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

nextgen WEB SOLUTIONS   JobX Powered by NextGen   TimesheetX Powered by Next Gen

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
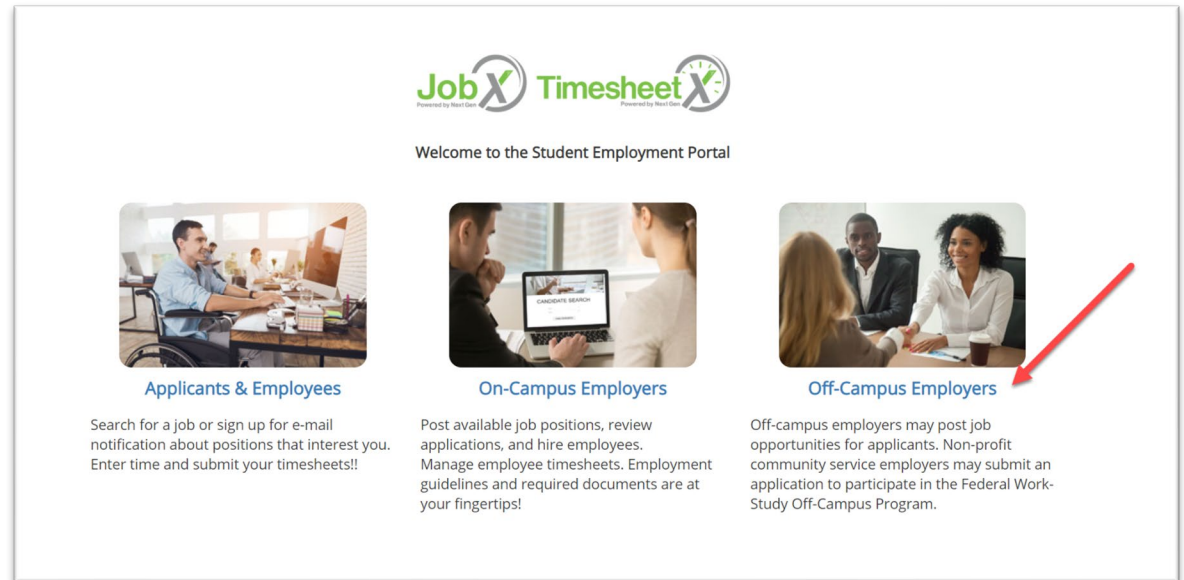
Access JobX & TimesheetX

Access JobX & TimesheetX

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

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

CUNY – Lehman JobX & TimesheetX Site:
https://lehman.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.

Off-Campus Employer Request Login

Complete Request Login Form.

If your company is not listed in the Employer drop-down list, please add it to the 'Notes' section of the form.

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

Off-Campus Employer Login

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

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.

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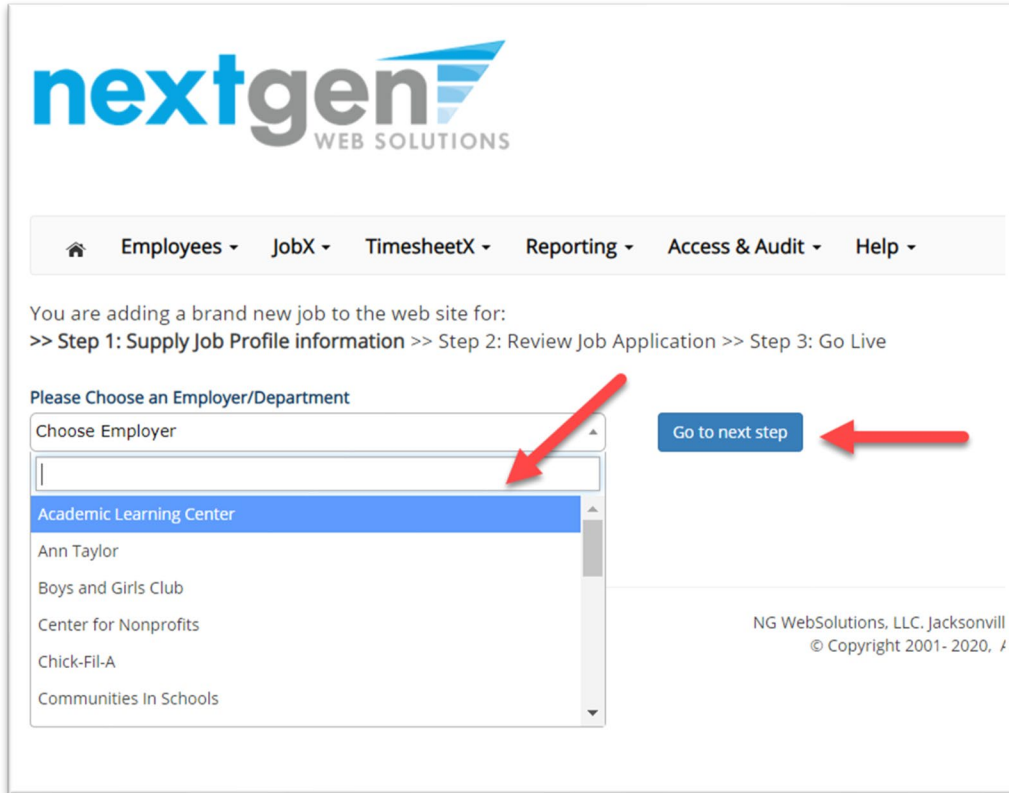
If you have posting permissions for more than one department, select the department for which you want to post a job from the '**Employer/Department Name**' drop down list.

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.

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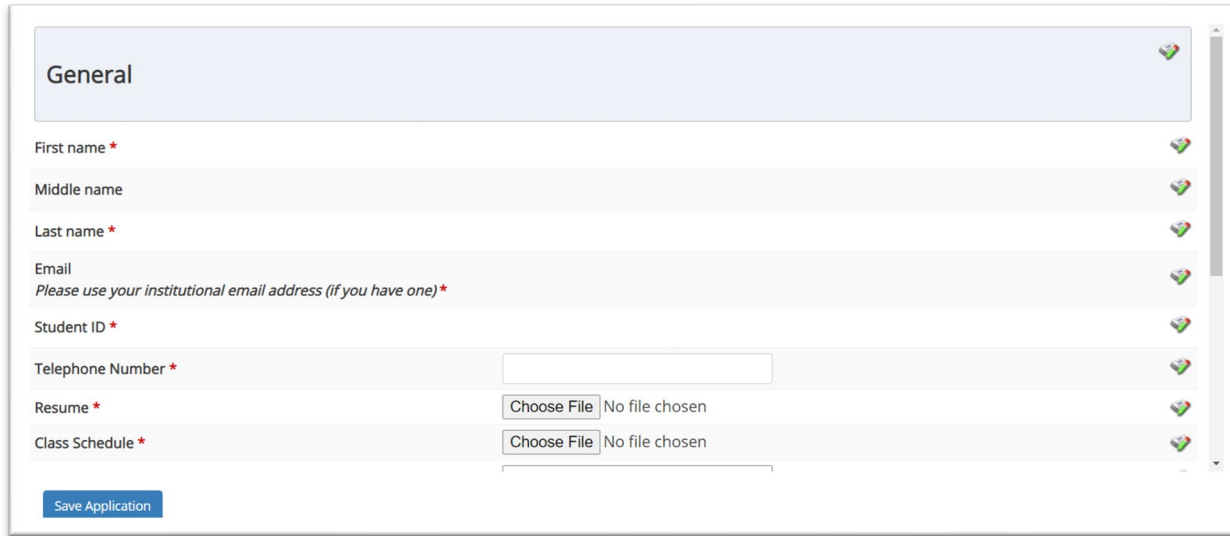
Lastly, click '**Submit**' to continue the next steps in the process.

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.

Create a Job Posting – Review Default Application

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.

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? [As soon as possible ⌄]

2. Do you want the job listed immediately after it is approved? [Yes, immediately ⌄]

3. Do you want JobMail to be sent when the job is listed? [Yes, send JobMail ⌄]

4. For how many days do you want the job to be listed on the site? [Until I close the job ⌄]

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?   [As soon as possible ▾]

2. Do you want the job listed immediately after it is approved?   [Yes, immediately ▾]

3. Do you want JobMail to be sent when the job is listed?   [Yes, send JobMail ▾]

4. For how many days do you want the job to be listed on the site?   [Until I close the job ▾]

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.

Edit a Job Posting

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

Edit a Job Posting

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**'.

Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

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

Manage Applications

> 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

➤ 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

➢ 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

➤ 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.
To	⚑ ☐	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 - 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

> ➤ 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

> ➤ 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

- ➢ 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:
[X] Samuel d Rogers4	444444444

Check Employee ID

- 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 an Applicant– Compliance Validation - Pass

> ➢ 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.

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.

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:
Position: Student Employee
Employer Name:
Primary Supervisor: Sample Supervisor
Dates: 08/20/2020 – 05/20/2020
Wage: $8.00

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

> 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

- ➤ 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

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

Then click 'Save' to save the entry.

Edit an Individual Time Sheet

➢ 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

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

Reject a Time Sheet

➢ Enter the reason you are rejecting the time sheet and click 'Reject Time Sheet'.

➢ An e-mail will be sent to the employee notifying them that their time sheet has been rejected.

Lock a Time Sheet

> 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

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

Approve Additional Time Sheets
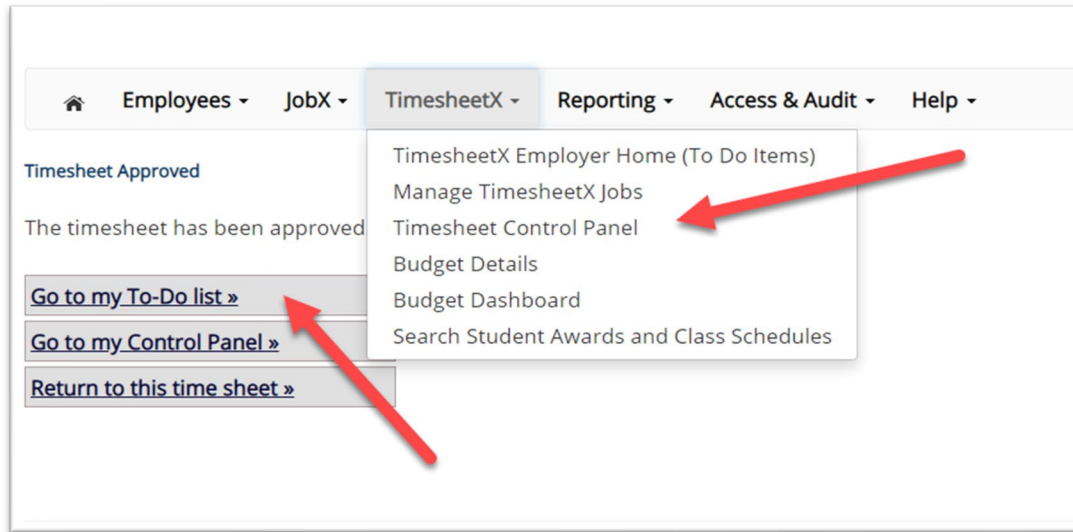
➢ Click 'Go to my To-Do List' to review other time sheets.

➢ To view the Timesheet Control Panel, click 'Go to my Control Panel' or click 'Timesheet Control Panel' from the TimesheetX menu.

Timesheet Control Panel

- ➢ 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

> To view Pay Period Details, click on the "Pay Period Info" tab.

View Hire Information

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

View Award Information

> To view an employee's Award information, click on the 'Awards' tab.

View Supervisor Information

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

View Account Information

> To view an employee's Account information, click on the 'Accounts' tab.

View Time Sheet Notes & Audit History

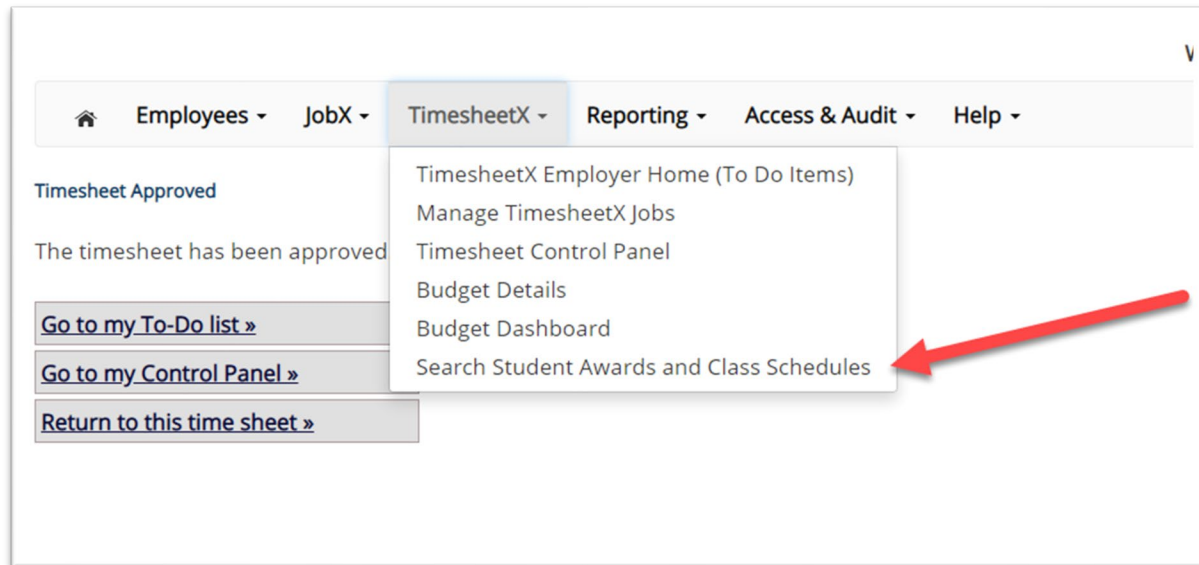> To view an employee's notes on the applicable time sheet, click on the 'Notes' tab.

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

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

Questions?

If you have any questions, please contact the Federal Work-Study office via email at
fedwork.study@lehman.cuny.edu