

All student workers must track their time in the **Student Job Portal**. Time must be entered as it is worked to ensure accuracy and to remain compliant with federal rules.

Federal Work Study students must submit a time sheet each month by the deadline in order to be paid for hours worked that month.

Entering Time Worked

NOTE: FWS students must enter their time at the beginning of each shift to avoid being non-compliant. Failure to do so may result in the loss of the FWS award.

- First, select **'My Timesheets'** from the **Employees** menu.
- Next, click the **'Job Title'** link to access your time sheets.

The screenshot shows the Student Job Portal interface. At the top right, it says "Welcome, Roy a Rogers1 | Logout". On the left, there is a navigation menu with "Employees" and "Help" tabs. Under "Employees", there is a dropdown menu with options: "My Dashboard", "Find a Job", "My Timesheets", and "Manage My Profile". A red arrow points to "My Timesheets". Below the menu, there is a section titled "Employment Eligibility Forms & Details" with a table showing criteria and status. Below that, there is a "Hires" section with a table showing job titles, cost centers, wages, start and end dates, supervisors, and hire status. A red arrow points to the "Job Title" column header in the "Hires" table.

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Service Hours - Spring	45.000
Service Hours - Fall	45.000

Display: Employee Information

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test - Application - Scholarship Hours	Admissions	\$0.00	07/22/2020	12/20/2020	[Supervisor Name]	Active
Test On-Campus FWS Job - 072320	Admissions	\$8.00	07/01/2020	12/31/2020	[Supervisor Name]	Active

If this is the first time you are entering a time sheet for the current pay period, click the **'Start Time Sheet'** link to the right of the pay period you wish to enter time. Click **'OK'** button in the pop-up window.

If a timesheet has already been started, the link will say **'Go to time sheet'** instead.



Student Job Portal

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

Hire Time Sheets

Job Title Test - JV - Test Plan - 07-28-2020
Supervisor Test On-Campus Supervisor
Wage \$8.00
Start Date July 1, 2020
End Date December 31, 2020
Status Active

Time Sheets for Job: Test - JV - Test Plan - 07-28-2020

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
	07/1/2020-07/31/2020 Wednesday, July 01 - Thursday, July 30, 2020			Start time sheet

- Click '**Clock In**' at the start of your shift.

[Home](#) Tennessee Tech

[Log Out](#)

Welcome Roy a Rogers1

Report My Time Worked

STUDENT EMPLOYMENT - Test - Office Assistant

Aug 22, 2022

Current System Time

03:00 PM

Central Standard Time

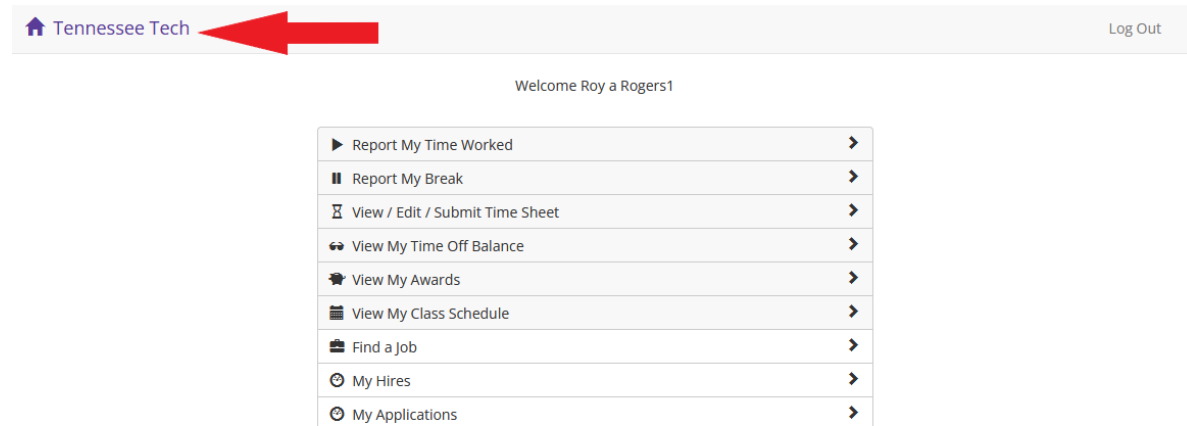
[Clock In](#)

Time sheet details

Time Sheet Status
Incomplete - Student
Pay Period
08/01/2022-08/31/2022
Time Sheet Deadline
Wednesday August 31, 2022 11:59 PM
Supervisors
Test On-Campus Supervisor (primary)

[View/Add Notes](#)

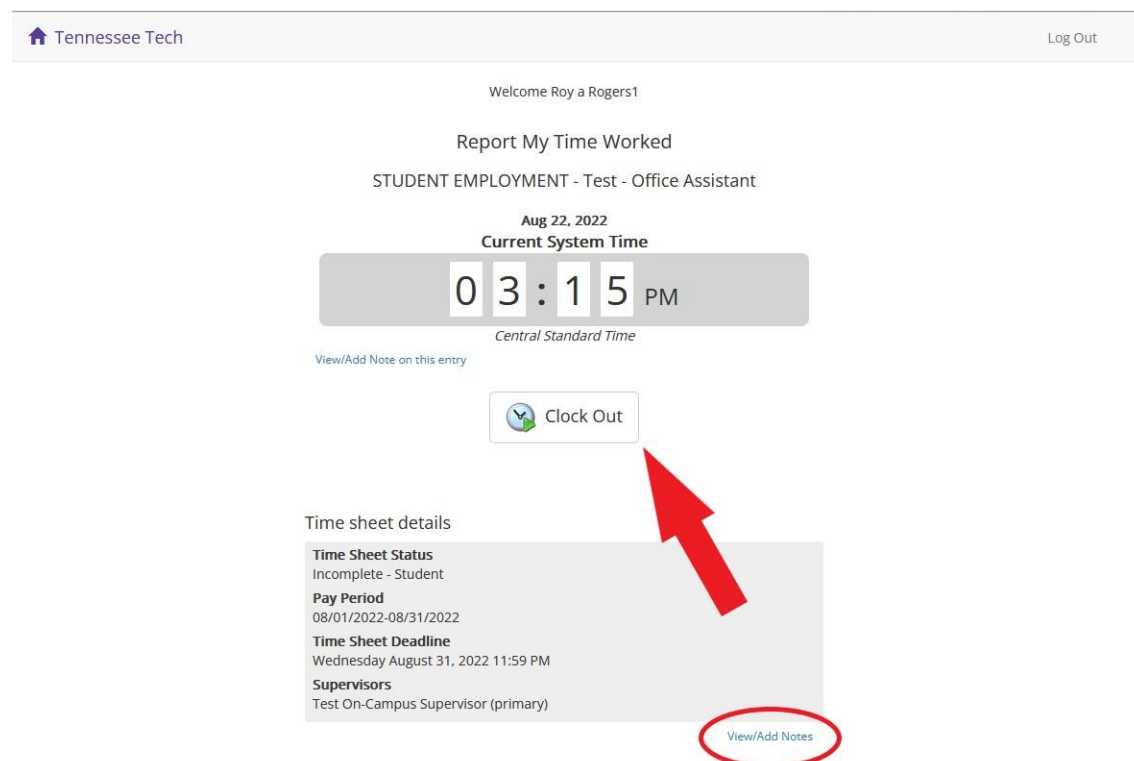
You can now return to your timesheet menu by clicking the Tennessee Tech home icon at the top left. The timesheet menu will allow you to clock out, add a break, and review your previous timesheet entries.



At the end of your shift, click Report My Time Worked to go to the clock-out page.

Click '**Clock Out.**'

- Clicking "Log Out" at any point will not clock you out. You must return to Report My Time Worked and click Clock Out.



Adding A Break

You may optionally add **break minutes**, if applicable. A 30-minute break is required by law for every six consecutive hours worked. Return to the main menu and click **Report My Break**. Then click the **Start Break** button. When you are done with your break, return to Report My Break and click **End Break**.

[Home](#) Tennessee Tech [Log Out](#)

Welcome Roy a Rogers1

Report My Break


STUDENT EMPLOYMENT - Test - Office Assistant

Aug 22, 2022

Current System Time

04:00 PM

Central Standard Time

 Start Break

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
08/01/2022-08/31/2022


Time Sheet Deadline
Wednesday August 31, 2022 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

[View/Add Notes](#)

Adding a Note

Also, you may enter a **note**, if desired. "View/Add Note on this entry" will attach the note to this specific time entry. "View/Add Note" at the bottom will attach the note to your timesheet, but not a particular shift.

 Tennessee Tech Log Out

Welcome Roy a Rogers1

Report My Time Worked

STUDENT EMPLOYMENT - Test - Office Assistant


Aug 22, 2022

Current System Time

04:00 PM

Central Standard Time

View/Add Note on this entry

 Clock Out

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
08/01/2022-08/31/2022

Time Sheet Deadline
Wednesday August 31, 2022 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

View/Add Notes

You can always review your past timesheet entries by returning to the main menu and clicking **View / Edit / Submit Timesheet**. Be sure to select the correct pay period.

Incorrect or Missed Time Entries

Only supervisors have the ability to correct an incorrect time entry. If you have made a mistake when clocking in or clocking out, please make a note on that time entry and then notify your supervisor immediately.

To **'Submit'** your time sheet:

- Go to time sheet
- Click the purple Tennessee Tech house button in the top left corner
- View/Edit/Submit Time Sheet button
- Select current pay period, and click blue Select Pay Period button
- Scroll to bottom and click blue Submit Time Sheet button

Once your supervisor has edited your time sheet, they will return it to you so that you may resume clocking in and out normally.

If you wish to log out, click the **'Log out'** button and you will return to the Tennessee Tech Student Job Portal Home page.

NOTE: Under no circumstances should a student or supervisor ever enter all time worked at the end of the month. To do so could result in the department having to pay for hours worked that were not checked by the Student Job Portal against the class schedule and create a non-compliance issue. An instance such as this could result in you losing the FWS Award entirely.

Submitting Timesheet for Approval

At the conclusion of the Pay Period, the employee will need to click the '**Submit time sheet**' link to send their electronic time sheet to their supervisor for review and approval. Review the timesheet for accuracy then click the '**Submit Time Sheet**' button.

Monday, August 22

Pay code	Hours
Start	4:00 PM
End	4:00 PM
Break	--
Entry Note	

[View/Update Note](#)

Total

Monday, August 22

Pay code	Hours
Start	4:00 PM
End	4:00 PM
Break	--
Entry Note	

[View/Update Note](#)

Total

Monday, August 22

Pay code	Hours
Start	4:00 PM
End	4:00 PM
Break	--
Entry Note	

[View/Update Note](#)

Total

TOTAL

Hours 45 mins

[View/Add Notes](#)

Submit Time Sheet



Click '**OK**' on the pop-up message to confirm. By clicking the OK button, you are agreeing the time sheet information you have entered is correct to the best of your knowledge.

The screenshot shows a web application interface for a timesheet. At the top, it says "Monday, August 22". Below this, there is a table with two columns: "Pay code" and "Hours". The table contains the following entries:

Pay code	Hours
Start	4:00 PM
End	4:00 PM
Break	--
Entry Note	

A white pop-up dialog box is centered on the screen. It has a globe icon and the URL "tntech.studentemployment.ngwebsolutions.com". The text inside the dialog reads: "By clicking 'Submit Time Sheet' below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge." At the bottom right of the dialog are two buttons: "OK" (blue) and "Cancel" (gray). Below the dialog, a link "View/Update Note" is visible.

Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting their review and approval.

NOTE: You will not be able to access your time sheet again unless your supervisor rejects it back to you during their review process.

The screenshot shows a web application interface for a "Submitted Time Sheet Receipt". At the top right, it says "Welcome, Roy a Rogers1 | [Logout](#)". Below this, there is a navigation bar with a home icon, "Employees", and "Help". The main content area has the heading "Submitted Time Sheet Receipt" and the text "Congratulations. Your timesheet has been submitted and is awaiting review." Below this, there are two links: "[[Print Time Sheet](#)]" and "[Return to My Jobs](#)".