Supervisor Training
Training Agenda

- Access TimesheetX
- Create Jobs
- Submit Hire Requests
- Approve Timesheets
- Search Students
Access TimesheetX
Access TimesheetX

Navigate to your school’s website and click the link to login into TimesheetX.

Then click on the ‘xxxxxxxx’ link.

For the now, please cut/paste the following to access the timesheet software, TimeSheetX

How do I create a Job?

HOW DO I CREATE A JOB?
Go to ‘Manage TimesheetX Jobs’ from the TimesheetX menu.
Create a Job

- If a supervisor has access to more than one cost center a dropdown will appear so they can pick the cost center for which they want to create a job.

- Once the cost center is selected, click ‘Add a Job’ link.
Create a Job

- Enter a Title and Description.
  - Please include the following to the Job Description
    1. Handshake Job number
    2. Job Grade and Class Code from the Student Job Categories page of the Career Center's website
- Next, click ‘Submit’.
Create a Job

- Review the Title, Cost Center and Description.
- You can choose to Edit or Delete the job, otherwise, click the ‘Return to Manage Jobs’ link.
How do I create Hire Request?

HOW DO I CREATE A HIRE REQUEST?
Request a Hire

- From the TimesheetX menu, select ‘Manage TimesheetX Jobs’.
- If a supervisor has access to more than one cost center a dropdown will appear so they can pick the cost center for which they want to hire into. Please click on the Cost Center (Department) dropdown list.
- Click ‘View Hires’ button.
Request a Hire

- Click the ‘Hire a new student into this job’ link.
Request a Hire

- Search for the student by entering their name or Student ID.
- Click the ‘Find Student’ button.
- Next, click the ‘Hire Student’ button.
Request a Hire

➢ The form should be completed by entering in the required fields which are denoted with a red asterisk.
  ➢ If you do not know the SSN or DOB, please add obviously incorrect information (today’s date for the DOB). It will be updated when I process the hire request.

➢ Once all data is entered, click on the ‘Submit’ button.

➢ Now your hire request is in the Administrator's queue for review and approval.
Review/Approve Timesheets
How do I review/approve Timesheets?

HOW DO I REVIEW/APPROVE A TIMESHEET?
Review/Approve Timesheets

- On the TimesheetX Employer Home (To Do Items) page, select a cost center from the drop-down box at the top (if you have permission to complete timesheets for more than one cost center).
To locate timesheets requiring approval, ensure the ‘Pending Approval’ status is selected.
Review/Approve Timesheets

- Once you've located the timesheet 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 timesheet or edit/approve/reject the time sheet individually.

- If you have multiple timesheets you’d like to approve, simply click the box next to each timesheet you wish to approve. Then, click ‘Approve Timesheets’ from the Action dropdown and click ‘Apply Action’.
Add a New Timesheet Entry

Click ‘Add new Entry’ if you wish to add another entry.
Edit a Timesheet Entry

➢ Click ‘Edit’ next to the timesheet entry you would like to update.

➢ The timesheet will not be locked to you until you save your changes.
Reject a Timesheet

If you need to reject the timesheet back to the employee, click the ‘Reject’ button.
Reject a Timesheet

- Enter the reason you are rejecting the timesheet and click ‘Reject Time Sheet’.
- An e-mail will be sent to the employee notifying them that their timesheet has been rejected.
Lock a Timesheet

- If you need to lock the timesheet to prevent any further edits until you collect additional information, click the ‘Lock’ button.
To approve a timesheet, click the ‘Approve’ button for final approval of the timesheet.
To access the Timesheet Control Panel, select ‘Timesheet Control Panel’ from the TimesheetX menu at the top of your screen.

The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a supervisor.

Supervisors can manage their jobs, hires and timesheets from this page.
Search Students

WHERE CAN I SEE AWARD & CLASS SCHEDULE INFORMATION?
Supervisors have a fast and easy way to view a specific student’s current and past award and class schedule information.

Click the ‘Search Student Awards and Class Schedules’ from the TimesheetX menu option at the top of your screen.

Next, click the Employee’s name to access their account.
> Enter the student’s Last Name.
> Click the student’s name link.
Student award (Current/Future & Old) and/or most recently uploaded Class Schedule data will be presented.
Questions?

Please contact The Career Center:

career_campusemp@Mail.colostate.edu

or call us at: 970.491.5714