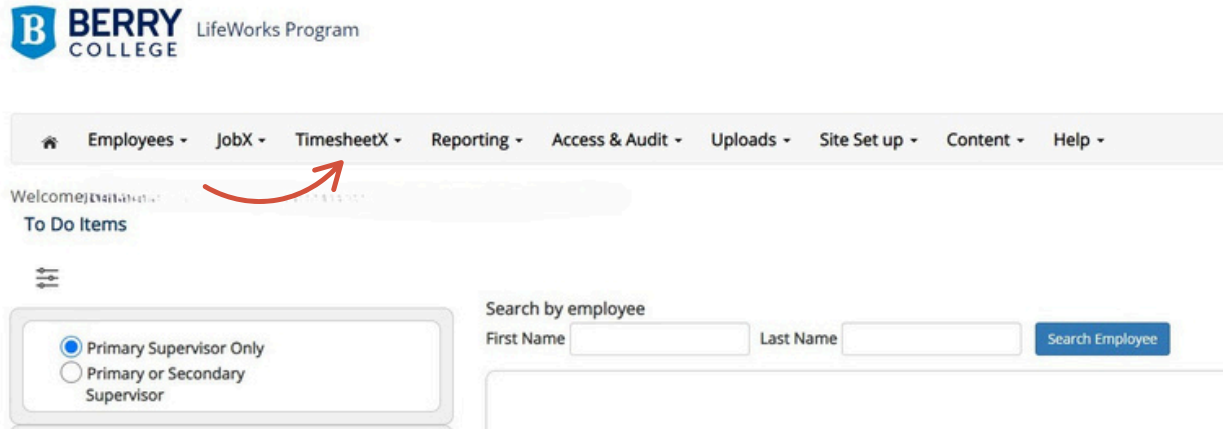
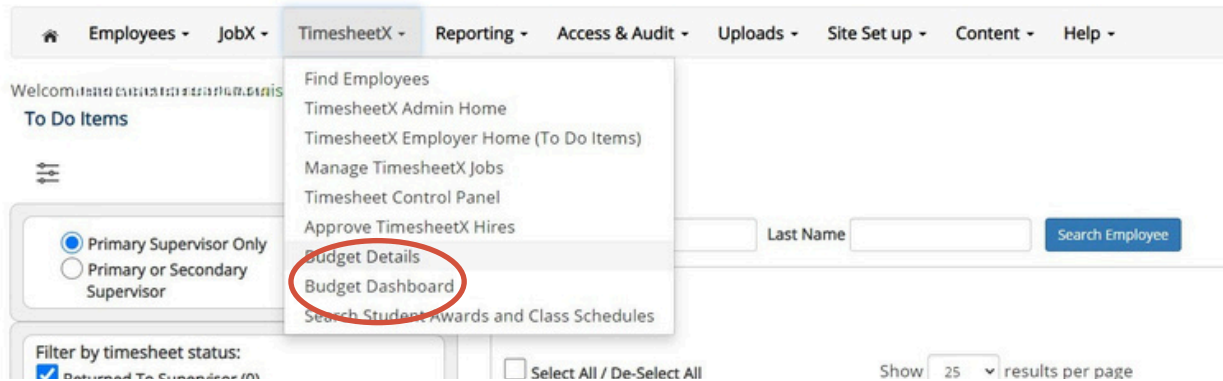


## Quick Guide to the TimesheetX Budget Manager

After logging into TimesheetX, click on “TimesheetX” on the top banner to activate a dropdown window.

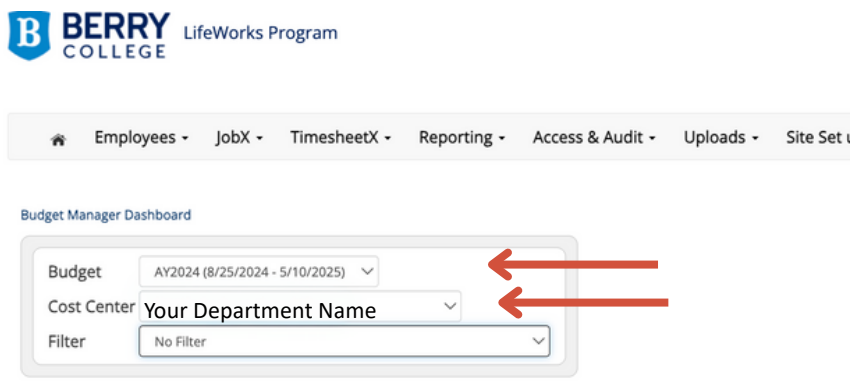


Select “Budget Dashboard” from the dropdown menu. Note: do not use “budget details.”



Select from the available list of budgets (usually summer or academic. year)

If you oversee multiple departments, choose the “cost center” (ie department) you would like to view



In your dashboard you will now see your 1) **budget** 2) **actual earnings (that is, funds spent)** and 3) **remaining budget balance**. Please disregard the “projected” fields, as these are not aligned with the Berry spending cycle and therefore inaccurate.

Employees - JobX - TimesheetX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help

Budget Manager Dashboard

Budget: AY2024 (8/25/2024 - 5/10/2025)  
 Cost Center: Your Department Name  
 Filter: No Filter

**Disregard!**

**Budget Funds Spent Funds Remaining**

Cost Center Name	Current Budget	Actual Earnings	Actual Remaining Budget Balance	Original Projected Earnings	Current Projected Earnings	Projected Remaining Budget Balance
Your Department Name	\$47,900.00	\$37,929.99	\$9,970.01	\$63,746.66	\$44,892.99	\$3,007.01

[Export Details](#) [View Jobs](#) [Send Email](#)

To see specifics hire and timesheet details, click “view jobs”

Your jobs will be displayed along with actual earnings (that is, funds spent) for each position. Please continue to disregard the projected earnings. You can choose “view hires” or “view timesheets” to see information for specific students.

Job Budget Details 11112-BUDGET2024-05-10-2025  
[Budget Dashboard Home](#) > Jobs

Budget Info  
 AY2024 (08/25/2024-05/10/2025)  
 No Filter

[Export Details](#)

Job Title	# of Hires	Original Projected Earnings	Current Projected Earnings	Actual Earnings
Office Assistant	2	\$16,296.00	\$13,950.50	\$2,696.58
Office Associate	4	\$5,476.00	\$3,939.34	\$3,483.34
Office Specialist	2	\$5,576.00	\$6,722.58	\$6,066.58

[View Hires](#) [View Timesheets](#) [Send Email](#)

Click “view hire details” or “view timesheets” to drill to each student’s specific hire details/timesheets.

[Budget Dashboard Home](#) > Jobs > Hires

Budget Info  
 AY2024 (08/25/2024-05/10/2025)  
 No Filter

[Export Details](#) [View Timesheets](#)

Job Title	Original Projected Earnings	Current Projected Earnings	Actual Earnings
Office Assistant	\$5,476.00	\$3,288.58	\$2,696.58

Current Hires

Employee Name	Start Date	End Date	Hire Status	Original Projected Earnings	Current Projected Earnings	Actual Earnings
Student Name	08/25/2024	05/10/2025	Active	\$2,738.00	\$1,734.43	\$1,438.43
Student Name	08/25/2024	05/10/2025	Active	\$2,738.00	\$1,554.15	\$1,258.15

[View Hire Details](#) [View Timesheets](#) [Send Email](#)



Export Details

If you prefer to export data to Excel, click this icon and the system will generate a CSV file.