 05/2 16 05/2	Break 1 Total: nd Date 25/2017 25/2017	HRS Days Tu Th M W F M W	ttal 3 hrs 3 hrs 5 tart 11:00 AM 1:00 PM 2:00 PM	Edit Edit 12:1 1:50 3:15	Delete Delete Delete

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

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 Ca	incel					

Click the 'Submit Time Sheet' link.



Timesheet 22

Submit Time Sheet to Supervisor



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.

Timeshee



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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.



Timesheet 24

Congratulations! You're Finished!







Questions?





