



## Timesheet X Guide for Students

Time sheets are entered online for all NUNM work-study jobs.

### ***Getting started....***

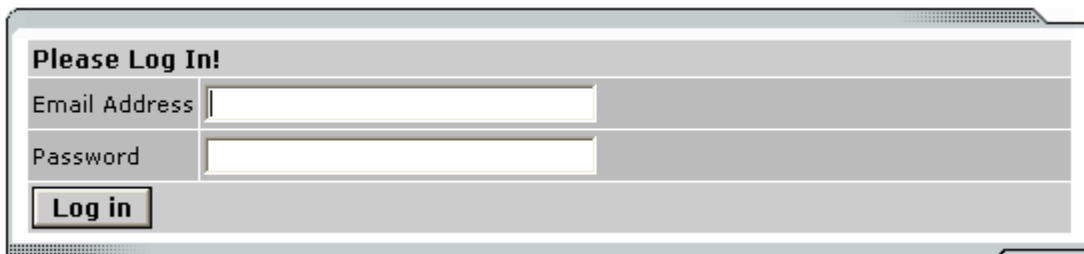
You will be notified by email that you are approved to begin filling out an online timesheet AFTER you complete the following:

1. The first step is to complete all Federal, State and Local employment requirements (I-9/W-4) with the Financial Aid Office.
2. Go to the *Work-Study Jobs* page:  
<http://studentservices.nunm.edu/workstudy-jobs/>  
If you find a job that is appealing to you, **contact the Supervisor FIRST**. Do not apply online without doing so, as both you and the supervisor need to make sure it will be a good fit.  
If you and the supervisor agree to work together, go back to the *Work-Study Jobs* page and apply for the position by clicking the apply link within the actual job. **Remember:** You must acknowledge the [Policies and Procedure Manual](#) and [Student Participation Agreement](#) at this time. You must complete this step before you will be allowed to apply for the job.
3. Once you apply for a job you will get a “hire form” sent to your NUNM student mailbox. The form must be signed by both you and your new supervisor, and then returned to the NUNM Financial Aid Office for processing.
4. Once Financial Aid has processed your hire form you will get an email confirmation sent to your NUNM student email account. At this point you can start work and begin to track your hours via the online time sheet system: [Timesheet X](#)

**\*\*Please note:** Be sure to check your junk mail or spam folder for emails from **Timesheet X**. Change your email filter if this is the case.\*\*

***When you receive the email notification that you are approved.....***

1. Open <http://nunm.studentemployment.ngwebsolutions.com>
2. Click on 'Students', at the bottom of the page.
3. **IF you are a returning student**, login once you arrive at the site.



The image shows a login form with a light gray background and a dark gray border. At the top left, it says "Please Log In!". Below this are two input fields: "Email Address" and "Password". The "Email Address" field has a small cursor icon. Below the "Password" field is a "Log in" button with a dark gray background and white text.

**4. IF THIS IS YOUR FIRST TIME LOGGING IN TO THE SITE:**

Click '**Logging in for first time?**' below the log in box.

- a. When prompted, type in your NUNM email address and click '**Submit**'.  
**\*\*Please Note: You must use your assigned NUNM email address.  
Ex: Wilma.Flintstone@student.NUNM.edu\*\***
- b. Open your email account and an email will be waiting for you from Financial Aid with a link to set a new password.

Once you log in with your credentials you will be directed to the welcome page. This page will provide you the status of and access to **all** your time sheets for a particular job.

Welcome, Wilma Flintstone. Below you will find your jobs.

Confirm that this is the correct job.

Current Hires & Awards (1)	Upcoming Hires & Awards (0)	Old Hires & Awards (0)
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Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Clinic Billing Assistant - 15/16</a>	Clinic Billing	\$11.00	08/20/2015	06/30/2016	Steve Hunt

= Active  = Inactive  = Closed  = Pending

Once you click on your job it will take you to your timesheets.

Click here to access a time sheet.

Time Sheets for Job: <i>Clinic Billing Assistant - 15/16</i>				
Status	Pay Period	Start Date	End Date	Time Sheet
	08/25/2015-09/23/2015	Tuesday, August 25, 2015	Wednesday, September 23, 2015	<a href="#">Start time sheet</a>
	07/25/2015-08/24/2015	Saturday, July 25, 2015	Monday, August 24, 2015	Past Deadline

These icons help identify the **status of your time sheets**. Hover over the icon for a description. See below for a legend of possible time sheet statuses.

If a time sheet is delinquent past a particular point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible.

**Legend of icons and corresponding time sheet statuses.**

In Progress	Pay period finalized by Payroll
Submitted to Supervisor – Pending Approval	Never Started by Student
Approved by Supervisor	Started, but Delinquent
Dismissed by Supervisor	Reopened by Supervisor or Administrator
Returned by Supervisor	Unknown

**For each pay period, you must start a new time sheet...**

Click **'Start Time Sheet'** and a window will confirm your action and will remind you of the time sheet's deadline. The link for 'Start Time Sheet' will not be available until the pay period has begun.

Once you **'Start Time Sheet'** it will take you to this page:

Manage Time Sheet

**Student** Wilma Flintstone  
**Job Title** Clinic Billing Assistant - 15/16  
**Status** Incomplete  
**Pay Period** 08/25/2015-09/23/2015  
**Deadline** September 24, 2015 11:59 PM

**Actions**  
[Return to hire >>](#)  
[Log out >>](#)

Time Sheet Entries					
Date	Start	End	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="#">&gt;&gt; Add New Entry</a>					

<b>Pay Period Info</b>	Hire Details	Awards	Supervisors	Accounts	Notes
<b>08/25/2015-09/23/2015</b>					
Start - Tuesday, August 25, 2015					
End - Wednesday, September 23, 2015					
Student Deadline - Thursday, September 24, 2015 (11:59PM)					
Supervisor Deadline - Friday, September 25, 2015 (11:59PM)					
Pay Date - Thursday, October 1, 2015					

This table provides details about the pay period, including when you will get paid.

**\*\* Please Note: Even if you will not work any time for that pay period, you MUST start a time sheet and dismiss it\*\***

**Once you click Add New Entry, the following screen will open for you to enter time.**

Time Sheet Entries			
Date	Start	End	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>			
Tuesday, August 25, 2015	8:00AM	8:15AM	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

<b>Pay Period Info</b>	Hire Details	Awards	Supervisors	Accounts	Notes
<b>08/25/2015-09/23/2015</b>					
Start - Tuesday, August 25, 2015					
End - Wednesday, September 23, 2015					
Student Deadline - Thursday, September 24, 2015 (11:59PM)					
Supervisor Deadline - Friday, September 25, 2015 (11:59PM)					
Pay Date - Thursday, October 1, 2015					

Enter your time using the drop-down menus. If you took a break during that time, you must create two entries for that day: **1. enter start time – beginning of break;** **2. Time at end of break – ending time.** When you have completed your entry for that day, click Add.

Once you have added your time, you can edit or delete an entry with these links.

Time Sheet Entries					
Date	Start	End	Hours	Edit	Delete
Monday, July 30	8:45 AM	1:00 PM	4 hrs 15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
Friday, August 03	9:00 AM	1:00 PM	4 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Friday, August 24	8:45 AM	11:00 AM	2 hrs 15 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
	11:15 AM	1:00 PM	1 hr 45 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>					
<b>Total:</b>			12 hours 15 minutes		

**The information above has been saved.  
What would you like to do next?**

<b>Return to time sheet list</b>	<input type="button" value="Return"/>
<b>Log out</b>	<input type="button" value="Log Out"/>
<b>Hand in this time sheet to your supervisor</b>	<input type="button" value="Hand in this Time Sheet"/>

When you have completed all your entries for the time period, click Submit time sheet. The page will reload and ask you to review your time for accuracy.

Review your time and if it is correct, click Submit Time Sheet. Otherwise, click Cancel and you can correct any entries. You will be prompted again to confirm your time sheet submission.

**Once you click OK, you will no longer be able to edit this time sheet.** If you realize later that you have made an error on your timesheet, contact your supervisor immediately. Your supervisor may return it to you to correct or may correct it themselves. If a time sheet is returned to you, be sure to correct it immediately and re-submit it.

## FAQs

### **Q: When will I get paid?**

**A:** You can find the date you get paid listed among the pay period information at the top of a time sheet. If you do not receive a paycheck on this date, contact the Payroll Department at:

[apillette@numm.edu](mailto:apillette@numm.edu)

### **Q: I started a time sheet but missed the deadline for submitting it.**

#### **Now what do I do?**

**A:** It is very important to not miss a deadline as you are not allowed to go back to prior time sheets and enter in hours after a deadline has passed. If the student deadline has passed, email your supervisor to enter in your hours for you. Supervisors' deadline is the day after the students' deadline, so you must submit your time to them by then.

### **Q: My supervisor returned my time sheet to me. What should I do?**

**A:** When your time sheet is returned to you, your supervisor will include a note that informs you what needs to be corrected before it can be approved again. Access the time sheet from the main page and revise any entries, then resubmit it for approval.

### **Q: I forgot to enter time from a pay period that has already been finalized and paid. What do I do now?**

**A:** Contact your supervisor. She will be able to re-open your time sheet so that you can add any additional entries. However, you will not be able to alter time entries that have been finalized and paid to you.

### **Q: Why can't I enter time for a particular day?**

**A:** You may not enter time for days in the future, and the drop-down list of possible days reflects that rule.

### **Q: Can I start a time sheet that's already past deadline?**

**A:** No

### **Q: I worked from 10pm to 2am. Do I enter my time on one day or two?**

**A:** If you worked one segment of time that overlaps two days, you can enter it in one entry. To do so, simply select your start time, and then be sure the end time you select is from the bottom of the drop-down list where entries are marked with an asterisk. (The asterisk indicates times that are on the next day.) Once you click Add, the software will automatically break up your entry in to two separate days. If you need to edit that time, you must edit the entries separately.