



# WAGNER COLLEGE

## Office of Financial Aid

### Online Timesheet System - Student'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](mailto:finaid@wagner.edu) to make sure you are a registered user of the online timesheet system.
  - i. If you have not completed your W-4, I-9 or job referral, you will not be a registered user until those items are completed.
  - ii. Please note at the beginning of the semesters, it may take several days for student employees to be added to the system. If you are not added due to a time delay, please track your hours on a paper timesheet.

How to submit your hours:

1. Go to “Start New Timesheet” on the right hand menu. Review the pre-populated information (your name, ID number, department, job title, and pay rate). Make sure all of the information is correct, and if not, contact the Office of Financial Aid. You will not be able to edit the information yourself.
2. Select the day and time you work, and hit add day. Make sure to hit save, and the timesheet will then be available under “Saved Timesheets.”
3. After completing your hours, you **must click save** on the bottom of the screen. If you do not hit save, your work will be lost the next time you log in.
4. To add a new day, click “Add day” in the left hand column.
5. If you enter the wrong hours, you may edit or delete them by clicking on the links in the right hand column.
6. At the end of the month, you need to submit your timesheet to your supervisor. **Your supervisor cannot approve your timesheet until you click “Submit”**. Enter your initials in the “Initials of Employee field, and then click submit. **You cannot submit a month more than once. Review your hours to make sure they are correct.**
7. Under “Submitted Timesheets”, you will be able to review your three previously submitted timesheets. Please note you will not be able to edit them.
8. If a timesheet is rejected by your supervisor, it will appear under “Rejected Timesheets” on the right. A supervisor will reject your timesheet for a variety of the reasons, including the following:

- a. Your hours are inaccurate.
- b. You were not recording your breaks.
- c. You are reporting hours from previous or future months.

A text box will appear to tell you the exact reason of your denial. You will be given an opportunity to correct your timesheets, and to submit it for the next payroll. **Please note it is your responsibility to correct your rejected timesheets, and you will not be paid until they are resolved.** In addition to being notified on the online system, you will also receive an email to your Wagner address.

9. After your timesheet has been approved by your supervisor, it will be sent to Financial Aid for a final review. You will receive an email in your Wagner account after your timesheet has been approved for the payroll, or whether it has been rejected and you must correct the errors. It is your responsibility to make sure you are checking your Wagner email, and to resolve any issues Financial Aid reports.
10. **For CWS (College Work-Study) students:** On the lower left hand corner, the system will keep track of how much of your CWS allotment you are using. You will receive periodic emails when you are approaching the limits on your work-study. If you exceed your CWS allotment, you must discuss available options with your supervisor. In some cases, you may have to stop working.

**Home**

[Start New Timesheet](#) ①

**Saved timesheets:**  
January, 2011 ②

**Submitted timesheets:**  
(last three months for viewing only)  
None ⑦

**Rejected Timesheets:**  
None ⑧

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**Current Allotment**

Total Paid: \$ 0.00

Total Left: \$ 10.00 ⑩

[more details](#)

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[Log out](#)

**January of 2011 Timesheet:**

Job Title:  CWS  REG

Student Name:  Student ID:

Department:  Dept #:

Month, Year:   Hourly Rate:

Day of Month	Shift 1		Shift 2		Shift 3		Total Hours	Actions
	Arrival	Departure	Arrival	Departure	Arrival	Departure		
12	12:00 PM	03:00 PM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	3.00	Edit Delete ⑤
<a href="#">Add Day</a>							<b>Hours for Month</b>	3.00

Initial of Employee:  Initial Date(ex. 5-15-2000):

③   ⑥

### Timesheet Tips

- Make sure to put the correct AM or PM. Failure to do so may result in a rejected timesheet.
- It is recommended your update your timesheet every time you work to avoid missing a shift.
- If you work 6 or more hours continuously, you **must** take an unpaid half hour break. The break must be reflected in your timesheet.
- You must submit your timesheet before the end of the semester. Your employment period ends on the last day of classes, and failure to submit your timesheet on time may result in problems submitting your hours and receiving your paycheck.