

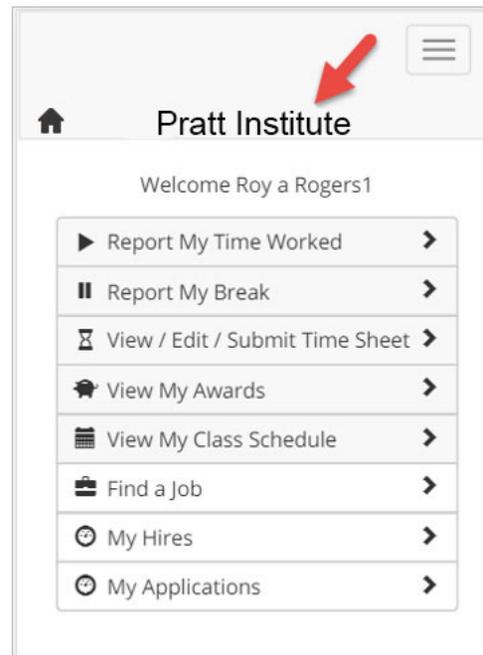


# Mobile Timesheets

Training for Student Employment  
Applicants & Employees



# Mobile Time & Break Entry – Employee Menu

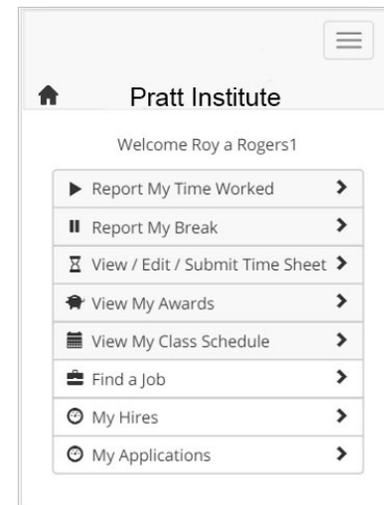
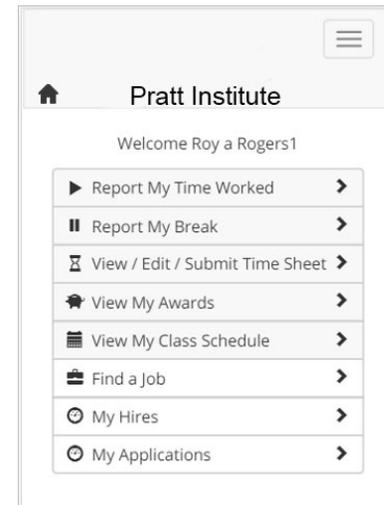


Here is the new screen user will see when accessing the Student Employment portal from a mobile device.

A user must login before they can view/manage their time sheets.

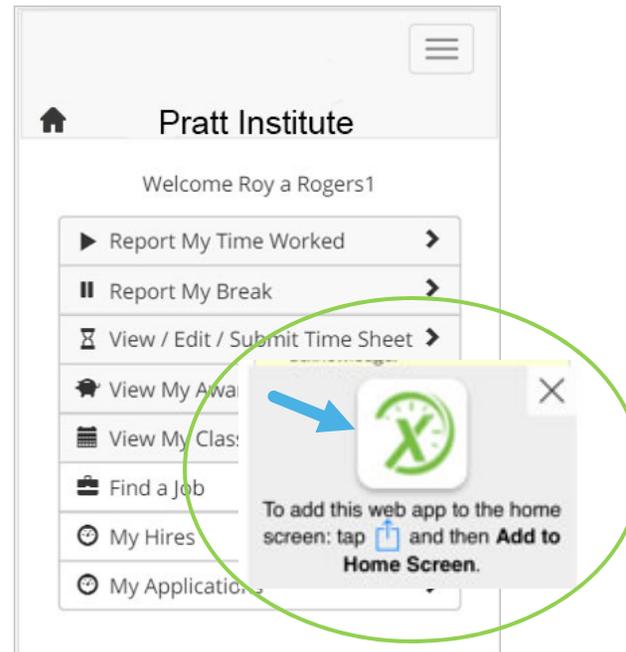
# Flexible Mobile Time & Break Entry Options

**Report My Time & Report My Break Mobile Menu Options** - These streamlined methods will allow an employee on the run to simply click one button (e.g. Clock in, Clock out, Start break, or End Break) when entering their time and/or break information. Upon clicking the applicable button, the system time will be automatically entered on the employee's time sheet without any further action.



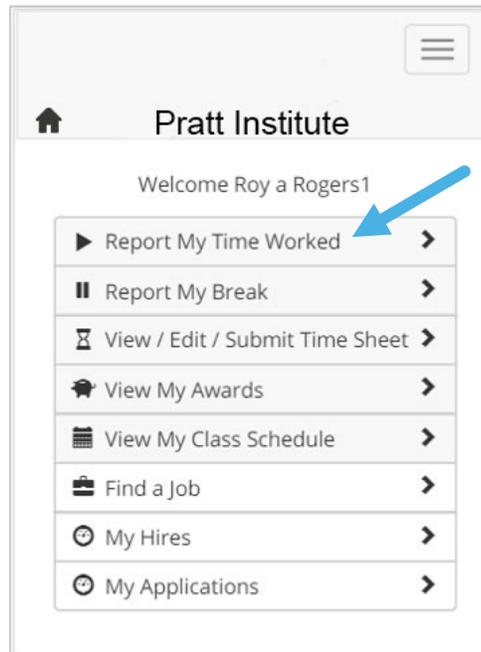
➤ **View / Edit / Submit Mobile Menu Option** – If a student prefers to self enter their time worked or break start/end times as they would on a computer, forgets to clock in using 'Report my Time' in a timely manner, or needs to modify a time automatically entered by the system, they may use this option to update the information as needed.

# Mobile Time Sheet Entry – Single Sign On Login



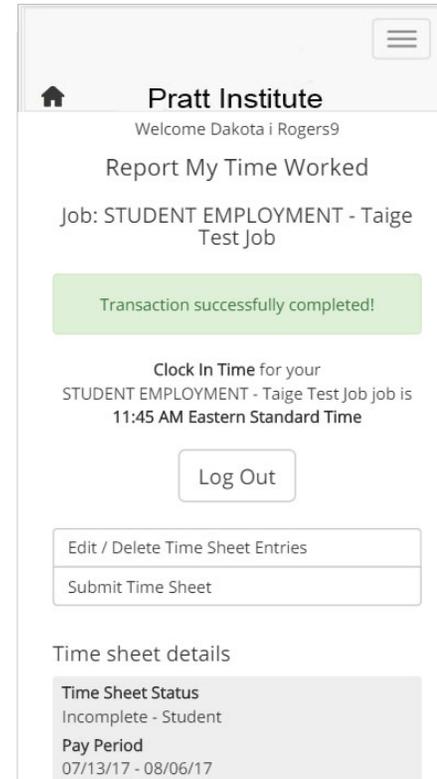
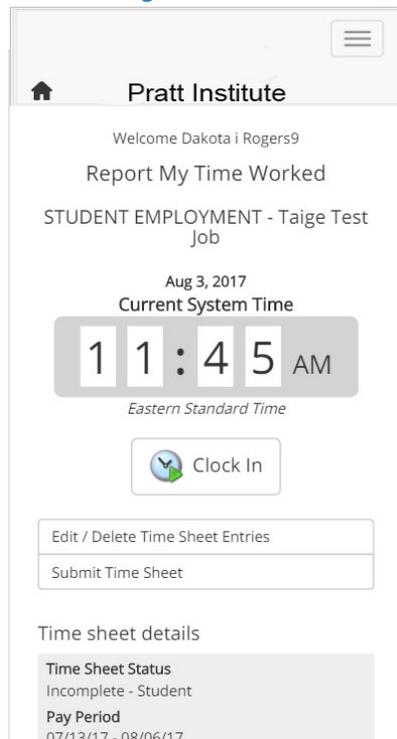
Once the user arrives at this page via their mobile device, they will be directed to add this web application to their mobile home screen as shown above for easy access to JobX and TimesheetX going forward.

# Report My Time Worked



To report time worked, the employee will click the 'Report My Time Worked' menu option.

# Report My Time Worked – Clock In/Out

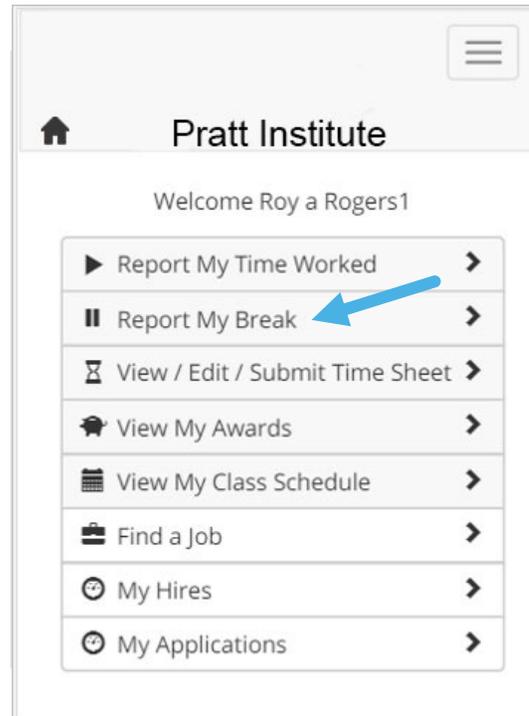


To clock in and out, the employee will click the 'Clock In' or 'Clock Out' button.

The system time vs. a self entered work start time will be updated in the start field on their time sheet.

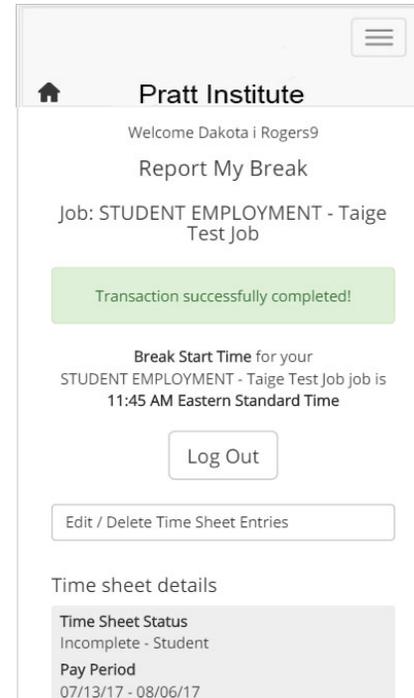
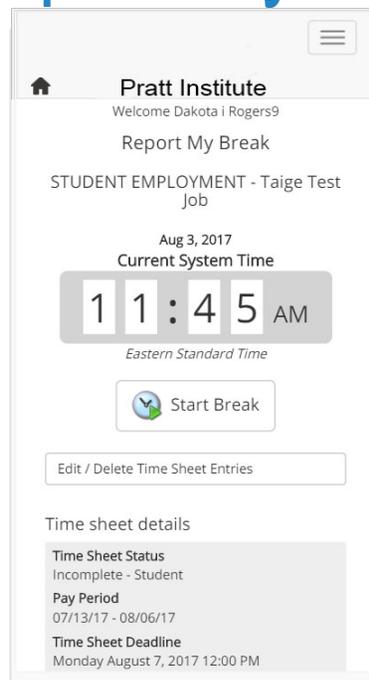
A confirmation screen with the exact 'Clock In' or 'Clock Out' time is presented to the user.

# Report My Break



If the employee has previously clocked into a job and now needs to start their break, click the 'Report My Break' menu.

# Report My Break – Start/End Break

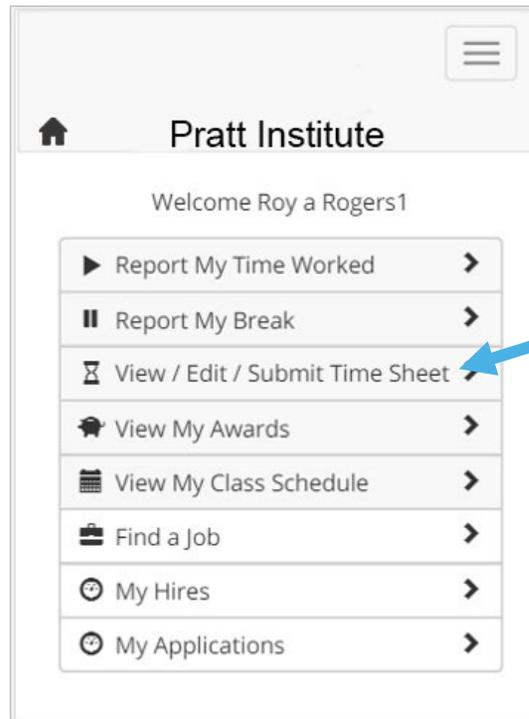


To start or end a break, the employee will click the ‘Start Break’ or ‘End Break’ button.

A confirmation screen with the exact ‘Break Start’ or ‘End Break’ time is presented to the user

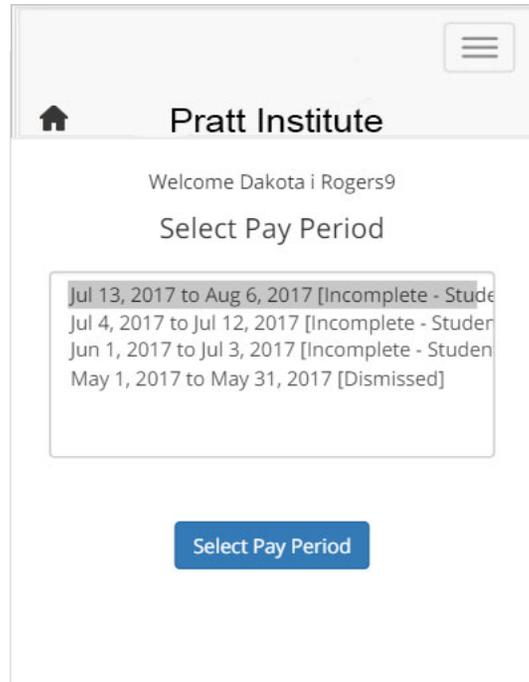
On the employee’s actual time sheet, the system time will be updated on a new time sheet entry break row with the employee’s ‘Break Start’ time pending a subsequent ‘Break End’ system time entry.

# View / Edit / Submit Time Sheet



To view, add/edit a time sheet entry or hand in a time sheet to the employee's Supervisor for review/approval, the employee will click the 'View/Edit/Submit Time Sheet' menu option.

# View / Add / Edit / Submit Time Sheet Entry



The screenshot shows a mobile application interface for Pratt Institute. At the top, there is a home icon and the text 'Pratt Institute'. Below that, it says 'Welcome Dakota i Rogers9'. The main heading is 'Select Pay Period'. A list of pay periods is displayed in a scrollable box:

- Jul 13, 2017 to Aug 6, 2017 [Incomplete - Stude
- Jul 4, 2017 to Jul 12, 2017 [Incomplete - Studer
- Jun 1, 2017 to Jul 3, 2017 [Incomplete - Studen
- May 1, 2017 to May 31, 2017 [Dismissed]

At the bottom of the screen, there is a blue button labeled 'Select Pay Period'.

The employee must first choose the pay period for the time sheet they wish to view, add, or edit.

# View Time Sheet

The screenshot shows a web interface for managing time sheets. At the top, there is a home icon and the text "Pratt Institute" with a welcome message "Welcome Dakota i Rogers9". Below this is a "Manage Time Sheet" section. Underneath, there is a "Time sheet details" section with the following information:

- Employee:** Dakota i Rogers9
- Job Title:** Taige Test Job
- Status:** Incomplete - Student
- Pay Period:** 07/13/17 - 08/06/17
- Deadline:** Monday August 7, 2017 12:00 PM

Below the details is a "Time Sheet Entries" section. It shows an entry for "Thursday, August 03" with the following data:

Start	11:45 AM
End	11:45 AM
Break	--
Total	

At the bottom of the entry, there are two buttons: "Edit" and "Delete".

If the employee wishes to view their time sheet for one or more jobs, they can view each time sheet entry for each job, as well as, the total hours entered for the entire time sheet.

# Add a Time Sheet Entry

Date  
Thursday, July 13, 2017

Start  
12 00 AM

End  
12 00 AM

Break  
No Break

Add Cancel

If the employee wishes to start a time sheet that has never been started and/or add a time sheet entry to a time sheet already started, they click the 'Add New Entry' button.

TOTAL

Submit Time Sheet

# Edit Time Sheet

Welcome Dakota i Rogers9

## Manage Time Sheet

Time sheet details

**Employee**  
Dakota i Rogers9

**Job Title**  
Volleyball Coach

**Status**  
Incomplete - Student

**Pay Period**  
5/9/2016 to 5/9/2017

**Deadline**  
Monday May 8, 2017 12:00 AM

Time Sheet Entries

Sunday, May 01

**Pay code**  
Regular Hours

**Start**  
8 00 AM

**End**  
8 30 AM

**Break**  
30 mins

If the employee clicks the 'Edit' button, they can update the existing time sheet, as desired. To save the updates, click the 'Update' button.

# Submit Time Sheet

If an employee wishes to submit their time sheet for their Supervisor to review and approve, they will click the 'Submit Time Sheet' button.

Welcome Dakota | Rogers9

### Manage Time Sheet

Time sheet details

**Employee**  
Dakota | Rogers9

**Job Title**  
Volleyball Coach

**Status**  
Incomplete - Student

**Pay Period**  
5/9/2016 to 5/9/2017

**Deadline**  
Monday May 8, 2017 12:00 AM

Time Sheet Entries

**Sunday, May 01**

Pay code	HRS
Start	8:00 AM
End	8:30 AM
Break	30 mins
<b>Total</b>	

[Edit](#) [Delete](#)

**Friday, May 13**

Pay code	HRS
Start	9:37 AM
End	11:14 AM
Break	—
<b>Total</b>	1 hr 37 mins

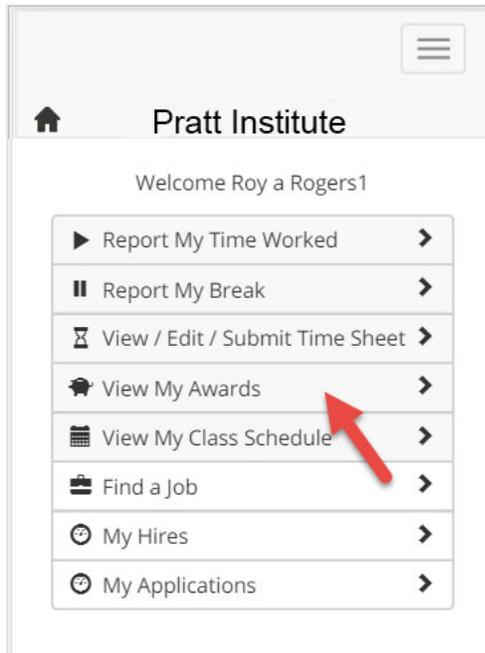
[Edit](#) [Delete](#)

<b>TOTAL</b>	
HRS	1 hr 54 mins

[Add New Entry](#)

[Submit Time Sheet](#)

# View My Awards



To view an employee's awards and balances, the employee will click the 'View My Awards' menu option

The employee can view their award year, award type(s), original award amount(s) and remaining award balance(s).

# Sophisticated Compliance Edits

Pratt Institute

- The time clock entry was modified to avoid a class schedule conflict. Please contact your supervisor to report any additional hours worked that haven't been included in your time sheet entry to arrange for payment outside of the TimesheetX system.
  - Start: 06/29/2016 7:43 AM
  - Old End: 06/29/2016 10:09 AM
  - New End: 06/29/2016 10:00 AM
- The time clock entry was modified to avoid a "continuous time worked without break" conflict. A total of 5 break minutes were applied to the entry.
- The time clock entry was modified to avoid a "max hours" conflict. A total of 0.2 hours were removed from the time entry. Please contact your supervisor to report any additional hours worked that haven't been included in your time sheet entry to arrange for payment outside of the TimesheetX system.
  - Start: 06/29/2016 7:43 AM
  - End: 06/29/2016 9:48 AM

Welcome Dakota | Rogers9

Report My Time Worked

Job: ADMISSIONS - Data Entry Asst

Transaction successfully completed!

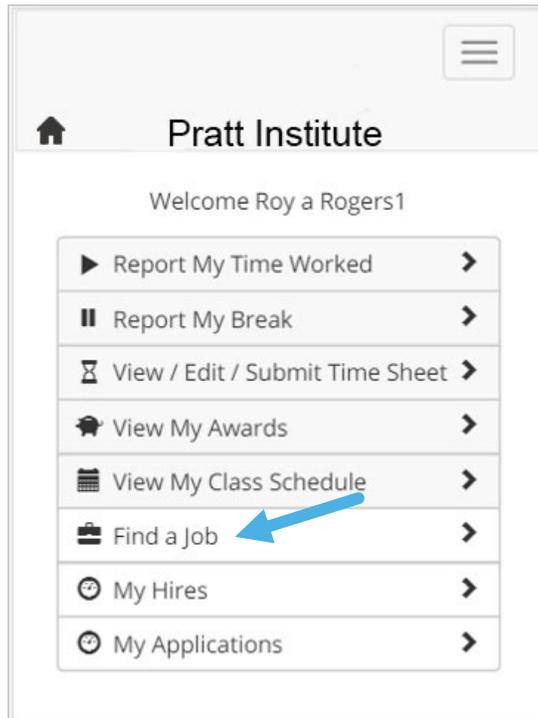
Clock Out Time for your  
ADMISSIONS - Data Entry Asst job is  
10:09 AM Eastern Standard Time

For Clock In/Out schools, TimesheetX ensures your are compliant with FWS regulations and labor laws.

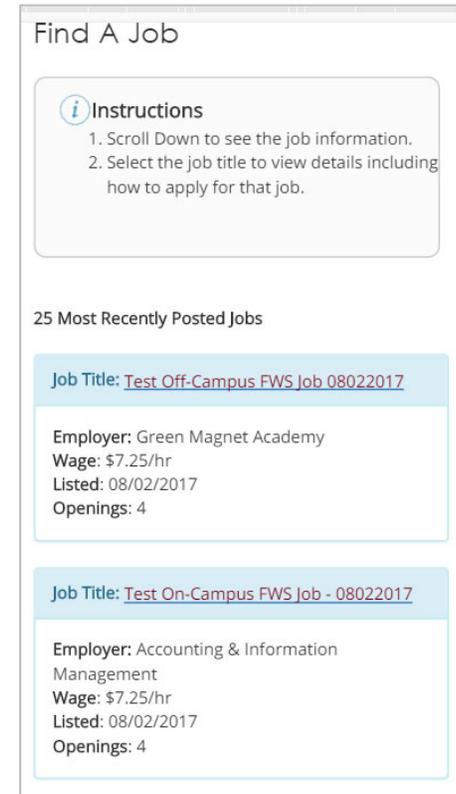
If an employee fails to log a required break after working the school defined number of consecutive hours in a day (per state/federal laws), a break will be systematically logged on behalf of the employee.

If an employee's clock out entry time causes an employee to exceed the max hours threshold set by the school, the work end time entry is recorded with the minute before the max time entry threshold and a message is provided to the employee to contact their Supervisor to address any extra extra minutes worked outside of TimesheetX.

# Find a Job



To view listed jobs in JobX, click the 'Find a Job' function.



The applicant click on the Job Title link of the specific job they're interested in to view the specific details about the job.

# Find a Job

### Find A Job

**i** **Instructions**

1. Scroll Down to see the job information.
2. Select the job title to view details including how to apply for that job.

25 Most Recently Posted Jobs

**Job Title:** [Test Off-Campus FWS Job 08022017](#)

**Employer:** Green Magnet Academy  
**Wage:** \$7.25/hr  
**Listed:** 08/02/2017  
**Openings:** 4

**Job Title:** [Test On-Campus FWS Job - 08022017](#)

**Employer:** Accounting & Information Management  
**Wage:** \$7.25/hr  
**Listed:** 08/02/2017  
**Openings:** 4

The applicant click on the Job Title link of the specific job they're interested in to view the specific details about the job.

# Apply for a Job

[Click here to apply for this job](#)

**Job ID**  
4583

**Job Type**  
Off-Campus Jobs (FWS)

**Employer**  
Green Magnet Academy

**Date Posted**  
Aug 02, 2017

**Category**  
Counselor

**Job Description**  
Test

**Job Requirements**  
Test

**Available Openings**  
4

**Hours**  
14.5 to 15.0 hours per week

**Hourly Rate**  
\$7.25/hour

**Time Frame**  
Spring

**Contact Name**  
Test Off Campus Supervisor

By submitting the application below, you will be applying for the following jobs:

 Test Off-Campus FWS Job 08022017 - Green Magnet Academy

**General**

**First name**  
  
\*

**Last name**  
  
\*

**UT Email**  
*Please use your institutional email address*  
  
\*  
\* (re-enter to confirm)

**Student ID#**

After clicking the Job Title in the prior step, if the applicant wishes to apply for the job, simply click the 'Click here to apply for this job' button and the application will be presented for their completion.

After answering all the required questions (denoted with a red \*) click the 'Submit' button to place your application in the supervisor's application control panel for review and consideration.



**If you should have any questions regarding these JobX and TimesheetX mobile features, please contact your supervisor or the Payroll department.**