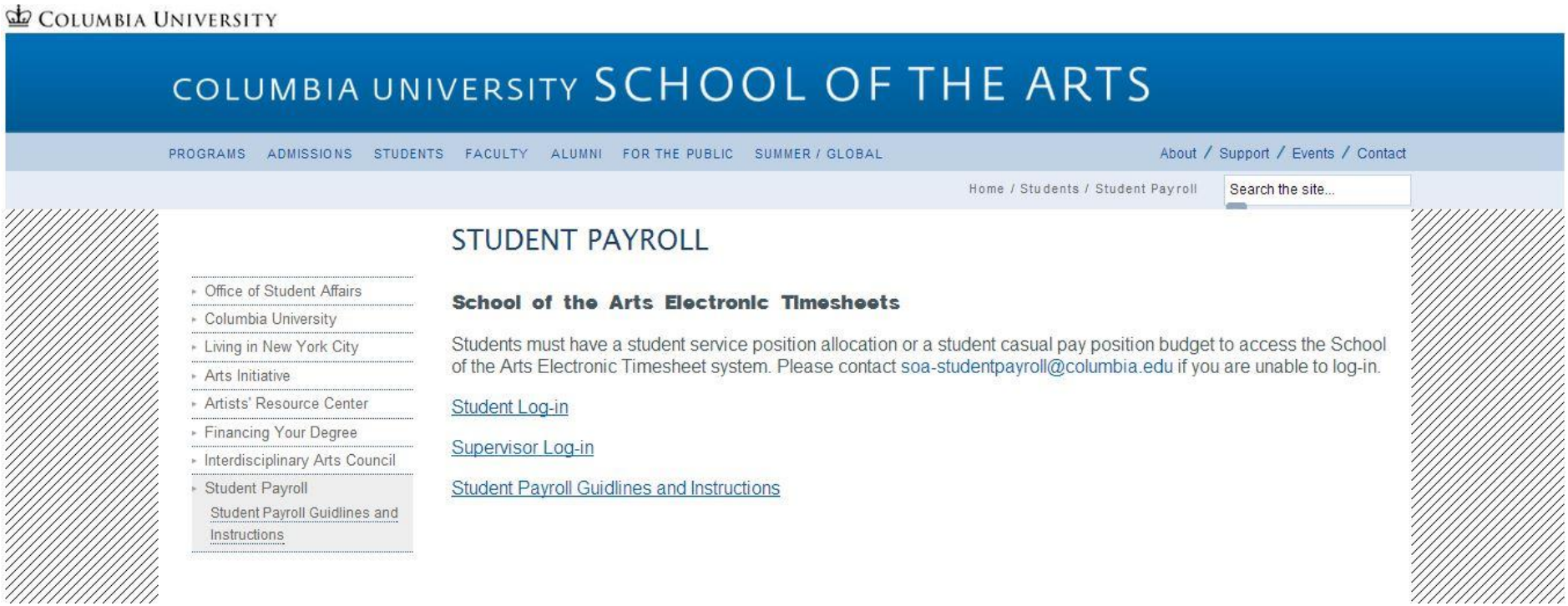
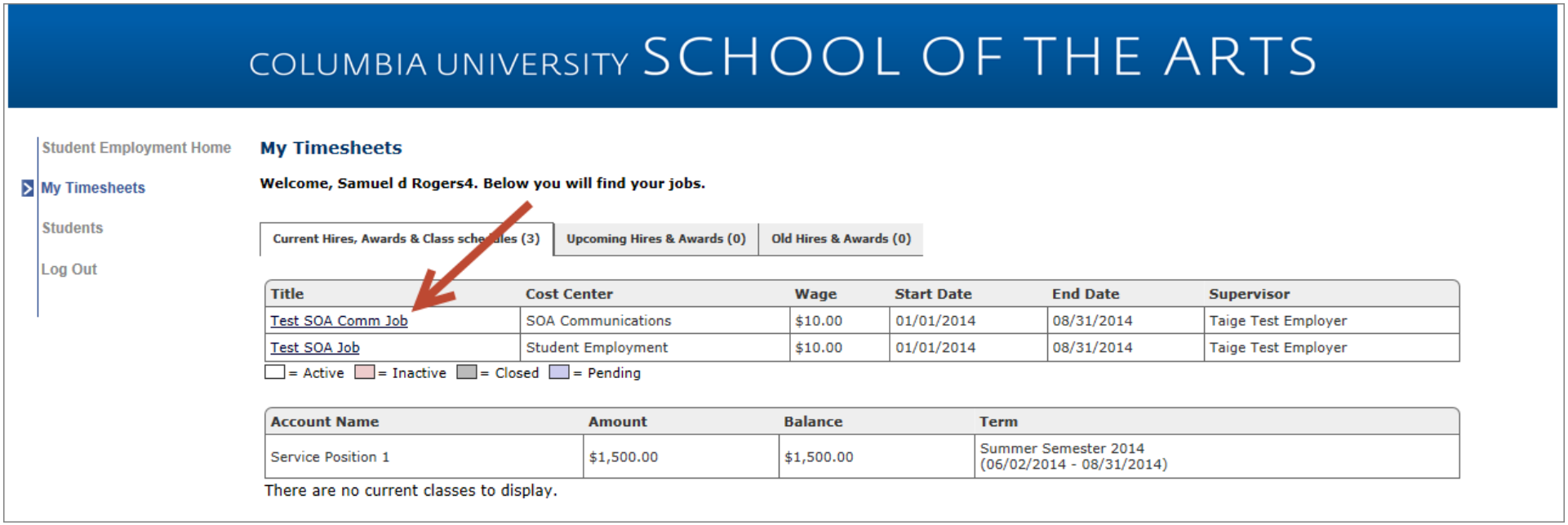
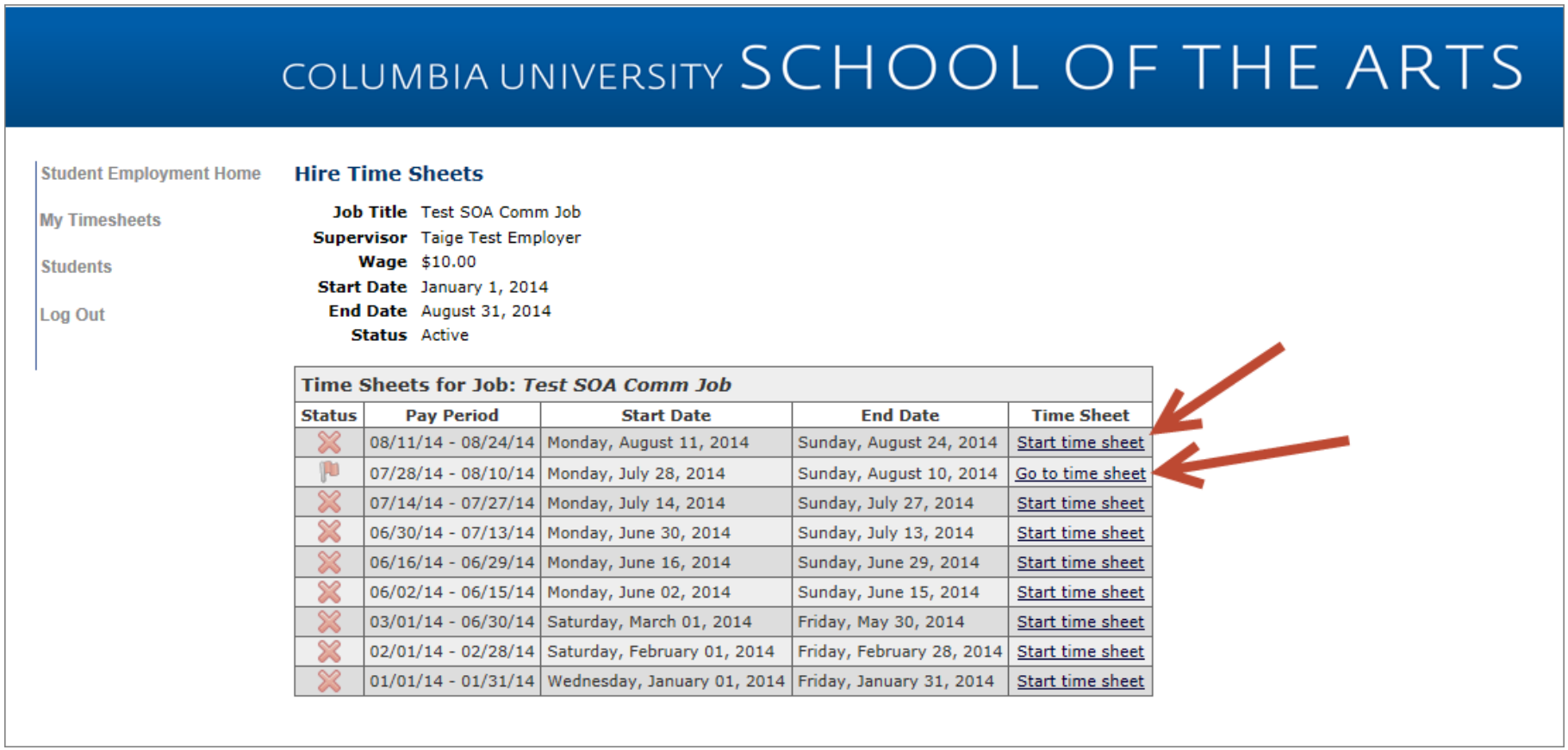


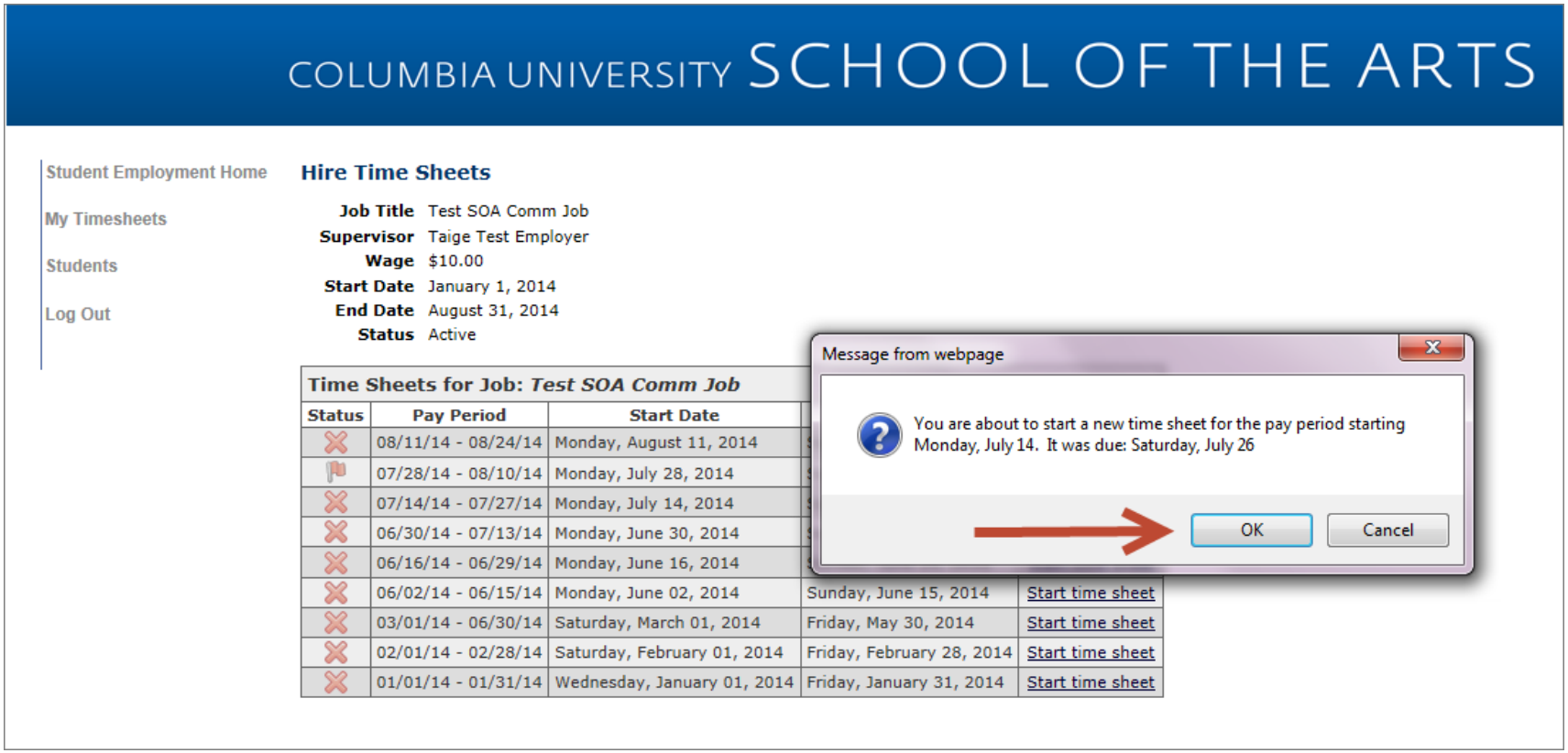
Go to http://arts.columbia.edu/student-payroll to access the School of the Arts Electronic Timesheet System



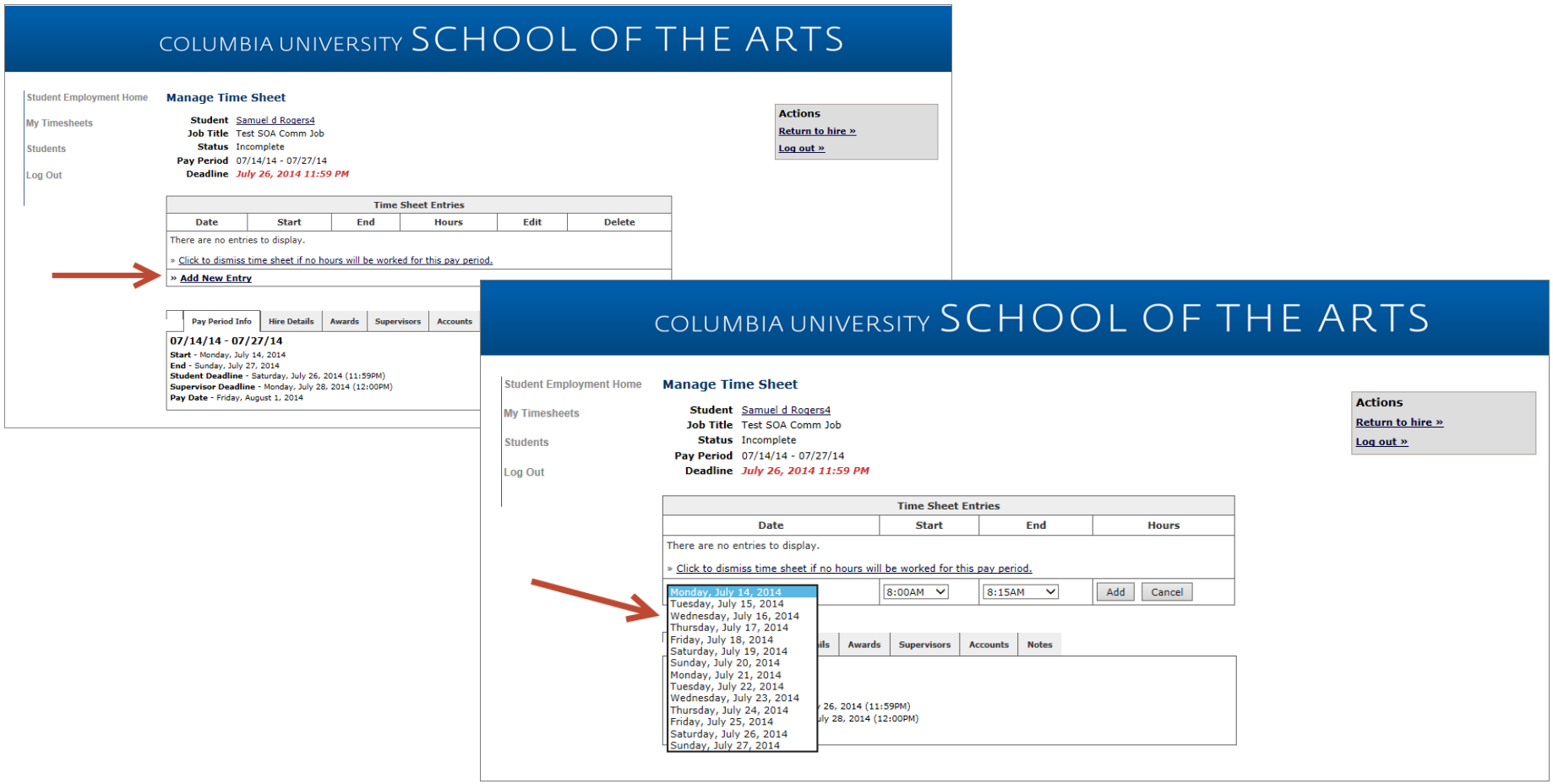
Click the specific job title to view/update your timesheets.



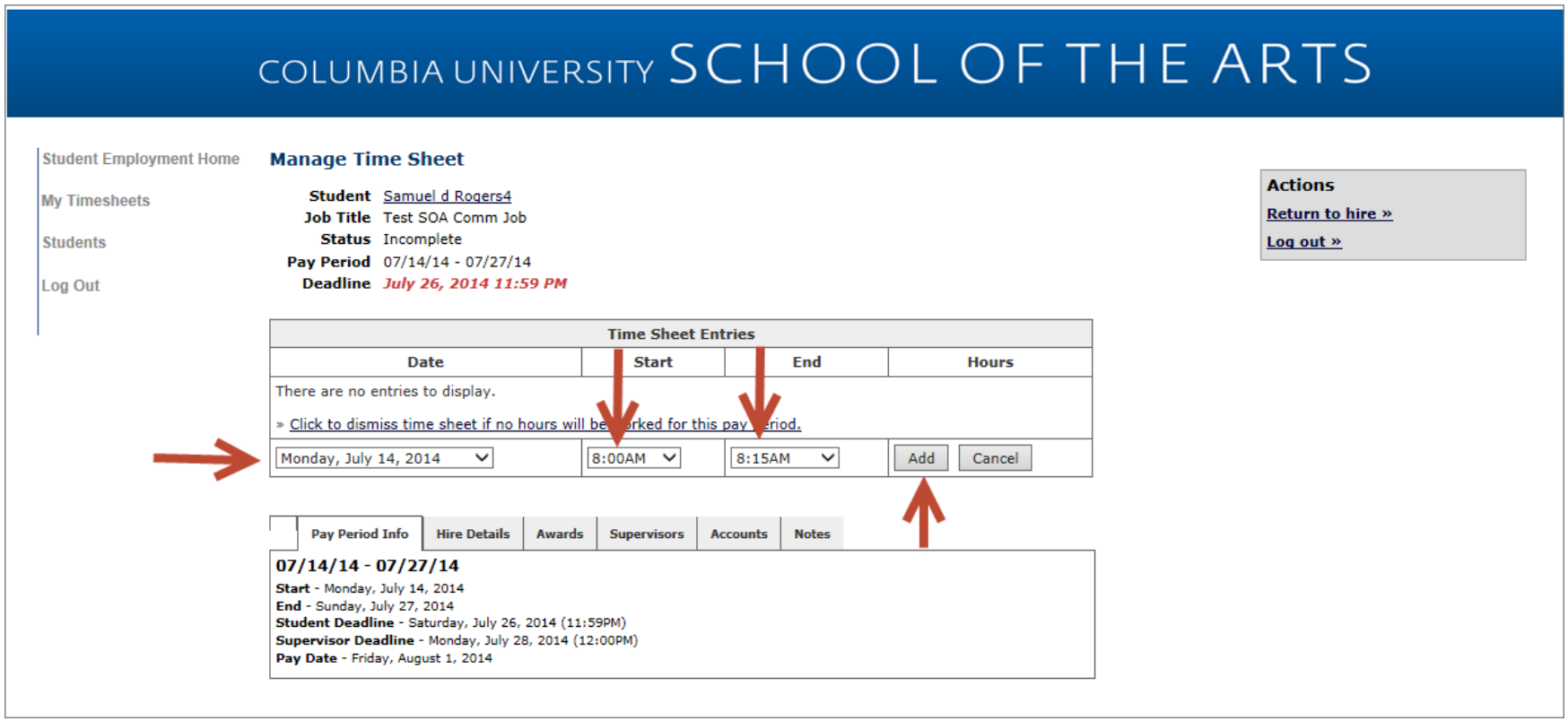
If this is the first time you are entering a timesheet for the pay period, click ‘Start Timesheet’. If you have already entered time for the current pay period, the link will be labeled ‘Go to Timesheet’.



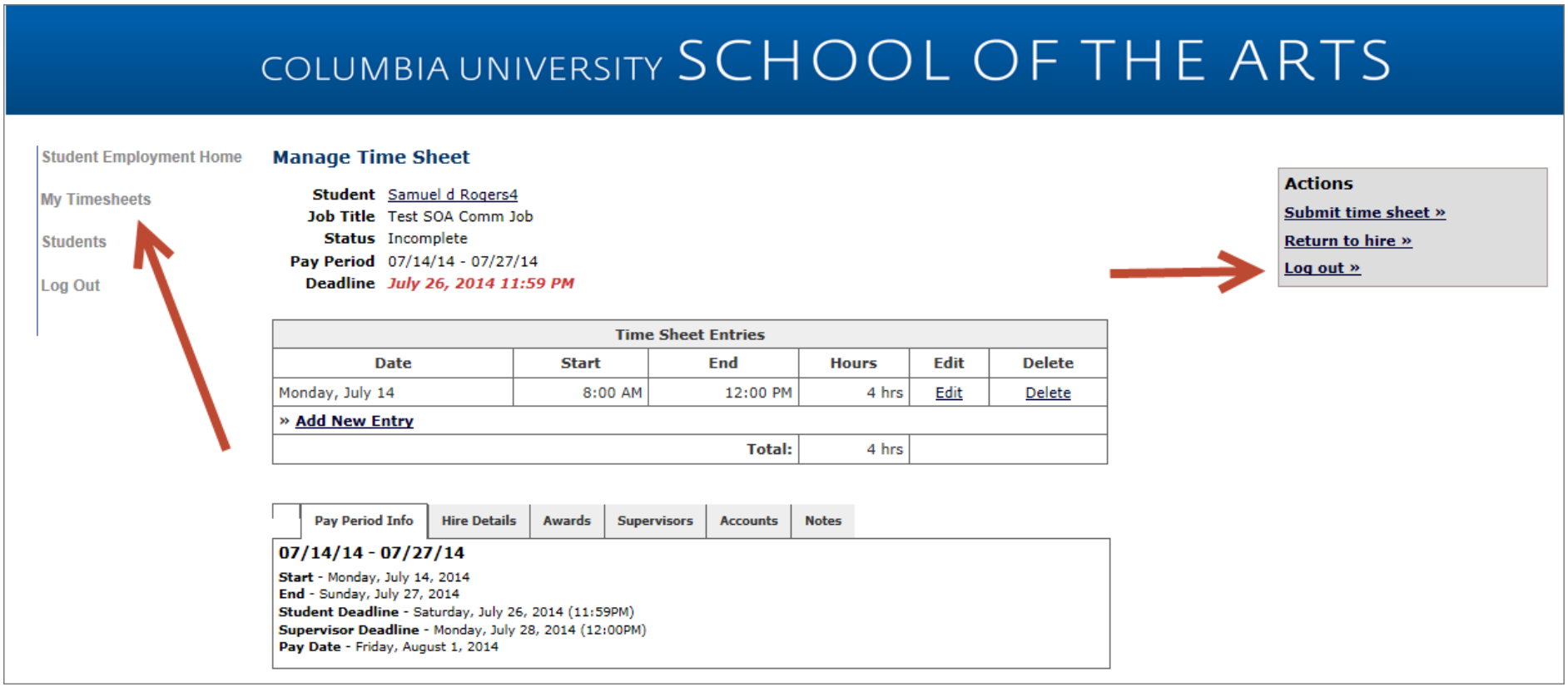
When starting a new time sheet, please click ‘OK’ on the confirmation dialog box presented.



1. **Click on the “Add New Entry” link**
2. **Select the date for the day you are entering time.**

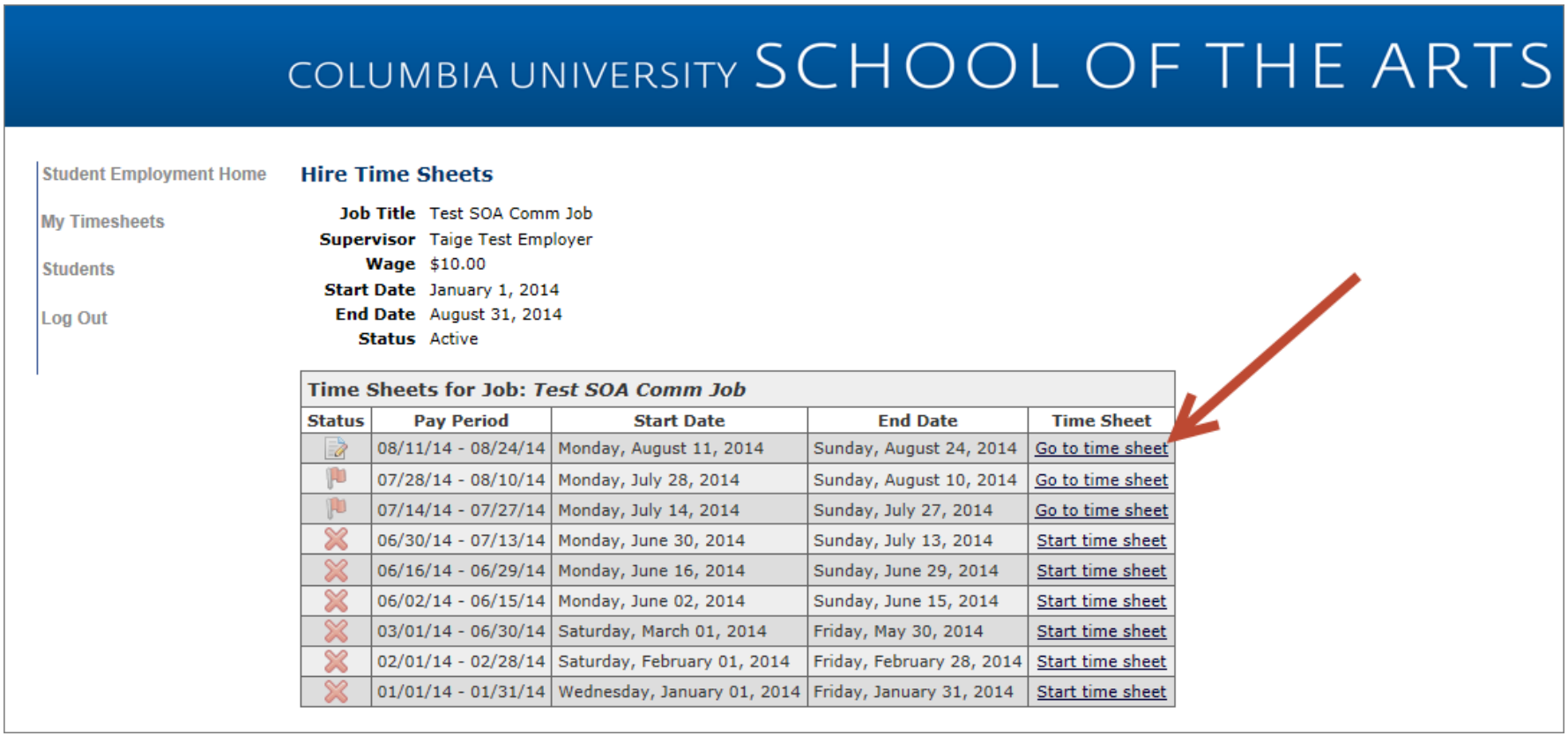


1. **Select the start and end time for the day you are entering time.**
2. **Click on the “Add” button to save the start and end times entered**
3. **To document your break required after 6 hours of work you must create two entries for the same day.**



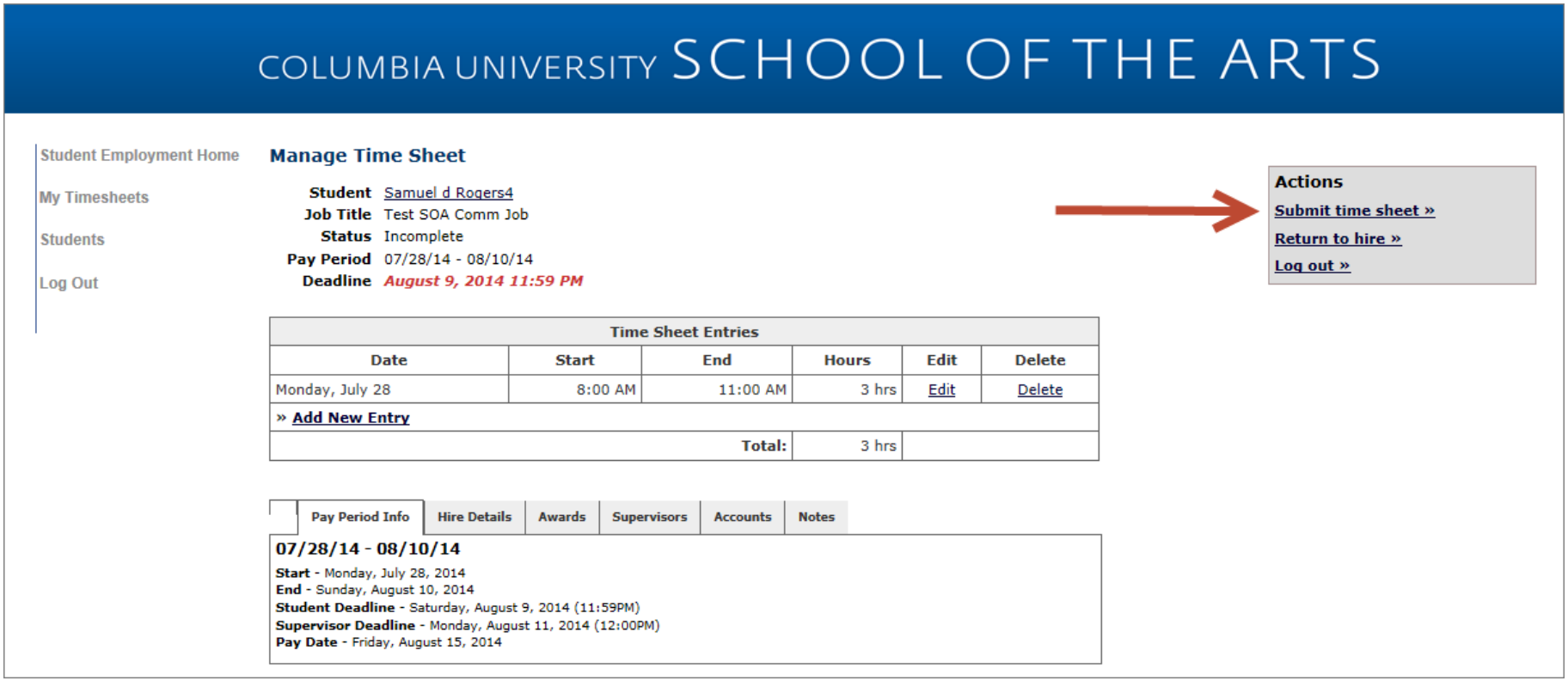
1. **If you are finished entering time for this job and wish to enter time for a different job, click ‘My Timesheets’ to return to your list of jobs.**
2. **If you wish to log out, click the ‘Log out’ button.**

nextgen WEB SOLUTIONS

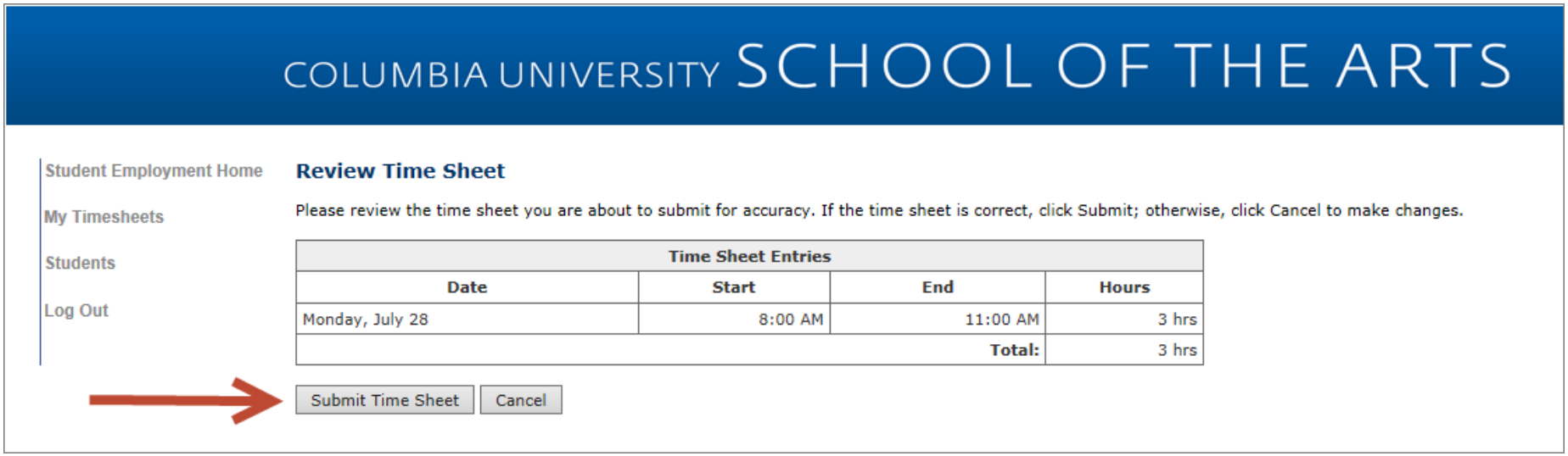


To Submit your Timesheets:

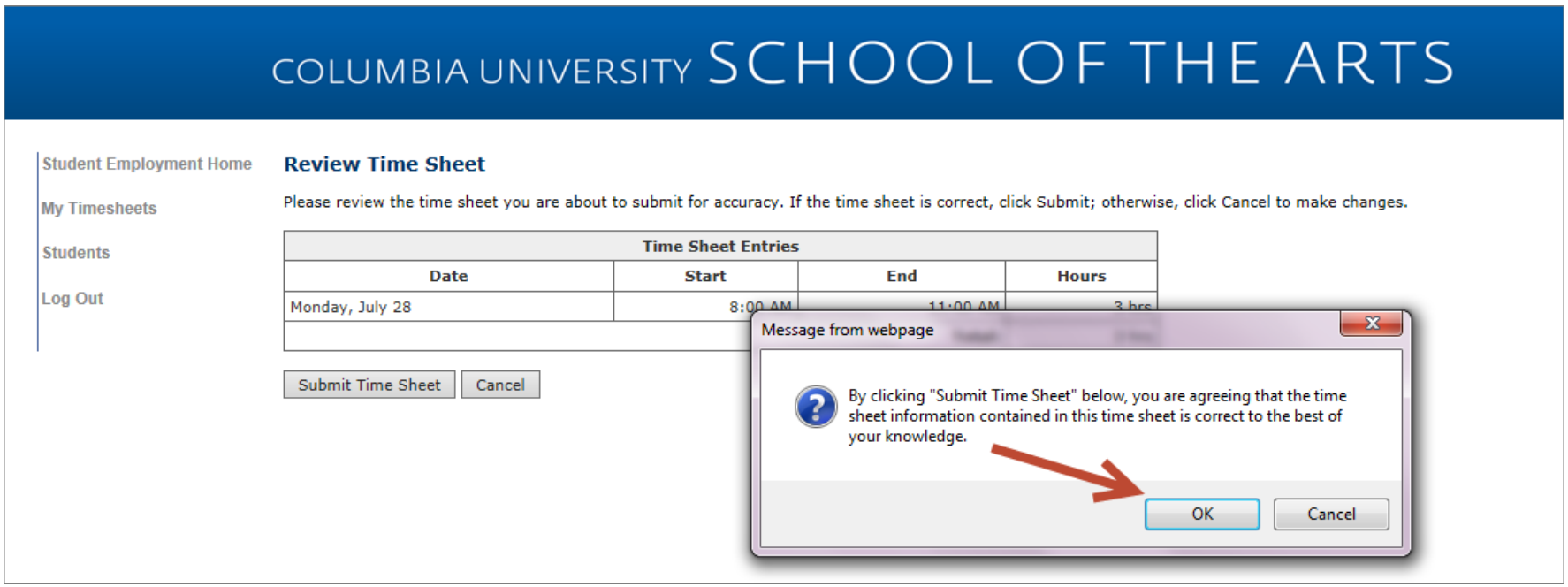
1. **Click ‘My Timesheets” link on the left NavBar.**
2. **Click on the Job Title of the job for which you are submitting.**
3. **Click the “Go to time sheet”.**



Click ‘Submit Time Sheet’



You will be directed to the Review Time Sheet page
Click 'Submit Time Sheet'



Click ‘OK’ to confirm. Your timesheet is now pending approval by a supervisor.

Please Note: You cannot access it again unless your supervisor rejects it.

Students must have a student service position allocation or a student casual pay position budget to access the School of the Arts Electronic Timesheet system.

Please contact your soa-studentpayroll@columbia.edu if you unable to log-in.

Students timesheets are due every other Thursday and email reminders will be sent on Wednesdays. To make sure email reminders are delivered to your inbox, you must add soa-studentpayroll@columbia.edu to your contacts list.

For additional information please review the Student Payroll Guidelines at http://arts.columbia.edu/student-payroll-guidlines-and-instructions