

ONLINE PAYROLL ENTRY & RECORDING APPLICATION

O.P.E.R.A

For Students of
the Federal and Juilliard Work-Study Programs



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O.P.E.R.A. Quick-Start Guide for Work-Study Students

This is the new student work-study online timesheet system. Work-study students will now fill out and submit online timesheets in lieu of printed timesheets.

How do I Login?

1. Open an internet browser and go to <https://workstudy.juilliard.edu>.
2. Enter your Juilliard email username and password (see Figure 1).

The image shows a screenshot of a web application interface. At the top left, the Juilliard logo is displayed with the words 'DANCE', 'DRAMA', and 'MUSIC' stacked vertically. To the right of the logo is a horizontal strip of seven small images showing various performers. Below this, the text 'Online Payroll Entry & Recording Application' is centered. Underneath, there is a navigation bar with 'Welcome!' on the left, 'Today is Sunday 8/31/2008' in the center, and 'Home | EAQS' on the right. The main content area features a light blue box with a yellow border containing a login form. The form has the title 'Login' and two input fields: 'Username:' followed by a text box and '@juilliard.edu', and 'Password:' followed by a text box. A 'Login' button is positioned below the password field. At the bottom of the page, there is a small copyright notice: '© 2008 The Juilliard School'.

Figure 1 - Home Page

Issues Logging In?

If you have forgotten your Juilliard username or password, please contact the IT-Helpdesk:

- *Walk-In:* Visit the IT office on the second floor next to the computer lab in Room #248
- *Email:* ithelpdesk@juilliard.edu
- *Phone:* (212) 799-5000 x7121

I'm logged in, now what?

After logging in, you will see a list of jobs you have been assigned to for the academic year. This is the Work-Study home page (see Figure 2).

1. Select the appropriate job you want to access your timesheet for
2. Click "Continue"



Figure 2 - Work-Study Home Page

Selecting a Pay Period

- If you want to view a previously submitted timesheet, select a prior pay period (see Figure 3) and click "Continue". Your timesheet will appear, but you may not edit it.
- If you want to enter time for the current pay period, select the current pay period and click "Continue".



Figure 3 - Pay Period Selection

Entering Time on Student Timesheets

When entering time worked for a job, you can enter any date as long as it is not a future date beyond the pay period end date. Follow these simple steps:

1. Click on the calendar button next to the “Date” field to enter the date worked (see Figure 4). The same date can appear on one timesheet as long as the times do not overlap.
2. Start Time: Enter the hours, minutes, and time of day when you started working on that day.
3. End Time: Enter the hours, minutes, and time of day when you completed work.
4. Optional: Enter any comments for your supervisor(s) to see.
5. If you need to remove a time entry, simply click on the word “Clear” on the right.

Welcome Jeanette!		Today is Thursday 9/4/2008		Home FAQS Logout	
Home > Select a Pay Period > Student Timesheet					
Student ID:		Supervisor:	William Eddy	Department:	Information Tech.
Student Name:	Jeanette Vecchione	Alt. Supervisor:	Christopher Downes	Rate(hourly):	
Job Title:	INFORMATION TECH. ASSISTANT (ITAS)			Due Date:	9/16/2008
Pay Period:	9/1/2008 - 9/15/2008			Pay Date:	9/26/2008

This timesheet has not been completed yet!

Student Timesheet

Date	Day	Start Time	End Time	Hours	Comment (Optional)
9/7/2008	SU	01:15 PM	03:15 PM	2.00	<input type="text"/> Clear
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Clear
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Clear
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Clear
Total:				0.00	

[Click here to store your time \(not submit for supervisor approval\) ==>](#)
Store Time

[Click here to submit your timesheet to your supervisor when your timesheet is complete ==>](#)
Submit Timesheet to Supervisor

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Figure 4 - Student Timesheet

Saving / Completing Timesheets

At the bottom of the timesheet are two buttons that perform very specific functions.

1. Click the “**Store Time**” button if you want to **save** your timesheet and go back to complete it at a later time,
2. Click the “**Submit Timesheet to Supervisor**” button when you have completed your timesheet and you are ready to submit it to your supervisor at the end of each pay period. You will receive a notification receipt sent to your Juilliard email. *Note: You will NOT be able to modify your timesheet after you submit it for approval.*
3. When your supervisor has approved your timesheet, you will receive another email notification

Submission to Supervisor email:

Dear Student's Name,

Your 7/1/2008 - 7/15/2008 timesheet has been successfully submitted to your supervisor!

Job Title: COMMUNICATIONS OFFICE ASST. (CMOA)
Hourly Rate: \$8.00
Total Hours Worked: 3
Total Gross Payment: \$24.00

Financial Aid Office

Supervisor Approval email:

Dear Student's Name,

Your supervisor has approved your work-study timesheet for pay period 7/1/2008 - 7/15/2008!

Job Title: COMMUNICATIONS OFFICE ASST. (CMOA)
Hourly Rate: \$8.00
Total Hours Worked: 3
Total Gross Payment: \$24.00

Your check will be delivered to your student mailbox on 7/28/2008. Please note that you will be paid only if the appropriate paperwork is on file in the Accounts Payable Office.

Financial Aid Office

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