



# **Supervisor Timesheet Approval Handbook**



**Hire Has Been Approved!**



**Next, a student completes a timesheet!**

**Then, you approve the timesheet!**



## ACCESSING THE TIMESHEETX WEB PAGE

Southwestern employees go to your portal landing page and find the Timesheet X login link.

Off-campus supervisors, or Southwestern employees, may use [www.swlaw.edu/timesheetx](http://www.swlaw.edu/timesheetx)



Welcome to Southwestern Law School's



Please contact the Financial Aid Office with any questions at 213-738-6719 or [finaid@swlaw.edu](mailto:finaid@swlaw.edu)



### Students

Enter time and submit your timesheets to your supervisor.



### Supervisors

Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

**This is the landing page. Click on Supervisors to proceed with your login.**



## Supervisors

Review hires and manage student employee timesheets.



### Employment Information

#### [Suggestion Box](#)

Send us your suggestions, ideas, or concerns!

### Employer Tools

#### [TimesheetX Login](#)

Login manage your timesheets.

#### [Supervisor Handbook](#)

Download the Supervisor Handbook in PDF format.

#### [2022-23 Timesheet Submission Dates](#)

#### [Spring 2022 Payroll Due Dates](#)



Help

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

You are required to log-in to use the system.

**Students and On-Campus Employers:** Please use your user name. This is the front portion of your @swlaw.edu email address (ie: joesmith@swlaw.edu would enter joesmith in this field).

FOR THOSE WITH AN SWLAW.EDU EMAIL, IF YOU HAVE FORGOTTEN YOUR PASSWORD, PLEASE CONTACT ITHelp@swlaw.edu TO RESET YOUR SOUTHWESTERN EMAIL PASSWORD. (YOUR TIMESHEETX PASSWORD WILL AUTOMATICALLY UPDATE).

**Off-Campus Employers:** Please log-in with your full company email address.

User Name

Password

Login

[Off Campus Employers- Forgot Password?](#)

**Southwestern Supervisors:** Your username is your Southwestern Email credentials but use just the front portion of your email address . For example, jsmith instead of jsmith@swlaw.edu.

**Off Campus Supervisors:** Your username is your complete email address. For example, employer@gmail.com

# REVIEW TIMESHEETS



Welcome, Lina Bojorquez

To Do Items



Filter by Cost center:

All Cost Centers

- All Timesheets
- Timesheets I'm the Primary Supervisor
  - Primary Supervisor Only
  - Primary or Secondary Supervisor

Filter by timesheet status:

- Returned To Supervisor (0)
- Incomplete By Supervisor (0)
- Delinquent Timesheets (0)
- Resubmitted By Student (0)
- Pending Approval (0)

Search by employee

First Name  Last Name

There are no timesheets to display.



	Hire	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/> <a href="#">Roy a Rogers1</a>	FWS Coordinator	12	0	5/25/2023 1:00 PM	5/18/2023 8:33 PM	

1. You will be placed on the “To Do Items” page. To view only the timesheets pending approval, uncheck all the boxes in the “Filter by timesheet status” box.
2. Then Scroll down to the bottom of the page so see the timesheets.

**Filter by timesheet status**

Returned To Supervisor (0)

Incomplete By Supervisor (1)

Delinquent Timesheets (139)



Resubmitted By Student (0)

Pending Approval (5)

**Filter by employee**

First Name

Last Name

Bi Monthly Pay Period: 05/11/23 - 05/25/23						
	Hire	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/> <a href="#">Roy a Rogers1</a>	FWS Coordinator	12	0	5/25/2023 1:00 PM	5/18/2023 8:33 PM	 

1. You can simply hover over the magnifying glass to review the timesheet details.
2. If you wish to examine an individual timesheet in more detail, just click on the magnifying glass.
3. See next slide.



# MODIFY OR APPROVE A TIMESHEET



## Manage Time Sheet

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Student [Roy a Rogers1](#)

Hire Title [FWS Coordinator](#)

Status Incomplete

Pay Period 05/11/23 - 05/25/23

Deadline May 25, 2023 1:00 PM

05/11/23 - 05/25/23

- Start - Thursday, May 11, 2023
- End - Thursday, May 25, 2023
- Student Deadline - Thursday, May 25, 2023 (9:00AM)
- Supervisor Deadline - Thursday, May 25, 2023 (1:00PM)
- Pay Date - Wednesday, May 31, 2023

## Time Sheet Entries

Date	Start	End	Break	Hours	
Thursday, May 11	10:00 AM	12:00 PM	--	2 hrs	 <a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Friday, May 12	10:30 AM	12:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Monday, May 15	2:30 PM	4:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Tuesday, May 16	11:00 AM	1:00 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Wednesday, May 17	4:15 PM	5:45 PM	--	1 hr 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Thursday, May 18	1:00 PM	3:30 PM	--	2 hrs 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	

[Add New Entry](#)

Total: 12 hrs



[Approve](#) [Return](#) [Lock](#)

1. If you need to make changes to the timesheet, click 'Edit' next to the entry you wish to modify. Otherwise just click **Approve** if the hours are correct.

# HOW TO MODIFY A TIMESHEET



## Manage Time Sheet

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Student [Roy a Rogers1](#)  
Hire Title [FWS Coordinator](#)  
Status Incomplete  
Pay Period 05/11/23 - 05/25/23  
Deadline May 25, 2023 1:00 PM

05/11/23 - 05/25/23

- Start - Thursday, May 11, 2023
- End - Thursday, May 25, 2023
- Student Deadline - Thursday, May 25, 2023 (9:00AM)
- Supervisor Deadline - Thursday, May 25, 2023 (1:00PM)
- Pay Date - Wednesday, May 31, 2023

## Time Sheet Entries

Date	Start	End	Break	Hours
Thursday, May 11	10:00AM	12:00PM	No Break	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
	<input type="button" value="Choose File"/> No file chosen			Enter any notes here
Friday, May 12	10:30 AM	12:30 PM	--	2 hrs
				Note:



1. The timesheet will now be locked until you save your changes.
2. Click 'Add new Entry' if you wish to add an entry.
3. After making your changes or additions, click "Update"

# MODIFY A TIMESHEET (Continued)



## Manage Time Sheet

Student [Roy a Rogers1](#)  
Hire Title [FWS Coordinator](#)  
Status Incomplete  
Pay Period 05/11/23 - 05/25/23  
Deadline May 25, 2023 1:00 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

05/11/23 - 05/25/23

- Start - Thursday, May 11, 2023
- End - Thursday, May 25, 2023
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- Pay Date - Wednesday, May 31, 2023

## Time Sheet Entries

Date	Start	End	Break	Hours	
Thursday, May 11	10:00 AM	12:00 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Friday, May 12	10:30 AM	12:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Monday, May 15	2:30 PM	4:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Tuesday, May 16	11:00 AM	1:00 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Wednesday, May 17	4:15 PM	5:45 PM	--	1 hr 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Thursday, May 18	1:00 PM	3:30 PM	--	2 hrs 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	

[Add New Entry](#)



Total: 12 hrs  
[Approve](#) [Return](#) [Lock](#)

1. You may now approve the timesheet by clicking “Approve”.

# RETURN A TIMESHEET



SOUTHWESTERN LAW SCHOOL LOS ANGELES

Employees ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

## Manage Time Sheet

Pay Period Info Hire Details Awards Supervisors Accounts Notes

Student [Roy a Rogers1](#)

Hire Title [FWS Coordinator](#)

Status Incomplete

Pay Period 05/11/23 - 05/25/23

Deadline May 25, 2023 1:00 PM

05/11/23 - 05/25/23

- Start - Thursday, May 11, 2023
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## Time Sheet Entries

Date	Start	End	Break	Hours	
Thursday, May 11	10:00 AM	12:00 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Friday, May 12	10:30 AM	12:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Monday, May 15	2:30 PM	4:30 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Tuesday, May 16	11:00 AM	1:00 PM	--	2 hrs	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Wednesday, May 17	4:15 PM	5:45 PM	--	1 hr 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
Thursday, May 18	1:00 PM	3:30 PM	--	2 hrs 30 mins	<a href="#">Edit</a> <a href="#">Delete</a>
				Note:	
				Total:	12 hrs
<a href="#">Add New Entry</a>					
<a href="#">Approve</a> <a href="#">Return</a> <a href="#">Lock</a>					



1. If you need to RETURN the timesheet so the student can make the changes themselves, click "RETURN".

# REJECT A TIMESHEET



## Reject Time Sheet

Student Roy a Rogers1

Hire Title FWS Coordinator

Status Incomplete

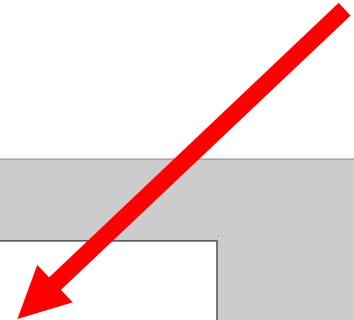
Pay Period 05/11/23 - 05/25/23

Deadline May 25, 2023 1:00 PM

Describe the reason for the return below:

Because of its current status, this time sheet will be returned to the employee.

Sorry, your timesheet has been returned.



The message below will be e-mailed to the employee and added to the time sheet notes.

Return Time Sheet

Cancel

## Time Sheet Entries

Date	Start	End	Break	Hours
Thursday, May 11	10:00 AM	12:00 PM	--	2 hrs
				Note:
Friday, May 12	10:30 AM	12:30 PM	--	2 hrs

1. Enter the reason you are returning the timesheet and click 'Return Time Sheet'.
2. An e-mail will be sent to the student notifying them that their timesheet has been returned.



**YOU'RE FINISHED!**  
**CALL FINANCIAL AID IF YOU HAVE QUESTIONS**  
**AT 213-738-6719**