

How to Approve Student Timesheets

1. Log into NYIT Portal-> Student Timesheet Tile
2. Select "Timesheet" tab at the top
3. Select the correct fiscal year



Federal Work-Study

July 1, 2017- June 30, 2018 (FY 2017-2018)
 July 1, 2018- June 30, 2019 (FY 2018-2019)
 July 1, 2019- June 30, 2020 (FY 2019-2020)

Student Aid

September 1, 2017- August 31, 2018 (FY 2017-2018)
 September 1, 2018- August 31, 2019 (FY 2018-2019)
 September 1, 2019- August 31, 2020 (FY 2019-2020)

4. To approve a student's timesheet, you must know the **AWARD TYPE** of your Student Employment

CWS- On-Campus Federal Work-Study
SA- Student Aid

Student Timesheet Jessica Aulakh (Logout)

HOME	CONTRACT	TIMESHEET	FUNDS	SUPPORT	LOG OUT
DEPARTMENT		CURRENT TERM	SELECTED FISCAL YEAR		DATE
Academic Affairs Career Services Student Employment		2018FA	2018 - 2019		11-16-2018
AWARD TYPE			STATUS		
CWS			Pending Approval		
SELECT	PENDING APPROVAL	PAY PERIOD	START DATE		END DATE
<input type="checkbox"/>	0	1	07-02-2018	Thru	07-08-2018
<input type="checkbox"/>	0	2	07-09-2018	Thru	07-15-2018
<input type="checkbox"/>	0	3	07-16-2018	Thru	07-22-2018
<input type="checkbox"/>	0	4	07-23-2018	Thru	07-29-2018
<input type="checkbox"/>	0	5	07-30-2018	Thru	08-05-2018
<input type="checkbox"/>	0	6	08-06-2018	Thru	08-12-2018
<input type="checkbox"/>	0	7	08-13-2018	Thru	08-19-2018
<input type="checkbox"/>	0	8	08-20-2018	Thru	08-26-2018
<input type="checkbox"/>	0	9	08-27-2018	Thru	09-02-2018
<input type="checkbox"/>	0	10	09-03-2018	Thru	09-09-2018
<input type="checkbox"/>	0	11	09-10-2018	Thru	09-16-2018
<input type="checkbox"/>	0	12	09-17-2018	Thru	09-23-2018
<input type="checkbox"/>	0	13	09-24-2018	Thru	09-30-2018

5. Under **STATUS**, it will always default to **PENDING APPROVAL**. However, you also have the option to view: **APPROVED**, **REJECTED**, & **ALL** time sheets.
6. To see if you have any time sheets awaiting your approval, you will see a Pending Column. Click on any weeks highlighted in **RED**.

DEPARTMENT	CURRENT TERM	SELECTED FISCAL YEAR	DATE		
Academic Affairs Career Services Student Employment	2018FA	2018 - 2019	11-16-2018		
AWARD TYPE		STATUS			
CWS		Pending Approval			
SELECT	PENDING APPROVAL	PAY PERIOD	START DATE		END DATE
<input type="checkbox"/>	0	1	07-02-2018	Thru	07-08-2018
<input type="checkbox"/>	0	2	07-09-2018	Thru	07-15-2018
<input type="checkbox"/>	0	3	07-16-2018	Thru	07-22-2018
<input type="checkbox"/>	0	4	07-23-2018	Thru	07-29-2018
<input type="checkbox"/>	0	5	07-30-2018	Thru	08-05-2018
<input type="checkbox"/>	0	6	08-06-2018	Thru	08-12-2018
<input type="checkbox"/>	0	7	08-13-2018	Thru	08-19-2018
<input type="checkbox"/>	0	8	08-20-2018	Thru	08-26-2018
<input type="checkbox"/>	0	9	08-27-2018	Thru	09-02-2018
<input type="checkbox"/>	0	10	09-03-2018	Thru	09-09-2018
<input type="checkbox"/>	0	11	09-10-2018	Thru	09-16-2018
<input type="checkbox"/>	0	12	09-17-2018	Thru	09-23-2018
<input type="checkbox"/>	0	13	09-24-2018	Thru	09-30-2018
<input type="checkbox"/>	0	14	10-01-2018	Thru	10-07-2018
<input type="checkbox"/>	0	15	10-08-2018	Thru	10-14-2018
<input type="checkbox"/>	0	16	10-15-2018	Thru	10-21-2018
<input type="checkbox"/>	0	17	10-22-2018	Thru	10-28-2018
<input type="checkbox"/>	0	18	10-29-2018	Thru	11-04-2018
<input type="checkbox"/>	0	19	10-30-2018	Thru	11-11-2018
<input type="checkbox"/>	0	20	11-12-2018	Thru	11-18-2018

1. Click on the check box to view the pay periods with pending timesheets.

2. Click "Select".

Student Timesheet

HOME	CONTRACT	TIMESHEET	ACCESS PERMISSIONS	FUNDS	SUPPORT	LOG			
DEPARTMENT						CURRENT TERM			
Academic Affairs.Career Services.Stude						2019IN			
SELECT ALL	CONFIRMATION NUMBER	TERM	PERIOD	ID	FIRST	LAST	AWARD TYPE	TOTAL HOURS	H
<input type="checkbox"/>	237734	2019IN	27		Anthony		CWS	5.50	\$

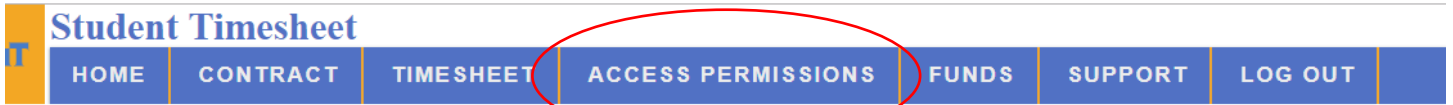
Click the confirmation number to view an individual timesheet

7. Review the time sheet and **APPROVE** or **REJECT** it. If you **REJECT**, please note in the comment box why you are rejecting the time sheet so the student is aware. The student will receive an email to resubmit the week.

Granting Timesheet Approval Access to an Additional Supervisor

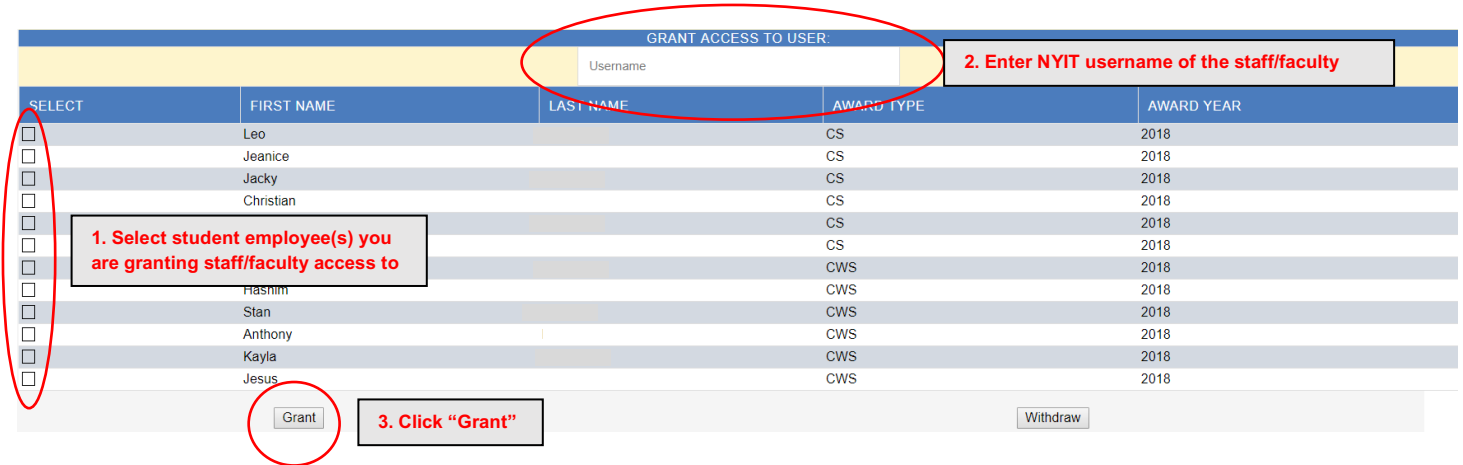
If you will be out of the office, it is your responsibility to grant access to another staff/faculty member that can account for the hours your student employee(s) work. In your absence, this person will be responsible for approving timesheets.

1. Select Access Permissions on the top toolbar.



Supervisor Home

2. Select the **Student Employee(s)** you are granting staff/faculty access to
3. Enter the username of the staff/faculty
4. Click “Grant”



Please note: the staff/faculty member you grant access to WILL NOT have access to adjust a student’s funds.