



LEHMAN  
COLLEGE

CU  
NY



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

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Access JobX & TimesheetX

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Job Posting

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Review and Hire Applicants

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Approved for Hire

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Timesheets

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Questions

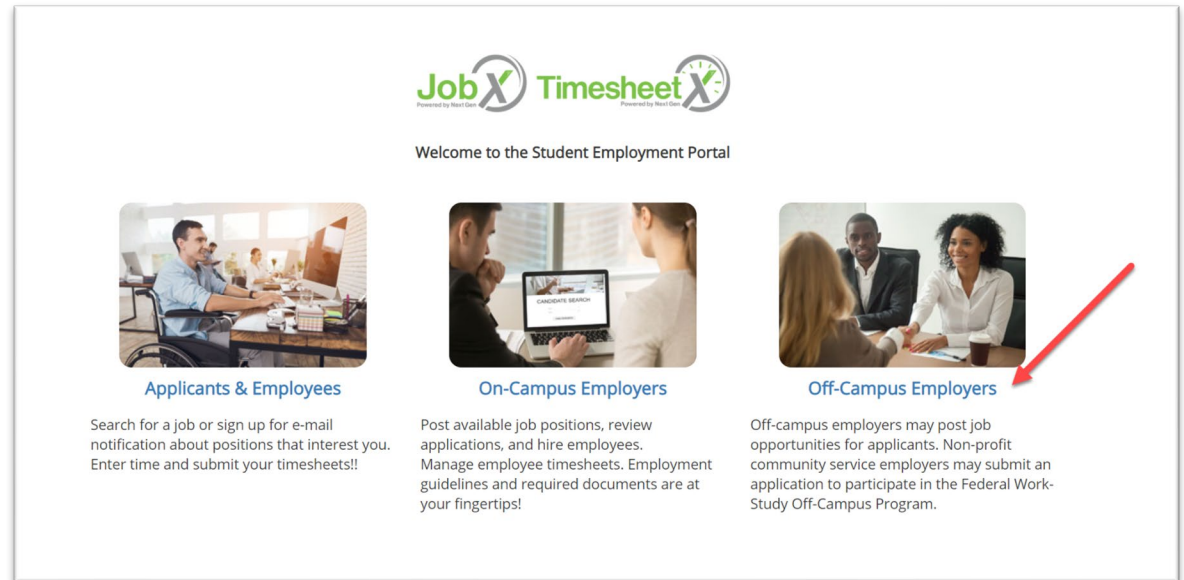


# Access JobX & TimesheetX

# 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.

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.

The image displays two overlapping screenshots of a web application interface. The top screenshot shows a navigation bar with a home icon, 'Employees', and 'Employers & Administrators'. Below this is a section titled 'Request Log in permission' with 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 open, showing '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 a blue 'Go to next step' button.

# 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.

The screenshot shows a web form titled "Request Log In permission". The form is divided into several sections:

- Request Permission To Use This Site:** A header section with a light blue background. Below it, a paragraph states: "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."
- Personal Information:** A series of text input fields for: First Name \*, Middle Name, Last Name \*, Full Email Address \* (with a small example "juser@domain.edu"), TNumber \*, Street 1, Street 2, City, State, Zip Code, Phone, Fax Number, and Website.
- Choose a Password \*:** Two text input fields labeled "Enter Password:" and "Re-Enter Password:".
- Employer Selection:** A section with a light blue background. It contains a dropdown menu for "Employer" (with "Choose one..." selected) and a text input field for "Job Title" (with "On-Campus Supervisor" entered).
- Notes:** A text area for providing additional information. A small note above the area says: "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're affiliated in more departments than the one you selected with the pull-down menu above."
- Verification:** A section with a light blue background containing a checkbox labeled "I'm not a robot" and a CAPTCHA image.
- Submit:** A blue button at the bottom left of the form.

# 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

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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.

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[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

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HOW DO I POST A JOB IN JOBX?



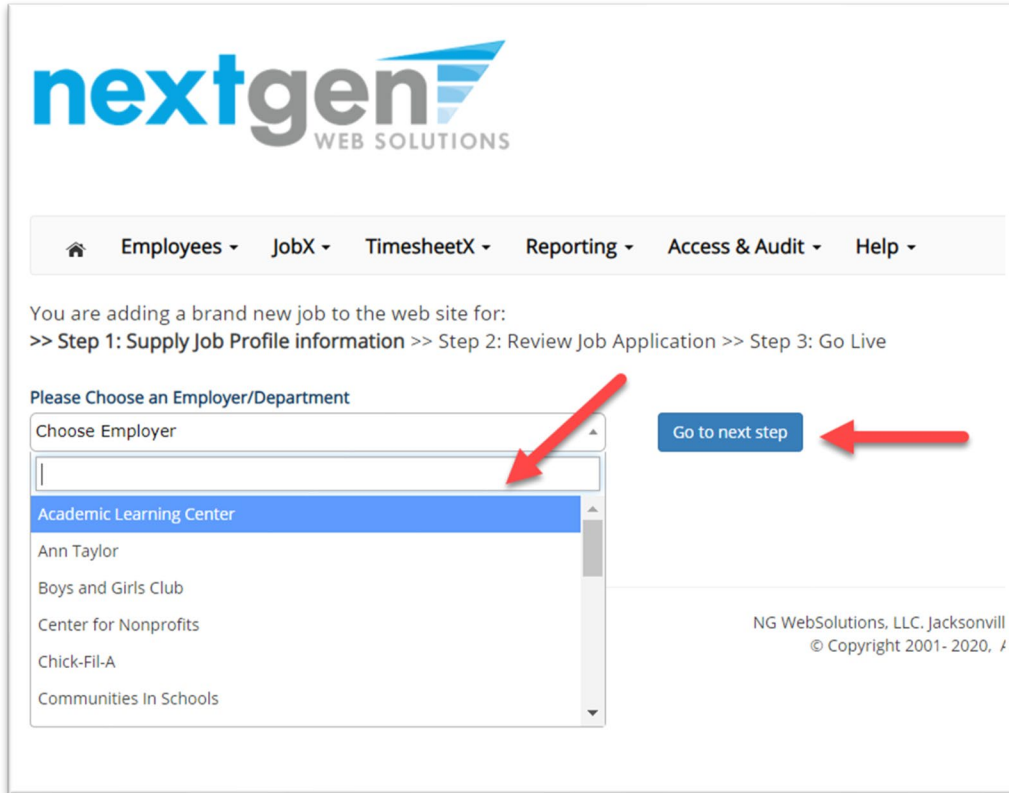
# Create a Job Posting – Add a Job

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

The screenshot displays the NextGen Web Solutions Job Control Panel. The interface includes a navigation menu with options like Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area features a 'Job Control Panel' section with a sidebar for filtering jobs by Employer Name, Job Status, Job Type, and My Jobs. The main area shows 'Result Filters: Employer: All Available' and a search bar. A red arrow points to the 'Add a Job' button. Below the search bar, there is a table listing job applications, with one entry for 'Food Service Assistant'.

Food Service Assistant	Applications:	Employer: Chick-Fil-A
<input type="checkbox"/> 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



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.

**nextgen** WEB SOLUTIONS

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

You are adding a brand new job to the web site for:  
Employer: Ann Taylor [Change](#)

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

Please Choose a Job Type

Choose one...  
Choose one...  
Off-Campus Non-FWS Jobs  
Internship Jobs

Go to next step

# 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.

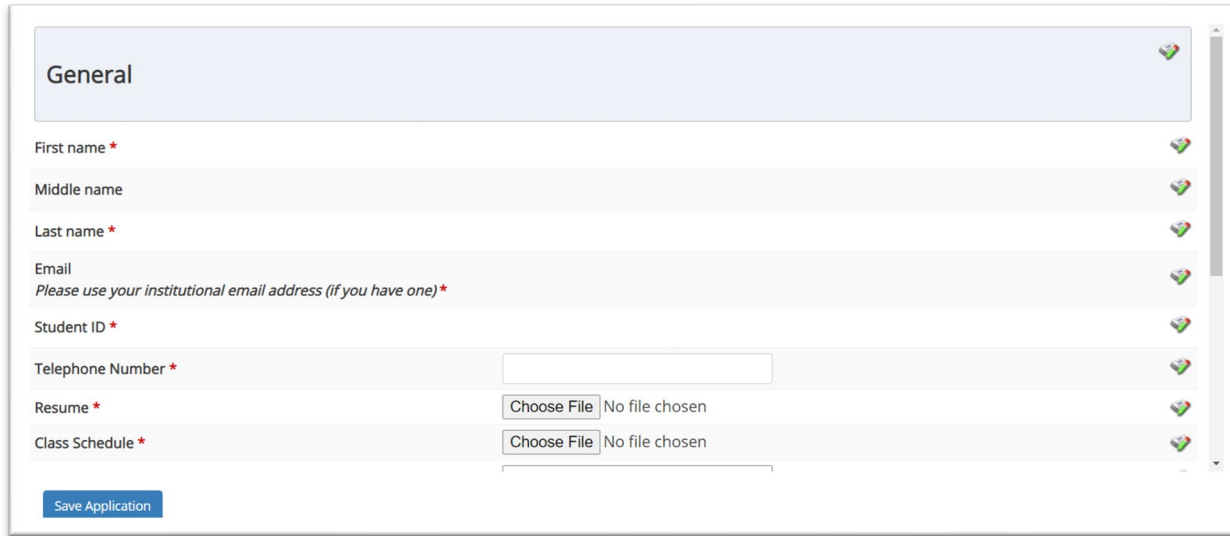
Lastly, click **‘Submit’** to continue the next steps in the process.

**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.*

The screenshot shows a web form titled "Complete Job Posting Template" with a progress indicator at the top: ">> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live". The form contains the following fields and sections:

- Job Category \***: A dropdown menu with "Choose one..." selected.
- Job Title \***: A text input field with the placeholder "Complete From Open Recruitment".
- Job Description \***: A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a placeholder "Please enter no less than 200 characters".
- Job Requirements \***: Another rich text editor with a toolbar and a placeholder "Please enter no less than 200 characters".
- Number of Available Openings \***: A text input field.
- Hours per Week**: A dropdown menu set to "10.0" with "to" and "Same" options.
- Time Frame for this job**: A dropdown menu with "Choose one..." selected.
- Base pay rate: \***: A dropdown menu with "Choose one..." selected.
- Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.**: A highlighted instruction bar.
- Primary Contact Person \***: A dropdown menu with "Choose one..." selected.
- Phone Number \***: A text input field.
- Email \***: A text input field.
- Location \***: A text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for "Yes" (selected) and "No".
- Company/Department Logo**: A "Choose File" button with "No file chosen" text below it.
- Submit**: A blue button at the bottom.

# Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields and options:

- First name \*
- Middle name
- Last name \*
- Email  
*Please use your institutional email address (if you have one) \**
- Student ID \*
- Telephone Number \* (with an input field)
- Resume \* (with a "Choose File" button and "No file chosen" text)
- Class Schedule \* (with a "Choose File" button and "No file chosen" text)

A "Save Application" button is located at the bottom left of the form.

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 1<sup>st</sup> 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'. Below the tabs is the 'Question Details' section, which includes 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 the 'Please select' option in the dropdown. Below the dropdown is a text input field for the question label. The 'Application Behavior' section includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to the 'Create a new section' option. Below this 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, with a red arrow pointing to it. There are also checkboxes for 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox.

# 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 'Job Control Panel' interface. On the left, a sidebar menu shows 'Job Status' with 'Pending Approval (2)' selected and highlighted by a red arrow. The main content area shows a list of jobs with the following details:

Job Title	Applications	Employer
<b>Food Service Assistant</b>		Chick-Fil-A
<input type="checkbox"/> 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
<b>Volunteer Manager</b>		Communities In Schools
<input type="checkbox"/> 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

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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](#)

Employer Name:  
Show Jobs From All My Employers

Job Status:  
 Listed Jobs (0)  
 Pending Approval (2)  
 Review Mode (0)  
 Storage Mode (0)

Job Type:  
Choose Job Type

My Jobs:  
 Show My Jobs Only

[Add a job](#)

Search Title, Description [Search](#)

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

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HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

# Manage Applications

nextgen WEB SOLUTIONS

Welcome, Test On-Campus Supervisor | Logout

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

Job Control Panel

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

Search Title, Description,  -- Select Action Below --

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

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

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

# Manage Applications

Welcome, I est 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 Action Below -- [Apply Action](#)

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

<input type="checkbox"/>	<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>
<input type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	9/24/2020	New!	🚩		<a href="#">Resume</a>	940.00	<a href="#">🔍</a>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!	🚩		<a href="#">Resume</a>	2500.00	<a href="#">🔍</a>	<a href="#">Actions</a>

- 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

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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 |<< < > >>|

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre	ons
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	⚡	Greeted	Resume	1000.00	🔍	
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	⚡		Resume		🔍	

-- Select Action Below --  
Delete  
Export Summary  
Export Details  
Print Summary  
Print Details  
Send Greeting Email  
Send Reject Email  
Send Custom Email  
Actions

- 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.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	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

Body

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

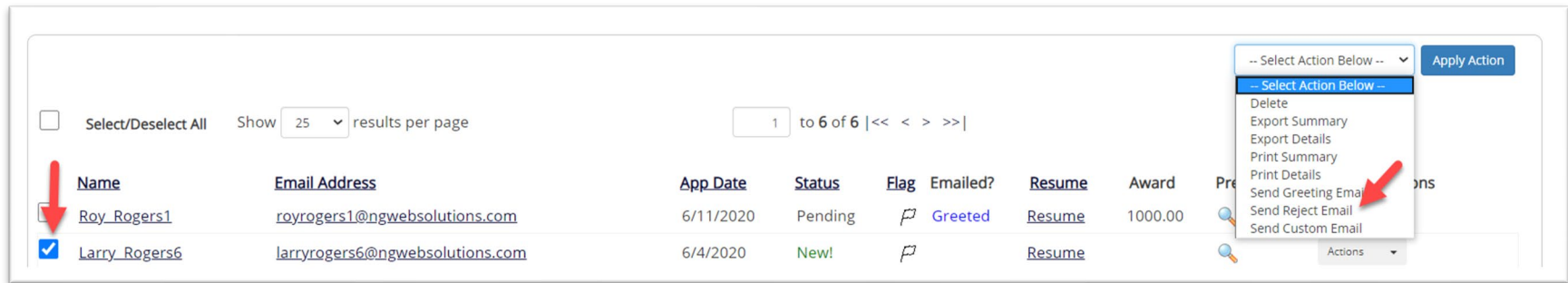
- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the 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

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

# Notify applicant(s) they were NOT Selected



The screenshot shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with the following columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy\_Rogers1 (Pending, Greeted) and Larry\_Rogers6 (New!). A red arrow points to the checkbox next to Roy\_Rogers1. Another red arrow points to the 'Send Reject Email' option in the 'Actions' dropdown menu for the second applicant.

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		

- 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.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	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

The screenshot displays the NextGen Web Solutions interface. At the top left is the logo for NextGen Web Solutions. On the top right, it says "Welcome, Test On-Campus Supervisor | Logout". Below this is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled "Job Control Panel". On the left side, there is a sidebar with filters for "Employer Name", "Job Status", "Job Type", and "My Jobs". The main area shows "Result Filters: Employer: All Available" and a search bar. Below the search bar, there are options to "Add a Job", "Select/Deselect All", and "Show 25 results per page". The main content area displays two job listings:

Job Title	Applications	Employer
Student Office Assistant	2 (2 New)	ALUMNI RELATIONS
Help Desk Assistant	2 (2 New)	MANAGEMENT INFORMATION SYSTEMS

Each job listing includes details such as Job Id, Contact Person, Status, Location, Wage, and Listed date. Red arrows in the original image point to the "Applications" link and the "Actions" dropdown menu for the "Student Office Assistant" job.

- 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?

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	7/29/2020	New!		<input type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	<a href="#">Ted_Rogers2</a>	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	7/28/2020	Hired		<input type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	7/28/2020	Hired		<input type="checkbox"/>	<a href="#">Resume</a>	<a href="#">Video</a>	1268.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>

Actions

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

- 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	<a href="#">Cancel Request</a>

**Hire On-line Applicants**

<input checked="" type="checkbox"/> Samuel d Rogers4
--

**Hire Candidates who did not apply On-line**

First Name	Middle Initial	Last Name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

[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:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="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:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="444444444"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results

Samuel d Rogers4:

×	Awarded	Student does not have a valid Work Study Award - <b>Warning</b>
×	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.

# 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](#)

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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.

Step 3: Fill Out Hire Record Info

Job Title: Test On-Campus PWS Job - 09/24/20

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 *	09/20/2020
Employment End Date *	12/31/2020
Department Name	Admin College of Health Professions
Department Account	E073701

Notes

Primary Supervisor \* Choose one...

Secondary Supervisors Ctrl + click to select multiple  
Select Some Options

[Create Hire](#)

#### Employment Eligibility Forms & Details

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

#### Hires

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

#### 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

# 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	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



# 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

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

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

Welcome, Test On-Campus Supervisor  
To Do Items

TimesheetX Employer Home (To Do Items)  
Manage TimesheetX Jobs  
Timesheet Control Panel  
Search Student Awards and Class Schedules

Search by employee  
First Name  Last Name  [Search Employee](#)

There are no timesheets to display.

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 (0)

- 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 displays the 'TO DO items' section of a time sheet review application. On the left, there are three filter panels. The first panel, 'Filter by Cost center:', has a dropdown menu set to 'All Cost Centers' and radio buttons for 'All Timesheets', 'Timesheets I'm the Primary Supervisor', 'Primary Supervisor Only', and 'Primary or Secondary Supervisor'. The second panel, 'Filter by timesheet status:', has checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (4)', 'Resubmitted By Employee (0)', 'Pending Approval (0)', and 'Approved (0)'. The third panel, 'Date Range (Pay Period)', has input fields for 'Start' (10/5/2019) and 'End'. On the right, there is a search area for employees and a table of delinquent time sheets. The table has columns for 'Job', 'Total', 'Employee Deadline', and 'Last Modified'. The first row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 8/1/2020 12:00 PM and a last modified date of 7/30/2020 2:35 PM. The second row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 7/1/2020 12:00 PM and a last modified date of 'Never Started'. The third row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 9/1/2020 12:00 PM and a last modified date of 'Never Started'. Red arrows point to the 'All Cost Centers' dropdown and the 'Approved (0)' checkbox.

- 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	
<input type="checkbox"/>	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	Q
Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020					
	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	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	Q

-- 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	<a href="#">Edit</a>	<a href="#">Delete</a>
Note:							
						<a href="#">Add New Entry</a>	
<b>Total:</b>						HRS	2 hrs
<a href="#">Approve</a> <a href="#">Return</a> <a href="#">Lock</a>							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Readng&amp;Stdy SKl (details)</a>	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	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

The screenshot displays the 'Manage Time Sheet' interface for an employee named Roy a Rogers. The interface includes a navigation menu, a summary of the time sheet details, a table of time sheet entries, and a class schedule. A red arrow points to the 'Edit' button in the 'Time Sheet Entries' table.

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>

Total: HRS 2 hrs

Class Schedule

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

- 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](#)

🏠 [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	<a href="#">Edit</a>	<a href="#">Delete</a>
Note:							
<a href="#">Add New Entry</a>							
					Total:	HRS	2 hrs
<a href="#">Approve</a> <a href="#">Return</a> <a href="#">Lock</a>							

**Class Schedule**

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



# Reject a Time Sheet

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

🏠 Employees ▾ JobX ▾ 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:				
				<b>Total:</b>	HRS 2 hrs

- 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

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	<a href="#">Edit</a>	<a href="#">Delete</a>
Note:							
<a href="#">Add New Entry</a>							
Total:					HRS	2 hrs	
<a href="#">Approve</a> <a href="#">Return</a> <a href="#">Lock</a>							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Readng&amp;Stdy Skl (details)</a>	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	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	<a href="#">Edit</a>	<a href="#">Delete</a>
Note:							
<a href="#">Add New Entry</a>							
Total: HRS 2 hrs							
<a href="#">Approve</a>						<a href="#">Return</a>	<a href="#">Lock</a>

**Class Schedule**

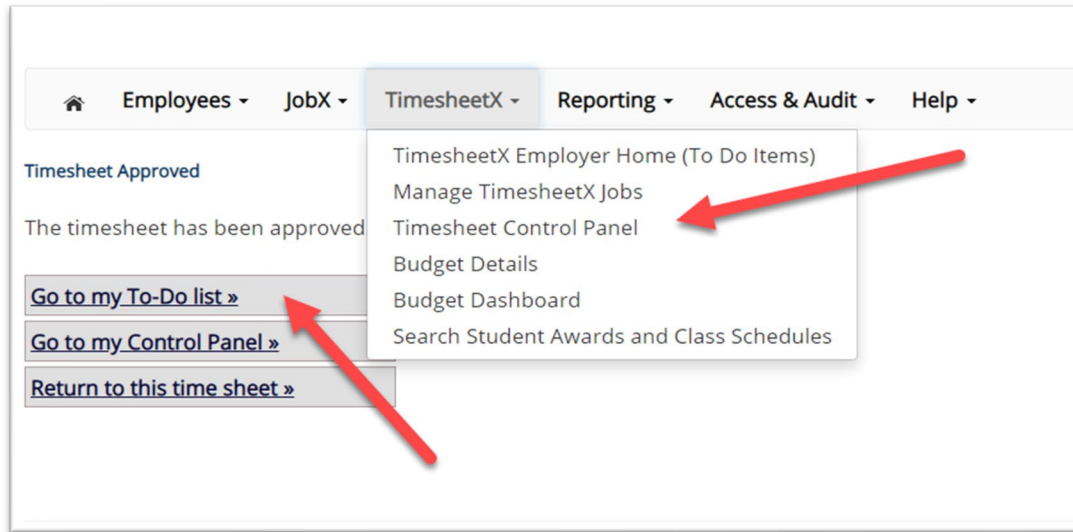
Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl <a href="#">(details)</a>	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt <a href="#">(details)</a>	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt <a href="#">(details)</a>	07/01/2019	06/30/2020	M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

The screenshot shows a web application interface for a supervisor. At the top right, it says "Welcome, Test On-Campus Supervisor | Logout". Below this is a navigation bar with a home icon and menu items: "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The main content area is titled "My Control Panel" and includes a welcome message, a "Cost Center" dropdown menu set to "STUDENT EMPLOYMENT", and a checkbox for "Show archived hire data?". Below this is a section titled "Jobs for which I am the primary supervisor" with a light blue background. Underneath, there is a table with one row: "Student Employee". To the right of "Student Employee" are two blue buttons: "Manage Job" and "View Hires". Two red arrows point down from the top of the "Jobs" section to the "Manage Job" and "View Hires" buttons respectively.

- 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

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WHAT ELSE CAN I VIEW ON THE TIME SHEET?

# View Pay Period Information

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 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:					
<b>Total:</b>					HRS 2 hrs

**Class Schedule**

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

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** 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:					
<b>Total:</b>					HRS 2 hrs

**Class Schedule**

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

[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

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** 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:						
<b>Total:</b>						HRS 2 hrs

**Class Schedule**

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

[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

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

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

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

**Employee** Roy a Rogers 1  
**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:					
<b>Total:</b>					HRS 2 hrs

**Class Schedule**

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

[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

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** 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:					
					<b>Total:</b>	HRS 2 hrs

**Class Schedule**

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

[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

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 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:						
<b>Total:</b>						HRS 2 hrs

**Class Schedule**

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

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.



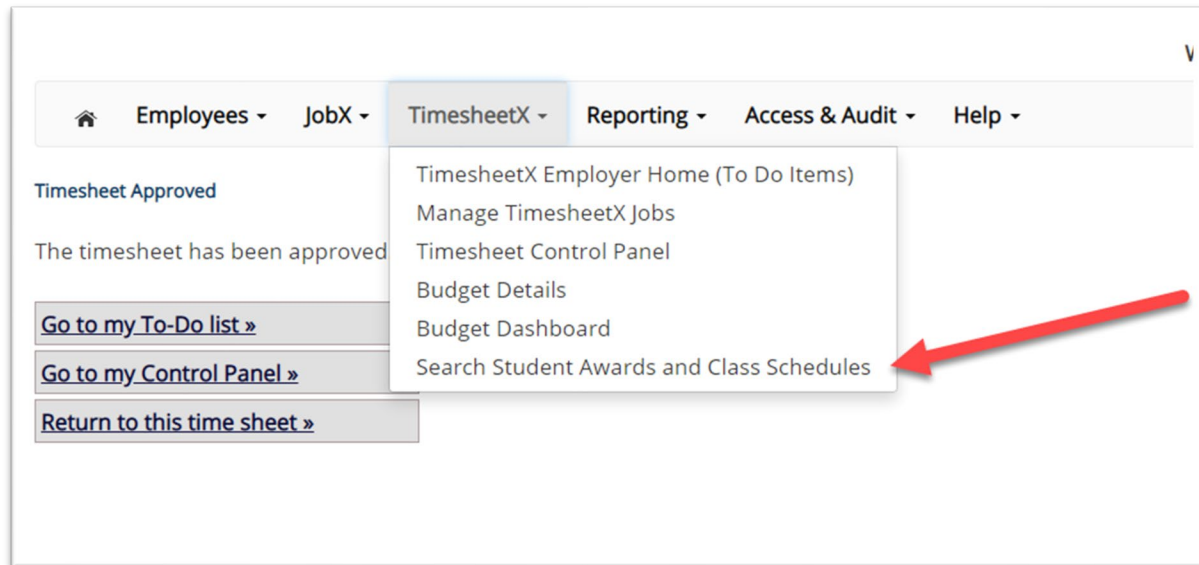
# Search Students

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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:	<input type="text"/>	←
Last Name:	<input type="text"/>	←
Employee Id:	<input type="text"/>	←
<input type="button" value="Find Employees"/>		←

Search Results:

Employees
<a href="#">Roy a Rogers1</a>

- 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

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

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 ( <a href="#">details</a> )	07/01/2020	12/10/2020	W	10:00 AM	11:00 AM
English Composition II ( <a href="#">details</a> )	07/01/2020	12/10/2020	M	9:30 AM	11:30 AM
Intro to Sociology ( <a href="#">details</a> )	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?

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

