

## How to complete Student Assistant Time Sheet Online

Log On to GothicNet:



The login interface for GothicNet is displayed within a dark green rectangular frame. At the top of the frame, there is a header bar containing the NJCU logo on the left and the 'Gothic Net' text on the right. Below the header, the main area is dark green. It features two white input fields: the first is labeled 'User ID' and the second is labeled 'Password'. Both labels are in a bold, white, sans-serif font. Below the password field, there is a light green button with the text 'Sign In' in a dark green, sans-serif font.

Navigate to:  
Main Menu → Self Service → Student Assistant Timesheet

**SA Timesheet**

J T

Job Title: Student Assistant Student ID: 021  
Department: 400717 Business Services Employment Record Number: 2

Comment

Hourly Rate 12.00

☐ Check and submit if no time to report Reported Sick Hours: 3 Hours Reported Work Hours: 12 Hours

Work period from 12/17/2018 to 12/30/2018 | Help ?

Time Format: HH:MM AM/PM

Day	Date	Sick	From	To	Sick	From	To	Sick	From	To	Sick Hrs	Work Hrs
Monday	12/17/2018	<input type="checkbox"/>	8:00AM	10:00AM	B	<input type="checkbox"/>	3:00PM	5:00PM	B	<input type="checkbox"/>		4.00
Tuesday	12/18/2018	<input type="checkbox"/>			R	<input type="checkbox"/>			R	<input type="checkbox"/>		
Wednesday	12/19/2018	<input type="checkbox"/>	8:00AM	1:00PM	E	<input checked="" type="checkbox"/>	2:00PM	3:00PM	E	<input type="checkbox"/>	1.00	5.00
Thursday	12/20/2018	<input type="checkbox"/>			A	<input type="checkbox"/>			A	<input type="checkbox"/>		
Friday	12/21/2018	<input checked="" type="checkbox"/>	8:00AM	10:00AM	K	<input type="checkbox"/>	1:00PM	4:00PM	K	<input type="checkbox"/>	2.00	3.00
Saturday	12/22/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>		
Sunday	12/23/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>		
Monday	12/24/2018	<input type="checkbox"/>			B	<input type="checkbox"/>			B	<input type="checkbox"/>		
Tuesday	12/25/2018	<input type="checkbox"/>			R	<input type="checkbox"/>			R	<input type="checkbox"/>		
Wednesday	12/26/2018	<input type="checkbox"/>			E	<input type="checkbox"/>			E	<input type="checkbox"/>		
Thursday	12/27/2018	<input type="checkbox"/>			A	<input type="checkbox"/>			A	<input type="checkbox"/>		
Friday	12/28/2018	<input type="checkbox"/>			K	<input type="checkbox"/>			K	<input type="checkbox"/>		
Saturday	12/29/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>		
Sunday	12/30/2018	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>		

Save for Later Submit for Approval

### Bring Up the Time Sheet for a particular period.

If you have not worked or availed sick time then check on the relevant box and click on the Submit for Approval button located at the bottom of the screen.

**Enter Start Time & the End Time** of your work or sick time availed in the **From & To** boxes. Check on the **Sick** Box to indicate it as Sick Time.

You can enter up to 3 different work periods for any given day.

When done, click on **“Save for Later”** or **“Submit for Approval”** button.

**Save for Later:**

Will bring up the following screen.

SA Timesheet

J

T

Job Title:Student Assistant

Student ID:028

Department:400717Business Services

Employment Record Number:2

Hourly Rate12.00

Your Timesheet has been saved - You may submit it for approval at a later time

Return

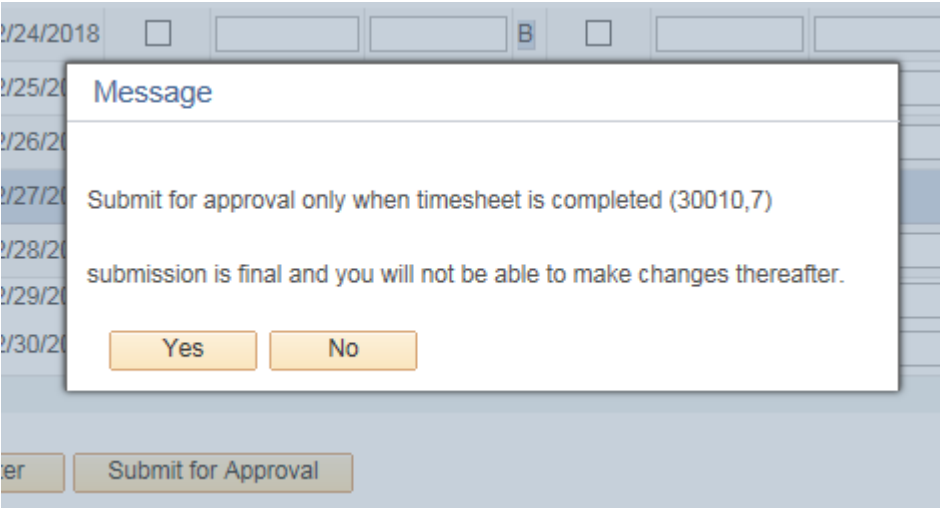
Sick Time Balances

Sick Time Rollover	4.73
Total Time Earned	0.00
Total Time Taken	0.00
Time Balance	4.73

Use **Return** Button to go back to the main timesheet.

**Submit for Approval:**

When submitting for Approval, a pop-up message will displayed to confirm the action.



Upon Submission the following screen will be displayed.




An Email will automatically go to your Departmental Supervisor/Approver who is assigned/authorized to approve/deny your time.

Main Menu → Self Service → Student Assistant Timesheet

If you have multiple Timesheets to be entered/corrected you will get a screen as below.

Favorites ▾Main Menu ▾> Self Service ▾> Student Assistant Timesheet



### SA Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

▼

Search Criteria

Search

Clear

Basic Search 

Save Search Criteria

#### Search Results

View All

First ◀

1-2 of 2

▶ Last

Work Period	Timesheet Status
<a href="#">Click to enter time for period 12/03/2018 to 12/16/2018</a>	Denied
<a href="#">Click to enter time for period 12/17/2018 to 12/23/2019</a>	Denied

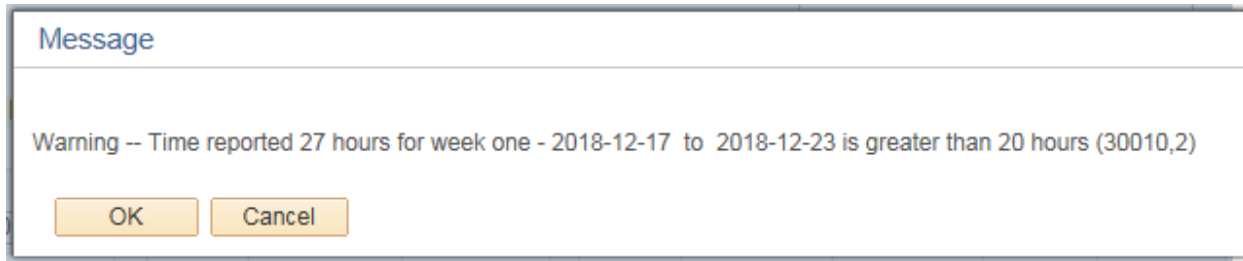
If your Timesheet is approved or denied by your Supervisor, you will get an email. In case of denial a reason will also be mentioned in the Comments box.

Developed by the Department of Information Technology

5 of 6

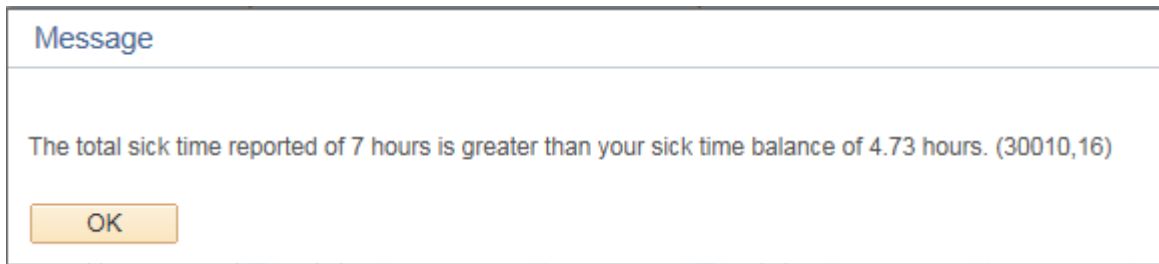
## Common Warning & Error Messages:

When Time Reported exceeds 20 hours in one work period –



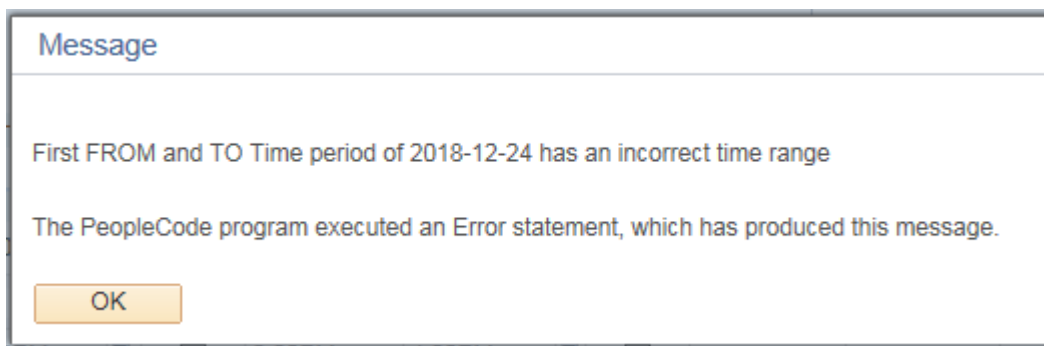
This will not stop you from Saving & Submission.

When sick time entered is more than your current sick time balance -



This will stop you from Saving & Submission.

When Time is entered incorrectly – like evening hours are entered before morning hours.



This will stop you from Saving & Submission until corrected.