

FEDERAL WORK STUDY ONLINE TIMESHEET – STUDENT REFERENCE

Two ways to access the Federal Work Study Online Timesheet

- Direct Link <https://sva.studentemployment.ngwebsolutions.com> OR
- Log on to my.SVA.edu
 - Click on the Department Links tab
 - Under Administrative Offices, click on Financial Aid.
 - Under Sections, click on Links
 - Click on the second item, Online Federal Work Study Timesheet

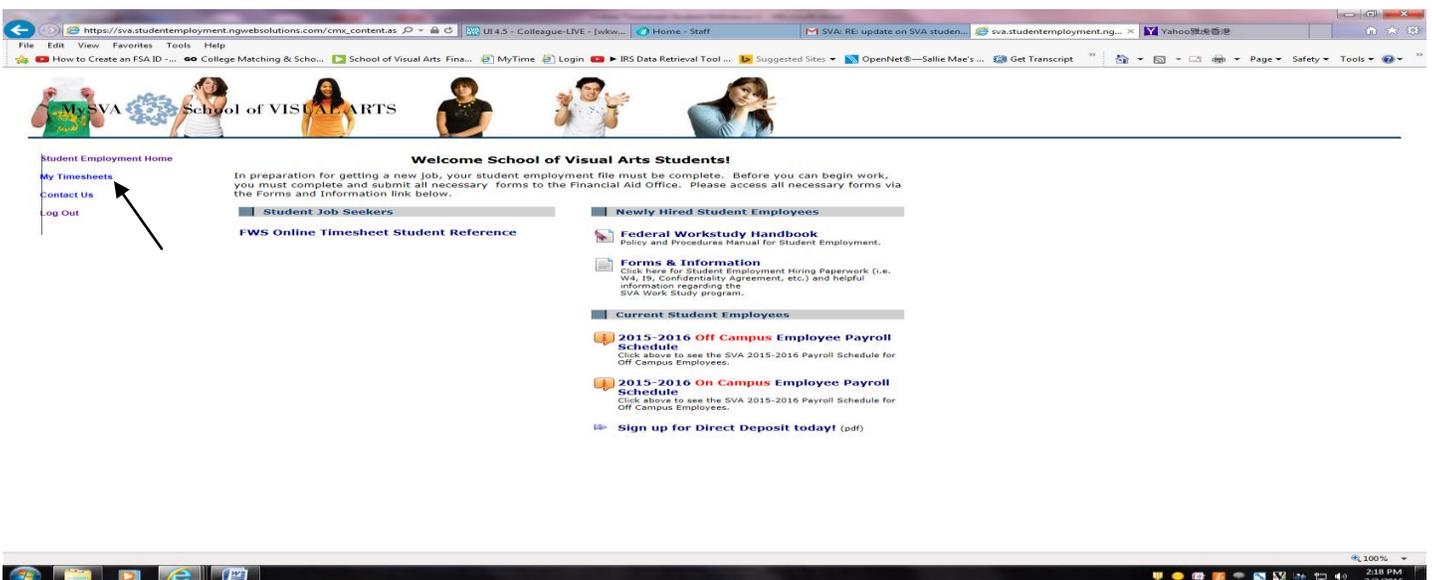
This will take you to the main page of the Federal Work Study Online Timesheet



Click on Students

- This will take you to the Online Timesheet home page

Once you are on the Online Timesheet home page, click 'My Timesheets.'



Once you have clicked on 'My Timesheets' you will be brought to the Timesheet Login page.



Log In by using your SVA email address

- First time users will need to request permission to set a password. Please follow the directions listed on the bottom of the Log In page to gain access. Confirmation of your access and permission to set your password will be sent to your SVA email address from the Financial Aid email account, fa@sva.edu.

Once logged on, you will be taken to your current job listing. Click the specific job title to view and update your timesheet.

Student Employment Home

My Timesheets

Students

Log Out

My Jobs
Welcome, Ted b Rogers2. Below you will find your jobs.

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (1)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
Clerical II Position	Student Employment Office	\$10.00	08/01/2010	05/31/2011	Taige Test Employer

= Active = Inactive = Closed = Pending

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	2011 Spring (01/10/2011 - 05/02/2011)

If this is the first time you are entering a timesheet for the current pay period, click 'Start time sheet'. If you have already entered a timesheet for the current pay period, the link will be labeled 'Go to time sheet'.

Student Employment Home

My Timesheets

Students

Log Out

Hire Time Sheets

Job Title Clerical II Position
Supervisor Taige Test Employer
Wage \$10.00
Start Date August 1, 2010
End Date May 31, 2011
Status Active

Status	Pay Period	Start Date	End Date	Time Sheet
✘	01/01/2011 - 01/04/2011	Saturday, January 01, 2011	Tuesday, January 04, 2011	Start time sheet
✘	TEST - 11/01/10 - 11/22/10	Monday, November 01, 2010	Sunday, November 21, 2010	Past Deadline

Once you have selected the 'Start Time Sheet' link. A message box will appear indicating the current Pay period click OK to continue

Student Employment Home

My Timesheets

Students

Log Out

Hire Time Sheets

Job Title Clerical II Position
Supervisor Taige Test Employer
Wage \$10.00
Start Date August 1, 2010
End Date May 31, 2011
Status Active

Message from webpage

?

You are about to start a new time sheet for the pay period starting Saturday, January 01. It will be due: Wednesday, January 12

OK Cancel

Status	Pay Period	Start Date	End Date	Time Sheet
✘	01/01/2011 - 01/04/2011	Saturday, January 01, 2011	Tuesday, January 04, 2011	Start time sheet
✘	TEST - 11/01/10 - 11/22/10	Monday, November 01, 2010	Sunday, November 21, 2010	Past Deadline

You will then be taken to the page titled 'Manage Time Sheet'. Double check that all the information, including pay period is correct, and then select the link 'Add New Entry' to begin your time sheet.

Student Employment Home

My Timesheets

Students

Log Out

Manage Time Sheet

Student Ted b Rogers2
Job Title Clerical II Position
Status Incomplete
Pay Period 01/01/2011 - 01/04/2011
Deadline January 12, 2011 5:00 PM

Actions

[Return to hire »](#)

[Log out »](#)

Date	Start	End	Hours	Edit	Delete
There are no entries to display.					
» Click to dismiss the sheet if no hours will be worked for this pay period.					
» Add New Entry					

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
01/01/2011 - 01/04/2011					
Start - Saturday, January 1, 2011					
End - Tuesday, January 4, 2011					
Student Deadline - Wednesday, January 12, 2011 (5:00PM)					
Supervisor Deadline - Wednesday, January 12, 2011 (11:59PM)					
Pay Date - Monday, January 31, 2011					

Select the date of your first day of work for the week

Student Employment Home

My Timesheets

Students

Log Out

Manage Time Sheet

Student Ted b Rogers2
Job Title Clerical II Position
Status Incomplete
Pay Period 01/01/2011 - 01/04/2011
Deadline January 12, 2011 5:00 PM

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries			
Date	Start	Hours	Break
There are no entries to display.			
» Click to dismiss time sheet if no hours will be worked for this pay period.			
Saturday, January 01, 2011	8:00AM	8:15AM	No Break
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		

01/01/2011 - 01/04/2011

Start - Saturday, January 1, 2011
End - Tuesday, January 4, 2011
Student Deadline - Wednesday, January 12, 2011 (5:00PM)
Supervisor Deadline - Wednesday, January 12, 2011 (11:59PM)
Pay Date - Monday, January 31, 2011

Then select the start and end time for each work-day and any breaks i.e. lunch break or other. Click on the “Add” button to save the start and end times entered

Student Employment Home

My Timesheets

Students

Log Out

Manage Time Sheet

Student Ted b Rogers2
Job Title Clerical II Position
Status Incomplete
Pay Period 01/01/2011 - 01/04/2011
Deadline January 12, 2011 5:00 PM

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries			
Date	Start	Hours	Break
There are no entries to display.			
» Click to dismiss time sheet if no hours will be worked for this pay period.			
Saturday, January 01, 2011	8:00AM	3:00PM	30 mins
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		

01/01/2011 - 01/04/2011

Start - Saturday, January 1, 2011
End - Tuesday, January 4, 2011
Student Deadline - Wednesday, January 12, 2011 (5:00PM)
Supervisor Deadline - Wednesday, January 12, 2011 (11:59PM)
Pay Date - Monday, January 31, 2011

Once you have finished entering your time for that day, then you can click ‘Log out’. If you are finalizing your time sheet and need to submit it to your Supervisor for payroll, then click ‘My Timesheets’

Student Employment Home

My Timesheets

Students

Log Out

Manage Time Sheet

Student Ted b Rogers2
Job Title Clerical II Position
Status Incomplete
Pay Period 01/01/2011 - 01/04/2011
Deadline January 12, 2011 5:00 PM

Actions
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries			
Date	Start	Hours	Break
There are no entries to display.			
» Click to dismiss time sheet if no hours will be worked for this pay period.			
Saturday, January 01, 2011	8:00AM	3:00PM	30 mins
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		

01/01/2011 - 01/04/2011

Start - Saturday, January 1, 2011
End - Tuesday, January 4, 2011
Student Deadline - Wednesday, January 12, 2011 (5:00PM)
Supervisor Deadline - Wednesday, January 12, 2011 (11:59PM)
Pay Date - Monday, January 31, 2011

To finalize and submit your timesheet for the current pay period, click 'Go to time sheet' to review your entries.

Student Employment Home
My Timesheets
Students
Log Out

Hire Time Sheets
Job Title Clerical II Position
Supervisor Taige Test Employer
Wage \$10.00
Start Date August 1, 2010
End Date May 31, 2011
Status Active

Time Sheets for Job: Clerical II Position

Status	Pay Period	Start Date	End Date	Time Sheet
	01/01/2011 - 01/04/2011	Saturday, January 01, 2011	Tuesday, January 04, 2011	Go to time sheet
	TEST - 11/01/10 - 11/22/10	Monday, November 01, 2010	Sunday, November 21, 2010	Past Deadline

After you have reviewed your time entries click 'Submit Time Sheet' as indicated in the highlighted box called Actions.

Student Employment Home
My Timesheets
Students
Log Out

Manage Time Sheet
Student Ted b Rogers2
Job Title Clerical II Position
Status Incomplete
Pay Period 01/01/2011 - 01/04/2011
Deadline January 12, 2011 11:59 PM

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

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Saturday, January 01	8:00 AM	3:00 PM	30 mins	6 hrs 30 mins	Edit Delete
» Add New Entry				Total:	6 hrs 30 mins

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

01/01/2011 - 01/04/2011
Start - Saturday, January 1, 2011
End - Tuesday, January 4, 2011
Student Deadline - Wednesday, January 12, 2011 (11:59PM)
Supervisor Deadline - Thursday, January 13, 2011 (8:00AM)
Pay Date - Monday, January 31, 2011

You will be taken to the following screen for one final review of your timesheet. Click 'Submit Time Sheet' for it to be sent to your Supervisor, or click 'Cancel' to go back and make any corrections.

Student Employment Home
My Timesheets
Students
Log Out

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.

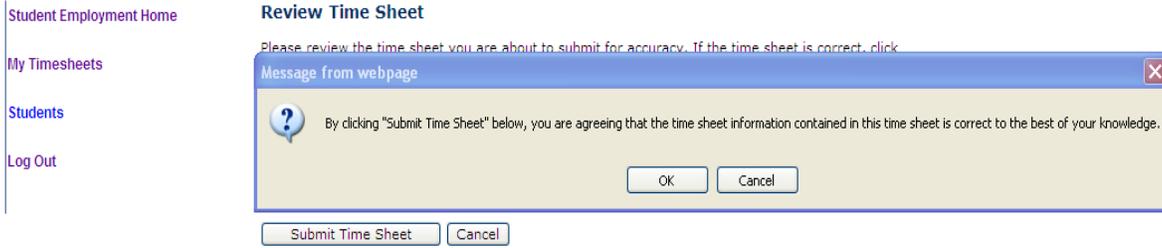
Time Sheet Entries

Date	Start	Hours	Break
Saturday, January 01	8:00 AM	3:00 PM	30 mins
Total:			6 hrs 30 mins

[Submit Time Sheet](#) [Cancel](#)

A message box will appear, click 'OK' to confirm and submit your accurate timesheet.

Your Time sheet is now pending approval by a Supervisor. Please note: You cannot access it again unless your Supervisor rejects it.



Your Time Sheet has now been successfully submitted to your Supervisor for review/approval.

If you require additional information on this process, please feel free to contact the Office of Financial Aid, at 212.592.2030 or fa@sva.edu.