Student Employment's TimeSheetX:

A Business Manager's Guide to Implementing Electronic Time Sheets

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Business Office Characteristics

a. What type is your Business Office?
  - i. High Control:
    1. All jobs are created by the Business Office
    2. All jobs are listed by the Business Office
    3. All hiring is conducted by Business Office personnel
    4. All time entry is conducted by the Business Office
  - ii. Medium Control:
    1. Anyone in the department can create and list jobs
    2. All hiring is conducted by Business Office personnel
    3. All time entry is conducted by the Business Office
  - iii. Low Control
    1. Anyone in the department can create and list jobs
    2. Hiring is conducted by each staff/faculty individually
    3. Time entry is conducted by the Business Office or other personnel

b. Implementation Issues for Different Types of Business Offices
  - i. High Control – set up process will be done internally.
  - ii. Medium Control – training and information will be necessary from the Business Office to users
  - iii. Low Control – training and information from the Business Office to Users will be vital

1. Step One: Set up your Jobs carefully

c. Make all jobs distinct:
  - i. Each job with a different Job Level (rate of pay)
  - ii. Each job that is paid by a different PTAEO
  - iii. Every job no matter how short or long the duration of employment

d. Create a consistent and unique naming convention
  - i. (i.e., **Student Assistant – Barnes, Level One** or Job Title, Faculty Name, Job Level)

2. Step Two: Organize your Accounts (charging PTAEOs)

e. High Control
   i. Have a descriptor name for each PTAEO. Accounts are kept in the SEO database and organized as shown below.
   ii. Maintenance of accounts will be conducted via the Business Office and SEO.

b. Medium Control
   i. Have a descriptor name for each PTAEO. Accounts are kept in the SEO database and organized as shown below.
   ii. Maintenance of accounts will be conducted via the Business Office and SEO.

c. Low Control
   i. Supervisors and other hiring agents will be creating their own accounts as they hire students. All PTAEOs are validated upon entry.
   ii. Maintenance of accounts will be conducted via the individual supervisors and SEO.

Account	PTAEO	Cost Center
Advanced Strategies for Healthcare Access, Inc.	0021981.XX.0001BE.725500.899027	Advanced Strategies for Healthcare Access, Inc.
Agroforestry in Landscape	1030377.XX.R06182.725300.787023	Forestry & Environmental Studies, School of
Alumni Affairs Administration	0032614.XX.0001AE.725300.787101	Forestry & Environmental Studies, School of

3. Step Three: Set up appropriate Access

a. Three types of access:
   i. Identify which people will need access to one or more of the following roles:
      1. Time sheet supervisor
      2. Department Business Manager (oversees all student employment)
      3. Time Entry person
   ii. Compile a list of staff & faculty who will need TimesheetX access

b. Create accounts on the SEO web site for anyone who does not have one
   i. Go to the On Campus Employer Homepage on the SEO web site
   ii. Click on "Create a Log-in."
   iii. Enter the information required for the appropriate staff member
   iv. Write in the notes section that you need Electronic Time sheet access

c. Complete the SEO Set-up Request Form to submit access information to the SEO Manager.
   i. This form is now available on the On Campus Employer Homepage

4. Step Four: Train your Time Entry person

a. The Time Entry person must log-in to the TimesheetX system via the On Campus Employer Homepage to access the data.
   i. They will click on "Business Manager Time Sheet Review" on the left hand menu to gain access to the weekly collection of Time sheet data to enter into Oracle.

5. Step Five: Conduct hires on-line to set up Student Electronic Time sheets.

a. The on-line hiring process also creates the electronic time sheet.
b. The person hiring must have TSX access in order to enter the electronic time sheet set up.
c. **Make sure you have correct dates on the job and the hire that correspond to the weeks you want electronic time sheets to be available.**

6. Step Six: Hold training and provide resources for those involved.

a. For **Supervisors**:
   i. Train them on approving time sheets, regular maintenance, deadlines, etc.
b. For **Time Entry people**:
   i. Train them on the Bus. Mngr Review page, deadlines, and the Oracle Entry required.
c. For **Business Office** people:
   i. Train them on creating accounts, requesting changes, creating time sheets, etc
d. For **Students**:
   i. Send email notification, hold an orientation, etc. Include in

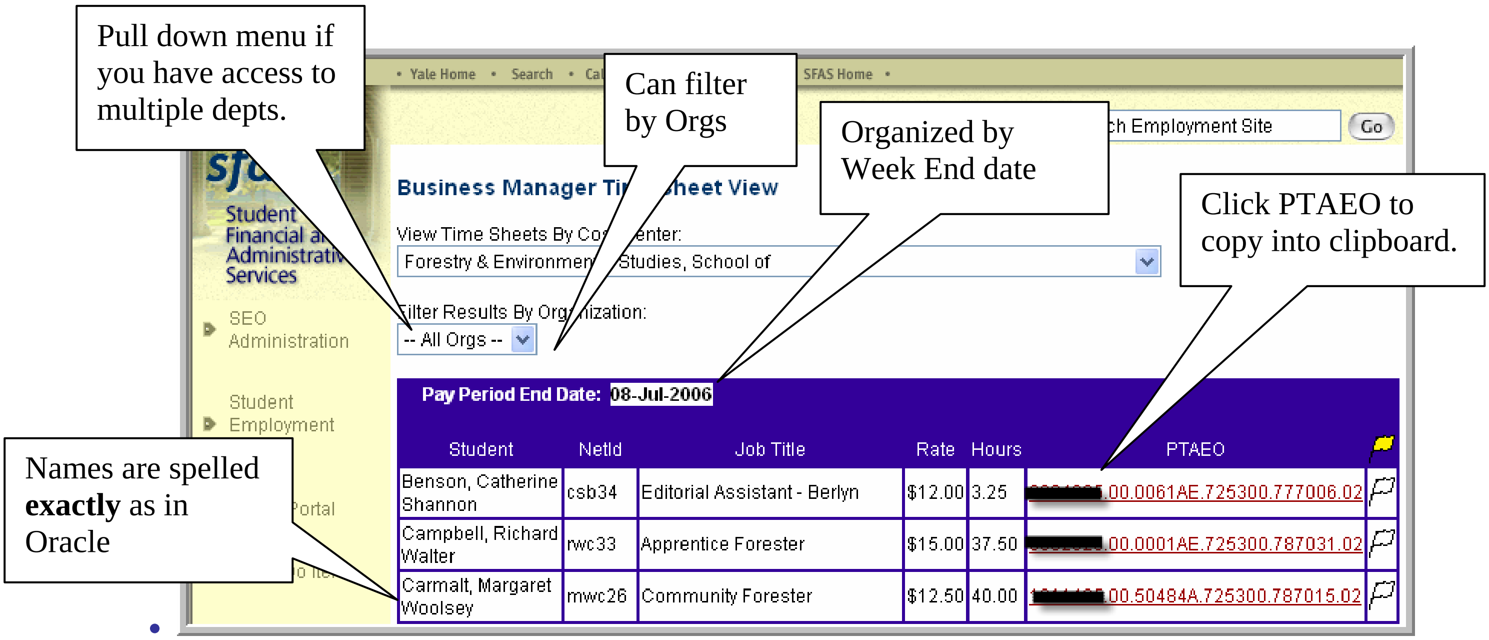
Other Relevant Information:

Weekly Processing Overview

a. **Students** enter hours during the week and hand in the time sheet
    i. Deadline: Monday, 8am.
b. **Supervisor** approves time sheets that are handed in (and reminds those who have not done so)
    i. Deadline: Monday, 1pm (Tuesday, 10am on Holiday weeks)
c. Student Employment reviews and finalizes payroll week
    i. Deadline: Monday, 1:30pm
d. Department Time Entry person accesses collected Time Entry Data
    i. Access time: Monday, 1:30pm
    ii. Deadline for Time Entry: Tuesday, 12pm (Wed 10am Holiday weeks)
e. Time Entry data is cleared from Business Manager View
    i. Friday 11:59pm.

Time Entry Examined:

a. Next phase of the project: Automated Oracle Entry of collected time.
b. Only designated Business Manager folks have access
c. Log in to TimesheetX Supervisor Page
d. Click on "Business Manager Timesheet Review" page
    i. Hours are auto-calculated and 100% accurate to entered and approved time (including calculated break times)
    ii. Time is displayed by Week Ending Date
    iii. Data is ordered in same sequence as Student/Casual Time Entry screen
e. PTAEO is "clickable" into your clipboard on Internet Explorer
f. Print out (in Landscape format) and save with your Time Entry reports.
    i. All time sheet data is stored and accessible, but not this specific format.



On-Going Maintenance Issues:

a. To request changes to a time sheet:

   i. Changes possible: Start/End dates, early termination, Account number, Wage, Supervisors

   ii. Click on "Report and Change Request" on the left hand menu. Then select Request a Time sheet Change

   iii. Reports are available but must be run by SEO

      1. Use the same link but choose Time Sheet History Report.