



Off-Campus Supervisor Training



=Total Solution

JobX and **TimesheetX** are seamlessly integrated with your school systems.





=Total Solution

JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.



=Total Solution

TimesheetX assists schools to automate the time sheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, supervisors, and administrators.



Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX & TimesheetX solutions in this training, assist institutions to automate the job posting, application review, time sheet administration and reporting process for employees, employers, and site administrators. The solutions also assist in compliance validations based on various regulations and institutional policies.



JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant



Customize job specific questions on the application to find the “most qualified” candidates in your job(s)



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators)



Systematic applicant compliance checks ensures all employment eligibility requirements are met



Broadcast e-mail tools for improved communications with your employees

TimesheetX Benefits



Easy online time sheet management



Consistent time sheet processing across all departments



Reduced compliance issues due to powerful edits that ensure time sheet entries comply with state/federal labor laws



Reduce math errors and illegible time sheet entries previously experienced with paper time sheets



Deadline reminders ensure timely submissions from employees and approvals for supervisors.



Powerful Supervisor Tools: Automated Warnings, Web Accessibility, E-Signatures, and Mobile Friendly

School Specific Customization



Your JobX & TimesheetX site has YOUR Institution's look and feel



Your JobX & TimesheetX site has YOUR Institution's On-Campus Employers



Your JobX & TimesheetX site has been configured to support YOUR Institution's business processes

Training Agenda

Access JobX & TimesheetX

Job Posting

Review and Hire Applicants

Approved for Hire

Timesheets

Questions



Access JobX & TimesheetX

Access JobX & TimesheetX

Navigate to your school's
customized
JobX/TimesheetX Site.

Then click on the
'Off-Campus Employers'
link.



JobX TimesheetX
Powered by NextGen

Welcome to the Student Employment Portal

Applicants & Employees
Search for a job or sign up for e-mail notification about positions that interest you. Enter time and submit your timesheets!!

On-Campus Employers
Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Off-Campus Employers
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Sample College JobX & TimesheetX Site:

<https://sample.studentemployment.ngwebsolutions.com/>

Off-Campus Employer Request Login

Click the 'Request Access to the Site' link.



Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Student Employment News

Welcome to the Student Employment website!

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

[Tell Us Who you Hired](#)

Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

[Off-Campus Supervisor Training](#)

Click here to access the Off-Campus Supervisor Training in PDF format.

[Suggestion Box](#)

Send us your suggestions, ideas, or concerns!

FWS Jobs

Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial need. To become an Off-Campus FWS Employer, agencies must be approved by the Student Employment Office.

[JobX & TimesheetX Login](#)

Login to post jobs, hire students, access student applications, and approve Timesheets.

[Request Login](#)

Click above if you are an Off-Campus Employer who has **never** logged in before.

[Community Service Work information](#)

General information about how to become an Off-Campus FWS employers.

Off-Campus Employer Request Login

Select 'Off-Campus' from the dropdown menu.

Then click 'Go to next step' button to proceed to the form.

The image displays two screenshots of a web application interface for an employer request login. The top navigation bar includes a home icon, 'Employees', and 'Employers & Administrators'. Below this, a section titled 'Request Log in permission' contains a message: 'Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.' A dropdown menu is shown with the text 'Choose one...' and three options: 'Choose one...', 'On Campus', and 'Off Campus'. A red arrow points to the 'Off Campus' option. The bottom screenshot shows the same interface, but the dropdown menu is closed, and a red arrow points to the 'Go to next step' button.

Off-Campus Employer Request Login

Complete Request Login Form.

Then click 'Submit' button to submit your request for an approved login.

Request Log In permission

Request Permission To Use This Site

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jsmith@brown.edu

TNumber *

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:

Reconfirm your password. Re-Enter Password:

Please choose the employer for which you work from the list below.

Employer

Job Title

Notes

If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you have departments in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

☐ I'm not a robot

 reCAPTCHA
[Privacy](#) [Terms](#)

Off-Campus Employer Login

After access approval, click the 'JobX & TimesheetX Login' link to login to the system.



Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Student Employment News

Welcome to the Student Employment website!

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

[Tell Us Who you Hired](#)

Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

[Off-Campus Supervisor Training](#)

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[Suggestion Box](#)

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FWS Jobs

Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial need. To become an Off-Campus FWS Employer, agencies must be approved by the Student Employment Office.

[JobX & TimesheetX Login](#)

Login to post jobs, hire students, access student applications, and approve Timesheets.

[Request Login](#)

Click above if you are an Off-Campus Employer who has **never** logged in before.

[Community Service Work information](#)

General information about how to become an Off-Campus FWS employers.





Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

Click 'Add a Job' button to start the process to create a job.

nextgen WEB SOLUTIONS

Welcome, Test Off-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Job Control Panel

Result Filters: Employer: All Available [Reset Filters](#)

☐ Select/Deselect All Show 25 results per page 1 to 1 of 1 | << < > >> |

<u>Food Service Assistant</u>	Applications:	Employer: Chick-Fil-A
☐ Job Id: 4497 Contact Person: Test Off-Campus Supervisor Wage: \$15.00 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Job Type: Off-Campus Non-FWS Jobs Actions

Create a Job Posting - Department

nextgen WEB SOLUTIONS

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

Academic Learning Center

Ann Taylor

Boys and Girls Club

Center for Nonprofits

Chick-Fil-A

Communities In Schools

Go to next step

NG WebSolutions, LLC. Jacksonvill
© Copyright 2001- 2020, /

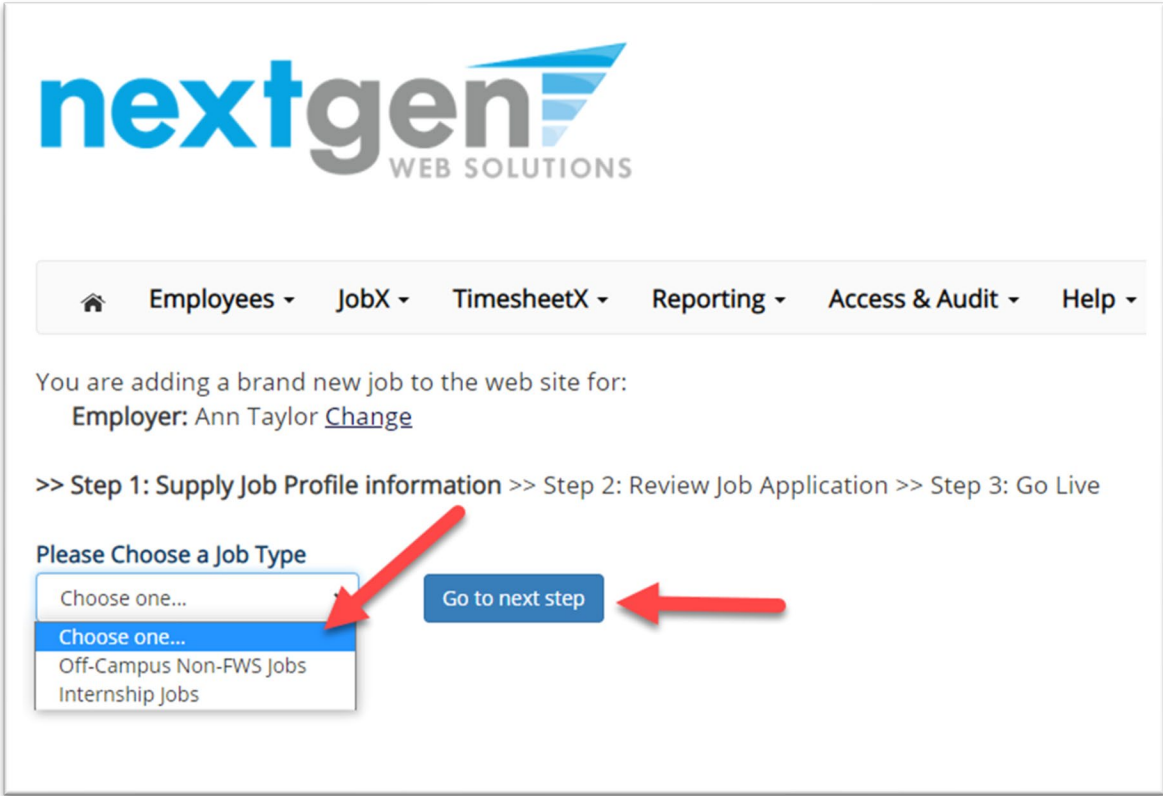
If you have posting permissions for more than one department, select the department for which you want to post a job from the **'Employer/Department Name'** drop down list.

Next click **'Go to next step'** button to proceed.

Note: If you only have permissions to post for one department, please proceed to the next slide.

Create a Job Posting – Job Type

If you have posting permissions for more than one job type, select the job type for which you want to post a job from the '**Job Type**' drop down list. Then click '**Go to next step**' to proceed.



The screenshot shows the NextGen Web Solutions interface. At the top is the logo "nextgen WEB SOLUTIONS". Below it is a navigation bar with links: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area says "You are adding a brand new job to the web site for:" followed by "Employer: Ann Taylor" and a "Change" link. Below this is a progress indicator: ">> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live". The current step is "Please Choose a Job Type". It features a dropdown menu with the text "Choose one..." and a list of options: "Choose one...", "Off-Campus Non-FWS Jobs", and "Internship Jobs". A red arrow points to the dropdown menu. To the right of the dropdown is a blue button labeled "Go to next step", with another red arrow pointing to it.

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

The Job Posting Template may vary depending on the job type selected.

Fields denoted with a red * are required fields.

Lastly, click '**Submit**' to continue the next steps in the process.

Important Note: If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Job Category * Example: From Open Recruitment Choose one...

Job Title * Example: From Open Recruitment

Job Description * Please do not exceed 1000 characters

Job Requirements * Please do not exceed 1000 characters

Number of Available Openings *

Hours per Week to

Time Frame for this job Choose one...

Base pay rate: * Choose one...

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person * Choose one...

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number *

Email *

Location *

Do you wish to collect online applications for this job?

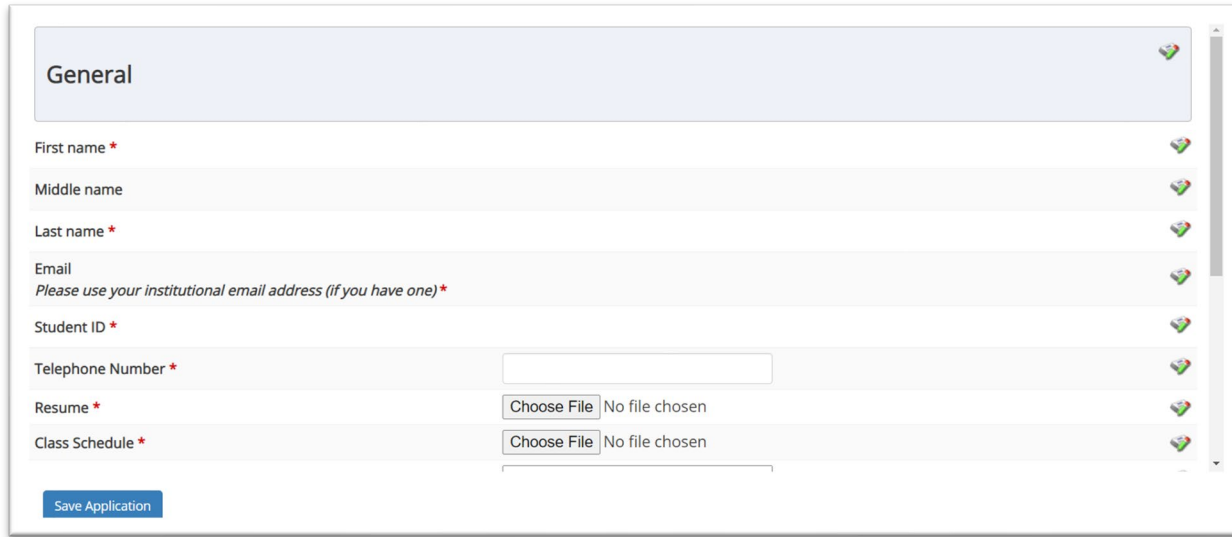
☒ Yes

☐ No

Company/Department Logo No file chosen

This will be displayed on the job listing.

Create a Job Posting – Review Default Application



The screenshot shows a web form titled 'General' with a light blue header. Below the header, there are several input fields for personal information: 'First name *', 'Middle name', 'Last name *', 'Email' (with a note 'Please use your institutional email address (if you have one) *'), 'Student ID *', and 'Telephone Number *'. There are also two file upload sections for 'Resume *' and 'Class Schedule *', each with a 'Choose File' button and the text 'No file chosen'. At the bottom left of the form is a blue 'Save Application' button. On the right side of the form, there is a vertical scrollbar and a column of small icons next to each field.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. The 'Create a New Question' tab is active. Below the tabs is the 'Question Details' section. It contains a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to this dropdown. Below the dropdown is a text input field for the question label. The 'Application Behavior' section is below 'Question Details'. It contains an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to this dropdown. Below it is a text input field for the section name. There are two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox. Below these is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to this dropdown. At the bottom of the form is an 'Add Question' button. A red arrow points to this button.

Create a Job Posting – Finalize Job Posting – Step 1

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

Select '**As soon as possible**' from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, select '**Later, I need to review it myself first**'. The job will go to Storage for later review.

Select '**Yes, immediately**', from the list on question #2 if you want the job to be listed immediately upon approval.

Create a Job Posting – Finalize Job Posting – Step 2

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.
- If you want the job to be posted until you close the job, select ‘Until I close the job.’

Click the “**Click here to Finish!**” button.

- Your job will be submitted to the Student Employment Office for review/approval.

Create a Job Posting – Pending Approval

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

The screenshot displays the 'nextgen WEB SOLUTIONS' interface. At the top, a navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test Off-Campus Supervisor'. The main section is titled 'Job Control Panel'. On the left, a sidebar contains filters for 'Employer Name' (set to 'Show Jobs From All My Employers'), 'Job Status' (with 'Pending Approval (2)' selected), 'Job Type' (set to 'Choose Job Type'), and 'My Jobs' (set to 'Show My Jobs Only'). A red arrow points to the 'Pending Approval (2)' status. The main content area shows 'Result Filters: Employer: All Available' and 'Job Status: Pending Approval'. It includes a search bar, a table of pending jobs, and a 'Select/Deselect All' checkbox. The table lists two jobs: 'Food Service Assistant' and 'Volunteer Manager'. Both jobs are in 'Pending Approval' status. A red arrow points to the 'Status: Pending Approval' text for the 'Volunteer Manager' job. The table also shows 'Listed' status, 'Job Type', and 'Wage' for each job.

Job Title	Applications	Employer
Food Service Assistant		Chick-Fil-A
☐ Job Id: 4497 Contact Person: Test Off-Campus Supervisor Wage: \$15.00 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Off-Campus Non-FWS Jobs Actions
Volunteer Manager		Communities In Schools
☐ Job Id: 4498 Contact Person: Test Off-Campus Supervisor Wage: \$10.00 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Off-Campus FWS Jobs Actions

Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB
POSTING NEEDS UPDATING?

Edit a Job Posting

nextgen WEB SOLUTIONS

Employees JobX TimesheetX Reporting Access & Audit Help

Job Control Panel

Result Filters: Employer: All Available
Job Status: Pending Approval [Reset Filters](#)

[Add a job](#)

Search Title, Description [Search](#)

☐ Select/Deselect All Show 25 results per page

Food Service Assistant

Applications:

☐ Job Id: 4497 Contact Person: Test Off-Campus Supervisor Wage: \$15.00 /hr Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216 Listed: Job Type Non-FW

Volunteer Manager

Applications:

☐ Job Id: 4498 Contact Person: Test Off-Campus Supervisor Wage: \$10.00 /hr Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216 Listed: Job Type FWS Job

You may view the job and/or application details or request the job status be changed by simply clicking on the Job Title link.

To edit the job, click '**Edit this Job**' button on the 'Manage Job' page.

To edit the application tied to your job, click '**Edit or View the Online Application**'.

Welcome, Test Off-Campus Supervisor | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Manage Job

Job Title	Employer	Status	Job Type
Volunteer Manager	Communities In Schools	Pending Approval	Off-Campus FWS Jobs

Additional details about this job's status:

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested to be sent when the job is approved and listed.

Update Status

[Listed](#) » Click to update listing options

[Review Mode](#) » Click to cancel approval and change to

[Storage](#) » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

[Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Applicant

You cannot hire employees while the job is in this status.

[Edit this job](#)

Below is a view of approximately how this job appears to applicants:



Volunteer Manager

Job Id: 4498



Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

nextgen WEB SOLUTIONS

Welcome, Test On-Campus Supervisor | [Logout](#)

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Employer Name:
Show Jobs From All My Employers ▾

Job Status:
☐ Listed Jobs (1)
☐ Pending Approval (0)
☐ Review Mode (0)
☐ Storage Mode (0)

Job Type:
On-Campus FWS Jobs ▾

My Jobs:
☐ Show My Jobs Only

Result Filters: Employer: All Available
Job Type: On-Campus FWS Jobs [Reset Filters](#)

[Add a Job](#)

Search Title, Description, [Search](#)

-- Select Action Below -- ▾ [Apply Action](#)

☐ Select/Deselect All

Show 25 ▾ results per page

1 to 1 of 1 | << < > >> |

Help Desk Assistant		Applications: 1 (1 New)	Employer: MANAGEMENT INFORMATION SYSTEMS
☐	Job Id: 4494 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/18/20 Job Type: On-Campus FWS Jobs Actions ▾

- To view applications that have been submitted, click the 'Applications' link next to the job title.

Manage Applications

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

View Job Applications - Admin College of Health Professions - Test On-Campus FWS Job - 09/24/20

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

☐ Only show New?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

☐ Select/Deselect All Show 25 results per page 1 to 2 of 2 | < > >> |

-- Select Action Below -- [Apply Action](#)

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
☐	Frank_Rogers3	frankrogers3@ngwebsolutions.com	9/24/2020	New!	🚩		Resume	940.00	🔍	Actions
☐	Roy_Rogers1	royrogers1@ngwebsolutions.com	9/24/2020	New!	🚩		Resume	2500.00	🔍	Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

Schedule an Interview

Select/Deselect All Show 25 results per page 1 to 6 of 6 |<< < > >>|

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
☐	Roy Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
☒	Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

-- Select Action Below --

- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Reject Email
- Send Custom Email

Apply Action

- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

Schedule an Interview

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

To	Name	Email	Action
☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	
New! ☐	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]	
New! ☒	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]	

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title

Body

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

Notify applicant(s) they were NOT Selected

Select/Deselect All Show 25 results per page 1 to 6 of 6 | << < > >> |

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
☐	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
☒	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

-- Select Action Below --

- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Reject Email
- Send Custom Email

Apply Action

- Click the box next to one or more applicants you would like to send a rejection email. Next, select the '**Send Reject Email**' action. Finally click, 'Apply Action'

Notify applicant(s) they were NOT Selected

- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

[Click here to return to reviewing applications.](#)

Suggested use: To inform applicants that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

	☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	☐	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	☒	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: joe@yahoo.com, Mary@hotmail.com

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title - Job NOT Available

Body

You recently submitted an on-line application for the "Your Institution Job Title" job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send **Cancel**

Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant

nextgen WEB SOLUTIONS

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Result Filters: Employer: All Available [Reset Filters](#)

[Add a Job](#) Search Title, Description, [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 6 of 6 | << < > >> |

Student Office Assistant Applications: 2 (2 New) Employer: ALUMNI RELATIONS

☐ Job Id: 4495 Contact Person: Test On-Campus Supervisor Wage: \$9.51 - \$11.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/17/20 Job Type: On-Campus Non-FWS Jobs	Actions ▾
--	---	--	-----------

Help Desk Assistant Applications: 2 (2 New) Employer: MANAGEMENT INFORMATION SYSTEMS

☐ Job Id: 4494 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/18/20 Job Type: On-Campus FWS Jobs	Actions ▾
--	---	--	-----------

- To hire an applicant, click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. This is also used to hire or rehire an applicant that did not submit an application.

Hire an Applicant – Select Applicant who Applied

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

☐ Only show New?

Send Reject Email

☐ Select/Deselect All Show results per page to 3 of 3 | << < > >> | ☐ Show Deleted?

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailled?</u>	<u>Resume</u>	<u>Profile Video</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
☒	Frank Rogers3	frankrogers3@ngwebsolutions.com	7/29/2020	New!		☒			1000.00		Actions Email Applicant Print Application Delete Application Hire Applicant
☐	Ted Rogers2	tedrogers2@ngwebsolutions.com	7/28/2020	Hired		☒			9.00		
☐	Roy Rogers1	royrogers1@ngwebsolutions.com	7/28/2020	Hired		☒	Resume	Video	1268.00		

- If you wish to hire the applicant, please select 'Hire Applicant' from the Actions dropdown list next to the applicant's name you wish to hire.

Hire an Applicant – Applied to Job Posting

Hire Students
For Job: Test - Community Service FWS Jobs - 052020

There is **one** opening for this position. Please select one applicant to fill this job.

① <-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	Cancel Request

Hire On-line Applicants	Hire Candidates who did not apply On-line						
☒ Samuel d Rogers4	<table><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1. </td><td> </td><td> </td></tr></tbody></table>	First Name	Middle Initial	Last Name	1.		
First Name	Middle Initial	Last Name					
1.							

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click 'Go to Step 2'.

Hire an Applicant – Verification of Student ID

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test – Community Service FWS Jobs – 052020

Validate Employees

Employee	Enter ID:
☒ Samuel d Rogers4	4444444444

- The Employee's ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you may correct their ID by typing over the pre-filled ID.
- **Please note:** *If their ID has been mis-typed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.*
- Next, click '**Check Employee ID**' to launch the hire validation service for this employee.

Hire an Applicant– Compliance Validation - Warning

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
☒ Samuel d Rogers4	444444444
<button>Check Employee ID</button>	

Validation Lookup Results

Samuel d Rogers4:

×	Awarded	Student does not have a valid Work Study Award - Warning
×	I9 Status	Student does not have a valid I9 on file.
×	W4 Status	Student does not have a valid W4 on file.

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.
Click the "Cancel" button to cancel this hire.

Cancel

Hire an Applicant– Compliance Validation - Pass

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Awarded?	Student has a valid Work Study Award
✓ I9 Status?	Student has a valid I9 on file.
✓ Outstanding Requirements Met?	Outstanding Requirements are met
✓ Satisfactory Academic Progress?	Student has a valid Satisfactory Academic Progress
✓ Student Hired?	Student is not already hired.

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Employee Info			
First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

[Continue to next step](#) [Cancel](#)

NG WebSolutions, LLC, Jacksonville, FL
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- If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a “**Continue**” button will be presented to continue the hire process.

Hire an Applicant – Hire Approval Request

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the **“Create Hire”** button.

The screenshot shows the 'Hire Request Form' in the NextGen Timesheet system. The form is titled 'Step 3: Fill Out Hire Record Info' and 'Job Title: Test On-Campus FWS Job - 09/24/20'. The form contains the following fields:

- First Name: Roy
- Middle Name: a
- Last Name: Rogers1
- E-mail Address: royrogers1@ngwebsolutions.com
- Student ID: 111111111
- Hours Per Week: 10.0
- Please review the start and end dates and be sure they are the correct dates for the employment period for this employee.
- Interview Date: 9/18/2020
- Employment Start Date: 09/25/2020
- Employment End Date: 12/31/2020
- Department Name: Admin College of Health Professions
- Department Account: E073701
- Notes: (empty text area)
- Primary Supervisor: Choose one...
- Secondary Supervisors: Out - click to select multiple (Select Some Options)

Below the form is a 'Create Hire' button. Underneath is a table titled 'Employment Eligibility Forms & Details' with the following data:

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Direct Deposit Status	Completed
Net ID	rrrogers1

Below the table is a 'Hires' section with a table showing the hire details:

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test - Job Flow - On-Campus FWS - 08-25-2020	Enrollment Management	\$10.00	09/01/2020	10/31/2021	Santoshia Fitchpatrick	Inactive

Below the hires table is an 'Awards' section with a table showing the award details:

Award Name	Amount	Balance	Term
Federal Work Study	\$2,500.00	\$2,500.00	A1FCOM202040 (07/01/2020 - 12/04/2020)

Below the awards table is a 'Classes' section with a table showing the current class schedule:

Course Title	Start Date	End Date	Days	Start	End
Early United States History (details)	07/01/2020	12/10/2020	W	10:00 AM	11:00 AM
English Composition II (details)	07/01/2020	12/10/2020	M	9:30 AM	11:30 AM
Intro to Sociology (details)	07/01/2020	12/10/2020	Tu	8:30 AM	10:30 AM

Hire Requests – Pending Approval

- To view pending hire requests you may click on the '**JobX**' menu drop down and select '**Hire Requests**'.
- You have the option to '**Preview**' the hire information, '**Cancel**' the hire, or send a follow-up '**Email**' to the student from this dashboard.

Welcome, Test On-Campus Supervisor | [Logout](#)

Home Employees ▾ **JobX ▾** TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Hires Pending

Hires Requests - Pending Approval(s)

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Preview	Cancel	Email
Status: Pending Final Approval								
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	<button>Preview</button>	<button>Cancel</button>	<button>Email</button>
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	<button>Preview</button>	<button>Cancel</button>	<button>Email</button>
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	<button>Preview</button>	<button>Cancel</button>	<button>Email</button>



Approved for Hire

Hire Approval Email – Pending Acceptance

- When the student has been approved to work you will receive the following email.
- The student will need to accept the offer before they are officially hired.
- You may follow up with these students on acceptance of the position through the '**JobX**' menu item '**Hire Requests**'

Employer: Congratulations! Your student has been approved for work.

Employee: Congratulations! You have been approved for work.

Please be sure to login to your [dashboard](#). You have to accept or decline the hire by clicking 'Accept/Decline'.

Hire Request Details:

Student Name: Sample Student

Email Address: samplestudent@

Position: Student Employee

Employer Name:

Primary Supervisor: Sample Supervisor

Dates: 08/20/2020 – 05/20/2020

Wage: \$8.00

Hire Requests – Pending Approval

- To view pending hire requests, you may click on the '**JobX**' menu drop down and select '**Hire Requests**'.
- You have the option to '**Preview**' the hire information, '**Cancel**' the hire, or send a follow-up '**Email**' to the student from this dashboard.

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ **JobX ▾** TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Hires Pending

Hires Requests - Pending Approval(s)

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Preview	Cancel	Email
Status: Pending Final Approval								
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	Preview	Cancel	Email
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	Preview	Cancel	Email
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	Preview	Cancel	Email

Next Step: Approved for Hire

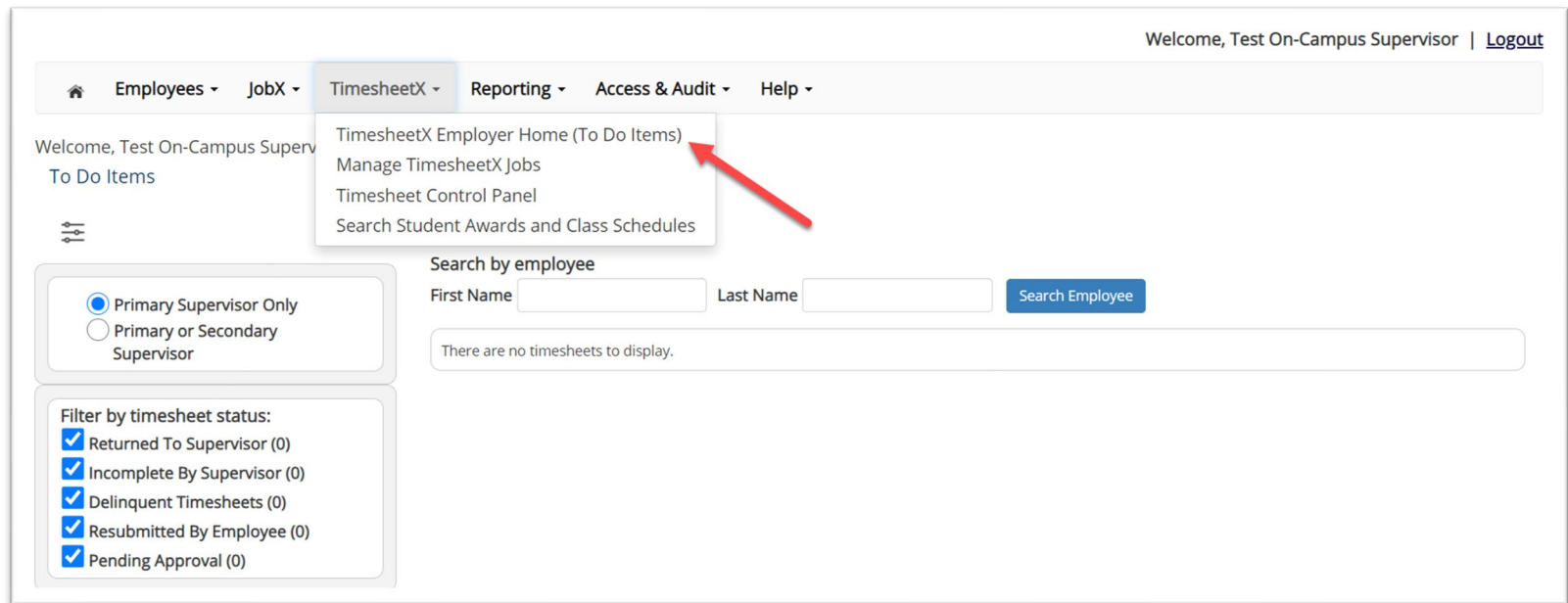
Add Text for your institution.....





Timesheet Entry

Review Time Sheets



- To review time sheets that need your approval, click '**TimesheetX Employer Home (To Do Items)**' from the TimesheetX Menu.
- Select a cost center from the drop-down box at the top (if you have permission to review/approve time sheets for more than one cost center).

Review Time Sheets

The screenshot shows a web application for reviewing time sheets. On the left, there are three filter sections. The first section, 'Filter by Cost center:', has a dropdown menu set to 'All Cost Centers' and two radio buttons: 'All Timesheets' and 'Timesheets I'm the Primary Supervisor'. The second section, 'Filter by timesheet status:', has five checkboxes: 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (4)', 'Resubmitted By Employee (0)', 'Pending Approval (0)', and 'Approved (0)'. The third section, 'Date Range (Pay Period)', has 'Start' and 'End' date pickers. On the right, there is a search bar for employees, a table of time sheets, and a 'Select All / De-Select All' checkbox. The table has columns for 'Job', 'Total', 'Employee Deadline', and 'Last Modified'. The time sheets are grouped by 'Delinquent : Monthly Pay Schedule' with dates ranging from 07/01/2020 to 09/30/2020. The employee 'Roy a Rogers1' is listed for each group. The 'Approved (0)' checkbox is highlighted with a red arrow, and the 'Filter by Cost center' dropdown is also highlighted with a red arrow.

TO DO ITEMS

Filter by Cost center:

All Cost Centers

All Timesheets

Timesheets I'm the Primary Supervisor

Primary Supervisor Only

Primary or Secondary Supervisor

Filter by timesheet status:

Returned To Supervisor (0)

Incomplete By Supervisor (0)

Delinquent Timesheets (4)

Resubmitted By Employee (0)

Pending Approval (0)

Approved (0)

Date Range (Pay Period)

Start

10/5/2019

End

10/5/2020

Search by employee

First Name Last Name Search Employee

-- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 4 of 4 | << > >> |

Delinquent : Monthly Pay Schedule: 07/01/2020-07/31/2020

Job	Total	Employee Deadline	Last Modified
Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	8/1/2020 12:00 PM	7/30/2020 2:35 PM	

Delinquent : Monthly Pay Schedule: 06/01/2020 - 06/30/2020

Job	Total	Employee Deadline	Last Modified
Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	7/1/2020 12:00 PM	Never Started	

Delinquent : Monthly Pay Schedule: 08/01/2020-08/31/2020

Job	Total	Employee Deadline	Last Modified
Roy a Rogers1 Test - Hire Acceptance - 6/22/2020	9/1/2020 12:00 PM	Never Started	

Delinquent : Monthly Pay Schedule: 09/01/2020-09/30/2020

- To locate time sheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Time Sheets, and Resubmitted by Employee) except for the “Pending Approval” box.

Review Time Sheets

Welcome, Test On-Campus Supervisor
To Do Items

Filter by Cost center:
All Cost Centers
Primary Supervisor Only
Primary or Secondary Supervisor

Filter by timesheet status:
Returned To Supervisor (0)
Incomplete By Supervisor (0)
Delinquent Timesheets (0)
Resubmitted By Employee (0)
Pending Approval (2)

Date Range (Pay Period)
Start: 7/29/2019
End: 7/29/2020
Update Date Filter

Search by employee
First Name: Last Name: Search Employee

Select All / De-Select All Show 25 results per page

Pending Approval : UAS Service Hours: TEST - UAS Payroll

	Job	Total	Supervisor Deadline	Last Modified	
☐	Samuel d Rogers4 Test - JV - UAS - Test Plan - 07-28-2020	SCH 9 hrs 30 mins	7/31/2020 3:00 PM	7/29/2020 4:11 PM	 
Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020					
☐	Roy a Rogers1 Test - JV - Test Plan - 07-28-2020	FWS 3 hrs	7/31/2020 5:00 PM	7/29/2020 4:08 PM	 

-- Select Action Below --
-- Select Action Below --
Approve Timesheets
Dismiss Timesheets
Reject Timesheets
Take Possession of Timesheets
Export Timesheet Summary
Export Timesheet Details
Print Timesheets
Email Students

Apply Action

- Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.
- If you have multiple time sheets you'd like to approve, simply click the box next to each time sheet you wish to approve. Then, click the "Approve timesheets" from the Action dropdown and then click 'Apply Action'.

Add a New Time Sheet Entry

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:					HRS	2 hrs	
Approve Return Lock							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

Click 'Add new Entry' if you wish to add another entry.

Then click 'Save' to save the entry.

Edit an Individual Time Sheet

Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[[Print Time Sheet](#)]

Employee: Roy a Rogers1
Job Title: Student Employee
Status: Pending Approval
Pay Period: 10/01/2020 - 10/31/2020
Deadline: November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							

[Add New Entry](#)

Total: HRS 2 hrs

[Approve](#) [Return](#) [Lock](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- Click 'Edit' next to the time sheet entry you wish to update.
- The time sheet will now be locked to you until you save your changes.

Reject a Time Sheet

Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[[Print Time Sheet](#)]

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
					Total:	HRS	2 hrs
					Approve	Return	Lock

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- If you need to reject the time sheet back to the employee, click the 'Reject' button.

Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#)
[Employees](#)
[Job X](#)
[TimesheetX](#)
[Reporting](#)
[Access & Audit](#)
[Help](#)

Reject Time Sheet

Employee Roy a Rogers1

Job Title Student Employee

Status Pending Approval

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 5:00 PM

Describe the reason for the rejection below:

Because of its current status, this time sheet will be rejected to the student.

Sorry, your timesheet has been rejected.

The message below will be e-mailed to the student and added to the time sheet notes.

[Reject Time Sheet](#)
[Cancel](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs
Note:					
Total:					HRS 2 hrs

- 



Lock a Time Sheet

Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[Print Time Sheet](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:					HRS	2 hrs	
Approve Return Lock							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- If you need to lock the time sheet to prevent any further edits until you collect additional information, click the 'Lock' button.

Approve a Time Sheet

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
					Total: HRS 2 hrs		
		Approve		Return	Lock		

Class Schedule

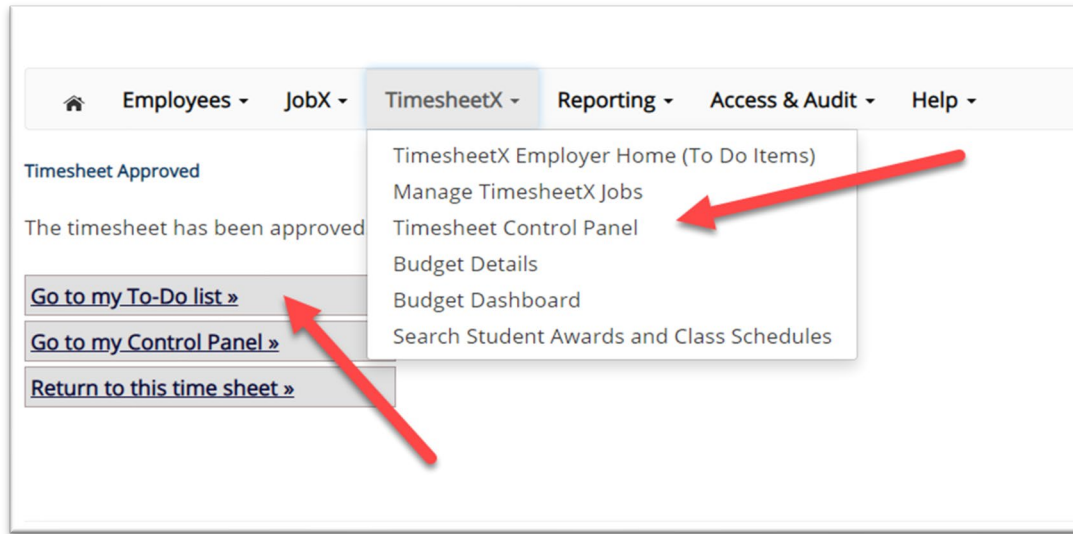
Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- To approve a time sheet, click the 'Approve' button for final approval of the time sheet.

Approve Additional Time Sheets



- Click 'Go to my To-Do List' to review other time sheets.
- To view the Timesheet Control Panel, click 'Go to my Control Panel' or click 'Timesheet Control Panel' from the TimesheetX menu.

Timesheet Control Panel

Welcome, Test On-Campus Supervisor | [Logout](#)

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

My Control Panel

Welcome, Test On-Campus Supervisor

Cost Center

STUDENT EMPLOYMENT ▾

☐ Show archived hire data?

Jobs for which I am the primary supervisor

Student Employee

Manage Job View Hires

- The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a supervisor for assigned cost center(s).
- Supervisors can manage their jobs, time sheets, and view hires from this page.

Other Time Sheet Features

WHAT ELSE CAN I VIEW ON THE TIME SHEET?

View Pay Period Information

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Manage Time Sheet [\[Print Time Sheet \]](#)

Employee Roy a Rogers1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs
Note:					
Total:					HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

Pay Period Info [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- To view Pay Period Details, click on the “Pay Period Info” tab.

View Hire Information

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[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[[Print Time Sheet](#)]

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[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Hire Details

Title - Student Employee
Employee Classification - Standard Student Employee
Cost Center - STUDENT EMPLOYMENT
Wage - \$8.00
Hire Start - Saturday, August 1, 2020
Hire End - Monday, May 31, 2021

- To view an employee's Hire Details, click on the "Hire Details" tab.

View Award Information

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Manage Time Sheet [\[Print Time Sheet \]](#)

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[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Awards

Federal Work Study	FWS Academic Year 2020 - 2021	\$1,500.00	\$1,500.00
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- To view an employee's Award information, click on the 'Awards' tab.

View Supervisor Information

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[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

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[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

- To view an employee's Primary & Secondary Supervisor information, click on the 'Supervisors' tab.

View Account Information

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[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet

[[Print Time Sheet](#)]

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[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Accounting Info

Effective Saturday, August 1, 2020

Federal Work Study (FWS)	FWS Academic Year 2020 - 2021	100.0%	~\$16.00
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- To view an employee's Account information, click on the 'Accounts' tab.

View Time Sheet Notes & Audit History

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[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Manage Time Sheet [\[Print Time Sheet \]](#)

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[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Time Sheet Notes [\[Add Note \]](#)

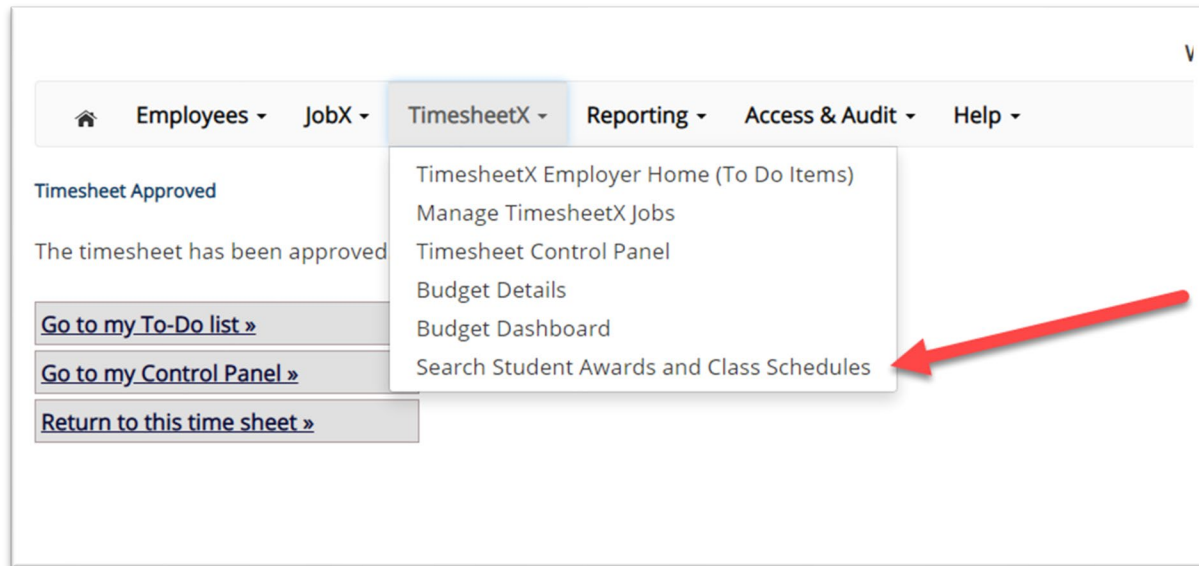
Note Type	User	Date
Time Sheet Approved	Test On-Campus Supervisor	Wednesday, October 7, 2020 10:13 AM
Time sheet Approved.		
Time Sheet Submitted	Roy a Rogers1	Wednesday, October 7, 2020 10:00 AM
Timesheet Submitted		

- To view an employee's notes on the applicable time sheet, click on the 'Notes' tab.

Search Students

WHERE CAN I SEE STUDENT INFORMATION?

Search Student Awards & Class Schedule



- To quickly view student's award, employment eligibility flags, and/or class schedule information, click the 'Search Student Awards & Class Schedules' feature on the TimesheetX menu at the top of the screen.

Search Student Awards & Class Schedule

Supervisor Employee Search Panel

Find Employee information:

First Name:		←
Last Name:		←
Employee Id:		←
Find Employees		←

Search Results:

Employees
Roy a Rogers1

- Type the employee's last name or Employee ID, then click the 'Find Employees' button.
- Next, click the Employee's name to access their account.

Search Student Awards & Class Schedule

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🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

[Back to Search](#)

Roy a Rogers1

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Direct Deposit Status	Completed
Net ID	rrogers1

Display: Employee Information

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,500.00	\$2,500.00	A1FCOM202040 (07/01/2020 - 12/04/2020)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Early United States History (details)	07/01/2020	12/10/2020	W	10:00 AM	11:00 AM
English Composition II (details)	07/01/2020	12/10/2020	M	9:30 AM	11:30 AM
Intro to Sociology (details)	07/01/2020	12/10/2020	Tu	8:30 AM	10:30 AM

- To view current, future, or past awards use the 'Display' drop down menu to select your desired results.

Questions?

Please contact the **XXXX** at:

XXXX@.edu

or call us at: **XXX-XXX-XXXX**

