

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

PROGRAMS ADMISSIONS STUDENTS FACULTY ALUMNI FOR THE PUBLIC SUMMER / GLOBAL

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STUDENT PAYROLL

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 - Student Payroll Guidelines and Instructions

School of the Arts Electronic Timesheets

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 soa-studentpayroll@columbia.edu if you are unable to log-in.

[Student Log-in](#)

[Supervisor Log-in](#)

[Student Payroll Guidelines and Instructions](#)

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

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

My Timesheets

Welcome, Samuel d Rogers4. Below you will find your jobs.

My Timesheets

Students

Log Out

[Current Hires, Awards & Class schedules \(3\)](#)
[Upcoming Hires & Awards \(0\)](#)
[Old Hires & Awards \(0\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test SOA Comm Job	SOA Communications	\$10.00	01/01/2014	08/31/2014	Taige Test Employer
Test SOA Job	Student Employment	\$10.00	01/01/2014	08/31/2014	Taige Test Employer

= Active
 = Inactive
 = Closed
 = Pending

Account Name	Amount	Balance	Term
Service Position 1	\$1,500.00	\$1,500.00	Summer Semester 2014 (06/02/2014 - 08/31/2014)

There are no current classes to display.

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

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Hire Time Sheets

My Timesheets

Job Title Test SOA Comm Job

Supervisor Taige Test Employer

Wage \$10.00

Start Date January 1, 2014

End Date August 31, 2014

Status Active

Students

Log Out

Time Sheets for Job: <i>Test SOA Comm Job</i>				
Status	Pay Period	Start Date	End Date	Time Sheet
✘	08/11/14 - 08/24/14	Monday, August 11, 2014	Sunday, August 24, 2014	Start time sheet
🚩	07/28/14 - 08/10/14	Monday, July 28, 2014	Sunday, August 10, 2014	Go to time sheet
✘	07/14/14 - 07/27/14	Monday, July 14, 2014	Sunday, July 27, 2014	Start time sheet
✘	06/30/14 - 07/13/14	Monday, June 30, 2014	Sunday, July 13, 2014	Start time sheet
✘	06/16/14 - 06/29/14	Monday, June 16, 2014	Sunday, June 29, 2014	Start time sheet
✘	06/02/14 - 06/15/14	Monday, June 02, 2014	Sunday, June 15, 2014	Start time sheet
✘	03/01/14 - 06/30/14	Saturday, March 01, 2014	Friday, May 30, 2014	Start time sheet
✘	02/01/14 - 02/28/14	Saturday, February 01, 2014	Friday, February 28, 2014	Start time sheet
✘	01/01/14 - 01/31/14	Wednesday, January 01, 2014	Friday, January 31, 2014	Start time sheet



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'.

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Hire Time Sheets

My Timesheets

Students


Log Out

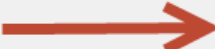
Job Title Test SOA Comm Job
Supervisor Taige Test Employer
Wage \$10.00
Start Date January 1, 2014
End Date August 31, 2014
Status Active

Time Sheets for Job: Test SOA Comm Job

Status	Pay Period	Start Date		
✘	08/11/14 - 08/24/14	Monday, August 11, 2014		
✘	07/28/14 - 08/10/14	Monday, July 28, 2014		
✘	07/14/14 - 07/27/14	Monday, July 14, 2014		
✘	06/30/14 - 07/13/14	Monday, June 30, 2014		
✘	06/16/14 - 06/29/14	Monday, June 16, 2014		
✘	06/02/14 - 06/15/14	Monday, June 02, 2014	Sunday, June 15, 2014	Start time sheet
✘	03/01/14 - 06/30/14	Saturday, March 01, 2014	Friday, May 30, 2014	Start time sheet
✘	02/01/14 - 02/28/14	Saturday, February 01, 2014	Friday, February 28, 2014	Start time sheet
✘	01/01/14 - 01/31/14	Wednesday, January 01, 2014	Friday, January 31, 2014	Start time sheet

Message from webpage

 You are about to start a new time sheet for the pay period starting Monday, July 14. It was due: Saturday, July 26



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

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home **Manage Time Sheet**

My Timesheets
Students
Log Out

Student [Samuel d Rogers4](#)
Job Title Test SOA Comm Job
Status Incomplete
Pay Period 07/14/14 - 07/27/14
Deadline **July 26, 2014 11:59 PM**

Actions
[Return to hire >>](#)
[Log out >>](#)

Time Sheet Entries					
Date	Start	End	Hours	Edit	Delete
There are no entries to display.					
=> Click to dismiss time sheet if no hours will be worked for this pay period.					
=> Add New Entry					

Pay Period Info | Hire Details | Awards | Supervisors | Accounts

07/14/14 - 07/27/14
Start - Monday, July 14, 2014
End - Sunday, July 27, 2014
Student Deadline - Saturday, July 26, 2014 (11:59PM)
Supervisor Deadline - Monday, July 28, 2014 (12:00PM)
Pay Date - Friday, August 1, 2014

Student Employment Home **Manage Time Sheet**

My Timesheets
Students
Log Out

Student [Samuel d Rogers4](#)
Job Title Test SOA Comm Job
Status Incomplete
Pay Period 07/14/14 - 07/27/14
Deadline **July 26, 2014 11:59 PM**

Actions
[Return to hire >>](#)
[Log out >>](#)

Time Sheet Entries			
Date	Start	End	Hours
There are no entries to display.			
=> Click to dismiss time sheet if no hours will be worked for this pay period.			
Monday, July 14, 2014	8:00AM	8:15AM	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
Tuesday, July 15, 2014			
Wednesday, July 16, 2014			
Thursday, July 17, 2014			
Friday, July 18, 2014			
Saturday, July 19, 2014			
Sunday, July 20, 2014			
Monday, July 21, 2014			
Tuesday, July 22, 2014			
Wednesday, July 23, 2014			
Thursday, July 24, 2014			
Friday, July 25, 2014			
Saturday, July 26, 2014			
Sunday, July 27, 2014			

Hire | Awards | Supervisors | Accounts | Notes

26, 2014 (11:59PM)
July 28, 2014 (12:00PM)

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

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Manage Time Sheet

My Timesheets

Students

Log Out

Student [Samuel d Rogers4](#)
Job Title Test SOA Comm Job
Status Incomplete
Pay Period 07/14/14 - 07/27/14
Deadline *July 26, 2014 11:59 PM*

Actions

[Return to hire »](#)

[Log out »](#)

Time Sheet Entries

Date	Start	End	Hours
There are no entries to display.			
» Click to dismiss time sheet if no hours will be worked for this pay period.			
Monday, July 14, 2014	8:00AM	8:15AM	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
07/14/14 - 07/27/14 Start - Monday, July 14, 2014 End - Sunday, July 27, 2014 Student Deadline - Saturday, July 26, 2014 (11:59PM) Supervisor Deadline - Monday, July 28, 2014 (12:00PM) Pay Date - Friday, August 1, 2014					

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.

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Manage Time Sheet

My Timesheets

Students

Log Out

Student [Samuel d Rogers4](#)
Job Title Test SOA Comm Job
Status Incomplete
Pay Period 07/14/14 - 07/27/14
Deadline *July 26, 2014 11:59 PM*

Actions

[Submit time sheet »](#)

[Return to hire »](#)

[Log out »](#)

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Monday, July 14	8:00 AM	12:00 PM	4 hrs	Edit	Delete
» Add New Entry					
Total:			4 hrs		

Pay Period Info

Hire Details

Awards

Supervisors

Accounts

Notes

07/14/14 - 07/27/14

Start - Monday, July 14, 2014

End - Sunday, July 27, 2014

Student Deadline - Saturday, July 26, 2014 (11:59PM)

Supervisor Deadline - Monday, July 28, 2014 (12:00PM)

Pay Date - Friday, August 1, 2014

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.

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home


Hire Time Sheets

My Timesheets

Students

Log Out

Job Title Test SOA Comm Job
Supervisor Taige Test Employer
Wage \$10.00
Start Date January 1, 2014
End Date August 31, 2014
Status Active

Time Sheets for Job: <i>Test SOA Comm Job</i>				
Status	Pay Period	Start Date	End Date	Time Sheet
	08/11/14 - 08/24/14	Monday, August 11, 2014	Sunday, August 24, 2014	Go to time sheet
	07/28/14 - 08/10/14	Monday, July 28, 2014	Sunday, August 10, 2014	Go to time sheet
	07/14/14 - 07/27/14	Monday, July 14, 2014	Sunday, July 27, 2014	Go to time sheet
	06/30/14 - 07/13/14	Monday, June 30, 2014	Sunday, July 13, 2014	Start time sheet
	06/16/14 - 06/29/14	Monday, June 16, 2014	Sunday, June 29, 2014	Start time sheet
	06/02/14 - 06/15/14	Monday, June 02, 2014	Sunday, June 15, 2014	Start time sheet
	03/01/14 - 06/30/14	Saturday, March 01, 2014	Friday, May 30, 2014	Start time sheet
	02/01/14 - 02/28/14	Saturday, February 01, 2014	Friday, February 28, 2014	Start time sheet
	01/01/14 - 01/31/14	Wednesday, January 01, 2014	Friday, January 31, 2014	Start time sheet



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".

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Manage Time Sheet

My Timesheets

Students

Log Out

Student [Samuel d Rogers4](#)
Job Title Test SOA Comm Job
Status Incomplete
Pay Period 07/28/14 - 08/10/14
Deadline *August 9, 2014 11:59 PM*



Actions
[Submit time sheet »](#)
[Return to hire »](#)
[Log out »](#)

Time Sheet Entries					
Date	Start	End	Hours	Edit	Delete
Monday, July 28	8:00 AM	11:00 AM	3 hrs	Edit	Delete
» Add New Entry					
Total:			3 hrs		

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
07/28/14 - 08/10/14 Start - Monday, July 28, 2014 End - Sunday, August 10, 2014 Student Deadline - Saturday, August 9, 2014 (11:59PM) Supervisor Deadline - Monday, August 11, 2014 (12:00PM) Pay Date - Friday, August 15, 2014					

Click 'Submit Time Sheet'

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Student Employment Home

Review Time Sheet

My Timesheets

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Students

Log Out

Time Sheet Entries			
Date	Start	End	Hours
Monday, July 28	8:00 AM	11:00 AM	3 hrs
Total:			3 hrs



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

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Student Employment Home

Review Time Sheet

My Timesheets

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

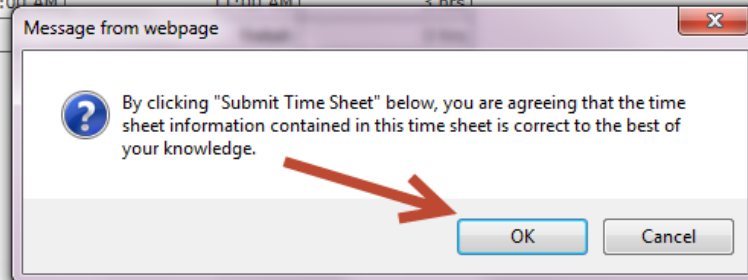
Students

Log Out

Time Sheet Entries			
Date	Start	End	Hours
Monday, July 28	8:00 AM	11:00 AM	3 hrs

Submit Time Sheet

Cancel



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 are 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-guidelines-and-instructions>