ONLINE PAYROLL ENTRY & RECORDING APPLICATION

O.P.E.R.A

For Students of
the Federal and Juilliard Work-Study Programs
O.P.E.R.A. Quick-Start Guide for Work-Study Students

I’m logged in, now what? ................................................................. 4

Selecting a Pay Period ................................................................. 4

Entering Time on Student Timesheets ......................................... 5

Saving / Completing Timesheets ............................................... 6

Submission to Supervisor email: ............................................... 6

Supervisor Approval email: ...................................................... 6
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).

![Figure 1 - Home Page](image)

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”

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 2 - Work-Study Home Page

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.

---

**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:

```plaintext
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:

```plaintext
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
```