

STUDENT EMPLOYMENT TRAININGS

As a new employee to the Monmouth University community you are being assigned certain required trainings in compliance with applicable Federal and State laws and regulations, University policies as well as your individual job responsibilities. Only complete trainings assigned by Student Employment.

The training tutorials are administered through the e-Campus Desire2Learn portal. You can access the training at <http://ecampus.monmouth.edu> and use the username and password normally used to access your MU computer.

You are required to complete all assigned trainings prior to or on your first shift of work. You may not work without these trainings.

Student Employees are PAID for time spent on training. Please make sure to clock in prior to starting trainings and leave note as to which training was completed. Graduate Assistants will also need to clock in to be given credit. If you have not attended TimesheetX training, please keep a log of training times to provide to your supervisor to enter on your timesheet.

TRAINING	Only complete trainings assigned by Student Employment
TimesheetX - Timekeeping	TimesheetX, see below for instructions. If additional assistance is needed in regards to timekeeping, please contact Sandy Brown sbrown@monmouth.edu .
Covid19-Return to Work Training	Online via eCampus- See instructions below to access this public health guidance training. Must complete by 1 st shift of work.
Emergency Action Plan	ONLINE via eCampus - See instructions below to access Compliance Training. Must complete by 1 st shift of work.
Preventing Discrimination & Harassment** (Faculty and Staff)- every three years	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.
Bloodborne Pathogens*- yearly	ONLINE via eCampus- See instructions below to access this Compliance Training. Must complete by 1 st shift of work. This training includes three steps: Course, Quiz & Hepatitis B Declination Form
Hazard Communication	ONLINE via eCampus- See instructions below to access Compliance training. Must complete by 1 st shift of work.
Family Educational Rights and Privacy Act (FERPA) – every three years	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.
Protecting Children and Identifying/Reporting Sexual Misconduct- every three years	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.
Code of Ethics	ONLINE via eCampus- See instructions below to access via eCampus.
Fall Protection /Ariel Lifting	Contact Rich Carragher, Associate Athletics Director for Event Management, rcarragh@monmouth.edu

****For Bloodborne Pathogen ONLY, print out the Hepatitis B Declination Form and RETURN it to the OFFICE OF COMPLIANCE located in the Facilities Management building across from Pollak Theater.***

How to access eCampus trainings via myMU portal

When you are logged in to the myMU Portal and click on “Systems” under the top navigation bar and then “eCampus” you will automatically be logged in to the eCampus program through the single sign on.

Use the course selector icon (waffle box of squares) at the top of the screen to select the assigned course. If your course does not appear you can click the Self Registration link at the top navigation bar.

Select the course to self-register Example:

SP_ETR-EMERESP-01- EMERGENCY ACTION PLAN, ETC



The screenshot shows the top navigation bar of the myMU portal. On the left is the Monmouth University logo. To its right is a large red arrow pointing down to the 'Self Registration' link in the navigation menu. Further right is another large red arrow pointing to the 'waffle box' icon (a 3x3 grid of squares) in the top right corner of the navigation bar. Other icons in the navigation bar include an envelope, a speech bubble, and a bell. Below the navigation bar, a grey box contains the following text:

For more information on the individual trainings you can view the Student Employment [website](#). If you experience login problems please contact the Help Desk at 732-923-4357. For all other questions please contact the Student Employment Office at 732-571-3560 and by email at sbrown@monmouth.edu.



Student Employee Timekeeping Training

Welcome Student Employment Hawks!

- This training outlines:
 - ▶ Punching in and out
 - ▶ Leaving notes on your time card
 - ▶ The Timesheet X dashboard and all features
 - ▶ Builds in policy information such as, “Students may not work during class times.” And “Students may only be paid for those hours actually worked. Both students and supervisors are responsible for monitoring bi-weekly time sheets.”
 - ▶ Student Employment and Graduate Assistant Handbooks are found on their respective websites.

Thank you for choosing to work for Monmouth University,

How to Login

Please navigate to the following URL and click the 'Applicants, Student Employees & Graduate Assistants' link <https://monmouth.studentemployment.ngwebsolutions.com/>

OR you may enter through MyMU portal. Systems. Timesheet X

HAWKS AT WORK
STUDENT EMPLOYMENT

Home Employees Employers & Administrators

Job X Timesheet X
Powered by Next Gen

Applicants, Student Employees & Graduate Assistants
Applicants - Search & apply for On-Campus Jobs (Federal Work Study and Student Help) and Off-Campus Jobs (Federal Work Study Only)
Student Employees and Graduate Assistants - Clock in and out for your work shifts and submit your timesheet.

On-Campus Employers
Post jobs, review applications, hire employees, and manage employee timesheets.

Off-Campus Employers
Non-profit employers may post Federal Work Study jobs, review applications, hire employees, and manage employee timesheets.

Step 1: Click Applicants, Student Employees, & Graduate Assistants

How to Login to TimesheetX

Step 2: Click 'My Time sheets' under Employees menu.

Step 3: Login utilizing your Monmouth Username and Password.

The screenshot displays the Monmouth University JobX website interface. At the top, there is a navigation bar with a home icon, 'Employees', and 'Help'. The 'Employees' dropdown menu is open, showing options: 'My Dashboard', 'Find a Job', 'My JobMail', 'My Timesheets' (highlighted with a red arrow), 'Contact Us', and 'Manage My Profile'. The main content area is titled 'Applicants, Student Employees & Graduate Assistants' and is divided into several sections:

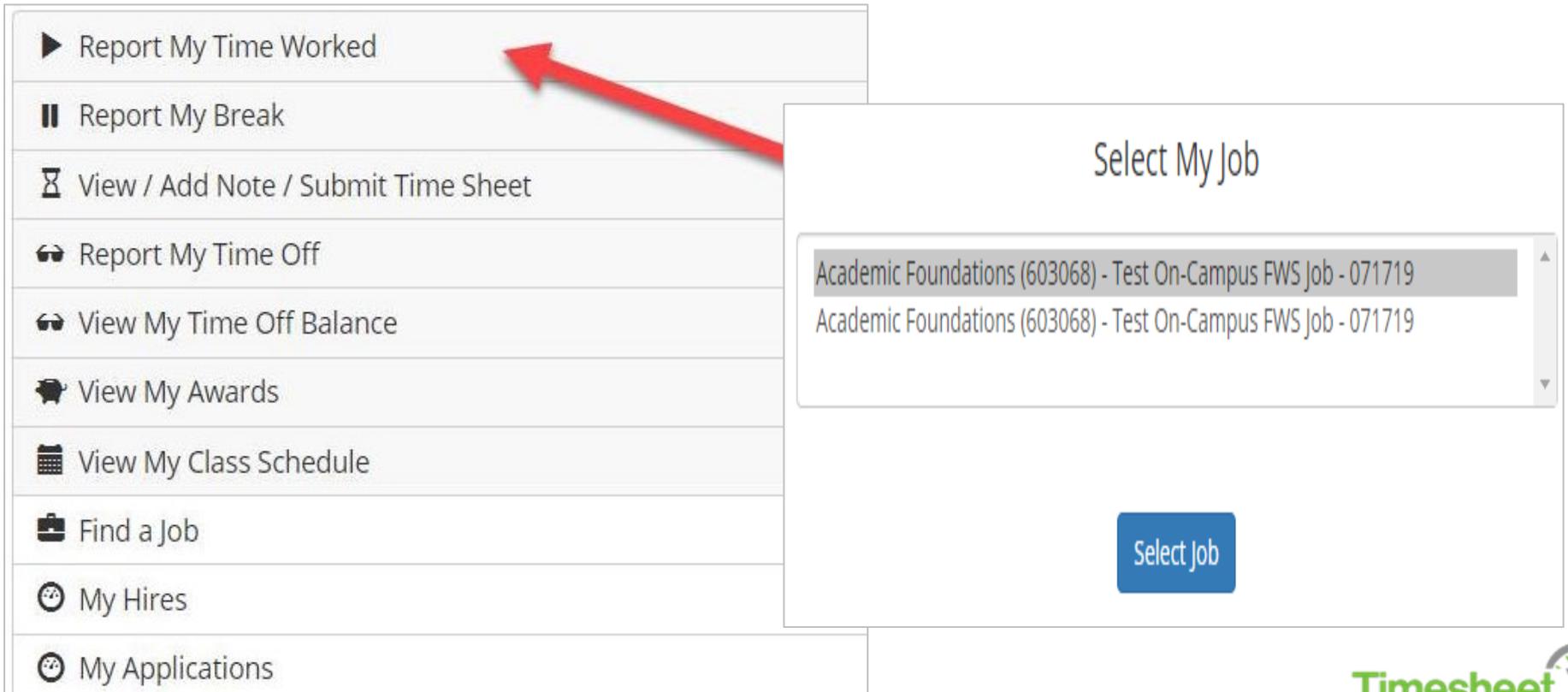
- Information:** Includes a welcome message, 'Required Documents and Trainings', 'Student Employment Jobs (Federal Work Study or Student Help) and Graduate Assistantships', 'Frequently Asked Questions', 'JobX and TimesheetX Tutorials and User M...', 'Announcements', and 'Contacts'.
- JobX Tools:** Includes 'User Dashboard', 'Find a Job', and 'Manage JobMail'.
- TimesheetX Tools:** Includes 'Student Payroll Guidelines & Schedule' and 'Enter your Time Sheet' (highlighted with a red arrow and a yellow callout bubble labeled 'PAYROLL SCHEDULE').
- Additional Information and Resources:** Provides links to payroll forms and policies.

On the right side, there is a 'MONMOUTH UNIVERSITY' login box with the text 'Sign in with your Monmouth account', 'Username' and 'Password' input fields, and a 'Sign in' button.

Report My Time Worked

To report actual time worked, click the **'Report My Time Worked'** menu option. Students may only be paid for those hours actually worked. Both students and supervisors are responsible for monitoring bi-weekly time sheets.

If you have more than one job, you will first need to select the department and job you wish to enter time. If you only have one job, this screen will NOT be presented, and you will be taken to the next screen.



The image shows a user interface with a menu on the left and a dialog box on the right. The menu items are:

- ▶ Report My Time Worked (highlighted with a red arrow)
- || Report My Break
- 🕒 View / Add Note / Submit Time Sheet
- ↔ Report My Time Off
- ↔ View My Time Off Balance
- 🏆 View My Awards
- 📅 View My Class Schedule
- 👔 Find a Job
- 👤 My Hires
- 👤 My Applications

The 'Select My Job' dialog box contains a list of job options:

- Academic Foundations (603068) - Test On-Campus FWS Job - 071719 (highlighted)
- Academic Foundations (603068) - Test On-Campus FWS Job - 071719

A blue button labeled 'Select Job' is located at the bottom of the dialog box.

Report My Time Worked – Clock In

- To clock in, click the '**Clock In**' button.
- The system time will be updated in the start field on your time sheet. A confirmation screen with the exact 'Clock In' time is presented.
- Once the accurate clocked in time is recorded, you may "**log out**" of system to start you work for the day.
- *Remote* time worked* must be approved by Student Employment Office. Time reported should be for on campus work (not from home, a local coffee shop or dorm (unless a Resident Desk Assistant). *Covid19 has increased additional remote work, verify with Student Employment.

Report My Time Worked

Student Employment (604016) - FWS - Office Assistant

Nov 3, 2020

Current System Time

09:53 AM

Eastern Standard Time



Time sheet details

Time Sheet Status

Incomplete - Student

Pay Period

10/26/20 - 11/08/20

Time Sheet Deadline

Monday November 9, 2020 12:00 PM

Supervisors

Aimee Parks (primary)

Report My Time Worked

Job: Student Employment (604016) - FWS - Office Assistant

Transaction successfully completed!

Clock In Time for your
Student Employment (604016) - FWS - Office Assistant job is
9:54 AM Eastern Standard Time

[View/Add Entry Note](#)

Log Out



Time sheet details

Time Sheet Status

Incomplete - Student

Pay Period

10/26/20 - 11/08/20

Time Sheet Deadline

Monday November 9, 2020 12:00 PM

Supervisors

Aimee Parks (primary)

Report My Time Worked – Clock Out

- To clock out, click the ‘**Clock Out**’ button. The system time will be updated in the end field on your time sheet.
- A confirmation screen with the **exact** Clock Out time is presented.
- Once the Clock Out time is recorded, you may “**log out**” of system for the day.
- Do **NOT** click the blue “Submit Time Sheet” button to log out of system. This button puts your time sheet in review mode for approval with your supervisor and you will not be able to continue punching. If this occurs contact your supervisor or Student Employment (SE) to return your time sheet.

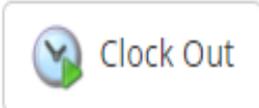
Report My Time Worked

Student Employment (604016) - FWS - Office Assistant

Nov 3, 2020
Current System Time

1 0 : 1 1 AM
Eastern Standard Time

[View/Add Note on this entry](#)

Report My Time Worked

Job: Student Employment (604016) - FWS - Office Assistant

Transaction successfully completed!

Clock Out Time for your
Student Employment (604016) - FWS - Office Assistant job is
10:12 AM Eastern Standard Time

[View/Add Note on this entry](#)



Do **NOT** click the blue “Submit Time Sheet” button. Always **Log Out** of this screen.

Time sheet details

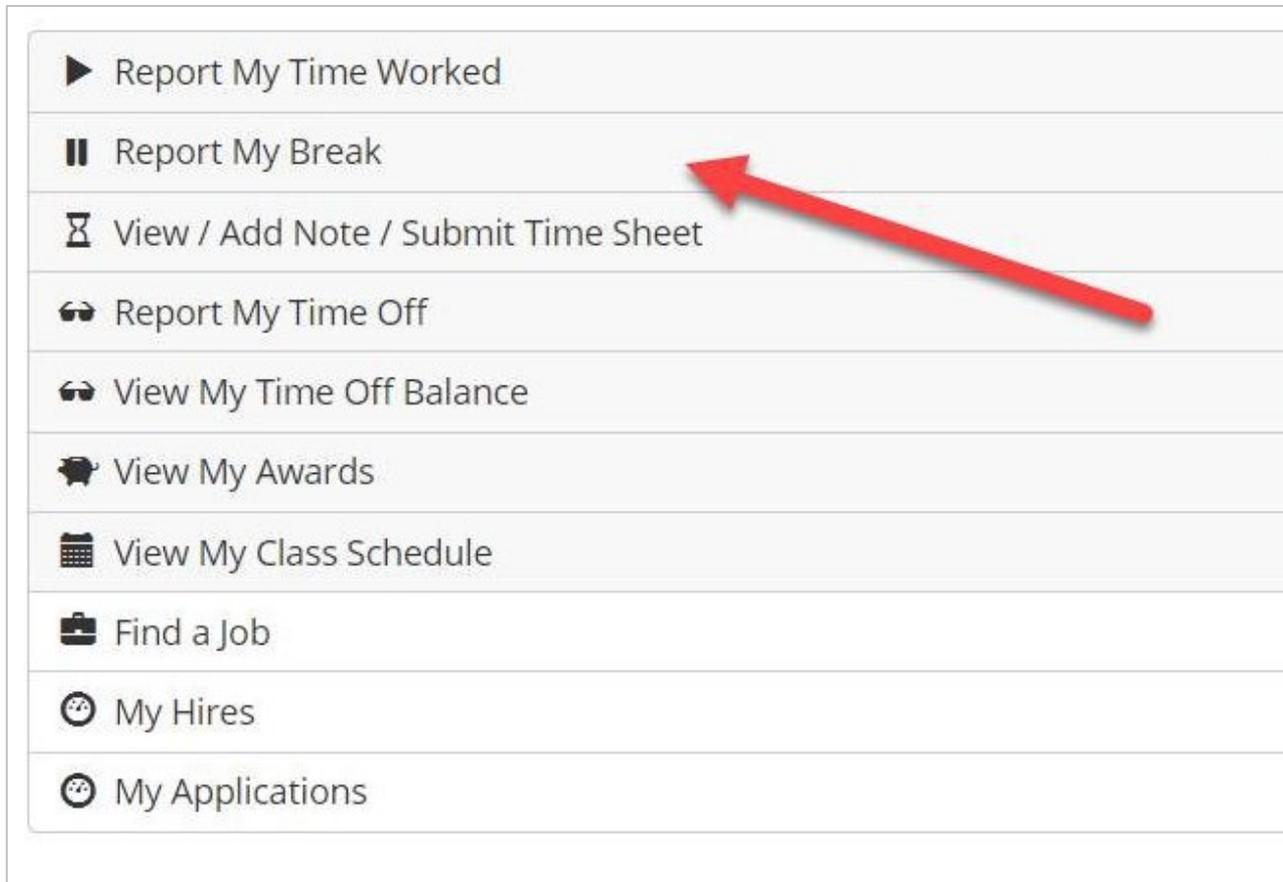
Time Sheet Status	Incomplete - Student
Pay Period	10/26/20 - 11/08/20
Time Sheet Deadline	Monday November 9, 2020 12:00 PM
Supervisors	Aimee Parks (primary)



Report My Break

If you have previously clocked into a job and now need to start your break, click the '**Report My Break**' menu.

Student Employment policy states that all student employees are **required** to take at least a ½ hour break (unpaid) when working **8 or more hours consecutively**.



Report My Break – Start Break

- To start a break, click the **'Start Break'** button. A confirmation screen with the exact 'Break Start' time is presented. You may **“log out”** of system to take break.
- Students may only be paid for those hours ACTUALLY worked for that particular pay period. Make sure to log accurate in and out punches including all break times.

The image shows two screenshots of a web application interface. The left screenshot is the 'Report My Break' page for a student employee. It displays the current system time as 09:57 AM Eastern Standard Time on Nov 3, 2020. A red arrow points to the 'Start Break' button. Below this is a 'Time sheet details' section with the following information:

Time Sheet Status
Incomplete - Student
Pay Period
10/26/20 - 11/08/20
Time Sheet Deadline
Monday November 9, 2020 12:00 PM
Supervisors
Aimee Parks (primary)

A 'View/Add Notes' link is visible at the bottom right of this section.

The right screenshot shows the confirmation screen after clicking 'Start Break'. It displays a green message: 'Transaction successfully completed!'. Below this, it states: 'Break Start Time for your Student Employment (604016) - FWS - Office Assistant job is 9:58 AM Eastern Standard Time'. A 'View/Add Note on this entry' link is present. A red arrow points to the 'Log Out' button.

Report My Break – End Break

- To end a break, click the **'End Break'** button, you may **“log out”** of system to return to work.
- A confirmation screen with the exact 'Break End' time is presented.
- If you forget your break and you have worked **8** or more consecutive hours, the break will be automatically deducted. However, you need to submit accurate times in and out, do not rely on the timekeeping system to record your break time.
- If you think there is a discrepancy with break punches, contact your supervisor or Student Employment Office

Report My Break

Student Employment (604016) - FWS - Office Assistant

Nov 3, 2020

Current System Time

1 0 : 0 1 AM

Eastern Standard Time



Report My Break

Job: Student Employment (604016) - FWS - Office Assistant

Transaction successfully completed!

Break End Time for your
Student Employment (604016) - FWS - Office Assistant job is
10:01 AM Eastern Standard Time

[View/Add Note on this entry](#)

Log Out

View / Add note(s) to Timesheet

To view or add notes to a time sheet entry or to submit an accurate and complete time sheet to the supervisor for review/approval, click the **'View/ Add Note / Submit Time Sheet'** menu option.

If you have more than one job, you will first need to select the department and job you wish to view, add notes to, or submit a time sheet. If you only have one job, this screen will NOT be presented, and you will be taken to the next screen.

▶ Report My Time Worked

|| Report My Break

⌚ View / Add Note / Submit Time Sheet

🕒 Report My Time Off

🕒 View My Time Off Balance

🏆 View My Awards

📅 View My Class Schedule

👜 Find a Job

👤 My Hires

👤 My Applications

Select My Job

Academic Foundations (603068) - Test On-Campus FWS Job - 071719

Academic Foundations (603068) - Test On-Campus FWS Job - 071719

Select Job

Select Pay Period to View Timesheet

You must first choose the bi-weekly pay period for the time sheet you wish to view, edit, or submit. Only submit time sheet once time sheet is accurate, complete and with all notes included for supervisor review.

“Incomplete” status = current time sheet

“Finalized” status = processed with Payroll

It is imperative that time sheets be submitted to supervisors by **12pm** on alternate Mondays in accordance with the student payroll schedule. Pay periods are only processed one time for payroll.

<https://www.monmouth.edu/student-employment/documents/student-payroll-schedule.pdf/>

Select Pay Period

Oct 26, 2020 to Nov 9, 2020 [Incomplete - Student]

Oct 12, 2020 to Oct 26, 2020 [Finalized]

Sep 28, 2020 to Oct 12, 2020 [Finalized]

Sep 14, 2020 to Sep 28, 2020 [Finalized]

Aug 31, 2020 to Sep 14, 2020 [Finalized]

Aug 17, 2020 to Aug 31, 2020 [Finalized]

View & Add Notes to Time Sheet

If you wish to **View/Add Notes** on your time sheet click the View/Add Notes link within an active punch.

If you wish to view your time sheet for one or more jobs, you can view each time sheet entry for each job, as well as, the total hours entered for the entire time sheet.

Tips for Adding Notes

Missed punch notes should be logged on the DATE that they correspond and be very specific as to why you missed that punch.

If you did not punch in for eCampus trainings, you need to add notes with date, start and end time and contact your supervisor.

Job Title
FWS_Residential Life Desk Assistant

Status
Incomplete - Student

Pay Period
02/03/20 - 02/16/20

Deadline
Monday February 17, 2020 12:00 PM

Time Sheet Entries

Tuesday, February 04

Pay code
Start
End
Break
Entry Note
[View/Update Note](#)
Total

Time Sheet Entry Note

Add a new note

Timesheet X training add 30 minutes to this punch for today

Add/Update Entry Note

Close

Tuesday, February 04

Pay code HRS
Start 5:29 PM
End 6:43 PM
Break --
Entry Note Emergency Action Plan, Federal Education Rights and Privacy Act, & Preventing Discrimination and Harassment: Employee
[View/Update Note](#)
Total 1 hr 14 mins

TOTAL

HRS 1 hr 34 mins

Do NOT use to add notes

~~View/Add Notes~~

Submit Time Sheet

HELPFUL TIME SHEET TIPS

- Access your time sheets regularly and check for accuracy. Leave detailed notes if necessary.
- Do not wait to the last minute to add a note (requesting changes to your shift in and out times)! Please give your supervisor time to edit your time sheets since only supervisors and Student Employment may **edit** time sheets. If you need a complete shift added and have not punched yet, please contact your supervisor. (Students cannot add their own missed shifts).
- If you submit your time sheet too early, your supervisor or Student Employment must send it back to you. (you cannot punch while the time sheet is in “pending approval” status).
- Pay period dates are at the top of each time sheet. Submit your accurate timecard by the bi-weekly deadline dates!
- Look out for email reminders from Student Employment (SE) & you will receive system reminders 12 hours prior to each time card deadline

HELPFUL TIME SHEET TIPS

- Students shall adhere to the following guidelines regarding the maximum of hours they will be allowed to work per week based upon course load during the regular academic semester:
 - Full-time undergraduates (UG) (12 credits and up) may work up to 20 hours maximum per week.
 - Full-time graduate students (9 credits and up) may work up to 26 hours maximum per week
 - Full-time international students (graduate 9 credits/undergraduate 12 credits) may work up to 20 hours maximum per week.
 - Part-time undergraduate and graduate students including International students should contact SE for the maximum number of hours allowed to work. Policy can be viewed in the SE Handbook located on the Student Employment website and TimesheetX Dashboard.

Submit Time Sheet(s)

Done Working for the Pay Period? **It's time to submit your time sheet(s) !**

To “**SUBMIT**” accurate, complete time sheet(s) to the Supervisor for review/approval, click the ‘**View/Add Note /Submit Time Sheet**’ menu option. If you have more than one job, you will first need to select the department and job you wish to view, add a note, or submit a time sheet. If you only have one job, this screen will NOT be presented, and you will be taken to the next screen.

The image shows a screenshot of a web application interface. On the left is a vertical menu with the following items: 'Report My Time Worked', 'Report My Break', 'View / Add Note / Submit Time Sheet', 'Report My Time Off', 'View My Time Off Balance', 'View My Awards', 'View My Class Schedule', 'Find a Job', 'My Hires', and 'My Applications'. A red arrow points from the 'View / Add Note / Submit Time Sheet' menu item to a dialog box on the right. The dialog box is titled 'Select My Job' and contains a dropdown menu with two identical entries: 'Academic Foundations (603068) - Test On-Campus FWS Job - 071719'. Below the dropdown is a blue button labeled 'Select Job'. A yellow speech bubble with a blue border points to the dropdown menu, containing the text: 'You will need to repeat this step for every active timesheet for the pay period'. In the bottom right corner, there is a logo for 'Timesheet' with a green and black icon.

Select Pay Period to View Timesheet

You must first choose the bi-weekly pay period for the time sheet you wish to view, edit, or submit. Only submit time sheet once time sheet is accurate, complete and with all notes included for supervisor review.

“Incomplete” status = current time sheet

“Finalized” status = processed with Payroll

It is imperative that time sheets be submitted to supervisors by **12pm** on alternate Mondays in accordance with the student payroll schedule. Pay periods are only processed one time for payroll.

<https://www.monmouth.edu/student-employment/documents/student-payroll-schedule.pdf/>

Select Pay Period

Oct 26, 2020 to Nov 9, 2020 [Incomplete - Student]

Oct 12, 2020 to Oct 26, 2020 [Finalized]

Sep 28, 2020 to Oct 12, 2020 [Finalized]

Sep 14, 2020 to Sep 28, 2020 [Finalized]

Aug 31, 2020 to Sep 14, 2020 [Finalized]

Aug 17, 2020 to Aug 31, 2020 [Finalized]

Step #1 Manage Time Sheet- Review Add Notes / Submit

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test On-Campus FWS Job - 071719

Status
Incomplete - Student

Pay Period
08/05/19 - 08/19/19

Deadline
Monday August 19, 2019 12:00 PM

Time Sheet Entries

Friday, August 09

Pay code	HRS
Start	10:03 AM
End	10:05 AM
Break	--
Total	2 mins

Friday, August 09

Pay code	HRS
Start	10:10 AM
End	10:11 AM
Break	--
Total	1 min

Friday, August 09

Pay code	HRS
Start	10:11 AM
End	10:14 AM
Break	3 mins
Total	

Friday, August 09

Pay code	HRS
Start	10:14 AM
End	10:16 AM
Break	--
Total	2 mins

TOTAL

HRS 5 mins

[View/Add Notes](#)

Step #1 :

Review for Accuracy/Add Notes/Submit

Time sheets must be submitted every other Monday by 12 noon. You will be reminded Sunday. You may not miss a deadline.

If you wish to submit your time sheet for your Supervisor to review and approve, click the **'Submit Time Sheet'** button

The system will require you to review your time sheet again. After, clicking "Submit Time Sheet," continue to review ONCE again for accuracy.

Step # 2 Review Time Sheet for Accuracy & Submit

Review Time Sheet 

Time Sheet Entries

Friday, August 09	
Pay code	HRS
Start	10:03 AM
End	10:05 AM
Break	--
Total	2 mins

Friday, August 09	
Pay code	HRS
Start	10:10 AM
End	10:11 AM
Break	--
Total	1 min

Friday, August 09	
Pay code	HRS
Start	10:11 AM
End	10:14 AM
Break	3 mins
Total	

Friday, August 09	
Pay code	HRS
Start	10:14 AM
End	10:16 AM
Break	--
Total	2 mins

TOTAL

HRS	5 mins
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[View/Add Notes](#)



Step #2 :

Review for Accuracy & Submit

Before clicking **Submit Time Sheet** again, review once again your time sheet entries to ensure they are accurate & complete.

Please ensure all notes are included for your supervisor to adjust the times, if needed.

If you have missed a punch, you will not be able to submit your time sheet and your supervisor will need to make adjustments and send the time sheet back to you (email entitled "Time Sheet Returned "), for approval.

Step #3- Final Submit Time Sheet to Supervisor

End Break Total	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.	
Friday,	 <input type="button" value="OK"/> <input type="button" value="Cancel"/>	
Pay code		
Start	10:10 AM	
End	10:11 AM	
Break	--	
Total	1 min	
Friday, August 09		
Pay code	HRS	
Start	10:11 AM	
End	10:14 AM	
Break	3 mins	
Total		
Friday, August 09		
Pay code	HRS	
Start	10:14 AM	
End	10:16 AM	
Break	--	
Total	2 mins	
TOTAL		
HRS	5 mins	
View/Add Notes		
<input type="button" value="Submit Time Sheet"/>		
<input type="button" value="Cancel"/>		

Step #3

Submit to Supervisor for Review & Approval

Click **'OK'** to confirm. By clicking the **'OK'** button, you are agreeing the time sheet information is contained in this timesheet is correct to the best of your knowledge.

Time sheets are legal documents and may be audited by the federal government, the Bureau of Citizenship & Immigration Services, and/or the Department of Education; they may also be used for worker's compensation purposes. Falsifying hours, signatures or submission of a falsified timecard may subject the student worker to disciplinary action up to and including termination from the position. Additionally, disciplinary action may be imposed by the Office of Judicial Affairs.

Receipt of Submitted Time Sheet to Supervisor

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

You will not be able to access your time sheet again unless your supervisor sends it back to you during his/her review process.

Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

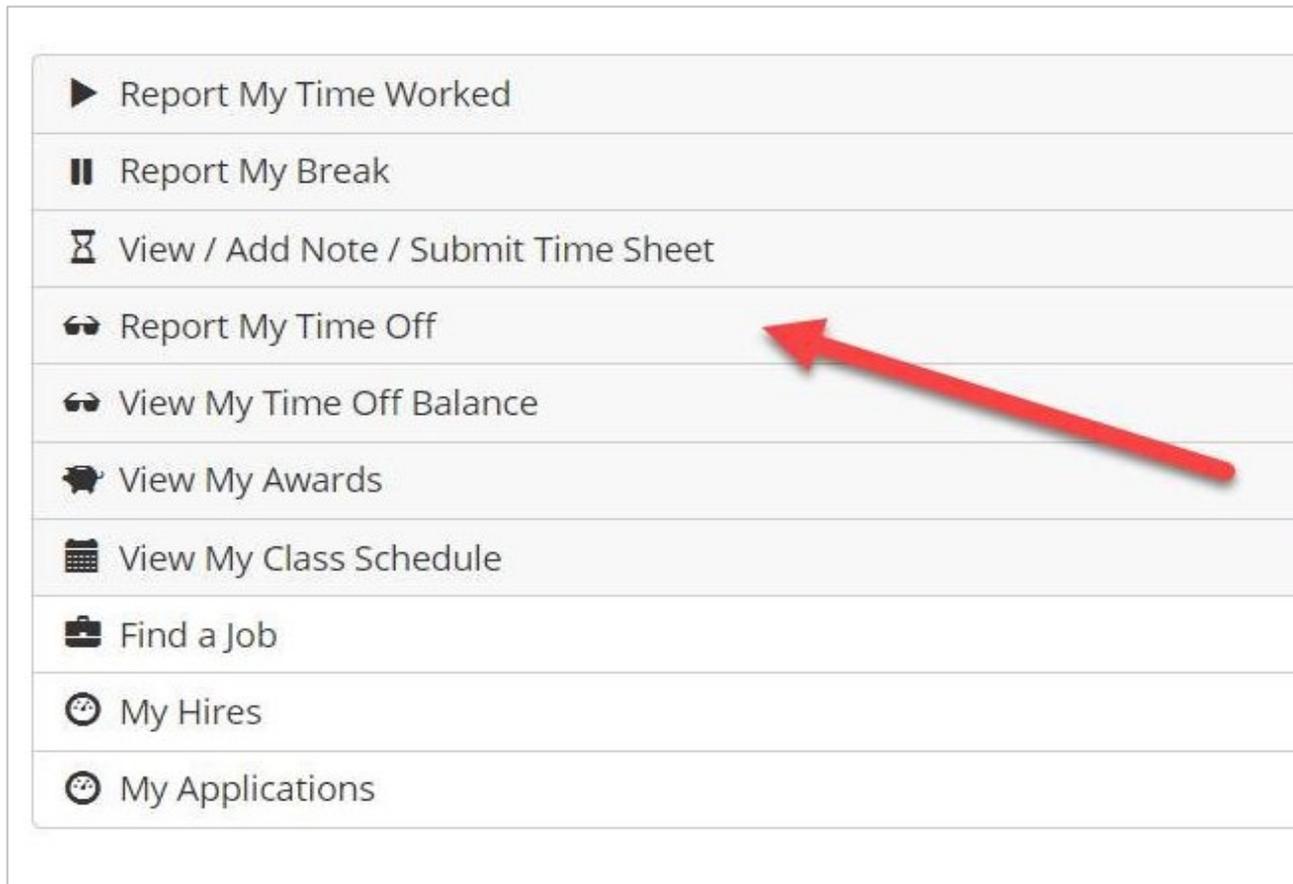
[[Print Time Sheet](#)]

[Return to My Jobs](#)

Report My Time Off- Sick Leave (Student Employees only)

To report '**Time Off**', click the '**Report My Time Off**' menu option.

Student Employee Sick Leave Policy is located on MyMU portal and on the Student Employment website.



Report My Time Off

If you have called out to both your supervisor and a member of the Student Employment office AND you have accrued paid sick leave under the Paid Sick Leave policy, you will need to enter your sick time no later than on the day following the date that the absence occurs.

If you have more than one job, you will first need to select the department and job you wish to report time off for. If you only have one job, this screen will NOT be presented, and you will be taken to the next screen.

Select My Job

Academic Foundations (603068) - Test On-Campus FWS Job - 071719
Academic Foundations (603068) - Test On-Campus FWS Job - 071719

Select Job

Report My Time Off

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test On-Campus FWS Job - 071719

Status
Incomplete - Student

Pay Period
08/05/19 - 08/19/19

Deadline
Monday August 19, 2019 12:00 PM

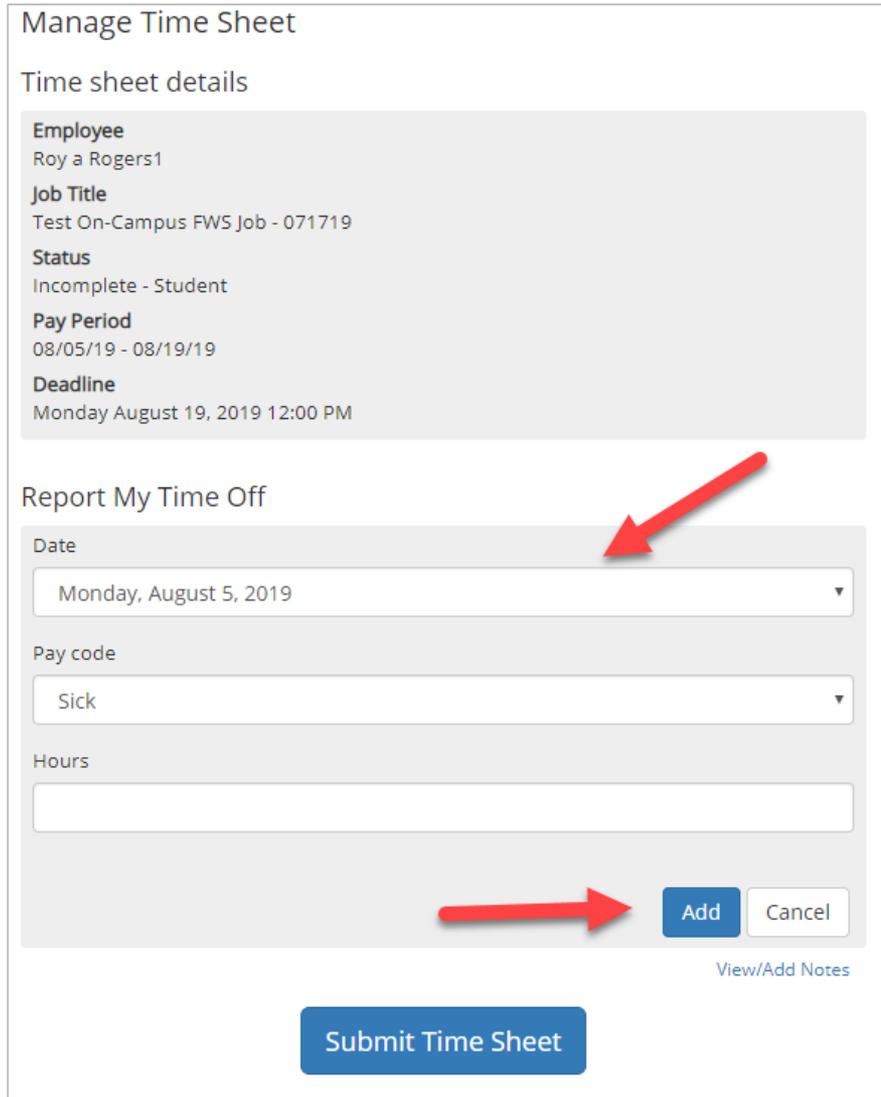
Report My Time Off

Date
Monday, August 5, 2019

Pay code
Sick

Hours

[View/Add Notes](#)



Select the date, the 'Time Off' pay code (e.g. Sick), enter the total number of hours taken off that day, and click the 'Add' button.

- If you have not done so already make sure to contact both your supervisor and a member of the Student Employment office AND you have accrued paid sick leave under the Paid Sick Leave policy, you will need to enter your sick time no later than on the day following the date that the absence occurs.
- Student Employee Sick Leave Policy is located on MyMU portal and on the Student Employment website.

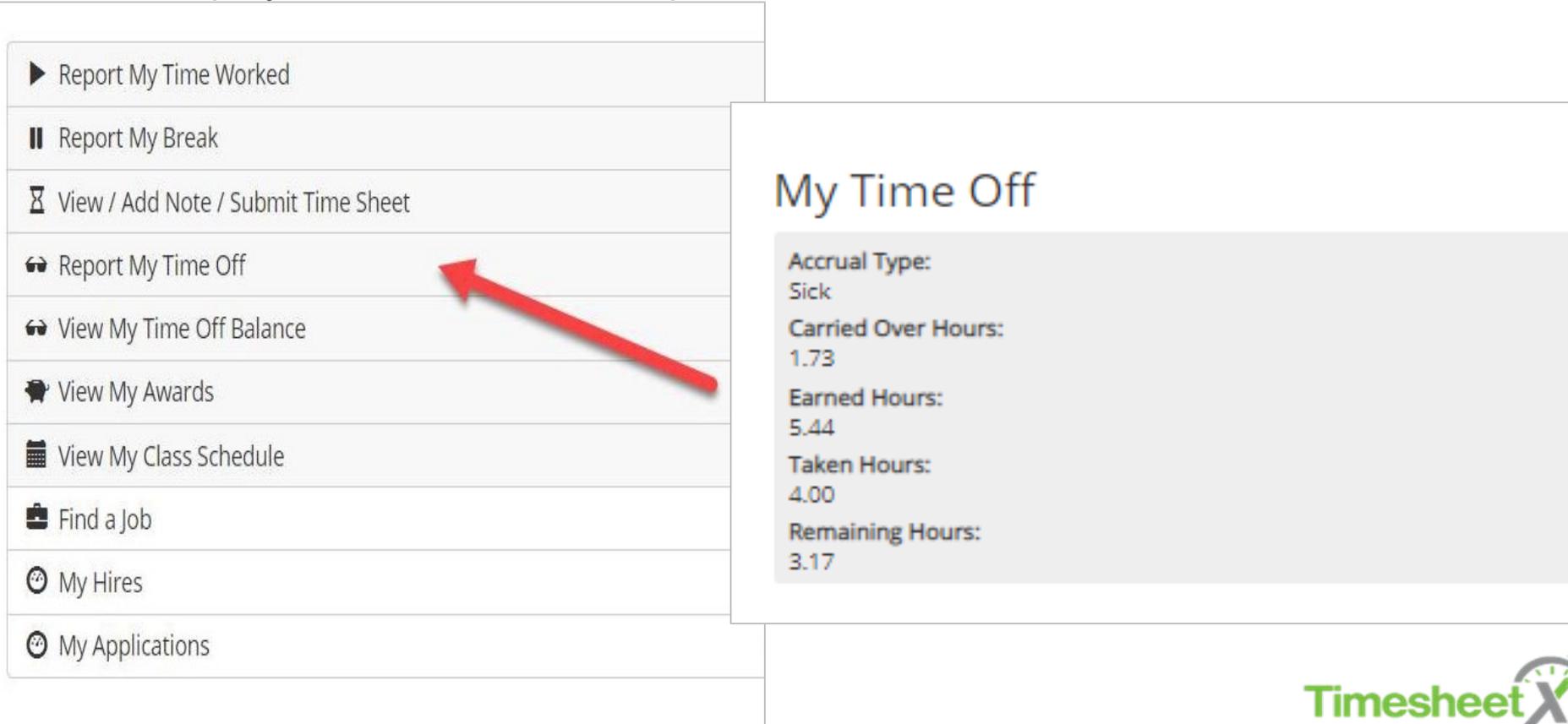
<https://www.monmouth.edu/student-employment/documents/student-sick-time-policy.pdf/>

View My Time Off Balance

Student Employees will track their sick accruals from the '**View My Time Off Balance**' menu option. -Track time off taken, accruals, and remaining hours available.

Student Employment Sick Leave:

Employees in the state of New Jersey are eligible for paid sick leave. This includes Student Employees, 120 days from the date of hire. For every 30 hours of work time, student employees accrue 1 hour of paid sick leave.

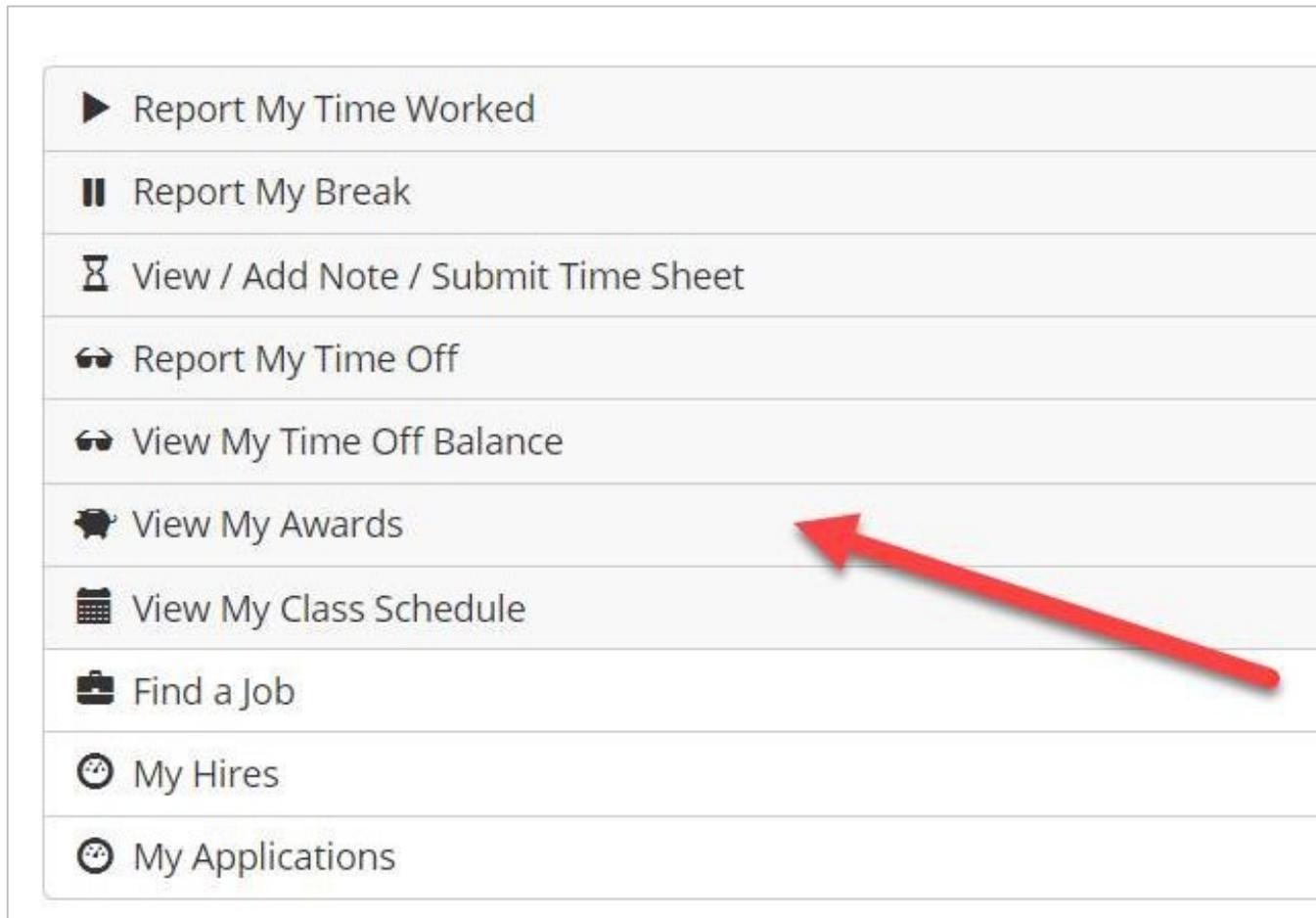


The screenshot displays a user interface with a vertical menu on the left and a summary panel on the right. The menu items are: Report My Time Worked, Report My Break, View / Add Note / Submit Time Sheet, Report My Time Off, View My Time Off Balance, View My Awards, View My Class Schedule, Find a Job, My Hires, and My Applications. A red arrow points from the 'View My Time Off Balance' menu item to the 'My Time Off' summary panel. The summary panel contains the following information:

My Time Off	
Accrual Type:	Sick
Carried Over Hours:	1.73
Earned Hours:	5.44
Taken Hours:	4.00
Remaining Hours:	3.17

View My Awards – Federal Work Study Students

Click the **‘View My Awards’** menu option to view a **Federal Work Study (FWS)** award and the balance.



View My Awards

You can view your Federal Work Study original award amount and remaining award balance for the academic year.

If you have FWS, the system and Student Employment will remind you when you are approaching your maximum earnings. Students also need to be mindful of their awards based upon how many hours they work each pay period.

My Awards

Award Name:

Federal Work Study

Award Term:

Federal Work Study (FWS) Academic Year 2018 - 2019 (07/01/18-12/31/19)

Original Award Amount:

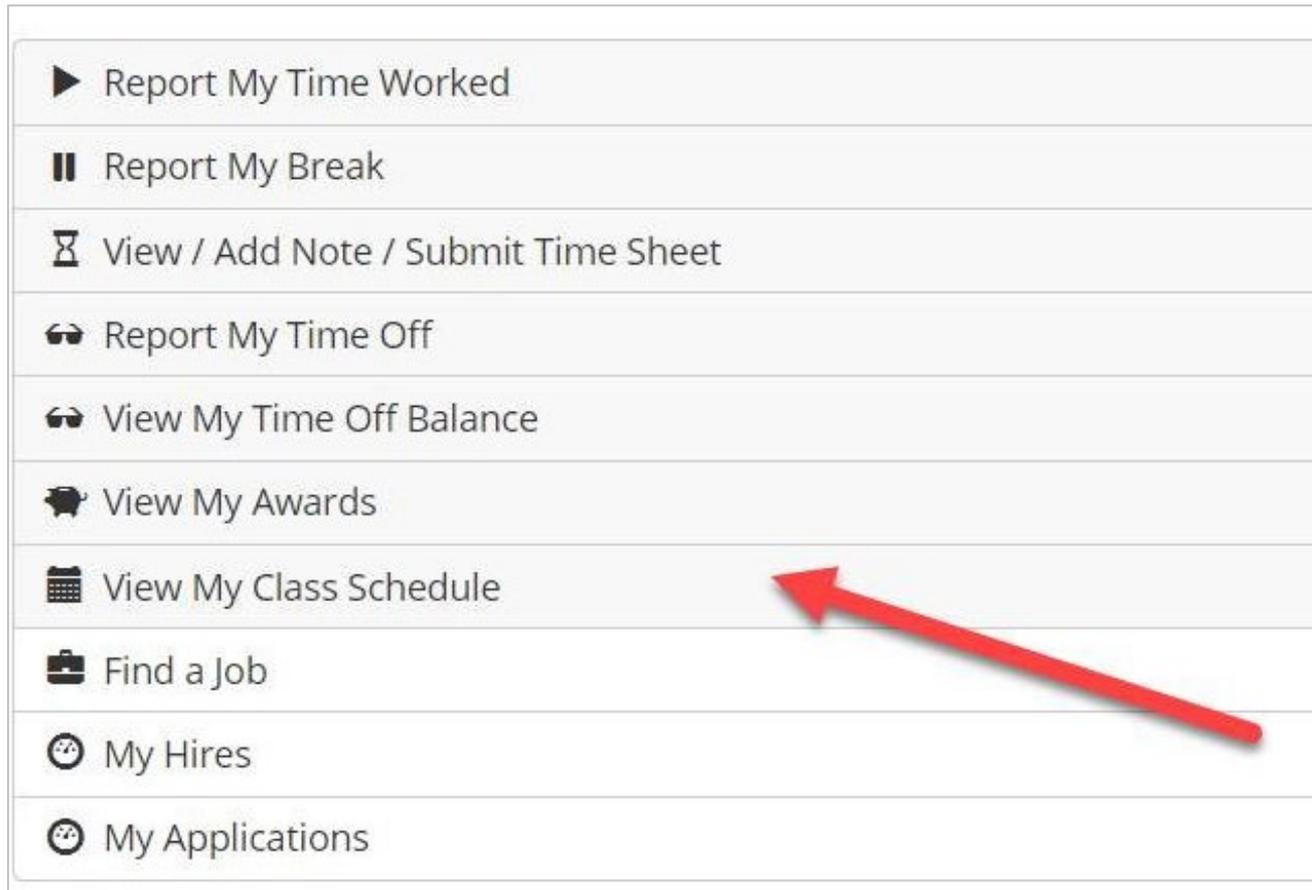
\$1,410.00

Current Award Balance:

\$1,180.00

View My Class Schedule

To view your class schedule in TimesheetX, click the **'View My Class Schedule'** menu option.



View My Class Schedule

This feature enables you to quickly access your current class schedule for reference to ensure time is not worked during a scheduled class.

It is against federal regulation to work during class times.

Timesheet X **will not allow you to clock in during class time and will clock you out once a class begins.** You must leave a note on timesheet and contact a member of Student Employment if you have an issue regarding class time preferably on the day of occurrence.

My Class Schedule	
Coll Readng&Stdy Skl	
Start Date	06/01/2019
End Date	12/31/2019
Days	Tu Th
Start Time	11:00 AM
End Time	12:15 PM
Found of Sport Mgmt	
Start Date	06/01/2019
End Date	12/31/2019
Days	M W
Start Time	1:00 PM
End Time	1:50 PM
Fresh Sem-Sport Mgt	
Start Date	06/01/2019
End Date	12/31/2019
Days	M W
Start Time	2:00 PM
End Time	3:15 PM

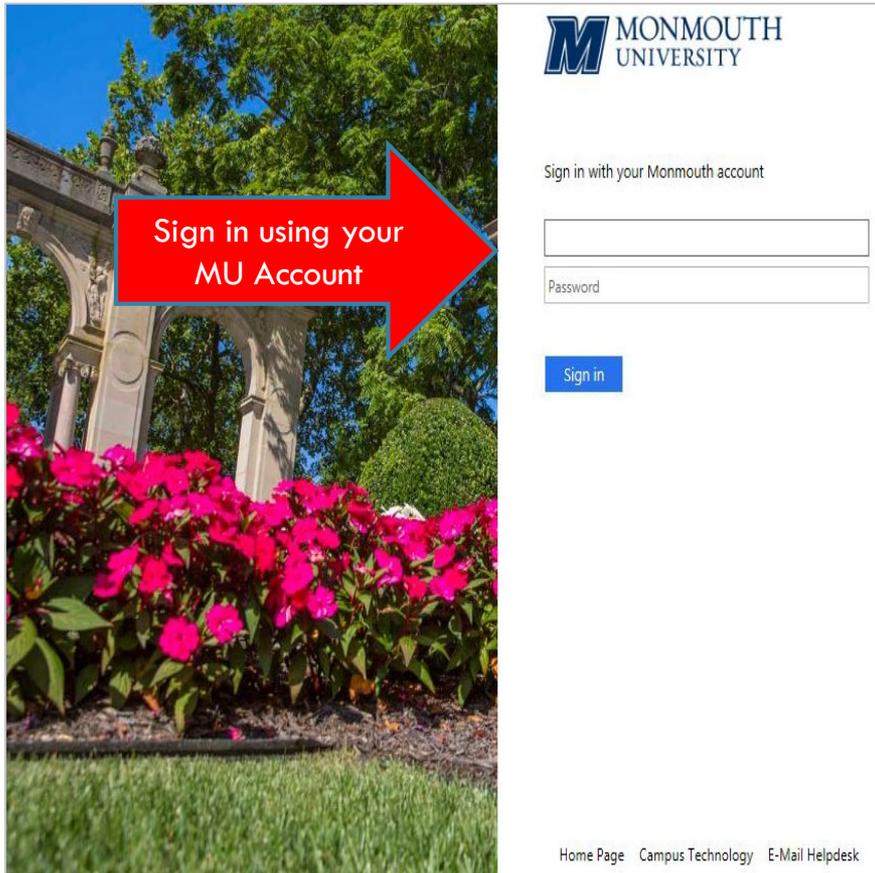
Do Not Work
During Class
Times.

Punch out
prior to your
class!

Ultipro On-line Pay Information

Pay information is now accessible on-line by going to the web portal located at <http://ultipro.monmouth.edu> and following the steps listed below. (OR through the MyMU portal. Systems. Ultipro)

You will need to first verify your account by entering your date of birth, employee number and city:

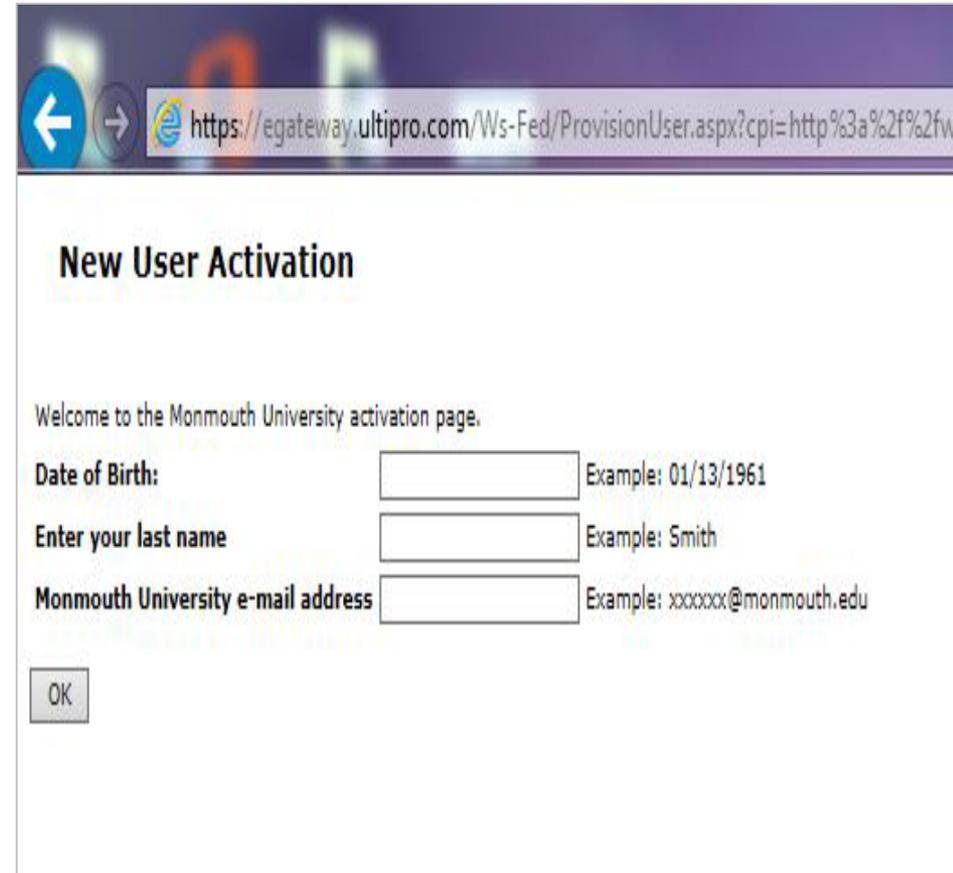


The image shows the Monmouth University logo at the top left. Below it is the text "Sign in with your Monmouth account". There are two input fields: one for the username and one for the password. A blue "Sign in" button is located below the password field. At the bottom of the page, there are links for "Home Page", "Campus Technology", and "E-Mail Helpdesk". A red arrow points from the text "Sign in using your MU Account" to the sign-in form.

M MONMOUTH UNIVERSITY

Sign in with your Monmouth account

Home Page Campus Technology E-Mail Helpdesk



The image shows a web browser window with the URL <https://egateway.ultipro.com/Ws-Fed/ProvisionUser.aspx?cpi=http%3a%2f%2fw>. The page title is "New User Activation". The text reads "Welcome to the Monmouth University activation page." There are three input fields with examples: "Date of Birth:" with example "01/13/1961", "Enter your last name" with example "Smith", and "Monmouth University e-mail address" with example "xxxxxxx@monmouth.edu". An "OK" button is located below the input fields.

← → <https://egateway.ultipro.com/Ws-Fed/ProvisionUser.aspx?cpi=http%3a%2f%2fw>

New User Activation

Welcome to the Monmouth University activation page.

Date of Birth: Example: 01/13/1961

Enter your last name Example: Smith

Monmouth University e-mail address Example: xxxxxxx@monmouth.edu

Ultipro On-line Pay Information

The screenshot shows the Ultipro user interface. On the left, there is a dark blue sidebar with a 'MENU' button at the top, followed by 'Home' and 'Inbox' icons. The main content area is divided into two columns. The left column contains categories: Personal (Employee Summary, Name, Address, and Telephone), Jobs (Job Summary), My Onboarding, Career Development (Available, Current, Completed), and Pay (Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2). The right column contains: Benefits (PTO Plans), Training (Class History), and Documents (Employee Documents). Red callout boxes with arrows indicate 'Step 1: Click menu' pointing to the MENU button and 'Step 2: Hover over myself' pointing to the MYSELF tab. A red arrow also points to the 'Pay' option in the left column.

To see your pay stub information (past or present) – choose “**Myself**” on the left side, and then “Pay”.

- Direct Deposit Set up: (you will still receive one paper check prior to beginning direct deposit)
- Track your **Federal Work Study Award**
- Viewing Sick Time Accrual
- **Training** assignments / completion dates (actual training is completed in eCampus & **must be completed prior to working**)
- Viewing and editing other personal information

If you have any questions, please call the appropriate department listed below:

- Logging In: Helpdesk 923-4357
- Paychecks, Direct Deposit or Taxes: Payroll 571-3469
- Personal, Job or Benefits: Student Employment 732-571- 3569 and HR 571-3470

Thank you for completing your TimesheetX Training!
You may log out of eCampus.

Feel free to contact us if you any questions or are having trouble with TimesheetX, we will be glad to help!

Office of Student Employment
Bey Hall Room 127
Monmouth University
400 Cedar Ave
West Long Branch, NJ 07764
732-263-5381

<https://www.monmouth.edu/hr/student-employment-office/>

Follow us on Instagram @ mu_studentemp