Login

- Website: http://edgewood.kosoftware.com/
- Your User ID and password will be determined by the Human Resources Office.

Note: If you have forgotten your password or have difficulty logging onto KO, please contact the Human Resources Office 663-3317.
Home Screen

Under Supervisor’s Timesheets you will notice that there are four items;

a. **Open** – These are timesheets that have hours entered but the student has not yet to submitted for supervisor’s approval,

b. **Submitted** – These are timesheets that the student has submitted for your approval,

c. **Reopened** – These are timesheets that you as a supervisor have reopened – you could have questioned hours or it could have been a timesheet for an incorrect period ending,

d. **Closed** – These are timesheets that you, as a supervisor, have approved and a paycheck has been issued.
Submitted
To view the submitted timesheets just click on “Submitted” under “Managers Timesheets”
- You will need to view a timesheet prior to being able to approve.
  - Just click “View” to view the timesheet that you wish to approve
Once you have viewed the timesheet you will than need to approve it.

- To approve a timesheet – Check box next to View
  - You may put a comment in for the student to see (This can be used to tell the student why their timesheet was reopened)
- Select “Approve Timesheets”
  - It will only approve timesheets that you have viewed and selected
**Departmental Budget**

Under “Supervisor” you will see three items
- Approve Timesheets
- My Department Budget
- My Students

If you select “My Department Budget” this will be your actual budget.
– On your department budget screen you will see several items
  1. Your department
  2. Student Employment Allocation
     o This will show you what you started with and what you have left
  3. This will show you what timesheets have been approved by you and closed by the financial aid office.
     o It will show you how many hours that student worked and $ earned by student
**My Students**

- Under “Supervisor” you will see three items
  - Approve Timesheets
  - My Department Budget
  - My Students

- If you select “My Students” – You will see the students that have been working for you. It will show you what each student has started with and what each student has left to earn.
Reports
Under “Timesheets” you will see an option for Reports. This option will allow you to run two different types of report.

- My Student Totals by Period and
- Wages Paid for a Job by Period
Reports, continued
Under “Timesheets” you will see an option for Reports. This option will allow you to run two different types of report.

- My Student Totals by Period and
- Wages Paid for a Job by Period
**Reports continued**

When working with My Student Totals by Period, it will allow you to select a particular student as well as, a particular time period. This may be helpful in determining funds spent for summer vs. what is spent during the school year.
Reports continued
When you have chosen your student and the period of time in which you are interested in, a pop up box will appear with your requested data. Should you wish to place this information in an excel spreadsheet, simply right click and “select all”. Open your excel spreadsheet and right click again and “paste”.

![Image of software interface showing report results]
Reports continued
Below is an example of the other report option. This will allow you to select a group of students based upon their “Job” within your department. This is helpful for those departments that have several supervisors or jobs.
Reports continued
Again, you can choose the job and the period of time. Once you have made your selections, a
pop up box will again appear showing you your particular data.
**Password Setup**
Under “Timesheets” you will see the option to change your password. You can do this at any time and as often as you would like. If you should forget your new password, contact the Human Resources Office at 663-3317 and it will be reset.