



Dear FWS Supervisor,

Please make sure to review your Timesheet X To-Do Items to dismiss/edit/complete and approve any pending/ returned/incomplete/delinquent FWS timesheets. If the student does not submit their timesheet by the deadline date outlined on the FWS payroll schedule, supervisors must take possession of the timesheet and complete it on their behalf.

If any timesheets are returned to you, the supervisor must correct the timesheet. Review the timesheets to ensure that the student did not work when the college was closed otherwise a memo will have to be sent via email confirming they worked during the time in question and supervised by you.

You can “take possession” of the timesheet by doing the following:

1. Sign into the Student Employment website and go to your “Timesheet X Employment Home (To-Do Items)”. On your “To Do Items” you will see the timesheets that must be completed/reviewed.
2. Select the magnifying glass next to the timesheet that you would like to complete.
3. The next screen will provide information regarding the timesheet. Please scroll down to the bottom of the page and click the “Take Possession” button.
4. A message box will appear asking “Are you sure you want to take possession of this timesheet?” Select “Ok”. You will now be able to see the timesheet you have taken possession of.
5. You can now “Click to dismiss timesheet if no hours will be worked for this pay period” or “Add New Entry”.
6. Select “Add new entry” and then select the date, start/end/break time the student worked and click “Add”.
7. Continue step 6 until you have completed the student’s time sheet. You can click “approve” once the time sheet is complete. If you have any questions, please feel free to contact our office.

If you have any questions, please send an email to fedwork.study@lehman.cuny.edu