

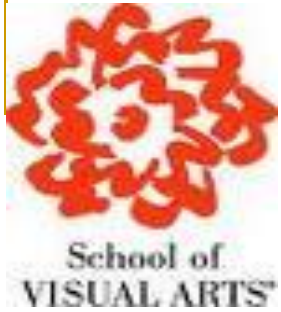


School of  
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## Electronic Initiative: Student Hiring and Timesheet

- **Administrative Training**





## Key Points of Presentation

- **Employer Benefits for Electronic Timesheet**
  - **Setting Up Log-In Account**
  - **Accessing Student Electronic Timesheet**
  - **Timesheet Management**
  - **Questions ???**
-



# Employer's Benefits for Electronic Timesheet

- **Automated Notifications**
- **Computerized Time Calculation**
- **User Friendly System**
- **No Late Timesheets**
- **E-Signature Enable**
- **Going Green**





# Setting Up Log-In Account

- To access the Log In page first navigate to <http://sva.studentemployment.ngwebsolutions.com>
- Click the 'On-Campus Employers'

▶ Student Employment Home

Students

On-Campus Employers

Contact Us

Welcome to Student Employment!



## Important Information

### More Than Just Our Look Has Changed:

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

### Students

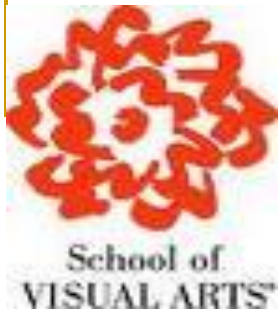
Enter time and submit your timesheets. Please click [here](#) if you are a first time login.

### On-Campus Employers

On-campus employers may manage student timesheets. Employment guidelines and required documents are at your fingertips. Please click [here](#) if you are a first time login.

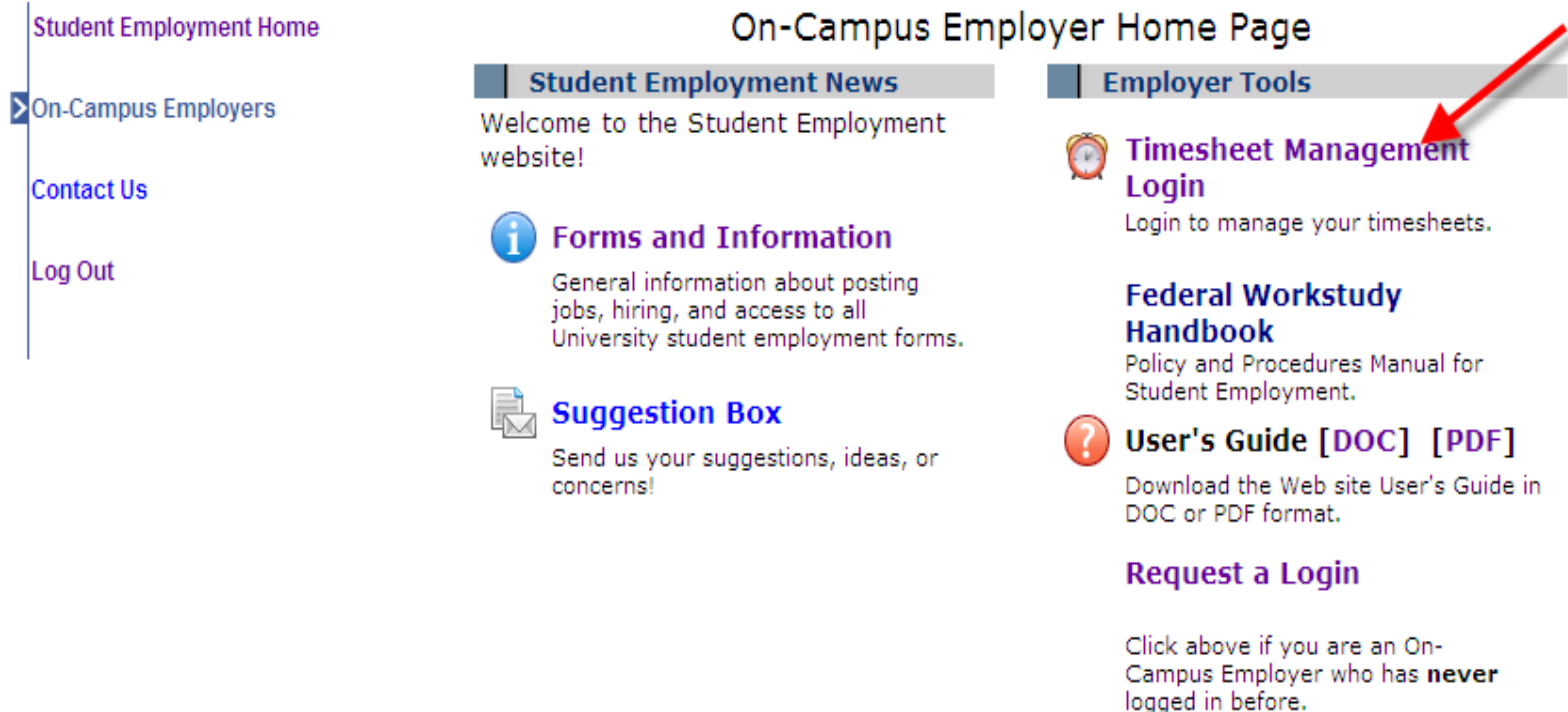
### Off-Campus Employers

Off-campus employers may manage student timesheets. Employment guidelines and required documents are at your fingertips. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program. Please click [here](#) if you are a first time login.



# Setting Up Log-In Account

- Click the “Timesheet Management Login”

A screenshot of the "On-Campus Employer Home Page" website. On the left is a vertical navigation menu with links: "Student Employment Home", "On-Campus Employers" (highlighted with a blue arrow), "Contact Us", and "Log Out". The main content area is titled "On-Campus Employer Home Page" and is divided into two columns. The left column has a header "Student Employment News" and contains three sections: "Forms and Information" (with an information icon), "Suggestion Box" (with a document icon), and a welcome message. The right column has a header "Employer Tools" and contains three sections: "Timesheet Management Login" (with a clock icon and a red arrow pointing to it), "Federal Workstudy Handbook" (with a policy manual description), and "User's Guide [DOC] [PDF]" (with a question mark icon and a download description). Below these is a "Request a Login" section with instructions for new employers.

Student Employment Home

On-Campus Employers

Contact Us

Log Out

## On-Campus Employer Home Page

### Student Employment News

Welcome to the Student Employment website!

**Forms and Information**  
General information about posting jobs, hiring, and access to all University student employment forms.

**Suggestion Box**  
Send us your suggestions, ideas, or concerns!

### Employer Tools

**Timesheet Management Login**  
Login to manage your timesheets.

**Federal Workstudy Handbook**  
Policy and Procedures Manual for Student Employment.

**User's Guide [DOC] [PDF]**  
Download the Web site User's Guide in DOC or PDF format.

**Request a Login**

Click above if you are an On-Campus Employer who has **never** logged in before.



# Setting Up Log-In Account

- Click on the link in the Employers sections of the log-in Screen to set up your password.

[Student Employment Home](#)

[Log Out](#)

Please Log In!

Email Address

Password

You are required to log-in to use the system.

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 only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

**Employers:** Don't have a password? Request permission to login by clicking [here](#) or forgot password, please click [here](#).

**Students:** First time logging in or forgot password, please click [here](#).



# Setting Up Log-In Account

- **Type your SVA email address and then Submit.**

[Student Employment Home](#)

[Students](#)

[On-Campus Employers](#)

[Contact Us](#)

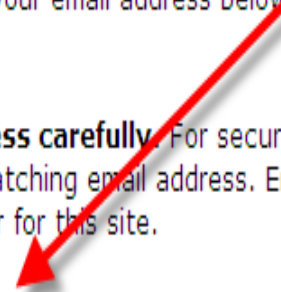
**If you forgot your password...**

If you forgot your password, please enter your email address below. A link to reset your password will be sent to you by email.

**Please be sure to enter you email address carefully.** For security reasons, the system will NOT notify you if there is no matching email address. Enter in exact form the email address you used originally to register for this site.

Your email address:

Submit





# Setting Up Log-In Account

- **Once you have submitted your SVA email address, you will receive an email notification to reset your Password.**

[Student Employment Home](#)

[Students](#)

[On-Campus Employers](#)

[Contact Us](#)

**Please check your email in a few minutes for instructions to reset your password.**

If you have not received an email within that time, please click the [BACK](#) button and be sure:

- You do not have any typos in the email address you submitted.
- You entered the email address that you originally used to register for this site. The email addresses must match exactly.
- Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please [contact the Student Employment administrator](#).





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# Setting Up Log-In Account

- Enter your preferred Password and then confirm to submit.

[Student Employment Home](#)

[> Students](#)

[On-Campus Employers](#)

[Contact Us](#)

## Reset your password

Please enter a new password in the boxes below.

New password:

Confirm password:



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# Setting Up Log-In Account

- Now that you have reset and confirmed your password, Click the link for **Employers** to continue to the 'Timesheet Supervisor To Do' Panel.

[Student Employment Home](#)

[Students](#)

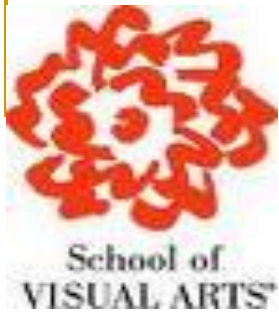
[On-Campus Employers](#)

[Contact Us](#)

Your password has been reset.

Employers, [click here](#) to continue.

Students, [click here](#) to continue.



# Accessing Student Electronic Timesheet

- Now that you have hired your work study student navigate to <https://sva.studentemployment.ngwebsolutions.com> and click 'On-Campus Employers'
- Then select 'Timesheet Management Login' under the Employer tools to access students timesheets for jobs in your Cost Center.

Student Employment Home

On-Campus Employers

Contact Us

Log Out

## On-Campus Employer Home Page

### Student Employment News

Welcome to the Student Employment website!

 **Forms and Information**  
General information about posting jobs, hiring, and access to all University student employment forms.

 **Suggestion Box**  
Send us your suggestions, ideas, or concerns!

### Employer Tools

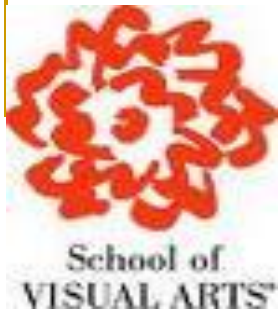
 **Timesheet Management Login**  
Login to manage your timesheets.

**Federal Workstudy Handbook**  
Policy and Procedures Manual for Student Employment.

 **User's Guide [DOC] [PDF]**  
Download the Web site User's Guide in DOC or PDF format.

**Request a Login**

Click above if you are an On-Campus Employer who has **never** logged in before.



## Accessing Student Electronic Timesheet

- Select a Cost Center from the drop-down box at the top.
- Click **Review** next to the Students timesheet you wish to review.

Queens Museum of Art

Only show time sheets for Jobs I supervise

Show all time sheets in the selected Cost Center

Only show time sheets for which I am the primary supervisor

Show all time sheets regardless of being a primary supervisor

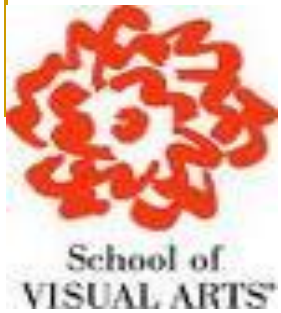
### Delinquent time sheets

There are no time sheets to display.

### Submitted time sheets awaiting review

Student Name	Job	Deadline	Hours Worked	Review
12/26/2010 - 01/08/2011				
Roy Rogers1	Test Job - 010411	1/10/2011 5:00 PM	6.00 Hours	<a href="#">Review</a>





# Accessing Student Electronic Timesheet

- If you need to make changes to a student's timesheet, click **Edit** next to the entry you wish to modify.

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

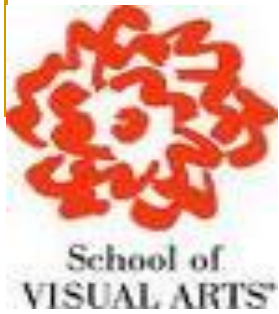
[Log Out](#)

## Manage Time Sheet

[ Print Time Sheet ]

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval  
**Pay Period** Apr-1  
**Deadline** *April 9, 2009 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, April 07	8:00 AM	8:15 AM	--	15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
	1:00 PM	5:30 PM	30 mins	4 hrs	<a href="#">E</a>	<a href="#">Delete</a>
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
<b>Total:</b>				9 hrs 15 mins		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						



# Accessing Student Electronic Timesheet

- Once you have selected to Edit a student's timesheet, you will be locked into the timesheet until you save your changes.
- After making your changes, click **Update**.

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Manage Time Sheet

[ Print Time Sheet ]

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval  
**Pay Period** Apr-1  
**Deadline** *April 9, 2009 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, April 07	8:00AM	12:00PM	30 mins		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
	1:00 PM	5:30 PM	30 mins	4 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
<b>Total:</b>				9 hrs 15 mins		



# Accessing Student Electronic Timesheet

- After you have completed your update, click 'Add new Entry' if you wish to add entry.

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Manage Time Sheet

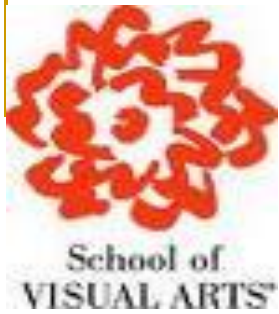
[ Print Time Sheet ]

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval  
**Pay Period** Apr-1  
**Deadline** *April 9, 2009 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, April 07	1:00 PM	5:30 PM	30 mins	4 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">» Add New Entry</a>						
				<b>Total:</b>	4 hrs	
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						



Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>Apr-1</b> <b>Start</b> - Tuesday, April 7, 2009 <b>End</b> - Tuesday, April 21, 2009 <b>Student Deadline</b> - Wednesday, April 8, 2009 (12:00PM) <b>Supervisor Deadline</b> - Thursday, April 9, 2009 (12:00PM) <b>Pay Date</b> - Sunday, May 10, 2009					



# Accessing Student Electronic Timesheet

- To add new entry you must select the Date, the Start and End times, and break minutes. Then click “Add” to save the new entry.
- Once you have made your entry to the timesheet click “Approve”

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Manage Time Sheet

[ Print Time Sheet ]

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval  
**Pay Period** Apr-1  
**Deadline** April 9, 2009 12:00 PM

Time Sheet Entries				
Date	Start	Hours	Break	
Tuesday, April 07	1:00 PM	5:30 PM	30 mins	4 hrs
Tuesday, April 07, 2009	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
<b>Total:</b>				4 hrs

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>Apr-1</b> <b>Start</b> - Tuesday, April 7, 2009 <b>End</b> - Tuesday, April 21, 2009 <b>Student Deadline</b> - Wednesday, April 8, 2009 (12:00PM) <b>Supervisor Deadline</b> - Thursday, April 9, 2009 (12:00PM) <b>Pay Date</b> - Sunday, May 10, 2009					





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# Accessing Student Electronic Timesheet

- If you need to reject a Timesheet, click “Reject.”

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Manage Time Sheet

[ Print Time Sheet ]

**Student** Taige Student

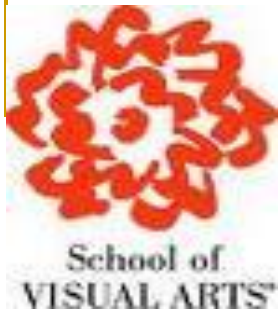
**Job Title** Federal Work Study

**Status** Pending Approval

**Pay Period** Apr-1

**Deadline** *April 9, 2009 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, April 07	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
	1:00 PM	5:30 PM	30 mins	4 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
<b>Total:</b>				12 hrs 30 mins		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						



# Accessing Student Electronic Timesheet

- Enter the reason you are rejecting the timesheet and click “Reject Timesheet.”
- An email notification will be sent to the student along with your reason for rejecting their timesheet.

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Reject Time Sheet

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval  
**Pay Period** Apr-1  
**Deadline** *April 9, 2009 12:00 PM*

### Describe the reason for the rejection below:

Because of its current status, this time sheet will be rejected to the student. The message below will be e-mailed to the student and added to the time sheet notes.

Sorry, your timesheet has been rejected.

Reject Time Sheet

Cancel

### Time Sheet Entries

Date	Start	End	Break	Hours
Tuesday, April 07	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins
	1:00 PM	5:30 PM	30 mins	4 hrs
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs
<b>Total:</b>				12 hrs 30 mins



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# Accessing Student Electronic Timesheet

- When you have review the student’s timesheet and made any changes, click “Approve” to submit.

[Student Employment Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)


[Log Out](#)

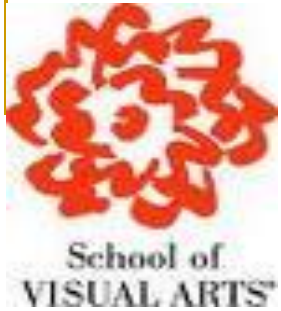
## Manage Time Sheet

[ Print Time Sheet ]

**Student** Taige Student  
**Job Title** Federal Work Study  
**Status** Pending Approval

**Pay Period** Apr-1  
**Deadline** *April 9, 2009 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, April 07	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
	1:00 PM	5:30 PM	30 mins	4 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
<b>Total:</b>				12 hrs 30 mins		
 <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						



# Accessing Student Electronic Timesheet

- To review other timesheets click 'Go to my To-Do List'

[Student Employment](#)  
[Home](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[Manage Timesheet Jobs](#)

[Log Out](#)

## Timesheet Approved

The time sheet has been approved.

[Go to my To-Do list »](#)

[Go to my Control Panel »](#)

[Return to this time sheet »](#)



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# Timesheet Management

- To access information about the jobs for which you are the primary supervisor as well as manage your work study student's timesheet select the, [Timesheet Control Panel](#).

[Student Employment Home](#)

[Manage Timesheet Jobs](#)

[Timesheet To-Do Items](#)

[Timesheet Control Panel](#)

[TimesheetX Custom Reports](#)

[Log Out](#)

## My Control Panel

Queens Museum of Art

- Only show time sheets for Jobs I supervise.  
 Show all time sheets in the selected Cost Center.

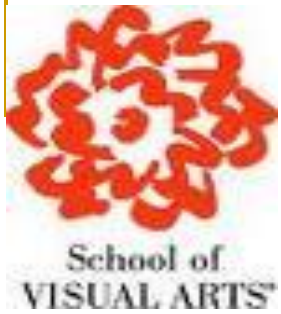
### Jobs for which I am the primary supervisor

Test Job - 010411

[Manage Job](#)

[View Hires](#)





# Timesheet Management

- To access timesheets, first click 'View Hires' to see everyone who is hired for the selected cost center.

Student Employment Home

Manage Timesheet Jobs

Timesheet To-Do Items

▶ Timesheet Control Panel

TimesheetX Custom Reports

Log Out

### My Control Panel

Queens Museum of Art ▼

Only show time sheets for Jobs I supervise.

Show all time sheets in the selected Cost Center.

Jobs for which I am the primary supervisor		
Test Job - 010411	<a href="#">Manage Job</a>	<a href="#">View Hires</a>





# Timesheet Management

- To view the student's most recent timesheet, click 'Go to time sheet' under the 'Current Time Sheet' section.
- To view all timesheets for the student, click 'All time sheets'.

- Student Employment Home
- Manage Timesheet Jobs
- Timesheet To-Do Items
- ▶ Timesheet Control Panel
- TimesheetX Custom Reports
- Log Out

## My Control Panel

Queens Museum of Art ▼

- Only show time sheets for Jobs I supervise.
- Show all time sheets in the selected Cost Center.

### Jobs in the selected cost center(s)

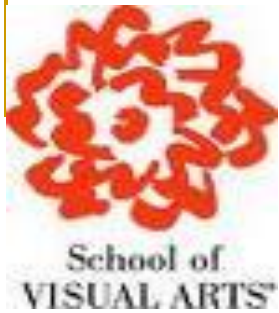
Fed Work Study Student Clerk [Manage Job](#) [View Hires](#)

Researcher [Manage Job](#) [View Hires](#)

Student Name	Extras	Current Time sheet	All Time sheets
Dakota i Rogers9	n/a	<a href="#">Go to time sheet</a>	<a href="#">All time sheets</a>

Test Job - 010411 [Manage Job](#) [View Hires](#)





# Timesheet Management

- To view a history of the timesheets , as well as any notes entered by the student, click the “Notes” tab.
- Now you can successfully access, modify and manage your work study students electronic timesheets.

Time Sheet Entries				
Date	Start	End	Break	Hours
Tuesday, April 07	8:00 AM	12:00 PM	30 mins	3 hrs 30 mins
	1:00 PM	5:30 PM	30 mins	4 hrs
Thursday, April 09	8:00 AM	1:30 PM	30 mins	5 hrs
<b>Total:</b>				12 hrs 30 mins

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>Time Sheet Notes</b>					
[ Add Note ]					
<b>Note Type</b>	<b>User</b>	<b>Date</b>			
Time Sheet Approved	Taige Test	Monday, April 27, 2009 3:59 PM			
Time sheet Approved.					
Entry Updated	Taige Test	Monday, April 27, 2009 3:54 PM			
Entry Details Changed: End Time was changed from: 8:15 AM to: 12:00 PM Break minutes were changed from: 0 to: 30					
Entry Added	Taige Test	Monday, April 27, 2009 3:50 PM			
Timesheet Entry Added					
Entry Added	Taige Test	Monday, April 27, 2009 3:50 PM			
Timesheet Entry Added					
Time Sheet Submitted	Taige Student	Monday, April 27, 2009 2:31 PM			
Timesheet Submitted					





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