NOTE: This guide is intended only for the staff at the Peabody Institute of Johns Hopkins University and Johns Hopkins School of Education.
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Navigate to TimesheetX

There are multiple platforms to access the TimesheetX dashboard:

a. Access TimesheetX here.

b. Access TimesheetX from the SMILE website.

c. Access TimesheetX from the University Experiential Learning website.
Login to TimesheetX

Method 1:
Click On Campus Employers Log in option.

Next, you will be directed to enter your JHED ID and Password.
Method 2:
Another way to log in to TimesheetX is by clicking on **On-Campus Employers Training and Resources**.

You will be directed to the Training and Resources page. Click on **Enter Your Timesheet** on the right side.

Next, you will be directed to enter your **JHED ID** and **Password**.
TimesheetX Dashboard

After logging in, you will be directed to the TimesheetX Dashboard.

TimesheetX dashboard provides approvers/supervisors a general overview of the following:

1. **Timesheet Information:** Users can view employee timesheet information on the *To Do Items* page. These range from **Pending Approval** timesheets to **Delinquent** timesheets.

2. **Filters:** Users can utilize multiple filters, such as filtering by Cost Center, Employees’ name, Timesheet status, Date range, to quickly find, review, and approve their respective employees’ timesheets.

3. **Warnings:** Users can view warnings about delinquent timesheets and/or students that have been notified of nearing completion of 20 worked hours in a week.
Review Timesheets

To review timesheets that require approval, navigate and click **TimesheetX Employer Home (To Do Items)** from the TimesheetX menu as shown below.

To filter timesheets by cost center, select a cost center from the **Filter by Cost Center** drop-down menu on the left side as shown in the image below.
Filter by timesheet status (on the left side) allows users to filter further the timesheets based on the applicability. In this case of approving timesheets, uncheck the remaining boxes and keep the Approval box checked.

Locate the timesheet to review by choosing the appropriate option from the Selection Action below the dropdown menu (on the right side).

Users can also filter for timesheets by specifying the Start date and End date in the Date Range (Pay Period), as shown on the left corner of the below image.

After locating the appropriate timesheet, users can:

- Hover on the magnifying glass symbol to the right side to review details,
- Click on the magnifying glass symbol to view more details about the appropriate timesheet, pay period, hire details of the respective individual, or
- Click on the applicable employee’s name to view the timesheet and hiring details (NOTE: If you click on the student’s name when it is a delinquent timesheet, the tool will direct you to the Manage Delinquent Timesheet page that can be utilized to send reminders to students on missed timesheets)

If the approvers/supervisors have multiple timesheets to review at once, they can do so by clicking on the checkboxes on the left side (as shown in the above image)
Approve Timesheets

After reviewing the appropriate timesheet(s), navigate and click **Approve** for final approval of the timesheet.

You will be directed to input your electronic signature by entering your **First** and **Last name**. Once you have entered your name, click **Approve and Sign This Timesheet** to finish approving the timesheet.
Managing a Timesheet

TimesheetX provides access to users to add and/or edit employees timesheets, cost centers (CC), information officer (IO), WBS, Fund details.

Adding a New Timesheet Entry

Identify and navigate to the employee that you want to add a new timesheet entry.

Once you are on the Manage Time Sheet page, click on Add New Entry to add a new entry.

![Add New Entry](image)

Enter details of the appropriate Date, Start time, End time, Break hours (if any) and then click Save to save this new entry.

Edit an Individual Timesheet

Identify and navigate to the employee that you want to edit an existing timesheet entry.

On the Manage Time Sheet page, click on Edit on the applicable entry you wish to edit.

![Edit Entry](image)

Incorporate your changes and click Save once you have finished editing.
Editing Cost Center, Information Officer, WBS, or Fund Details

Identify and navigate the employee and the applicable pay period that you want to edit their cost center (CC), information officer (IO), WBS, or Fund details.

Once you are on the appropriate pay period and on the employees’ Manage Time Sheet page, click Timesheet Details on the right side.

On the Timesheet Details (see below), you will be able to view the original cost center details of the employee. Click Add Row to add and split time between multiple cost centers.
While editing and/or adding a new cost center detail, you can search for the applicable CC number, IO number, WBS, Fund information from the available drop-down menus.

For example, if you want to find IOs that contain 187, simply type 187 in the drop-down menu, and a list of IOs containing 187 will be presented.

In a case where you add a row that is now redundant, you can delete that particular row by clicking Delete Row to the right.

After incorporating your changes, click Save Changes on the bottom-left to save your changes.
Return a Timesheet

In the event of when an employee submits an incorrect timesheet, users have the feature of *returning* timesheets. This option allows users to notify their employees about submitting the correct details for the applicable pay period.

Identify and navigate to the employee and the applicable pay period that you want to return.

On the **Manage Time Sheet** page, click on the **Return** option at the bottom of the screen.

You will then be directed to the **Reject Time Sheet** page.

Enter your reason for returning the timesheet in the text box and click **Return Time Sheet**.

An e-mail will be sent to the employee notifying the employee about the return of the timesheet and updating, if applicable.
Delinquent Timesheets

Users will be able to send e-mail notifications to students with delinquent timesheets post the deadline period. Navigate and select the appropriate employee’s delinquent timesheet by clicking on the underlined employee’s name on your TimesheetX To Do Items page.

Utilize the Message box to add any additional message and click Send E-mail in the left corner to e-mail the student.

You also have the option to Take Possession of the timesheet. Scroll down on the Manage Delinquent Time Sheet page.

Enter any message in the dialog box and then click the Take Possession option.

Click OK when prompted by the dialog box on top of your browser.

You will now have access to the student employee timesheet.
Lock a Timesheet

In the event of preventing any further changes to a timesheet due to collecting additional information, you can use the **Lock** option.

Navigate to the **Manage Time Sheet** page and click on **Lock** on the bottom of the screen.
Mobile Access TimesheetX
You can also access TimesheetX from your mobile.
Simply follow the same steps for the desktop version and login using your JHED ID and Password.
Quick Tips

Search Boxes and Filters

To speed up the process of searching for a particular timesheet or an employee’s details, it is recommended to utilize the search boxes and filters on the TimesheetX dashboard.

Navigate to TimesheetX Employer Home (To Do Items) page.

Locate the applicable filter you want to use. (Note – you can utilize multiple filters to narrow down your search)

**Filter by Employees’ First name and Last name**

![Search by employee](image1)

**Filter by Cost Center**

![Filter by Cost center](image2)

**Filter by Timesheet Status** (uncheck or check the applicable boxes)

![Filter by timesheet status](image3)

**Filter by Date period**

![Date Range (Pay Period)](image4)
Warnings

On the TimesheetX dashboard, users will be able to view Student/Employee name(s) that have received a **Too Much Time Worked Warning** messages. This message is for information purposes only.

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Additional Features

The TimesheetX dashboard also highlights the following information of a student employee:

- Pay Period Info
- Hire Details
- Awards
- Supervisors
- Accounts
- Notes
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