

Financial Aid Office

Dear FWS Supervisor,

Please review your *Time SheetX To-Do Items* and dismiss/edit/complete and approve any pending/ returned/ incomplete/ delinquent FWS time sheets. 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. Also, if any time sheets were returned to you, the supervisor must correct the time sheet. Review the time sheets to ensure that the student did not work when the college was closed, weekends and holidays, 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 time sheet by doing the following:

1. Sign into the Student Employment website and go to your “Timesheet X Employment Home (To- Do Items)” as you normally would.  
On your “To Do Items” you will see the time sheets that must be completed/ reviewed.
2. Select the magnifying glass next to the time sheet that you would like to complete.
3. The next screen will provide information regarding the time sheet. 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 time sheet?” Select “Ok”.  
You should now be able to see the time sheet you have taken possession of.
5. You can now “Click to dismiss time sheet 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.

Sincerely,

Federal Work-Study  
Financial Aid Office  
Wille Administration Bldg., Room 104  
160 Convent Avenue  
New York, NY 10031  
Tel.: 212-650-7254  
Main Tel.: 212-650-6656  
Fax: 212-650-5829