FAQ for Electronic Federal Work-Study Timesheet

Q: What is the Electronic Federal Work-Study Timesheet?

A: The Electronic FWS Timesheet is the new document that supervisors will use to tell the Financial Aid Office what days and how many hours a student worked during a FWS pay period. It replaces the paper timesheet that was used by supervisors through the Spring 2016 semester.

Q: How does Electronic Federal Work-Study Timesheet differ from paper timesheets?

A: Supervisors will complete and submit the Electronic FWS Timesheet online. Supervisors will no longer need to hand-write timesheets, and fax, hand-deliver or send them via interoffice mail. Supervisors will have instant confirmation after submitting the electronic timesheet. The new Electronic FWS Timesheet also helps eliminate errors, because it automatically calculates the total number of hours worked.

Q: What if I am unable to log in the Electronic Timesheet?

A: You must login using your CSI FLAS user ID and password.
If your login attempt fails, you will receive one of 2 possible messages.

If you receive this error message: There appears to be a problem with either your username or password.

➢ Verify that you correctly entered your FLAS username and/or password. If you did, contact the Helpdesk at (718) 982-3695.

If you receive this error message: You are not authorized to use this system.

➢ You are not currently on the list of FWS supervisors recognized by the Financial Aid Office. Only a previously authorized supervisor can submit a timesheet. Please email Sharon Christian at Sharon.Christian@csi.cuny.edu, your full name and CUNYfirst EMPL ID number.

Q: Do I need to fill out a timesheet for each student that is employed at my office?

A: Yes. As with the paper timesheet previously used, you must complete a timesheet for each employed student for each pay period during which the student worked. If you are submitting multiple timesheets, you can complete, submit and save them one at a time.

Q: What pay period should I select?

A: Please select the 2-week pay period within which the student worked the hours that you are submitting. If the dates on which the student worked fall in more than one pay period, you must submit one timesheet for each period separately. Please refer to [Federal Work-Study Payroll Schedule](#) for assistance in selecting the pay period.

Q: The pay period I want to select is not visible.

    A: If you are trying to submit the timesheet early for the current pay period, the 2-week period will be available in the dropdown menu starting the Thursday of the second week of the period. Please refer to [Federal Work-Study Payroll Schedule](#) for assistance.

    If you are trying to submit a timesheet for a pay period that is over and it is no longer available in the dropdown menu, please contact Sharon Christian immediately via email at Sharon.Christian@csi.cuny.edu.

Q: How do I know that a timesheet was successfully submitted? Do I get a copy?

    A: Once you click Submit, the timesheet is submitted, and a pdf automatically pops up with the submitted information. Save it for your records, and print a copy for the student.

Q: What if the pdf does not come up?

    A: If you click Submit and the pdf does NOT pop up, your browser's pop-up blocker is enabled. ***To retrieve the timesheet that has been submitted follow the directions below for the internet browser that you are using***.

- ❖ **Internet Explorer**: If PDF does not open up after clicking Submit, a message appears at the bottom of the screen telling you that the pop-up was blocked. On the message box, click on **Options for this site** and select *Always allow*. A dialog box will appear; click on Retry.

- ❖ **Mozilla:** If PDF does not open up after clicking Submit, a message appears at the top of the screen telling you that the pop-up was blocked. On the message box, click on **Options** and select *Allow pop-ups for www.csi.cuny.edu*.

- ❖ **Chrome:** If PDF does not open up after clicking Submit, a red X appears in the URL bar. Click on the red X, then click on the hyperlink in the dialog box to open the pdf.

Q: How to save a timesheet?

- ❖ **To Save a PDF: Right click and select Save As.**

❖ Remember to print a copy of the timesheet for the student.

Q: I made an error on a timesheet that has already been submitted. How do I correct it?

> **A:** You can submit a corrected timesheet:

❖ Select the applicable pay period in the dropdown menu
❖ Fill in the correct Hours Worked as applicable
  AND
❖ Be sure to check the box under Correction/Replacements

> If the pay period for which you want to correct the timesheet is not visible in the dropdown menu, please contact Sharon Christian immediately via email at Sharon.Christian@csi.cuny.edu.