WAGNER COLLEGE

Office of Financial Aid

Online Timesheet System - Supervisor's Reference

You can access the online timesheet system at http://timesheets.wagner.edu/. You will use your Wagner email user ID and password to access the online timesheet system. If you do experience problems logging in, please attempt the following troubleshooting techniques:

a. Do not add the "@wagner.edu" to your username. As you can see from the visual of the login box, that information is already entered. Attempt to log in without that information.
b. Make sure you are able to access your email using the same user ID and password.
c. Use a different internet browser, or close and open a new browser.
d. Contact the Office of Financial Aid at 718-390-3183 or finaid@wagner.edu to make sure you are a registered user of the online timesheet system.
    i. You will not be a registered user until your job order for the current semester has been approved by the Business Office and received by Financial Aid.

When you first log into the online timesheet system, you will be presented with a menu of timesheets waiting for submission. If none of your student employees have submitted timesheets for your review, the fields will report there are no timesheets to review.

To Review Submitted Timesheets:

Click on the name of the employee you wish to review. You will then receive a screen similar to the illustration on page 2.

Please review the information in the pre-populated fields, such as job title and pay rate, to make sure the information is accurate. You will be responsible for reviewing all of the hours the employee has entered to make sure they are accurate. That includes making sure they do not submit hours they did not work, and that they have documented all of their unpaid breaks. You are able to edit and remove their hours, although it is recommended you reject such timesheets and send them back to the employees for revision. If you do make any changes to the timesheet, you may save your work by clicking "Save". Please note **clicking "Save" will not submit the timesheet for Payroll.**

To Approve Submitted Timesheets:

If you find the hours and other information submitted to be accurate, you will need to approve the timesheet by 4 pm on the first working day of the month to be submitted for the Payroll. To do so, enter your initials into the field marked "Initial of Supervisor" and click Submit. The information will then be sent to the Office of Financial Aid for the payroll, and neither the employee nor supervisor will be able to make any other changes to the submitted month.

To Reject Submitted Timesheets:

If you find inaccuracies in your employee's timesheet, you may reject their submission to send it back to the employee for editing. To reject the timesheet, click the button marked "Send Back". A text box will appear so you may enter the reason the timesheet has been rejected, and the employee will be able to review the comment when they next log into the online timesheet system.

Your employee will receive an email to their Wagner account to let them know their timesheet has been rejected.

After Submitting the Timesheet:

After you have submitted the timesheet, the screen will refresh to report the timesheet was "Processed Successfully". In the upper right hand corner, there is a link to a printable timesheet. After each timesheet submission, you must open the printable timesheet and print a copy for your records. ***In addition to a copy of the job referral, signed confidentiality agreement, and student class schedule, you are required to keep a copy of each month's timesheet on file.***

Current College Work Study (CWS) Allotment

If you have a student paid through CWS funds, the allotment will be tracked on the left side of the window. You and your employee will be notified via email if they are approaching their limits. You will need to discuss with the employee whether they may be switched to the Regular Payroll or will need to stop working if they exhaust their CWS. In some cases, an employee's CWS may be increased by Financial Aid. The allotment will be updated online by Financial Aid in those situations.

Employee Saved Timesheets

A supervisor can review a timesheet an employee has saved but not submitted by going to Employee Saved Timesheets on the left hand side of the screen. By clicking on any available links, you will be able to preview what you employee has added to their timesheet at any point.

Sample View