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, <u>fa@sva.edu</u>.

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 Jobs Welcome, Ted b Rogers2. Below you will find your jobs.							
My Timesheets								
Students	Current Hires 🛦 Awa	rds (2) U	Ipcoming Hires & Av	vards (0)	Old Hire	s & Awards (1)		
Log Out	Title Cost Center			Wage	Start Da	te End Date	Supervisor	
	Clerical II Position	rical II Student Employment ition Office		\$10.00	08/01/20	010 05/31/2011	Taige Test Employer	
'	= Active = I	nactive	= Closed = F	Pending				
	Account Name		Amount	Balance	e T	erm		
	Federal Work-Stud	ły	\$1,000.00	\$1,000.0	00 2	011 Spring 01/10/2011 - 05	5/02/2011)	

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	Hire Tim	e Sheets			
	Job Ti	tle Clerical II Positio	n		
My Timesheets	Supervis	sor Taige Test Emplo	oyer		
ing minesileets	Wa	ge \$10.00			
Studente	Start Da	ate August 1, 2010			
Students	End Da	ate May 31, 2011			
Log Out	Stat	tus Active			
	Time Sh	eets for Job: Cleri	ical II Position		
I	Status	Pay Period	Start Date	End Date	Time eet
	× 0	1/01/2011 - 1/04/2011	Saturday, January 01, 2011	Tuesday, January 04, 2011	Start time sheet
	X 1	EST - 11/01/10 - 1/22/10	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	Hire Ti Job	me Sheets Title Clerical II Position				
My Timesheets	Super V	v V Message from webpag				\mathbf{X}
Students	Start End	D You are about to	o start a new time sheet for the	pay period starting Saturday, Ja	nuary 01. It will be	due: Wednesday, January 12
Log Out	Time 5	- 		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	Manage Tim	e Sheet						
My Timesheets	Student Job Title	Student Ted b Rogers2 Job Title Clerical II Position					DNS n to hire »	
Students	Status Pay Period Deadline	Status Incomplete Pay Period 01/01/2011 - 01/04/2011 Description 001/01/2011 - 0000 PM				Log of	ut »	
Log Out			Im	e Sheet Entr	ies			
	Date	Start	End	Ho	irs	Edit	Delete	
	There are no entries to display. > Click to dismission e sheet if no hours will be worked for this pay period.							
	» Add New Er	ntry						
	Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes		
	01/01/2011 -	01/04/2011						
	Start - Saturda End - Tuesday, Student Deadlin Supervisor Dea	y, January 1, 20 January 4, 201 ne - Wednesday Idline - Wednes	011 1 y, January day, Janua	12, 2011 (5:0) ry 12, 2011 (1	DPM) 1:59PM)			

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

Student Employment Home	Manage Time Sheet						
My Timesheets	Student Ted b Rogers2 Job Title Clerical II Positio Status Incomplete	Student Ted b Rogers2 Job Title Clerical II Position Status Incomplete					
Students	Deadline January 12, 2011	5:00 PM					
Log Out		Time S	heet Entries				
	Date	Star	Hours		Break		
	 Click to dismiss time sheat if Saturday, January 01, 2011 ♥ Saturday, January 02, 2011 Sunday, January 02, 2011 Monday, January 03, 2011 Tuesday, January 04, 2011 O1/01/2011 - 01/04/2011 Start - Saturday, January 1, 2011 End - Tuesday, January 4, 2011 Student Deadline - Wednesday, January Sudense Supervisor Deadline - Wednesday, January 31, 	Awards Superv Awards Superv January 12, 201: y, January 12, 2	worked for this p. 8:15AM visors Accounts 1 (5:00PM) 011 (11:59PM)	No Break	Add Cancel		

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



Once you have finished entering your time for that day, then you can click 'Log out". <u>If you are finalizing your time</u> <u>sheet and need to submit it to your Supervisor for payroll, then click 'My Timesheets'</u>

Student Employment Home	Manage Time	Sheet								
My Timesheets	Student Te Job Title Cle	d b Rogers2 erical II Position	n			Actic	ns to hire	~~~~		
	Status Inc	complete					it »			
Students	Pay Period 01, Deadline Jar	/01/2011 - 01/0 nuary 12, 2011	04/2011 5:00 PM	-	1					
Log out			Tir	ne Sheet	Entries					
	Date	8	Start		Hours			в	reak	
×	There are no entri » Click to dismiss	There are no entries to display.								
	Saturday, Januar	y 01, 2011 💌	8:00AM	3:0	OPM 🔽	30 mins	~	Add	Cancel	
	Pay Period Info	Hire Details	Awards S	upervisors	Accounts	Notes				
	01/01/2011 - 01	01/01/2011 - 01/04/2011								
	Start - Saturday, J End - Tuesday, Jar Student Deadline Supervisor Deadlin	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	Hire Tim	e Sheets			
	Job Tit	le Clerical II Position			
My Timesheets	Supervis	or Taige Test Employ	er		
,	Wa	ge \$10.00			
Studente	Start Da	te August 1, 2010			
Students	End Da	te May 31, 2011			
Log Out	Stat	us Active			
	Time She	eets for Job: Cleric	al II Position		
1	Status	Pay Period	Start Date	End Date	Time Sheet
		/01/2011 - //04/2011	Saturday, January 01, 2011	Tuesday, January 04, 2011	Go to time sheet
	X 11	ST - 11/01/10 - 1/22/10	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	Manage Tin	ie Sneet								
My Timesheets	Student Job Title	Student Ted b Rogers2 Job Title Clerical II Position				Action Submit	Actions Submit time sheet »			
Students	Status Pay Period Deadline	Status Incomplete Return to hire Pay Period 01/01/2011 - 01/04/2011 Return to hire Deadline January 12, 2011 11:59 PM Log out »					: »			
Log Out			т	ime Sheet	Entries					
	Date	2	Start	End		н	ours	Edit	Delete	
	Saturday, Janu	ary 01	8:00 AM	3:00 PM	30 mins	6 h	rs 30 mins	Edit	Delete	
	» Add New E	ntry]
					Total:	6 h	rs 30 mins			
	Pay Period Info	Hire Det	ails Award	ls Superv	sors Acc	ounts	Notes			
	01/01/2011 -	01/04/20:	11							
	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)									

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	Review Time Sheet									
My Timesheets	Please review the time sheet yo Submit; otherwise, click Cancel	u are about to s to make change	ubmit for accu es.	acy. If the time	e sheet is correct,					
Students		Time Sheet Entries								
	Date	Start	Hours		Break					
Log Out	Saturday, January 01	8:00 AM	3:00 PM	30 mins	6 hrs 30 mins					
				Total	6 bre 30 mine					

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.

Student Employment Home	Review Time Sheet
My Timesheets	Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Message from webpage
Students	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.
Log Out	OK Cancel
	Submit Time Sheet Cancel

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.