

A Guide To New Website Features

# Pratt Student Employment Supervisor Tips

**Pratt**

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# Hiring for a Graduate Assistantships?

You must use the new stipend hiring process. Please refer to the “Supervisor Stipend User Guide”

And they must be hired per semester

NO exceptions!

## Example

- If a GA starts in the Fall, you must hire online with the dates for Fall and submit a GA form for Fall only.
- If they continue to work in Spring, you must hire them again with dates for Spring and submit a new GA form for Spring only.
- Same goes for Summer I & II



A welder wearing a brown leather protective suit and a welding mask is working in a workshop. Sparks are visible from the welding process. The background is slightly blurred, showing various workshop equipment and materials.

**If a student's EAF (Employment Authorization Form),  
SSP (Special of Sponsored Projects) or GA (Graduate  
Assistantship) Form are incomplete or do not  
match their online hire**

**APPROVAL AND PAYMENT  
WILL BE DELAYED!**

*Please make review before you give to  
student and submit to HR*

# Job Control Panel

Accessible under JobX drop-down

The screenshot displays the Job Control Panel interface. At the top, a navigation bar includes tabs for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The JobX tab is active, and a tooltip indicates that the Job Control Panel is accessible under the JobX drop-down. A search bar is located on the right, with the placeholder text "Search Title, Description, Contact or Job ID".

On the left side, there are two main sections: "Your Selections" and "Job Filters". The "Your Selections" section includes a "Reset" link and a "Job Filters Applied" section showing "Employer: All Available" and "Job Status: Show All". The "Job Filters" section includes a "My Jobs:" section with a "+" icon, an "Employer Name:" section with a dropdown menu, and a "Job Status:" section with a "-" icon. Below these are checkboxes for "Listed Jobs (2)", "Pending Approval (0)", "Review Mode (1)", and "Storage Mode (1)".

The main content area is titled "Job Actions:" and includes icons for Delete, Export, Print, and Email Supervisors. A dropdown menu is set to "-- Select Action Below --" with an "Apply Action" button. Below this is a "Select/Deselect All" checkbox and a "Show 25 results per page" dropdown. The page number "1 to 4 of 4" is displayed.

The "LISTED - Jobs Currently Listed with Applicant Data (if applicable)" section shows a table for the 1955-Hill Valley Office. The table has columns for Ref #, Title, Contact, Job Type, App #, Listed, and Actions. Two jobs are listed: Ref # 5737, Title Lab Assistant, Contact Emmett Brown, Job Type On-Campus Jobs, App # 1 (1 New), Listed 06/15/16, and Actions (Delete, Export, Print, Email Supervisors). The second job is Ref # 5755, Title Website Developer, Contact Emmett Brown, Job Type On-Campus Jobs, App # 0 (0 New), Listed 06/15/16, and Actions (Delete, Export, Print, Email Supervisors).

The "REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)" section shows a table for the 1955-Hill Valley Office. The table has columns for Ref #, Title, Contact, Job Type, App #, Listed, and Actions. One job is listed: Ref # 5738, Title Research Assistant, Contact Emmett Brown, Job Type On-Campus Jobs, App # 0 (0 New), Listed 06/15/16, and Actions (Delete, Export, Print, Email Supervisors).

# It all begins with the Job Control Panel

- List your job on the website so students can apply
- Edit your job
- Manage the application for the job
- Add a new job
- Move jobs from storage mode to review mode and vice versa
- And of course hire a student!

# Edit, Manage, and hire

- The action icons are all you need to
  - Edit your job
  - Manage the application
  - Hire a student

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

1955-Hill Valley Office

Ref #

Title

Contact

Job Type

App #

Listed

Actions

5737

Lab Assistant

Emmett Brown

On-Campus Jobs

1 (1 New)

06/15/16

5755

Website Developer

Emmett Brown

On-Campus Jobs

0 (0 New)

06/15/16

- Hover over icon to see what each one does

# Edit a job

- Now when editing a job or adding a new job you select the rate from the drop-down menu

The screenshot shows a web form for editing a job. It includes a 'Select a Category:' dropdown with 'Media' selected, a 'Select a Job Title:' dropdown with 'Photographer' selected, and a 'Base pay rate:' dropdown with a list of options: 'Choose one...', 'Level 2 - 11.00', 'Level 2 - 11.50', 'Level 2 - 12.00', and 'Level 2 - 12.50'. To the right is a 'Source' button with a red arrow icon. Below these fields is a 'Job Description' section with the instruction 'Please be as detailed as possible.'

- Keep your jobs up-to-date by selecting the current time frame

The screenshot shows a web form with a 'Time Frame for this Job' dropdown menu open, displaying a list of time frames: 'Fiscal Year 2016-2017 (07/01/2016 - 06/30/2017)', 'Choose one...', 'Summer II 2016 (07/01/2016 - 08/21/2016)', 'Fiscal Year 2016-2017 (07/01/2016 - 06/30/2017)', 'Summer I 2016 (05/14/2016 - 06/30/2016)', 'Academic Year 2016-2017 (08/22/2016 - 05/12/2017)', 'Fiscal Year 2015-2016 (07/01/2015 - 06/30/2016)', 'Academic Year 2015-2016 (08/24/2015 - 05/13/2016)', and 'Spring 2016 (01/19/2016 - 05/13/2016)'. Below the dropdown is a 'Funding Source(s)' section with a note 'Every job must have one primary contact person (the r...' and a 'Contact Person <<?>' link. To the right are checkboxes for 'Work Study' and 'On-Campus Jobs - Stipends', and a section for 'secondary contact people.'

- Select the correct funding sources to help students find your job

The screenshot shows the 'Funding Source(s)' section of the form. It includes the text 'Check the appropriate box(es)' and three checkboxes: 'On Campus Student Employment' (checked), 'On Campus Work Study' (checked), and 'On-Campus Jobs - Stipends' (unchecked).



# Add a job

- Click “Add a new job”

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: 1955-Hill Valley Office  
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

1955-Hill Valley Office

Show Jobs From All My Employers

1955-Hill Valley Office

1985-Flux Capacitor

☐ Listed Jobs (2)

☐ Pending Approval (0)

☐ Review Mode (1)

☐ Storage Mode (1)

Job Type: +

- Majority of the time you will select On-Campus Job

Home Employees JobX TimesheetX Reporting Access & Audit Help

**Add a new job for** 1955-Hill Valley Office

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: 1955-Hill Valley Office  
Job Status: Show All

Job Filters

My Jobs: +

Job Actions:

Delete Export Print Email Supervisors

☐ Select/Deselect All Show 25 results per page

- If you don't see **Add a new job for** at the top this means you hire under multiple departments. Make sure you select one from the employer name drop-down.

You are adding a brand new job to the web site. 

>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

## Please Choose a Job Type

Choose one... [Go to next step](#)

Choose one...

On-Campus Jobs

Summer On-Campus Jobs

You are adding a brand new job to the web site. 

>> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live

- Fill in all required fields including secondary supervisor then click submit

Select a Category:  
Media

Select a Job Title:  
Photographer

Base pay rate: Level 2 - 11.00

Source

B

I

U

Job Description

Please be as detailed as possible.

Number of Available Openings

Hours per Week

10.0 to Same

Time Frame for this Job

Choose one...

Funding Source(s)

Check the appropriate box(es)

☐ On Campus Student Employment ☐ On Campus Work Study ☐ On-Campus Jobs - Stipends

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person:

Choose one...

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Fax Number

Email

Location

Secondary Contact People <?>

Available

Clara Clayton

Emmett Brown

Add >>>

<<< Remove

Selected









Campus Job Location

Choose one...

Department Location

Submit

- To use the default application that includes a resume upload click “Save Application”

First name	<input type="text"/>	*	
Middle name	<input type="text"/>		
Last name	<input type="text"/>	*	
Email	<input type="text"/>	*	
<i>Please use your institutional email address (if you have one)</i>		<i>(re-enter to confirm)</i>	
Student ID	<input type="text"/>	*	
What is your class standing?	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
Are you registered for at least 6 credits for the current semester?	<input type="text" value="Please select"/>	*	
Resume	<input type="button" value="Browse..."/> No file selected.		

- 1. Select “Right Now” to list the job live on the website so students can send in applications or choose “Sometime Later” to put in review mode.
- 2. JobMail will help students find your job on the website
- 3. List the job for as long as you want
- Click to finish and you have created a new job

#### 1955-Hill Valley Office - Photographer

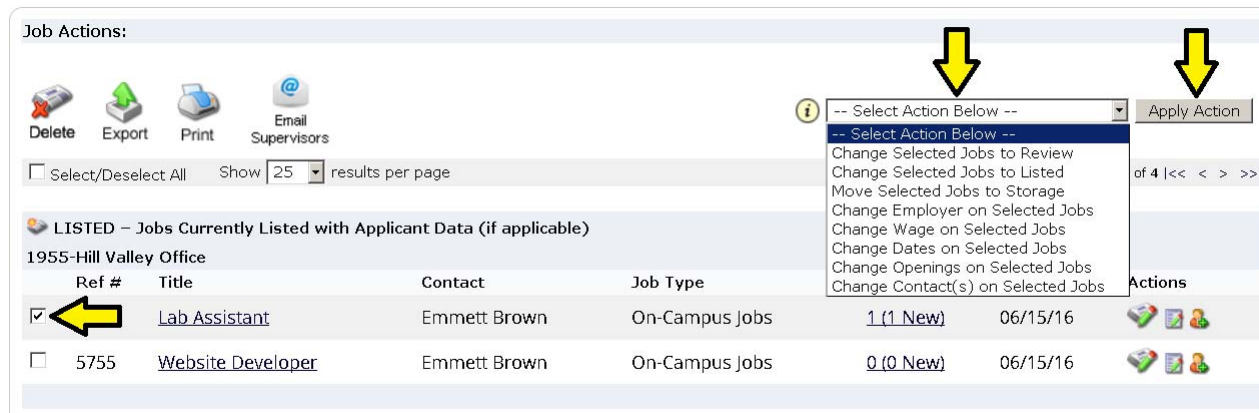
Please choose an option

1. When do you want to list the job on the web site?
2. Do you want JobMail to be sent when the job is listed?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

# Move a job

- Click the box to the left of your job
- Then select the action from the drop-down box
- Then click apply action
  - To move job from 'listed to review' 'or 'review to storage' etc.









The screenshot shows a web application interface for managing jobs. At the top, there are icons for Delete, Export, Print, and Email Supervisors. Below these is a section titled "Job Actions:" with a dropdown menu and an "Apply Action" button. The dropdown menu is open, showing a list of actions: "Change Selected Jobs to Review", "Change Selected Jobs to Listed", "Move Selected Jobs to Storage", "Change Employer on Selected Jobs", "Change Wage on Selected Jobs", "Change Dates on Selected Jobs", "Change Openings on Selected Jobs", and "Change Contact(s) on Selected Jobs". A yellow arrow points to the "Move Selected Jobs to Storage" option. Another yellow arrow points to the "Apply Action" button. Below the dropdown menu is a table of jobs. The table has columns for Ref #, Title, Contact, Job Type, and Actions. The first row is selected, and a yellow arrow points to the checkbox in the first column. The table shows two jobs: "Lab Assistant" and "Website Developer".

Ref #	Title	Contact	Job Type	Actions
<input checked="" type="checkbox"/>	<a href="#">Lab Assistant</a>	Emmett Brown	On-Campus Jobs	1 (1 New) 06/15/16
<input type="checkbox"/>	5755 <a href="#">Website Developer</a>	Emmett Brown	On-Campus Jobs	0 (0 New) 06/15/16

- Listed – jobs that are listed on the website for student to apply
- Review – jobs that are not listed but you may still hire a student
- Storage – you can not hire a student for this job

# Hire a student (Hourly Only)

- Either click under App # to view student applications or click the hire icon to go directly to hiring a student

LISTED – Jobs Currently Listed with Applicant Data (if applicable)						
1955-Hill Valley Office						
Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5737	<a href="#">Lab Assistant</a>	Emmett Brown	On-Campus Jobs	<a href="#">1 (1 New)</a>	06/15/16	  
<input type="checkbox"/> 5755	<a href="#">Website Developer</a>	Emmett Brown	On-Campus Jobs	<a href="#">0 (0 New)</a>	06/15/16	  



- To view their application and download their resume click on the students name

☐ Select/Deselect All    Show  results per page     to 10 of 10 << < > >>

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Delete	Hire
<input type="checkbox"/> <u>Diana D'Ambrose</u>	ddambros@pratt.edu	7/21/2016	New!	P			<a href="#">Delete</a>	<a href="#">Hire</a>

- When you're ready to hire select their name from the list or hire a "walk-in" candidate by entering in their first and last name OR employee ID #

#### Fill the job: "Lab Assistant"

There are 3 openings for this position. Please choose an on-line applicant or type in the name of student to hire.

There are 2 pending hires for this job.

Student	Cancel Request
Amber Lee Jones	<a href="#">Cancel Request</a>
Marty McFly	<a href="#">Cancel Request</a>

Hire an on-line applicant

☐ Hire a "walk-in" candidate. Type in candidate's info to the right.  
☒ Marty McFly

Hire a candidate who did not apply on-line

First Name  M.I.  Last Name  Employee ID

[Go to step 2](#)

- For best results use the student ID only

- The student must be registered for at least 6 credits and they must have their SSN on file with Registrar and Student Financial Services. If you see the green check mark you can continue with the hire. If not STOP and contact the student to discuss their registration status or their SSN record status.

#### Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Eligible List?	Validation Passed

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Marty		McFly	mmcfly85@pratt.edu

Continue to next step

Cancel

- Enter the correct hours per week and the exact start and end date of the hire
- The end date cannot exceed past the end of the current fiscal year (i.e. 6/30/18)
- YOU MUST click “Continue to Time Sheet” in order to proceed to the last step of the hiring process

### Step 3: Fill Out Hire Record Info

Job Title: Lab Assistant

First Name	Marty
Middle Name	
Last Name	McFly
E-mail Address	mmcfly85@pratt.edu
Wage	10.00
Hours Per Week	<input type="text" value="10.0"/>
Please review the start and end dates and be sure they are the correct dates for the employment period for this student.	
Employment Start Date	<input type="text" value="08-22-2016"/>
Employment End Date	<input type="text" value="05-12-2017"/>
Notes	<div></div>
<input type="button" value="Continue to Time Sheet"/> Create a JobX hire request and set up a time sheet.	

- You must select a primary and secondary supervisor
  - If you do not see anyone in the secondary supervisor list please contact us
- Review the information of the hire

#### Create Time Sheet with Hire Request

Add a Hire Instance	
Student	Marty McFly
Job	Lab Assistant
Primary Supervisor	Emmett Brown
Secondary Supervisors	<div>Available<div>Emmett Brown</div><div>Selected<div>Clara Clayton</div></div><div>Add &gt;&gt;&gt;&lt;&lt;&lt; Remove</div></div>
Wage	10.00
Hours per Week	10.00
Start Date	08-22-2016
End Date	05-12-2017
<div>Create Hire</div> <div>Cancel</div>	

- Click “Create Hire”. You will then see the Hire Confirmation Page

#### Hire Confirmation

You have successfully submitted a hiring request and created a timesheet for Marty McFly

If you do not see the HIRE  
CONFIRMATION PAGE  
your student is not a pending hire.

There are 3 pending hires for this job.

Student	Cancel Request
Amber Lee Jones	<a href="#">Cancel Request</a>
Marty McFly	<a href="#">Cancel Request</a>
Marty McFly	<a href="#">Cancel Request</a>

Seeing a pending hire request here  
does not mean the student has  
been hired. Make sure you see the  
Hire Confirmation Page!



# Timesheet Control Panel

Accessible under the TimesheetX drop-down

The screenshot displays the Pratt TimesheetX web application interface. At the top left is the 'Pratt' logo. On the right, it says 'Welcome, Emmett Brown | [Logout](#)'. Below this is a navigation bar with tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The 'TimesheetX' tab is active, and its dropdown menu is open. The menu items are: 'TimesheetX Employer Home (To Do Items)', 'Manage TimesheetX Jobs', 'Timesheet Control Panel' (highlighted with a yellow arrow), 'Manage Budget Details', 'Budget Dashboard', and 'Search Student Awards and Class Schedules'. On the left side of the page, under 'My Control Panel', there is a welcome message, a cost center dropdown set to '1955-Hill Valley Office', and a section for 'Jobs for which I am the primary Photographer' with a link to 'marriage Job'. At the bottom right of the job list, there is a 'View Hires' link.

# Timesheet Control Panel is your best friend!

- You can view your students hire info, such as
  - Hire start and end date
  - Wage
  - Status, active or closed?
  - And some extra details
- Edit their expected hours working per week
- Update primary and secondary supervisors
- View your students time sheets

# To view a students hire info

- Select your cost center (department) from the drop-down box
- Click “View Hires” across from the appropriate job title to see all students under this job
- You can now see their hire info
- Hover over “Details” under Extras to see even more

## Pratt

Welcome, Emmett Brown | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

### My Control Panel


Welcome, Emmett Brown

Cost Center

1955-Hill Valley Office

1955-Hill Valley Office


1985-Flux Capacitor



**Jobs for which I am the primary supervisor**

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

Student Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
<a href="#">Marty McFly</a>	<a href="#">Details</a>	<a href="#">Create time sheet</a>	<a href="#">All time sheets</a>	N/A	N/A	1/25/2016 - 6/30/2016	12.00	Active



# Edit expected hours and supervisors

- Click on students name to reach this screen
- From here you can edit their expected hours
- You can also adjust the primary and secondary supervisors
- Click submit when finished updating or cancel to go back to the control panel

**Edit this Hire Instance**

Status : Active

Wage	12.00
Expected Hours Per Week	10.00
Hire Start Date	01-25-2016
Hire End Date	06-30-2016
Pay Schedule	Pratt Bi-Weekly Pay Schedule
Primary Supervisor	Emmett Brown

**Secondary Supervisors**

Available

Emmett Brown

Add >>>

<<< Remove

Selected













Clara Clayton

Submit

Cancel

# To view a students time sheets

- Click on “All time sheets” to get to this screen
- From here you can view all their time sheets and their status.
- If you click “go to time sheet” you can drill down to find details on any particular time sheet.

Time Sheets for Job: <i>Photographer</i>					
Status	Pay Period	Start Date	End Date	Actual Earnings	Time Sheet
	06/17/16 to 06/30/16 (26)	Friday, June 17, 2016	Thursday, June 30, 2016		<a href="#">Start time sheet</a>
	06/03/16 to 06/16/16 (25)	Friday, June 03, 2016	Thursday, June 16, 2016		Past Deadline / Never Started
	05/20/16 to 06/02/16 (24)	Friday, May 20, 2016	Thursday, June 02, 2016		<a href="#">Go to time sheet</a>
	05/06/16 to 05/19/16 (23)	Friday, May 06, 2016	Thursday, May 19, 2016		<a href="#">Go to time sheet</a>
	04/22/16 to 05/05/16 (22)	Friday, April 22, 2016	Thursday, May 05, 2016		<a href="#">Go to time sheet</a>
	04/08/16 to 04/21/16 (21)	Friday, April 08, 2016	Thursday, April 21, 2016		<a href="#">Go to time sheet</a>
	03/25/16 to 04/07/16 (20)	Friday, March 25, 2016	Thursday, April 07, 2016		<a href="#">Go to time sheet</a>
	03/11/16 to 03/24/16 (19)	Friday, March 11, 2016	Thursday, March 24, 2016		Past Deadline / Never Started
	02/26/16 to 03/10/16 (18)	Friday, February 26, 2016	Thursday, March 10, 2016		Past Deadline / Never Started
	02/12/16 to 02/25/16 (17)	Friday, February 12, 2016	Thursday, February 25, 2016		Past Deadline / Never Started
	01/29/16 to 02/11/16 (16)	Friday, January 29, 2016	Thursday, February 11, 2016		Past Deadline / Never Started
	01/15/16 to 01/28/15 (15)	Friday, January 15, 2016	Thursday, January 28, 2016		Past Deadline / Never Started



# Time sheet info


- On this screen you can
  - View their hours and break period entered
  - View pay period info pertaining to this time sheet
- If you click on the “Notes” tab you can view or add a note
- You can also print the time sheet if necessary

## Manage Time Sheet


**Student** Marty McFly  
**Job Title** Photographer  
**Status** Returned to Supervisor  
**Pay Period** 05/20/16 to 06/02/16 (24)  
**Deadline** June 6, 2016 12:00 PM

 [\[ Print Time Sheet \]](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Thursday, June 02	8:00 AM	4:00 PM	30 mins	7 hrs 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
Total:				7 hrs 30 mins		
Approve		Reject		Lock		



Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
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05/20/16 to 06/02/16 (24)

**Start** - Friday, May 20, 2016

**End** - Thursday, June 2, 2016

**Student Deadline** - Thursday, June 2, 2016 (11:59PM)

**Supervisor Deadline** - Monday, June 6, 2016 (12:00PM)

**Pay Date** - Friday, June 17, 2016

# Open a students time sheet

- Go to Timesheet Employer Home (To Do Items)

The screenshot displays the 'TimesheetX Employer Home (To Do Items)' page. At the top, a navigation bar includes links for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the navigation bar, a welcome message for 'Emmett Brown' is followed by the 'To Do Items' section. A dropdown menu is open, showing options: 'TimesheetX Employer Home (To Do Items)', 'Manage TimesheetX Jobs', 'Timesheet Control Panel', 'Manage Budget Details', 'Budget Dashboard', and 'Search Student Awards and Class Schedules'. The main content area features a 'Cost center' dropdown set to 'All Cost Cent', radio buttons for 'Only show time sheets' and 'Show all time sheets rec', and filter sections for 'Filter by timesheet status' (with checkboxes for Returned To Supervisor (1), Incomplete By Supervisor (0), Delinquent Timesheets (7), Resubmitted By Employee (0), and Pending Approval (0)) and 'Filter by employee' (with input fields for First Name and Last Name, and a 'Filter by employee' button). At the bottom, a toolbar contains icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets', 'Reject Timesheets', 'Dismiss Timesheets', 'Take Possession', and 'Email Students'. Below the toolbar, there is a 'Select All / De-Select All' checkbox and a 'Show 25 results per page' dropdown.

# Time sheet To Do Items

- Under Delinquent Timesheet Status click on magnify glass icon

Timesheet Status: Delinquent					
01/15/16 to 01/28/15 (15)					
Name	Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> <a href="#">Marty McFly</a>	Photographer			1/28/2016 11:59 PM	Never Started
01/29/16 to 02/11/16 (16)					



- On the next screen click “Take Possession

If you would like to take possession of this time sheet:

## Take Possession

If you want to take possession of this time sheet away from Marty, you can do so here.

Once you have taken the time sheet Marty will no longer be able to interact with it. It will be your responsibility to complete it.

### Add a note as you take possession?

I have taken possession of this time sheet.

☐ Check if you would like the above message to be sent as an e-mail to the student.

Take Possession



# Manage Time Sheet

- Click “Add New Entry”

## Manage Time Sheet


**Student** Marty McFly

**Job Title** Photographer


**Status** Incomplete

**Pay Period** 01/29/16 to 02/11/16 (16)

**Deadline** *February 12, 2016 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» <a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>						
» <a href="#">Add New Entry</a> 						

- Then click “Add” to enter a 15 minute place holder in their time sheet

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» <a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Friday, January 29, 2016	8:00AM	8:15AM	No Break	 <input type="button" value="Add"/> <input type="button" value="Cancel"/>

# Manage Time Sheet

- “Reject”

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Friday, January 29	8:00 AM	8:15 AM	--	15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
				Total:	15 mins	
<div>Approve Reject Lock</div>						

- Click “Reject” again

**Describe the reason for the rejection below:**

Because of its current status, this time sheet will be rejected to the student.

Your time sheet is being returned to you to complete by your request or due to error within the time sheet. Please follow up with you supervisor to ensure that your time sheet is in within prescribed deadlines.

If it past the deadline for the current pay period, you will receive payment for this time sheet in the follow pay period.

The message below will be e-mailed to the student and added to the time sheet notes.

Cancel

Reject Time Sheet

- This will notify the student their time sheet has been rejected back to them so they can fill it out

# Search Student Awards and Hires

- Look up if a student has a FWS award and if they have another on-campus job

**Pratt**

The screenshot displays the Pratt system's navigation bar with tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the navigation bar, the 'Supervisor Employee Search' dropdown menu is open, listing various options. A yellow arrow points to the 'Search Student Awards/Hires and Class Schedules' option at the bottom of the menu. To the left of the dropdown, there is a search form with fields for 'First Name:', 'Last Name:', and 'Student Id:', and a 'Find Students' button.

Navigation Tab	Dropdown Option
Home	Find Employees
Employees	TimesheetX Admin Home
JobX	TimesheetX Employer Home (To Do Items)
TimesheetX	Manage TimesheetX Jobs
Reporting	Timesheet Control Panel
Access & Audit	Stipend Queue
Uploads	Approve TimesheetX Hires
Site Set up	Manage Budget Details
Content	Budget Dashboard
Help	Search Student Awards/Hires and Class Schedules

# Find Students

- Enter their first and last name or ID number
- Click “Find Students”
- Search results will be listed at the bottom
- Click on the students name to proceed

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

### Supervisor Employee Search Panel

Find Employees, Awards and Class Schedules:

First Name:

Amber

Last Name:

Jones

Student Id:

Find Students

---

Search Results:

Employees
<a href="#">Amber Lee Jones</a>



# View student award info

- From this screen you can view if a student has an award or not
- It shows the amount they have been awarded, the balance and the term

## Employee Details

Current Awards

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	\$2,500.00	\$27.94	Academic Year 2015/2016 (07/01/2015 - 06/30/2016)

## Employee Details

There are no current class schedules or awards to display

# View student hire info

- From this screen you can view what current hires a student has
- A student may have more than one job within a department or multiple jobs within different departments

## Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date
Fine Arts Office Assistant	1438-Fine Arts	\$9.00	07/01/2016	08/21/2016
Pratt Artist League Co-President	1438-Fine Arts	\$9.00	07/01/2016	06/30/2017

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending ☐ = Rejected

There are no current awards to display.