



# On-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 time sheets 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 and Off-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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Time Sheets

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Questions



# Access JobX & TimesheetX

# Access JobX & TimesheetX

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

Then click on the  
'Supervisors' link.

The screenshot shows the American International College (AIC) JobX/TimesheetX website. At the top left is the AIC logo and the text 'AMERICAN INTERNATIONAL COLLEGE'. Below this is a navigation bar with 'Employees' and 'Employers & Administrators' dropdown menus. The main content area features the 'JobX TimesheetX' logo at the top center. Below the logo are three main sections, each with a representative image and a description:

- Student Workers**: Search for a job that interest you. Enter time and submit your timesheet. (Image: A man in a wheelchair working at a computer.)
- Supervisors**: Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are available here. (Image: A group of people in an office meeting, with a red arrow pointing to the 'Supervisors' section.)
- Off-Campus Employers**: Off-campus employers may post job opportunities for applicants. (Image: A man and a woman looking at a laptop screen.)

American International College JobX/TimesheetX Site:  
<https://aic.studentemployment.ngwebsolutions.com/>

# On-Campus Supervisors Request Login

Click the 'Request Access to the Site' link.

## On-Campus Supervisors



Post available job positions, review applications, hire student employees, and manage timesheets. Employment guidelines and required documents are at your fingertips!

### Employment News

#### [Forms & Information](#)

General information about posting jobs, hiring, and access to all University student employment forms.

#### [On-Campus Supervisor Training Presentation](#)

Click here to review a customized training PowerPoint on how to approve timesheets via our new and exciting JobX & TimesheetX employment solution.

#### [TimesheetX Product User Manual](#)

Click here to review the customized user manual.

### Supervisor Tools

#### [JobX Login](#)

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

#### [TimesheetX Login](#)

Login to access student timesheets.

#### [Request Access to Site](#)

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



# On-Campus Employer Supervisor Login

Complete Request Login Form.

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

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 *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Full Email Address * <small>Example: jsmith@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>

Choose a Password \*  
Passwords are case-sensitive.

Enter Password:	<input type="password"/>
Re-Enter Password:	<input type="password"/>


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

Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text" value="Nextgenjr"/>

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 hire applicants 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](#)

←

# On-Campus Supervisor JobX Login

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

## On-Campus Supervisors

Post available job positions, review applications, hire student employees, and manage timesheets. Employment guidelines and required documents are at your fingertips!



### Employment News

#### [Forms & Information](#)

General information about posting jobs, hiring, and access to all University student employment forms.

#### [On-Campus Supervisor Training Presentation](#)

Click here to review a customized training PowerPoint on how to approve timesheets via our new and exciting JobX & TimesheetX employment solution.

#### [TimesheetX Product User Manual](#)

Click here to review the customized user manual.

### Supervisor Tools

#### [JobX Login](#)

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

#### [TimesheetX Login](#)

Login to access student timesheets.

#### [Request Access to Site](#)

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




# On-Campus Supervisor TimesheetX Login

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

## On-Campus Supervisors

Post available job positions, review applications, hire student employees, and manage timesheets. Employment guidelines and required documents are at your fingertips!



### Employment News


[Forms & Information](#)  
General information about posting jobs, hiring, and access to all University student employment forms.

[On-Campus Supervisor Training Presentation](#)  
Click here to review a customized training PowerPoint on how to approve timesheets via our new and exciting JobX & TimesheetX employment solution.

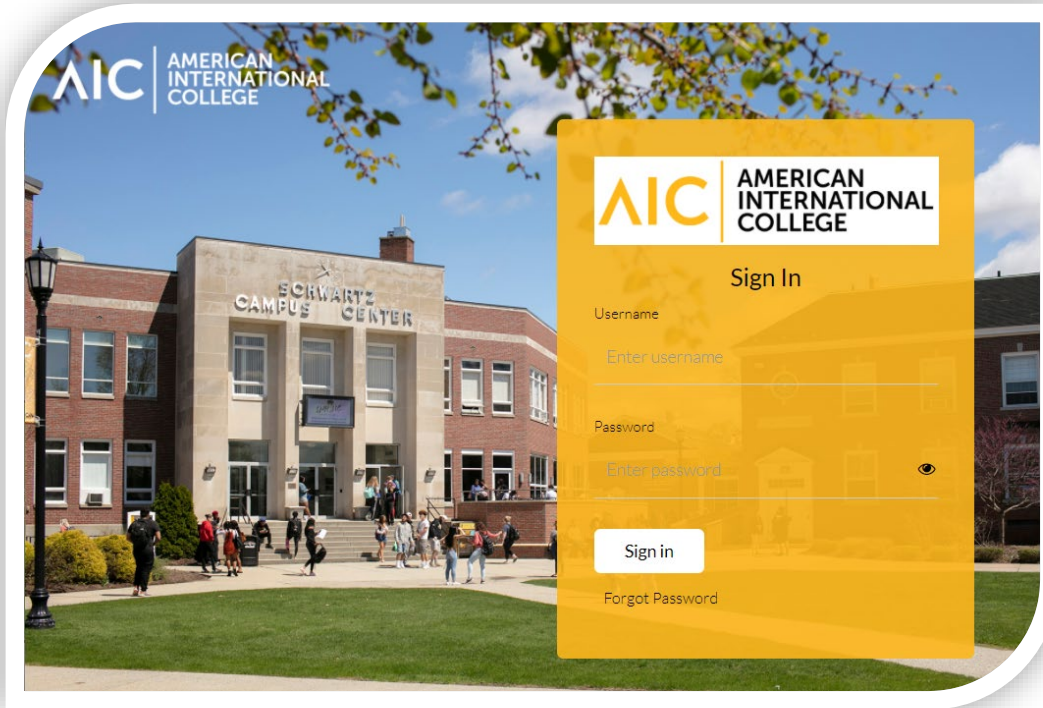
[TimesheetX Product User Manual](#)  
Click here to review the customized user manual.

### Supervisor Tools

[JobX Login](#)  
Login to post jobs, hire students, and access student applications.

[TimesheetX Login](#)   
Login to access student timesheets.

[Request Access to Site](#)  
Click above if you are an On-Campus Employer who has **never** logged in before.



# On-Campus Supervisor Login to JobX & TimesheetX

Login utilizing your AIC SSO User Name and Password.





# 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 interface. At the top left is the logo for 'nextgen WEB SOLUTIONS'. The user is logged in as 'Test On-Campus Supervisor' and has a 'Logout' link. A navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The 'Job Control Panel' is visible, featuring a sidebar with filters for 'Employer Name', 'Job Status', 'Job Type', and 'My Jobs'. The main content area shows a list of job postings. A red arrow points to the 'Add a Job' button. The first job listing is for a 'Student Office Assistant' with Job ID 4495, listed on 11/17/20, with a wage of \$9.51 - \$11.50/hr. The second listing is for a 'Help Desk Assistant' with Job ID 4494, listed on 11/18/20, with a wage of \$8.50 - \$10.50/hr. Both listings include contact information for the Test On-Campus Supervisor and the location: 6821 Southpoint Dr. N Jacksonville FL 32216.

# 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 AFFAIRS  
ADMISSIONS  
ALUMNI RELATIONS  
ATHLETICS  
ATHLETICS - BASEBALL  
ATHLETICS - BASKETBALL

Go to next step

NG WebSolutions, LLC, Jacksonville, FL Phone: 904.332.9001  
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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

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

You are adding a brand new job to the web site for:  
Employer: MANAGEMENT INFORMATION SYSTEMS [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...  
On-Campus FWS Jobs  
On-Campus Non-FWS Jobs

Go to next step

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# 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.

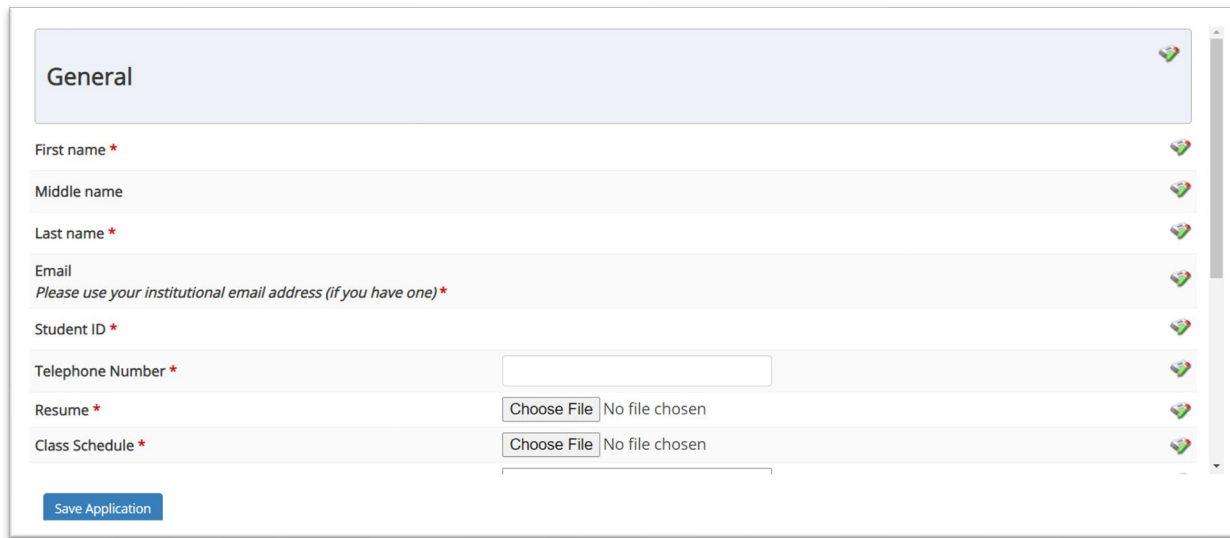
Lastly, click **‘Submit’** to continue the next steps in the process.

**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 for creating a job posting. At the top, it indicates the current step: '>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live'. The form includes the following fields and sections:

- Job Category \***: A dropdown menu with 'Choose one...' selected.
- Job Title \***: A text input field with the example 'Example: Front Desk Receptionist' below it.
- Job Description \***: A rich text editor with a toolbar (bold, italic, underline, list, link, unlink, image, video) and a placeholder 'Please use to describe the position'.
- Job Requirements \***: Another rich text editor with a toolbar and a placeholder 'Please use to describe as position'.
- Number of Available Openings \***: A text input field.
- Hours per Week**: A dropdown menu set to '10.0' and 'Same'.
- Time Frame for this Job**: A dropdown menu with 'Choose one...' selected.
- Base pay rate: \***: A dropdown menu with 'Choose one...' selected.
- Primary Contact Person \***: A dropdown menu with 'Choose one...' selected. Below it is a note: '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 \***: 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 the text 'No file chosen'.
- A blue **Submit** 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 empty 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 'Question Type' dropdown. Below this is the 'Application Behavior' section, which includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to the 'Application Section' dropdown. Below this are 'Other flags' with checkboxes for 'Application input is required?' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required?' checkbox. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to the 'Where To Add This Question?' dropdown. At the bottom of the form is an 'Add Question' button. A red arrow points to the 'Add Question' 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 'Job Control Panel' interface. At the top, the 'nextgen WEB SOLUTIONS' logo is visible. The user is identified as 'Test On-Campus Supervisor' with a 'Logout' link. A navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area shows 'Job Status: Pending Approval' with a 'Reset Filters' link. A search bar and an 'Add a Job' button are present. On the left, a sidebar lists 'Job Status' options: 'Listed Jobs (2)', 'Pending Approval (1)', 'Review Mode (0)', and 'Storage Mode (0)'. The 'Pending Approval (1)' option is selected, indicated by a red arrow. Below this, 'Job Type' and 'My Jobs' sections are visible. The main job listing shows a job titled 'Fitness Center Attendant' with the following details: Job Id: 4496, Contact Person: Test On-Campus Supervisor, Wage: \$11.51 - \$12.50 /hr, Status: Pending Approval, Location: 6821 Southpoint Dr. N Jacksonville, FL 32216, and Listed: Job Type: On-Campus Non-FWS Jobs. A red arrow points to the 'Status: Pending Approval' field. The employer is listed as 'STUDENT RECREATION'.

# 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

Welcome, Test On-Campus Supervisor | Logout

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 (2)  
 Pending Approval (1)  
 Review Mode (0)  
 Storage Mode (0)

Job Type:  
Choose Job Type

My Jobs:  
 Show My Jobs Only

[Add a Job](#)

Select/Deselect All

[Fitness Center Attendant](#)

Job Id: 4496  
Contact Person: Test On-Campus Supervisor  
Wage: \$11.51 - \$12.50 /hr

Status: 6821 S  
FL 3221

Welcome, Test On-Campus Supervisor | Logout

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

Manage Job

Job Title	Employer	Status	Job Type
Fitness Center Attendant	STUDENT RECREATION	Pending Approval	On-Campus Non-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:

HEALTH LOGO

Fitness Center Attendant
Job ID 4496

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

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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 [Reset Filters](#)

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

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

Job Title	Applications	Employer
<b>Student Office Assistant</b>	<a href="#">Applications: 2 (2 New)</a>	ALUMNI RELATIONS
<input type="checkbox"/> 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
<b>Help Desk Assistant</b>	<a href="#">Applications: 2 (2 New)</a>	MANAGEMENT INFORMATION SYSTEMS
<input type="checkbox"/> 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

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



# Manage Applications

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  results per page  to 2 of 2 | << < > >> |  [Apply Action](#)

<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!	f		<a href="#">Resume</a>	940.00		Actions
<input type="checkbox"/>	<a href="#">Roy Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!	f		<a href="#">Resume</a>	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

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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
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending		Greeted	<a href="#">Resume</a>	1000.00	
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!			<a href="#">Resume</a>		

-- 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.

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

**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.

- 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 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 a dropdown menu that is open over the 'Pre' column of the second row. The dropdown menu also includes options like 'Delete', 'Export Summary', 'Print Summary', and 'Send Greeting Email'. An 'Apply Action' button is visible to the right of the dropdown.

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/>	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"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
<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.

# Hire Applicants

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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: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled 'Job Control Panel'. On the left, there are several filter sections: 'Employer Name' (with a dropdown for 'Show Jobs From All My Employers'), 'Job Status' (with checkboxes for 'Listed Jobs (4)', 'Pending Approval (0)', 'Review Mode (1)', and 'Storage Mode (1)'), 'Job Type' (with a dropdown for 'Choose Job Type'), and 'My Jobs' (with a checkbox for 'Show My Jobs Only'). The main area shows 'Result Filters: Employer: All Available' and a 'Reset Filters' link. There is an 'Add a Job' button, a search bar for 'Search Title, Description, Search', and a 'Select Action Below' dropdown with an 'Apply Action' button. Below the filters, there are two job listings. The first is for 'Student Office Assistant' with 'Applications: 2 (2 New)' and 'Employer: ALUMNI RELATIONS'. The second is for 'Help Desk Assistant' with 'Applications: 2 (2 New)' and 'Employer: MANAGEMENT INFORMATION SYSTEMS'. Each listing includes details like Job Id, Contact Person, Status, Location, Listed date, and Job Type. Red arrows point to the 'Applications: 2 (2 New)' link and the 'Actions' dropdown menu for the first job listing.

- To hire an applicant, click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. The 'Hire Applicant' link 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"/> Frank_Rogers3	<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="Actions"/>
<input type="checkbox"/> Ted_Rogers2	<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"/> Roy_Rogers1	<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="🔍"/>

- 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

Fill the job "Test On-Campus Multiple Hire - 03/21/2022"

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

## Hire On-line Applicants

Dakota I Rogers9

## Hire candidates who did not apply On-line.

	First Name	M.I.	Last Name	ID
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<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

Fill Job Step 2: Verify Applicants

The following candidates have not yet been verified by the system.

- Dakota i Rogers9 (dakotarogers9@ngwebsolutions.com), Student ID: 999999999

- The applicant will already be selected..
- Next, click '**Continue**' to launch the hire validation service for this employee.

# Hire an Applicant– Compliance Validations

- 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 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.
- 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.

Fill Job Step 2: Verify Applicants - Hire Validation

Results for Dakota Rogers9

Student Validation Results	
✓ Awarded?	The Student has an Award.
✓ Credit Hours?	Credit Hours Validated
✗ SAP Status?	WARNING

# 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 \*   
Secondary Supervisors   
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 <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

# 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)

Status: Pending Final Approval

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Preview	Cancel	Email
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>



# Approved for Hire



# Hire Approval Email

- When the student has been approved to work you will receive the following email.

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

Employee: Congratulations! You have been approved for work.

**Hire Request Details:**

**Student Name:** Sample Student

**Email Address:** samplestudent@aic.edu

**Position:** Student Employee

**Employer Name:** AIC University

**Primary Supervisor:** AIC Supervisor

**Dates:** 08/20/2021 – 05/20/2022

**Wage:** \$8.00



# Time Sheets

# Review Time Sheets

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

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

TimesheetX Employer Home (To Do Items)

Manage TimesheetX Jobs

Timesheet Control Panel

Search Student Awards and Class Schedules

Welcome, Test On-Campus Supervisor

To Do Items

Search by employee

First Name  Last Name

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 shows a web interface for reviewing time sheets. 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 'Start' and 'End' date fields. On the right, there is a search area for employees, a table of time sheets, and a table of delinquent time sheets. The table of delinquent time sheets has columns for 'Job', 'Total', 'Employee Deadline', and 'Last Modified'. The table of time sheets has columns for 'Job', 'Total', 'Employee Deadline', and 'Last Modified'. Red arrows point to the 'All Cost Centers' dropdown and the 'Approved (0)' checkbox.

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 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, Resubmitted by Employee, and Approved) 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	🔍 ✉
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	🔍 ✉

-- 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 '**Approve Timesheets**' from the Action dropdown and then click '**Apply Action**'.

# Add a New Time Sheet Entry

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	<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 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

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 next to the entry for Thursday, October 01.

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

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:

[Add New Entry](#)

Total: HRS 2 hrs

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

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

- 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.

# Return 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 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

- If you need to return the time sheet back to the employee, click the **'Return'** button.



# Return a Time Sheet

- Enter the reason you are returning the time sheet and click **'Return Time Sheet'**.
- An e-mail will be sent to the employee notifying them that their time sheet has been returned.

# 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
<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

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

# Supervisor Signature

The screenshot displays a web interface for a time sheet. At the top, the status is 'Pending Approval'. The pay period is from 02/01/2022 to 02/28/2022, with a deadline of March 1, 2022 5:00 PM. A table of 'Time Sheet Entries' shows one entry for Tuesday, February 01, with a pay code of HRS and a start time of 3:00 PM. An 'Approve' button is visible next to the entry. Below the table is a 'Class Schedule' section with two rows: 'Coll Reading&Stdy Skl' and 'Found of Sport Mgmt', both starting on 07/01/2021. An 'Electronic Signature' modal window is open in the foreground. It contains instructions to read the Disclosure/Consent and enter the user's name. There are two input fields: one for the name and one for the 'On-Campus Supervisor' name. Red arrows point to these fields. At the bottom of the modal are 'Approve and Sign This Timesheet' and 'Cancel' buttons. A link for 'Opt out and print' is also present.

Status Pending Approval

Pay Period 02/01/2022 - 02/28/2022

Deadline **March 1, 2022 5:00 PM**

- Start - Tuesday, February 1, 2022
- End - Monday, February 28, 2022
- Employee Deadline - Tuesday, February 28, 2022 5:00 PM
- Supervisor Deadline - Tuesday, February 28, 2022 5:00 PM
- Pay Date - Tuesday, February 28, 2022

**Time Sheet Entries**

Date	Pay Code	Start
Tuesday, February 01	HRS	3:00 PM

[Add New Entry](#)

[Approve](#)

**Class Schedule**

Course Title	Start Date
Coll Reading&Stdy Skl ( <a href="#">details</a> )	07/01/2021
Found of Sport Mgmt ( <a href="#">details</a> )	07/01/2021

**Electronic Signature**

Please read the [Disclosure / Consent](#) before you sign these time sheets electronically.

Typing your name exactly as it appears below signifies you are completing/approving these time sheet(s) using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Approve and Sign This Timesheet" button to save your information and approve these time sheet(s) and electronic signature.

Test

On-Campus Supervisor

[Approve and Sign This Timesheet](#) [Cancel](#)

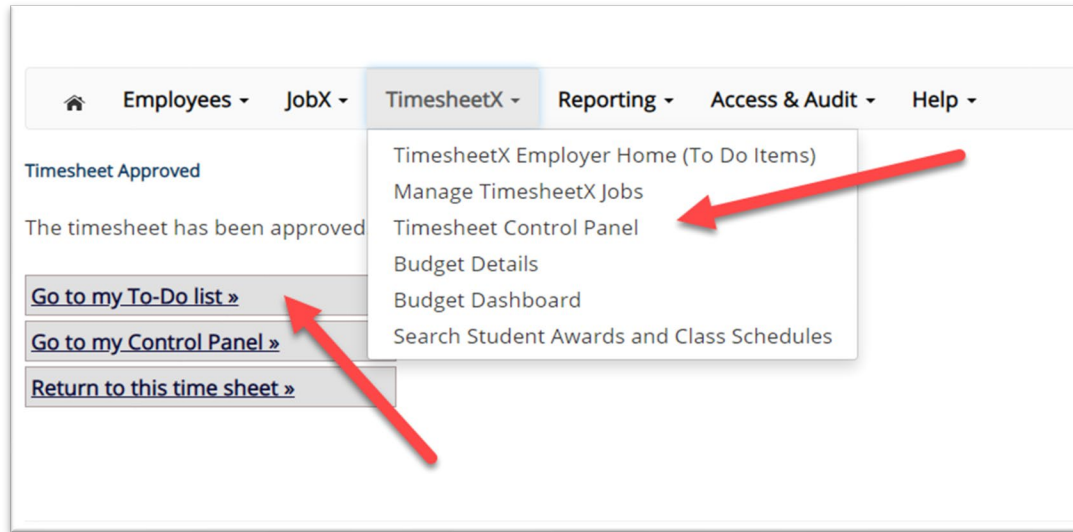
If you would like to opt out of electronic signature, please click the "Opt out and print" link below to and print a local copy for your signature.

[Opt out and print](#)

[Print Time Sheet](#)

- After clicking **'Approve'** you will be presented with an electronic signature window. Type your First and Last name in the signature fields and then click the **'Approve and Sign This Timesheet'** button.

# 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 the Supervisor Timesheet Control Panel. 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 "Welcome, Test On-Campus Supervisor". Under "Cost Center", there is a dropdown menu set to "STUDENT EMPLOYMENT" and a checkbox for "Show archived hire data?". A table with the heading "Jobs for which I am the primary supervisor" contains one row for "Student Employee". Two red arrows point to the "Manage Job" and "View Hires" buttons in this row.

- 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](#)

[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 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="#">(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 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](#)

**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 Skl <a href="#">(details)</a>	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
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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 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](#)

**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](#)

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

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

**Employee** Roy a Rogers1  
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**Status** Approved  
**Pay Period** 10/01/2020 - 10/31/2020  
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**Class Schedule**

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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

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

# View Time Sheet Notes & Audit History

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**

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**Class Schedule**

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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.



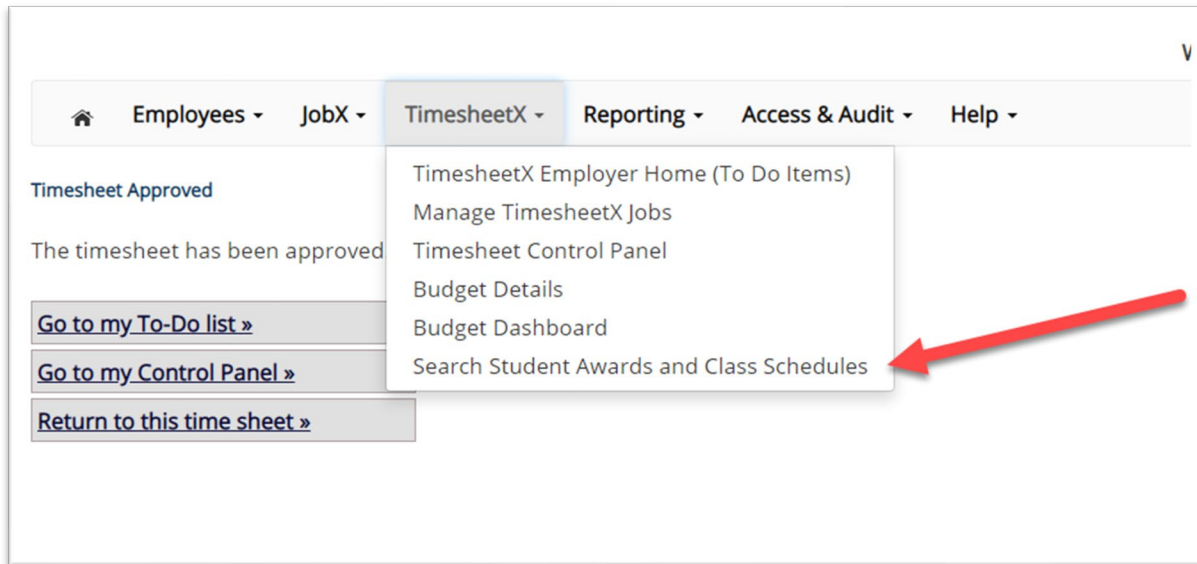
# Search Students

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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:

<b>Employees</b>
<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 information.



# Search Student Awards & Class Schedule

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

[Home](#) [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?

**Please contact the Student  
Employment Office at:  
[saremicenter@aic.edu](mailto:saremicenter@aic.edu)**

