

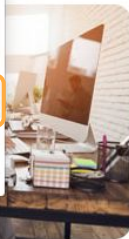
**How do I manage
the student employment
budget?**

Navigate to Budget Dashboard

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- Find Employees
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- Manage TimesheetX Jobs
- Timesheet Control Panel
- Approve TimesheetX Hires
- Manage Budget Details
- Budget Dashboard**
- Stipend Queue
- Search Student Hires, Awards and Accruals

Welcome to Pratt's Student Employment Website



Applicants & Employees

Click here for the Employee's Homepage. Search for a job or sign up for e-mail notifications about positions you're interested in. Enter time and submit your timesheets.



Employers & Supervisors

Click here for the Supervisor's Homepage. Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Access to Budget Dashboard

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

You are not authorized to view this page.

If you see this screen, it means you do not currently have access to the Budget Dashboard for your department's Cost Center(s).

Next steps:

- Ask your supervisor to submit the [Budget Dashboard Access Request Form](#).
- Access is granted only to the Cost Center(s) assigned to you.
- Once access has been processed, you will be able to view your department's budget information.

Select Fiscal Year

Budget Manager Dashboard

Budget

Account

Cost Center

Filter

FY2026 Budget (7/1/2025 - 6/30/2026) ▼

Please select

FY2026 Budget (7/1/2025 - 6/30/2026)

FY2025 Budget (7/1/2024 - 6/30/2025)

FY2024 Budget (7/1/2023 - 6/30/2024)

FY2023 Budget (7/1/2022 - 6/30/2023)

FY2022 Budget (7/2/2021 - 6/30/2022)

FY2021 Budget (7/7/2020 - 7/1/2021)

FY2020 Budget (7/6/2019 - 7/6/2020)

FY2019 Budget (7/6/2018 - 7/5/2019)

FY2018 Budget (7/7/2017 - 7/5/2018)

FY2017 Budget (7/7/2016 - 7/6/2017)

FY2016 Budget (7/1/2015 - 6/30/2016)

FY2015 Budget (7/1/2014 - 6/30/2015)

There is no data

have chosen is not active in the budget management system.

Select Account

Budget Manager Dashboard

Budget

FY2026 Budget (7/1/2025 - 6/30/2026)

Account

Please select

Cost Center

Please select

Filter

Federal Work-Study

Graduate Assistant

Sponsored Projects (SSP)

Student Work Funds

There is no data for the account you have chosen is not active in the budget management system.

Select Cost Center

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Budget Manager Dashboard

Budget FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Account Please select ▾

Cost Center All cost centers ▾

Filter All cost centers

001-Student Employment Office.

1151-Academic Senate

1305-Facilities Management

1311-Sustainable Environmental Systems

1312-Real Estate Program

There is no data

udget management system.

- You will only see the Cost Centers that you have been granted access to.
- After selecting the Fiscal Year, Account, and Cost Center, wait for the budget information to load.

Review Budget

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Budget Manager Dashboard

Budget FY2026 Budget (7/1/2025 - 6/30/2026) ▾
Account Federal Work-Study ▾
Cost Center Cost Center 1 ▾
Filter No Filter ▾

Export Details

Cost Center Name

Cost Center 1

Current
Budget

\$10,672.00

Actual
Earnings

\$11,699.26

Actual
Remaining
Budget
Balance

(\$1,027.26)

Original
Projected
Earnings

\$21,266.98

Current
Projected
Earnings

\$12,456.97

Projected
Remaining
Budget
Balance

(\$1,784.97)

View Jobs

The total budget currently allocated to the selected Cost Center.

The total amount paid to student employees from this Cost Center based on **finalized and approved timesheets** during the selected budget period.

The remaining budget available after Actual Earnings have been deducted from the Current Budget.

- **Important:** Actual Earnings are typically about **two weeks behind** because Payroll must review and approve timesheets before they are finalized.
- A budget amount shown in **parentheses ()** means the Cost Center is **overspending** by that amount.

Projected Budget Numbers

Original Projected Earnings

An estimate of the maximum amount current hires could earn if they work their maximum approved hours during the budget period.

Current Projected Earnings

An estimate of total spending that includes finalized payroll and pending (not yet finalized) timesheets.

Projected Remaining Budget Balance

The estimated budget remaining after Projected Earnings are deducted from the Current Budget.

Tip: Which budget numbers should I use?

For day-to-day budget management, use **Actual Earnings** and **Actual Remaining Budget Balance** to monitor spending that has already been processed.

Use the **Projected** values to estimate future spending and identify potential budget shortfalls before payroll is finalized.

Review Budget Spending Details

Click here to switch between accounts

Click here to see spending by job

Budget Manager Dashboard

Budget

FY2026 Budget (7/1/2025 - 6/30/2026) ▾

Account

Student Work Funds ▾

Cost Center

Cost Center 1 ▾

Filter

No Filter ▾

Export Details

Cost Center Name	Current Budget	Actual Earnings	Actual Remaining Budget Balance	Original Projected Earnings	Current Projected Earnings	Projected Remaining Budget Balance	
Cost Center 1	\$31,472.00	\$22,230.14	\$9,241.86	\$33,619.50	\$23,480.92	\$7,991.08	View Jobs

Review Budget Spending Details (by job)

[Budget Dashboard Home](#) > Jobs

Budget Info

FY2026 Budget (07/01/2025-06/30/2026)

Student Work Funds

No Filter



Click here to download the excel file

Click here to see spending by employees

Cost Center 1	# of Hires	Original Projected Earnings	Current Projected Earnings	Actual Earnings			
		\$32,939.50	\$23,480.92	\$22,011.64			
Job Title							
Job Title 1	1	\$2,841.43	\$4,355.25	\$4,355.25	View Hires	View Timesheets	Send Email
Job Title 2	9	\$18,059.64	\$10,007.92	\$8,963.64	View Hires	View Timesheets	Send Email
Job Title 3	2	\$9,095.00	\$7,185.75	\$6,760.75	View Hires	View Timesheets	Send Email

- This page includes all job titles from previous and current years. To view the jobs that are currently active, **scroll to the bottom of the page**. There you will find your current positions and their spending details for the selected fiscal year.

Review Budget Spending Details (by employee)

Click here to download the excel file

Budget Dashboard Home > Jobs

Budget Info

FY2026 Budget (07/01/2025-06/30/2026)

Student Work Funds

No Filter



View Timesheets

Cost Center 1/ Job Title 1				Original Projected Earnings	Current Projected Earnings	Actual Earnings
				\$18,059.64	\$10,007.92	\$8,963.64

Hires that have already finished						
Employee Name	Start Date	End Date	Hire Status			
Employee Name 1	02/25/2026	05/15/2026	Active	\$971.43	\$569.50	\$399.50
Employee Name 2	10/31/2025	06/30/2026	Active	\$2,950.71	\$1,246.57	\$773.00
Employee Name 3	09/24/2025	06/30/2026	Closed	\$695.36	\$379.50	\$379.50

- View Hire DetailsView TimesheetsSend Email
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- View Hire DetailsView TimesheetsSend Email