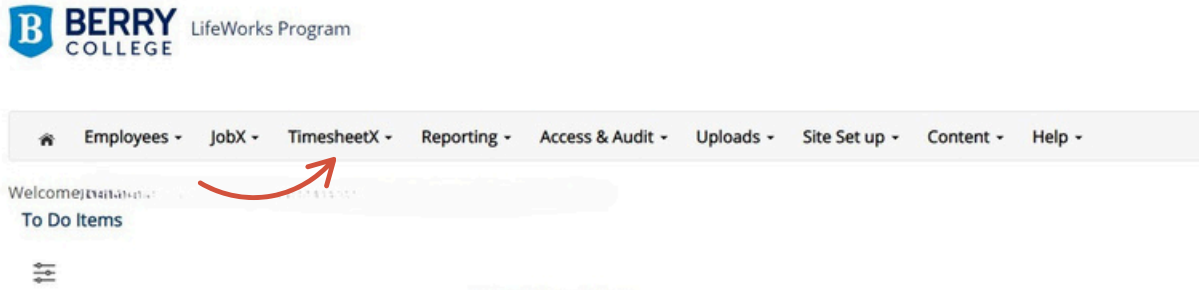
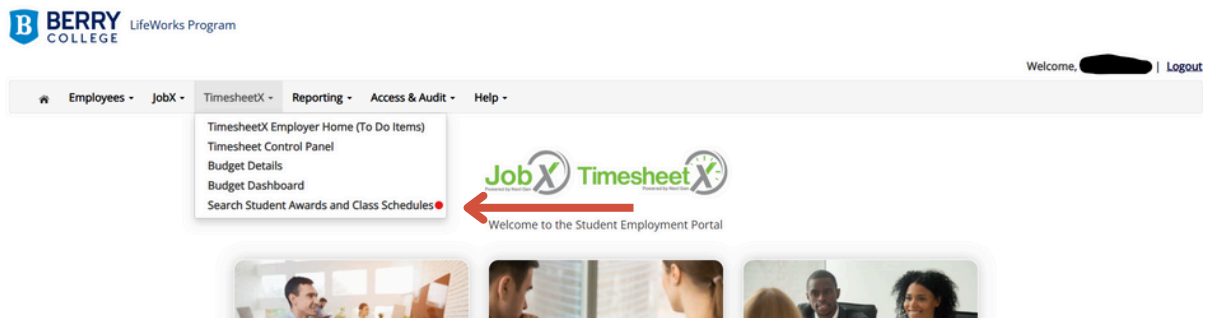


## Quick Guide to Viewing Student Jobs, Hours, and Schedules

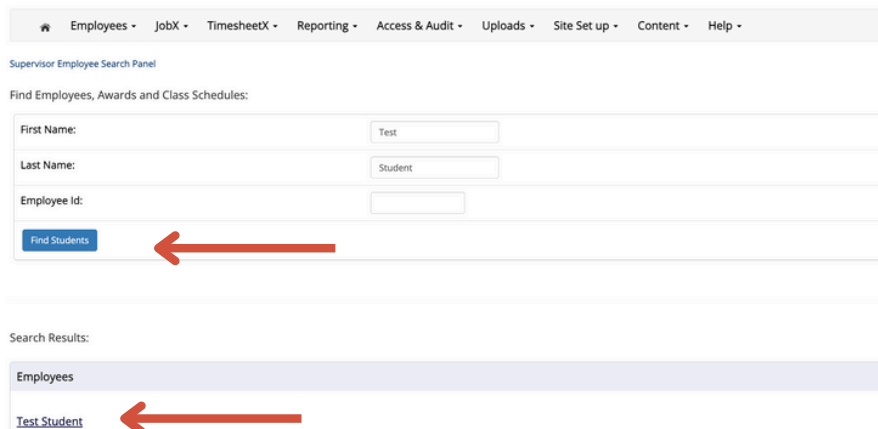
Log in to TimesheetX, then click on “TimesheetX” on the top banner to access a dropdown menu.



Select “Search Student Awards and Class Schedules” from the dropdown menu.



Enter the student’s legal first and last name OR student ID number. Then click “find student” and click on the student name under search results.



Supervisor Employee Search Panel

Find Employees, Awards and Class Schedules:

First Name:

Last Name:

Employee Id:

[Find Students](#)

Search Results:

Employees
<a href="#">Test Student</a>

You will now see all the student’s current jobs, including their estimated hours per week and their supervisor. There is also a table indicating how many hours a student has logged for the current week across all their positions. Disregard the “Awards” section.

EmployeesJobXTimesheetXReportingAccess & AuditUploadsSite Set upContentHelp

Back to Search

Work Week Start Date	Hours Worked
09/28/2025	12.83
Total	12.83

Student Name

Select time period to display Employee Information

Current/Future

Update

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Hire Status
25-26 Berry Impact Student Lead	Volunteer and Community Service	\$11.50	12.00	08/22/2025	05/09/2026	Test Supervisor	Active
LifeWorks Office Specialist	LifeWorks Operations Office	\$10.25	8.00	08/10/2025	05/09/2026	Joy Wooddell	Active

Supervisor Name

Awards

Award Name	Amount	Balance	Term
(disregard)	\$4,150.00	\$4,150.00	Academic Year 2025-2026 (08/24/2025 - 08/22/2026)

Classes

To view your students’ class schedule, log into VikingWeb, choose “employee” and “forms and reports” then “Student Class Schedule by Name”

BERRY COLLEGE

VikingWeb

HomeEmployeeCommunityCourse RegistrationFinancesAdmissionsmore

You are here: Home > Employee > Forms & Reports

Search...Search

Staff

Employee Resources

Forms & Reports

Course Eval

Tech Discounts

VW Help / Suggestions

Remote Work and Teaching

Attribute Management

LifeWorks Supervisors

Business Office Form Directory

Download all files

Collapse all sets

Accounts Payable and Accounting

\*NOTICE: For forms to work as intended please download and open in Adobe Reader.

PDF Reports

Student Class Schedule by Name

Student Class Schedule by ID

My Faculty Load

Grade Reports by Year and Term

Curriculum Amendment Form

Online Forms

If you are the primary supervisor, you can choose your student’s name from the dropdown, select the academic year and term, and click “generate report” to see their schedule.

Staff

Employee Resources

Forms & Reports

Course Eval

Tech Discounts

VW Help / Suggestions

Remote Work and Teaching

Attribute Management

LifeWorks Supervisors

Personal and Professional Development

PDF Reports - Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Student Name

Academic Year

Term

Generate Report

Cancel