



Student 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.



JobX Benefits for Students



Apply for multiple jobs with one application



JobMail notifications on potential jobs matches



Job searches based on skills



Accelerated online hiring process



Elimination of paper forms



Automated notices throughout the job search process



Web accessibility



24-hour service

TimesheetX Benefits for Students



Automated Reminders for timesheets



Helpful Validations ensure quality timesheet entries



Award Balance Display



Never a lost timesheet



Elimination of paper forms and timesheets



Full Employment History Access



Web accessibility



24-hour service

School Specific Customization



Your site has YOUR school's look and feel



Your site has YOUR school departments



Your site has YOUR school customer fields



Your site has been configured to support YOUR specific processes

Training Agenda



Login to JobX & TimesheetX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Enter Time Worked



Submit Timesheet to Supervisor



Mobile Device Access

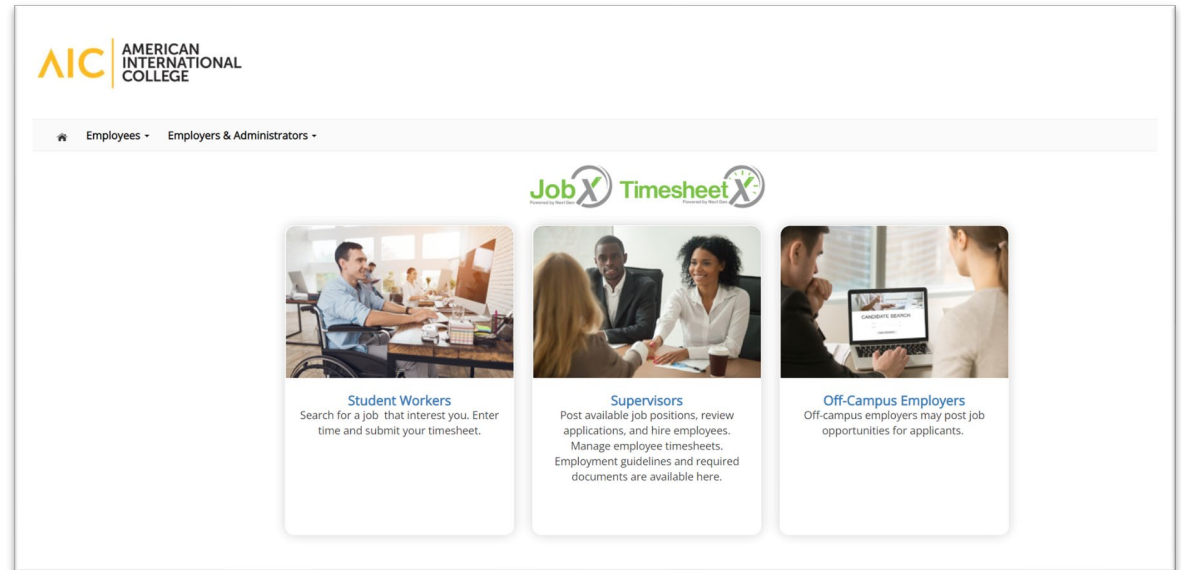


Login JobX & TimesheetX

Login to JobX & TimesheetX

Navigate to your school's
customized JobX Site

Then click on the
'Student Workers' link to
access the area of your
choice.



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

How to Login to JobX & TimesheetX

Step 1: Click 'Dashboard' for access to your timesheet or 'Find a Job' link to search for a job.

Student Workers
Search for a job or sign up for e-mail notifications about positions that interest you.

Student Worker Information

Welcome
Welcome! Learn about the Employment process at American International College.

Handbook
Click here to view the student handbook.

Break information
Click here for information regarding American International College's Student Worker break policies.

Student Worker Training

Applicant and Student Worker Training
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.

TimesheetX Product User Manual
Click here to review the customized user manual.

Student Worker Tools

Dashboard
Click here to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.

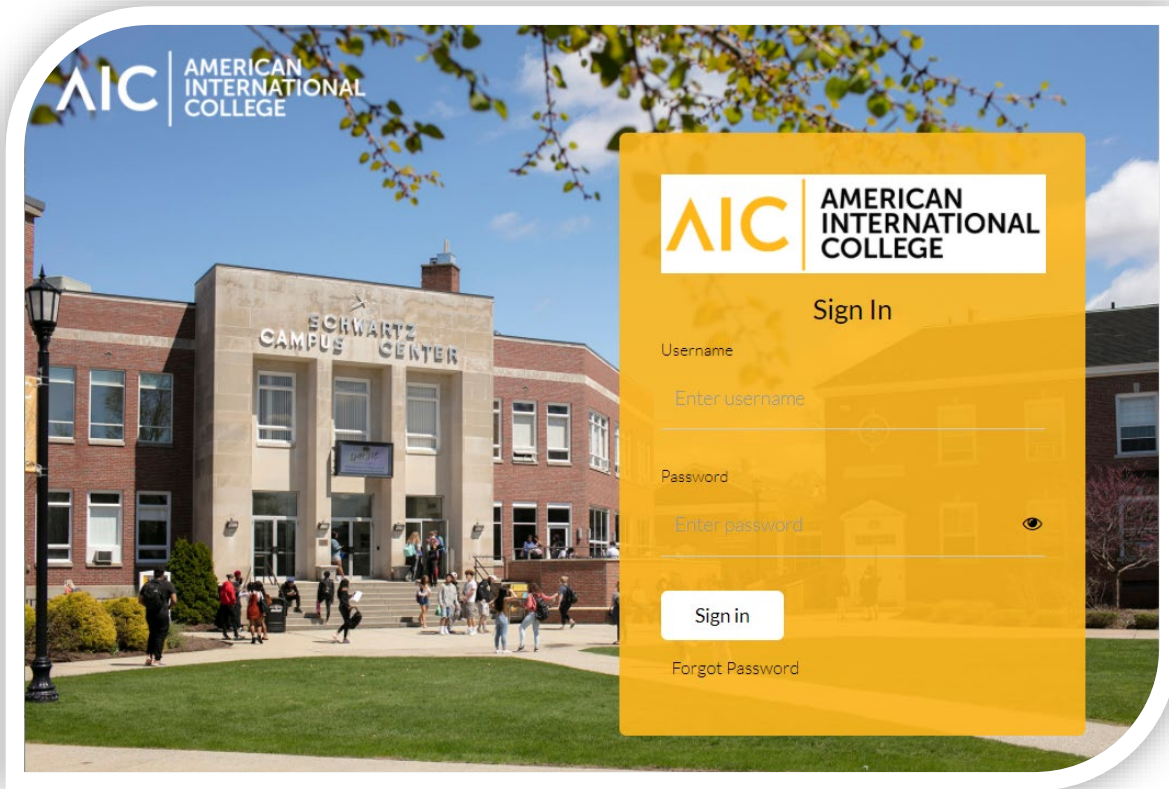
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

Manage JobMail
Be the first to know when jobs matching your criteria become available.

Enter your Timesheet
Click here to access your timesheet via TimesheetX.

Payroll Guidelines & Schedule
Learn about the payroll policies and procedures. Check your timesheet due dates and the dates your checks will be issued.

Contact Us
Have questions? Click here and send us your questions, suggestions, or concerns.



Student Worker Login to JobX & TimesheetX

Login utilizing your AIC SSO ID and 'Password'.





JobMail

What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications



After JobMail setup you will receive notifications on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

How to Access JobMail

Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Student Workers home page.

The screenshot shows the 'Student Workers' home page. At the top, there is a green header with the text 'Student Workers' and a search prompt: 'Search for a job or sign up for e-mail notifications about positions that interest you.' Below the header, the page is divided into three main columns. The left column, 'Student Worker Information', contains links for 'Welcome', 'Handbook', and 'Break information'. The middle column, 'Student Worker Training', contains links for 'Applicant and Student Worker Training' and 'TimesheetX Product User Manual'. The right column, 'Student Worker Tools', contains links for 'Dashboard', 'Find a Job', 'Manage JobMail', 'Enter your Timesheet', 'Payroll Guidelines & Schedule', and 'Contact Us'. Red arrows point to the 'Dashboard' and 'Manage JobMail' links in the 'Student Worker Tools' column.

Student Workers
Search for a job or sign up for e-mail notifications about positions that interest you.

Student Worker Information

Welcome
Welcome! Learn about the Employment process at American International College.

Handbook
Click here to view the student handbook.

Break information
Click here for information regarding American International College's Student Worker break policies.

Student Worker Training

Applicant and Student Worker Training
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.

TimesheetX Product User Manual
Click here to review the customized user manual.

Student Worker Tools

Dashboard
Click here to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.

Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

Manage JobMail
Be the first to know when jobs matching your criteria become available.

Enter your Timesheet
Click here to access your timesheet via TimesheetX.

Payroll Guidelines & Schedule
Learn about the payroll policies and procedures. Check your timesheet due dates and the dates your checks will be issued.

Contact Us
Have questions? Click here and send us your questions, suggestions, or concerns.

Configure your JobMail Subscription

My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus Work Study [?»](#) [Add New Job Mail Subscription.]

Click to edit Subscription Name: [Subscription1](#) [Delete Job Mail Subscription.]

Employer 0 selected [View/Modify Employer values]

Category 0 selected [View/Modify Category values]

Time Frame 0 selected [View/Modify Time Frame values]

- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, On-Campus Scholarship Hours) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription

➤ Click 'Add' next to each item you wish to add to your JobMail subscription

Configure your JobMail Subscription

➤ Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

View/Manage Employer values

Close

Selected Items
Click Remove to remove an item to the list

Remove All Options

Academic Affairs

Remove

Available Items
Click Add to add an item to the list

Add All Options

Academic Computing

Add

Academic Resource Center

Add

ACE Grad

Add

Advising

Add

Click Save when complete

Save

Job Mail

When jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive.

Add New Job Mail Subscription

Delete Job Mail Subscription - NewSubscription

» Employer 3 selected modified View/Modify Employer values for NewSubscription

» Category 1 selected modified View/Modify Category values for NewSubscription

» Time Frame 2 selected modified View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs

Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

- When you're finished adding search criteria, click 'Save'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).

Configure your JobMail Subscription

The screenshot shows a 'User Dashboard' with three tabs: 'Employee Information', 'Applications', and 'Job Mail'. The 'Job Mail' tab is active. Below the tabs, the 'Job Mail' section contains a paragraph explaining the system and a 'Save Subscription(s)' button. Below this is a section for 'On-Campus FWS Jobs' with an 'Add New Job Mail Subscription' button. Underneath, there are buttons for 'Edit NewSubscription' and 'Delete Job Mail Subscription - NewSubscription'. A table-like structure shows three rows of configuration options: 'Employer' (3 selected, modified) with a 'View/Modify Employer values for NewSubscription' button; 'Category' (1 selected, modified) with a 'View/Modify Category values for NewSubscription' button; and 'Time Frame' (2 selected, modified) with a 'View/Modify Time Frame values for NewSubscription' button. Below this is a section for 'Community Service FWS Jobs' with another 'Add New Job Mail Subscription' button. At the bottom, there is a message 'There are no subscriptions for this job type.' and another 'Save Subscription(s)' button. Red boxes highlight the 'Save Subscription(s)' buttons at the top and bottom of the configuration area.

- Click one of the 'Save Subscription(s)' buttons to save your subscription.



Find a Job

Quick Search

The screenshot displays a web interface for job searching. At the top, there is a navigation bar with a home icon, a dropdown menu labeled 'Employees', and another dropdown labeled 'Help'. The 'Employees' dropdown is open, showing options: 'My Dashboard', 'Find a Job', 'My Timesheets', and 'Manage My Profile'. Below the navigation bar, there is a search input field with the text 'Find A J' and an information icon. Below the search field, there is a text box with an information icon and the text 'Choose from the quick search options below or click on the "Advanced Search" button for more options.' Below this text box, there are two buttons: 'Quick Search' and 'Advanced Search'. Below the buttons, there is a section titled 'Select a quick search.' with five buttons: 'On-Campus FWS Jobs', 'Off-Campus FWS Jobs', 'Show All Active Jobs', '25 Most Recently Posted Jobs', and 'Jobs by Department'.

- Click the 'Find a Job' function from the Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ❖ Search by Job Type Population (On-Campus Jobs, Off-Campus Jobs, Internships, etc.)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

Employees - Help -

Find A Job

Instructions
Select Advanced search options, and click search
[Run a New Search]

Quick Search **Advanced Search**

Job Type(s):
 On-Campus FWS Jobs Off-Campus FWS Jobs On-Campus Non-FWS Jobs Off-Campus Non-FWS Jobs Internship Jobs
Update Job Type

Narrow your search with the following options.
Selecting none for any search criteria implies all.

Keyword(s): _____

Click **+** and **-** to expand and collapse search criteria.

Categories
Select Job Category (Up to 3):
Select Category 1...
Select Category 2...
Select Category 3...

Employers
Select Job Employer (Up to 3):
Select Employer 1...
Select Employer 2...
Select Employer 3...

Time Frames
Select Time Frame(s):
 Academic Year

Wage
Greater than:
Doesn't Matter

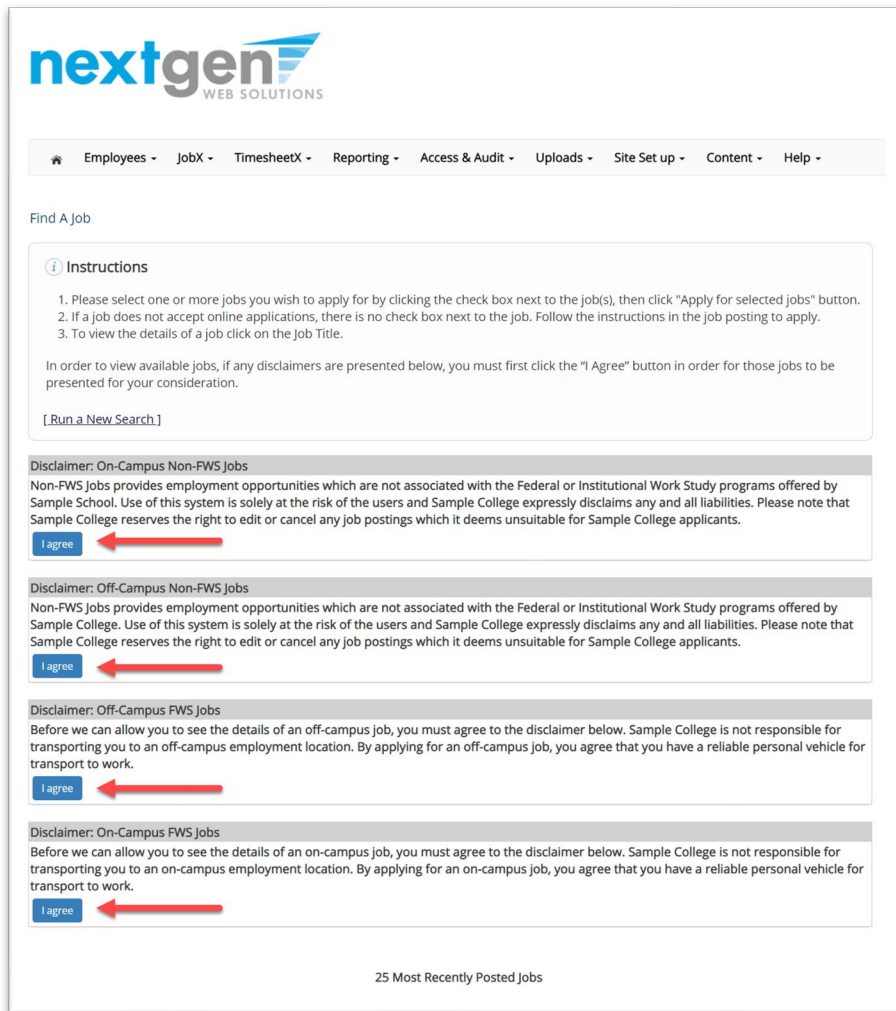
Hours per Week
Between Doesn't matter and Doesn't matter

Search



Apply for a Job

Disclaimer Statements



The screenshot displays the NextGen Web Solutions interface. At the top left is the logo for NextGen Web Solutions. A navigation menu includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the menu is a 'Find A Job' section with an 'Instructions' box containing three numbered steps: 1. Select jobs to apply for, 2. If a job does not accept online applications, there is no check box next to the job, and 3. Click on the job title for details. Below the instructions is a note that users must click 'I Agree' to view available jobs, followed by a '[Run a New Search]' button. The main content area shows four disclaimer boxes, each with an 'I agree' button highlighted by a red arrow. The disclaimers are: 1. On-Campus Non-FWS Jobs, 2. Off-Campus Non-FWS Jobs, 3. Off-Campus FWS Jobs, and 4. On-Campus FWS Jobs. Each disclaimer explains that employment is not associated with federal or institutional work study programs and that Sample College reserves the right to edit or cancel postings. The bottom of the page shows '25 Most Recently Posted Jobs'.

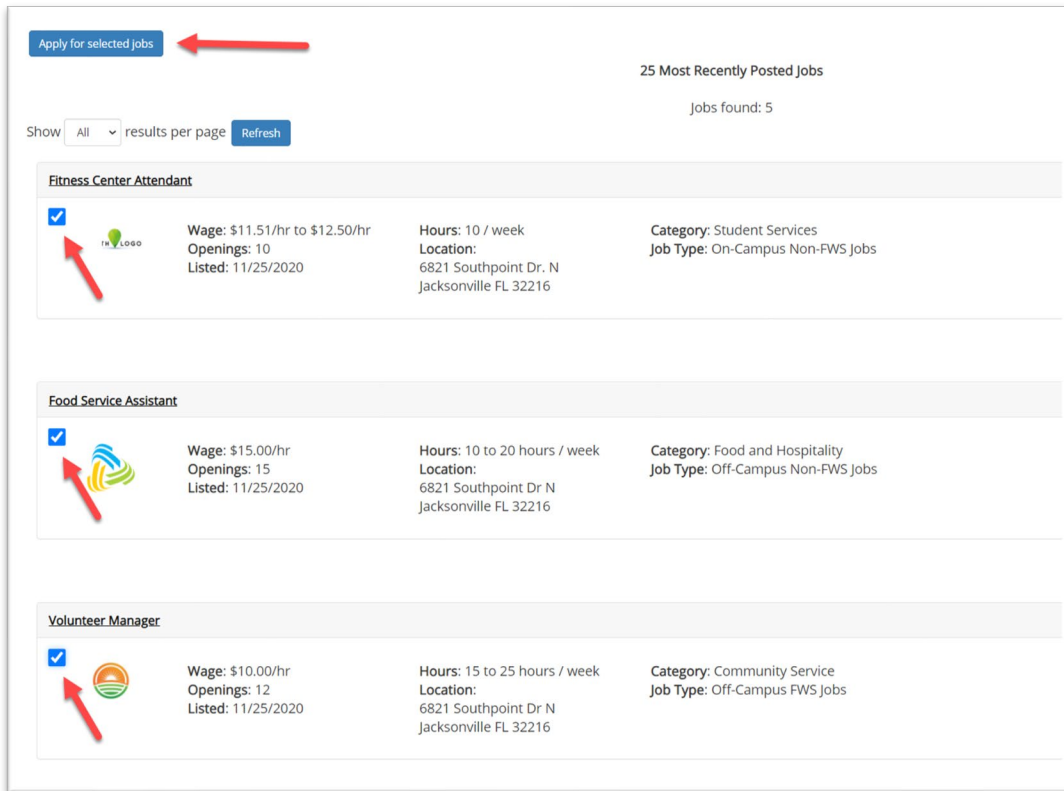
In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for a Job! With One Click

- Simply **click the box** next to the jobs you wish to submit an application.
- Then, **click the 'Apply for Selected Jobs' button**.



The screenshot displays a job listing interface. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. To the right of the button, the text "25 Most Recently Posted Jobs" and "Jobs found: 5" is visible. Below this, there is a search filter section with "Show All" and "results per page Refresh". The main content area shows three job cards, each with a checkbox and a red arrow pointing to it. The first job is "Fitness Center Attendant" with a wage of \$11.51/hr to \$12.50/hr, 10 openings, listed on 11/25/2020, 10 hours per week, located at 6821 Southpoint Dr. N, Jacksonville FL 32216, in the Student Services category, and is an On-Campus Non-FWS job. The second job is "Food Service Assistant" with a wage of \$15.00/hr, 15 openings, listed on 11/25/2020, 10 to 20 hours per week, located at 6821 Southpoint Dr N, Jacksonville FL 32216, in the Food and Hospitality category, and is an Off-Campus Non-FWS job. The third job is "Volunteer Manager" with a wage of \$10.00/hr, 12 openings, listed on 11/25/2020, 15 to 25 hours per week, located at 6821 Southpoint Dr N, Jacksonville FL 32216, in the Community Service category, and is an Off-Campus FWS job.

Job Title	Wage	Openings	Listed	Hours	Location	Category	Job Type
Fitness Center Attendant	\$11.51/hr to \$12.50/hr	10	11/25/2020	10 / week	6821 Southpoint Dr. N Jacksonville FL 32216	Student Services	On-Campus Non-FWS Jobs
Food Service Assistant	\$15.00/hr	15	11/25/2020	10 to 20 hours / week	6821 Southpoint Dr N Jacksonville FL 32216	Food and Hospitality	Off-Campus Non-FWS Jobs
Volunteer Manager	\$10.00/hr	12	11/25/2020	15 to 25 hours / week	6821 Southpoint Dr N Jacksonville FL 32216	Community Service	Off-Campus FWS Jobs

Job Application

nextgen
WEB SOLUTIONS

Employees - Help -

Apply To Job

Instructions
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.
Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

Fitness Center Attendant - STUDENT RECREATION
Food Service Assistant
Volunteer Manager - Communities In Schools

General

First name *

Middle name *

Last name *

Email
Please use your institutional email address (if you have one) * * (re-enter to confirm)

Employee ID *

Please mark all skills below considered to be strengths. *

HTML
 Java
 MS Excel
 MS Office
 MS PowerPoint
 MS Word

Resume No file chosen

Please explain why you believe you're the best candidate for this job. *

References

Please do not provide any immediate family members or relatives as a reference below.

Reference Name

Reference Email

←

- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled from your account.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.




Application Successfully Submitted

✔ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data.

Applications

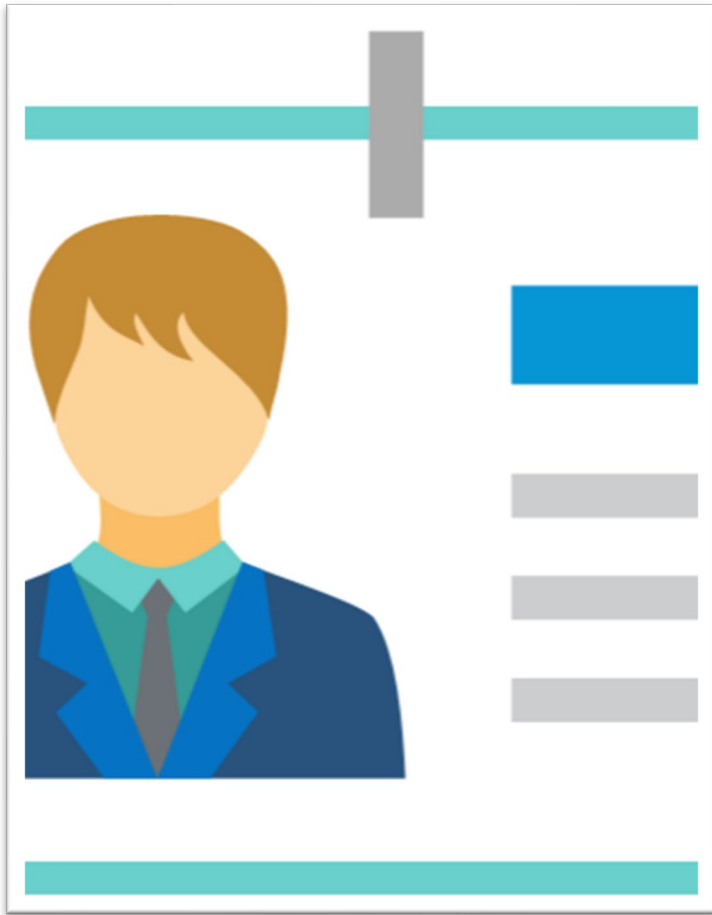
Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

➤ Your application is successfully submitted when you receive the Congratulations message.



My Dashboard

What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
 - ❖ **Applications:** Status, View, Print, Withdraw
 - ❖ **Hires:** Past / Current / Future
 - ❖ **JobMail Subscriptions**

My Dashboard: Access

The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, 'Employees' dropdown, and 'Help' dropdown. A red arrow points to the 'My Dashboard' option in the 'Employees' dropdown menu. Below the menu, there is a 'User Dashboard' section with tabs for 'Employee Information', 'Applications', and 'Job Mail'. The 'Employee Information' tab is selected and highlighted with a red circle. The main content area displays a warning message, 'Employment Eligibility Forms & Details' section with a table of criteria, 'Hires Pending Action' table, 'Accruals' section, and 'Awards' table.

WAIT!!!! You may still need to complete one or more forms required or accept your hire before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.

If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'. You may also need to look for a link to Accept/Decline any hire pending action below:

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Direct Deposit Status	Completed

Display: Employee Information

Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Help_Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	\$8.50	11/01/2020	05/31/2021	Test On-Campus Supervisor	Accept/Decline

Accruals

There is no accrual data to display.

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,500.00	FWS Academic Year 2020 - 2021 (07/01/2020 - 06/30/2021)

Classes

- To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Employees* menu.
- To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.

My Dashboard: Application

Home Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ of Application Data.

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the you have already been hired, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

My Dashboard: Hires

Employee Information Applications Job Mail


Display: Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test On-Campus FWS Jobs - 052020	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)



- My dashboard provides real-time self-service access to past / current / pending hires.
- Click on the Employee Information Tab to see the status of your jobs.



Hired

Hire Approval Email

- When you have been approved to work you will receive an email similar to what is shown below.

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



Timesheet Entry

Enter My Time Worked

The screenshot shows the 'Employees' menu with 'My Timesheets' selected. Below the menu, there is a section for 'Employment Eligibility Forms & Details' with a table of criteria and status. Below that is a 'Hires' table with columns for Job Title, Cost Center, Wage, Start Date, End Date, Supervisor, and Hire Status. The 'Job Title' column contains a link: 'Test - Job Flow - On-Campus FWS - 08-25-2020'. Below the hires table is an 'Awards' table with columns for Award Name, Amount, Balance, and Term.

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

Display: Employee Information

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

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

- First, select 'My Timesheets' from the *Employees* menu.
- Next, click the 'Job Title' link to access your time sheets.

Start My Time Sheet

Welcome, Roy a Rogers1 | [Logout](#)

Employees ▾ Help ▾

Hire Time Sheets

Job Title Student Employee
Supervisor Test On-Campus Supervisor
Wage \$8.00
Start Date August 1, 2020
End Date May 31, 2021
Status Active

Time Sheets for Job: *Student Employee*

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
✘	10/01/2020 - 10/31/2020 Thursday, October 01 - Saturday, October 31, 2020			Start time sheet
✘	09/01/2020-09/30/2020 Tuesday, September 01 - Wednesday, September 30, 2020			Start time sheet
✘	08/01/2020-08/31/2020 Saturday, August 01 - Monday, August 31, 2020			Start time sheet

This site says...
You are about to start a new time sheet for the pay period

OK Cancel

- If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time. Click 'OK' button in the pop-up window.
- **Please Note:** If a timesheet has already been started, the link will say 'Go to time sheet' instead.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

🏠 Employees ▾ Help ▾

Manage Time Sheet

Employee [Roy a Rogers1](#) [Return to Hire](#)
Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 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

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
There are no entries to display.							

Dismiss this time sheet if no hours will be worked for this pay period.

[Add New Entry](#) [Dismiss](#)

Class Schedule

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

➤ Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) [Return to Hire](#)

Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 PM

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

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, October 1, 2020	Regular Hours	8:00AM	8:15AM	No Break	N/A	Add Cancel

Enter any notes here

Class Schedule

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

- Select the 'Date' of the time sheet entry column.
- Select the 'Start' time of the time sheet entry column.
- Select the 'End' time of the time sheet entry column.
- You may optionally add break minutes and notes, if applicable.
- You may enter a note, if desired.
- Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

Employees ▾ Help ▾

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) [Submit Time Sheet »](#) [Return to Hire »](#)

Job Title Student Employee
Status Incomplete

Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 PM

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

Time Sheet Entries

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

[Add New Entry](#)

Class Schedule

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

- If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).
- If you wish to log out, click the 'Log out' button and you will return to the JobX TimesheetX Home page.



Submit Time Sheet

Submit Time Sheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Job Title Student Employee

Status Incomplete

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

Deadline November 1, 2020 12:00 PM

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

[Submit Time Sheet »](#)

[Return to Hire »](#)

Time Sheet Entries

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

Class Schedule

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

- At the conclusion of the Pay Period, the employee will need to click the 'Submit time sheet' link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Timesheet to Supervisor

AIC | AMERICAN INTERNATIONAL COLLEGE

Welcome, Roy a Rogers1 | [Logout](#)

Employees ▾ Help ▾

Review Time Sheet
Please review the time sheet you are about to submit for accuracy. If the time sheet is

Time Sheet Entries

Date	Start
Tuesday, February 22	2:00 PM
Thursday, February 24	3:00 PM

[Submit My Timesheet](#) [Cancel](#)

NG WebSolutions © Copyright 2018

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your time sheet electronically. Typing your name exactly as it appears below signifies you are completing this time sheet 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 Submit Time Sheet button to save your information and submit your time sheet and electronic signature.

Roy

Rogers1

Rogers1

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

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

[Opt out and print](#)

Timesheet X

- Enter your first and last name as it appears on the screen for the electronic signature. After entering your name, click Submit Timesheet to send it to your supervisor for approval.

Submit Time Sheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) ▾ [Help](#) ▾

Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

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

[Return to My Jobs](#)

- Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your time sheet again unless your supervisor rejects it back to you during his/her review process.

Other Time Sheet Features

WHAT ELSE CAN I VIEW IN MY TIME SHEET?

Supervisors

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) [Help](#)

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

Employee [Roy a Rogers1](#) [Return to Hire »](#)

Job Title Student Employee

Status Approved

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

Deadline November 1, 2020 12:00 PM

Pay Period Info Accruals Hire Details Awards **Supervisors** Accounts Notes

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

Time Sheet Entries

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



Notes

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) [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
12:00 PM

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



[Return to Hire »](#)

Time Sheet Notes

[\[Add Note \]](#)

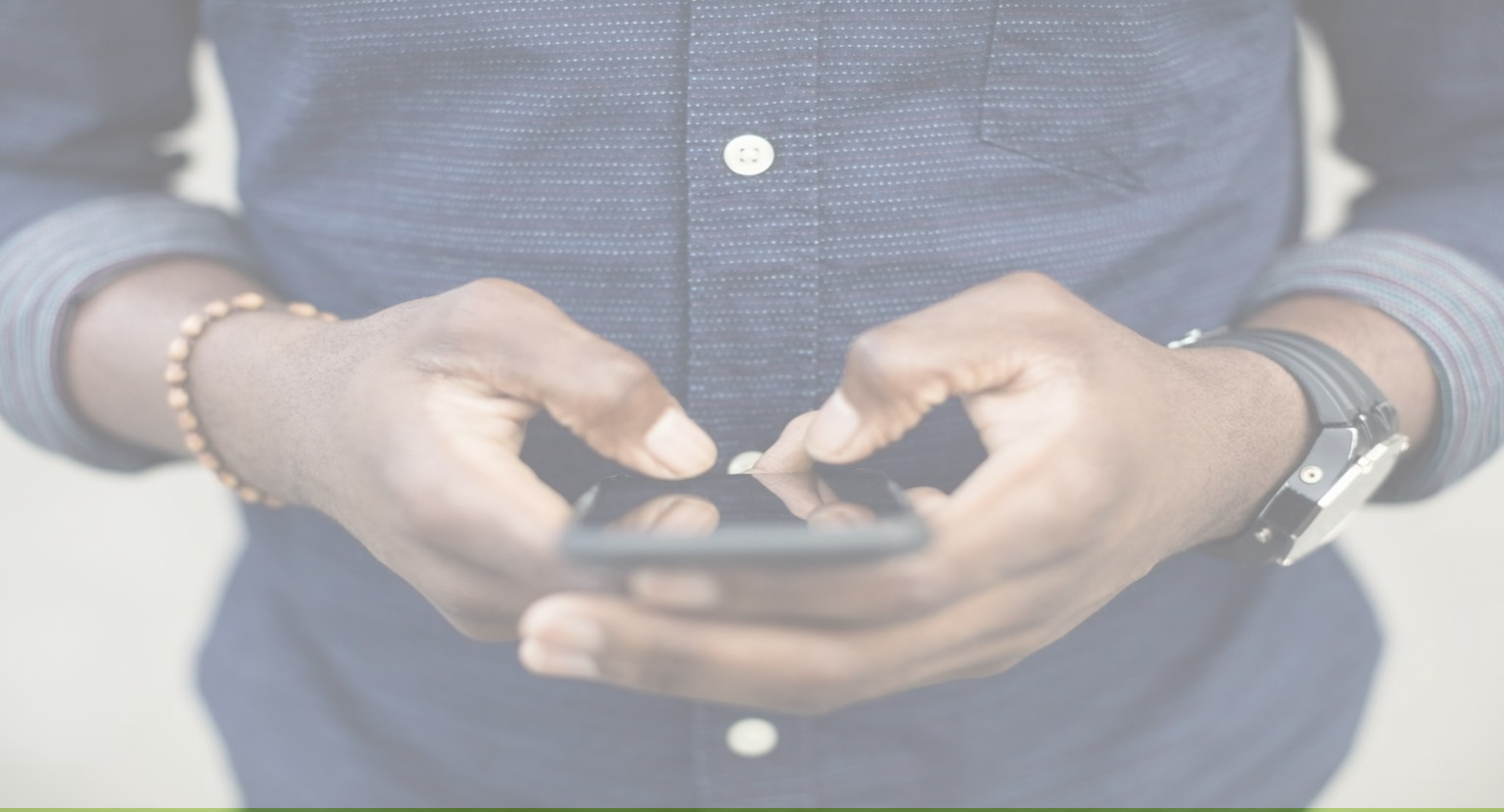
Note Type	User	Date
Time Sheet Approved	Test On-Campus Supervisor	Wednesday, October 7, 2020 10:13 AM
Time Sheet Submitted	Roy a Rogers1	Wednesday, October 7, 2020 10:00 AM

Time sheet Approved.

Timesheet Submitted

Time Sheet Entries

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

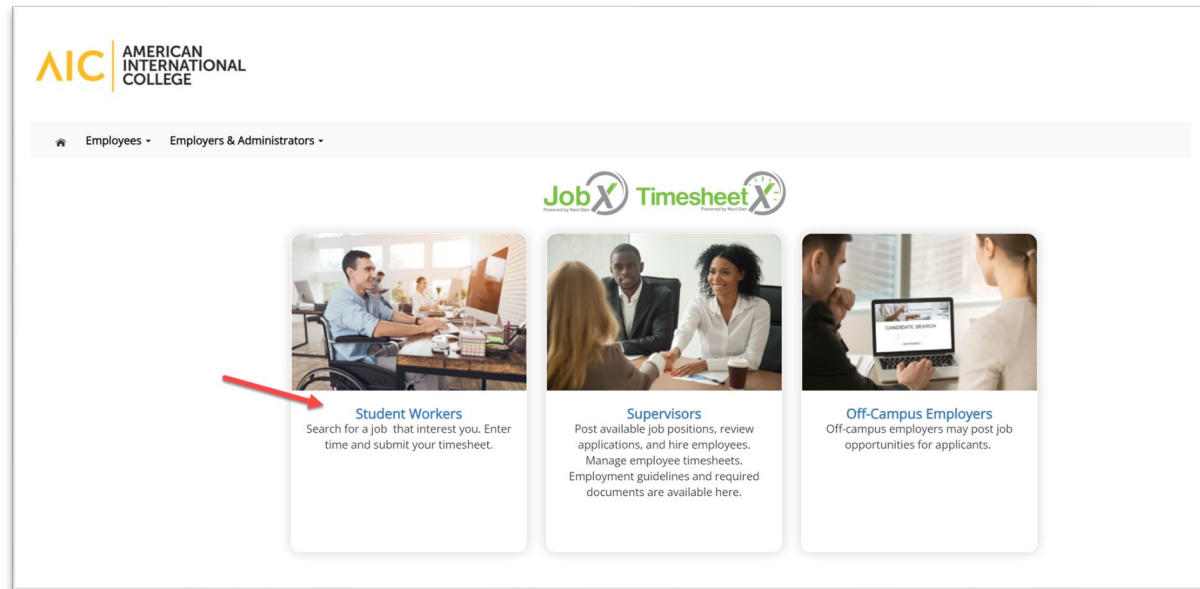


Mobile Device Access

Login to TimesheetX Mobile

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

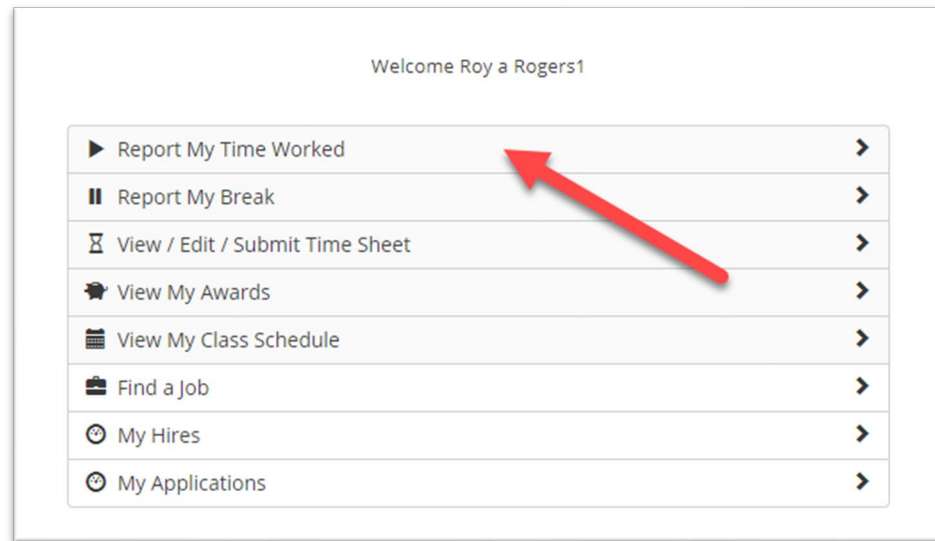
Then click on the 'Student Workers' link to access the area of your choice.



AIC JobX/TimesheetX Site:

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

Mobile – Report My Time Worked



- To report time worked, click the 'Report My Time Worked' menu option.

Mobile – Clock In

Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:13 AM
Eastern Standard Time

Clock In

View/Add Notes

Submit Time Sheet

Time sheet details

Time Sheet Status
N/A

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock In Time for your
Admissions - Test Research Discovery FWS Job
9:15 AM Eastern Standard Time

Log Out

Submit Time Sheet

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To clock in, click the 'Clock In' button.
- The system time will be updated in the start field on your time sheet.
- A confirmation screen with the exact 'Clock In' time is presented.

Mobile – Clock Out

Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:17 AM
Eastern Standard Time

[View/Add Notes](#)

Clock Out

Submit Time Sheet

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock Out Time for your
Admissions - Test Research Discovery FWS Job -
9:18 AM Eastern Standard Time

Log Out

Submit Time Sheet

Time sheet details

Time Sheet Status
Incomplete - Student

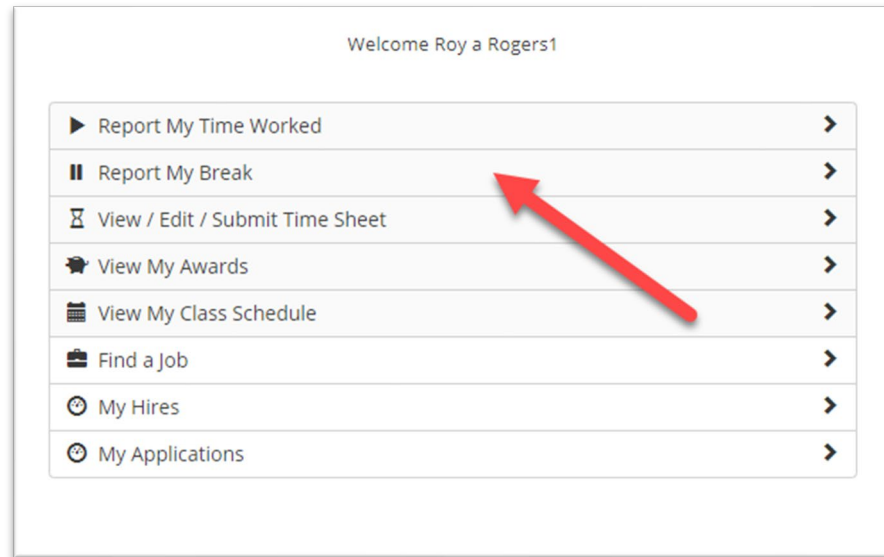
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To clock out, click the 'Clock out' button.
- The system time will be updated in the end field on their time sheet.
- A confirmation screen with the exact Clock Out time is presented.

Mobile – Report My Break



- If you have previously clocked into a job and now need to start your break, click the 'Report My Break' menu.

Mobile – Start Break

Welcome Roy a Rogers1

Report My Break

Admissions - Test Research Discovery FWS Job

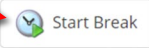
Jul 31, 2019

Current System Time

09:28 AM

Eastern Standard Time

[View/Add Notes](#)

 Start Break

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break Start Time for your
Admissions - Test Research Discovery FWS Job
9:28 AM Eastern Standard Time

[Log Out](#)

Time sheet details

Time Sheet Status
Incomplete - Student

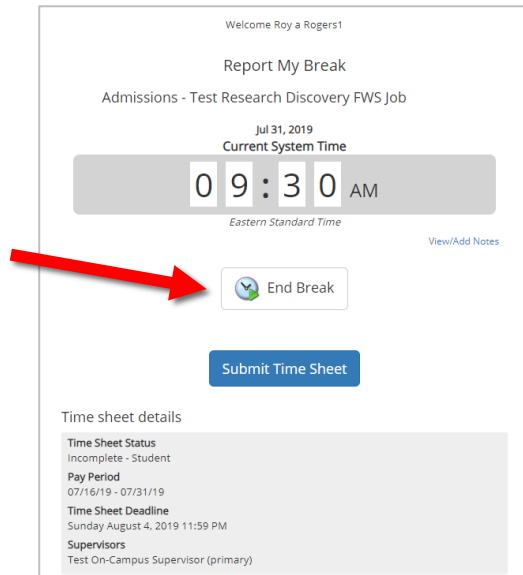
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To start a break, click the 'Start Break' button.
- A confirmation screen with the exact 'Break Start' time is presented.

Mobile – End Break



Welcome Roy a Rogers1

Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019

Current System Time

09:30 AM

Eastern Standard Time

[View/Add Notes](#)

End Break

Submit Time Sheet

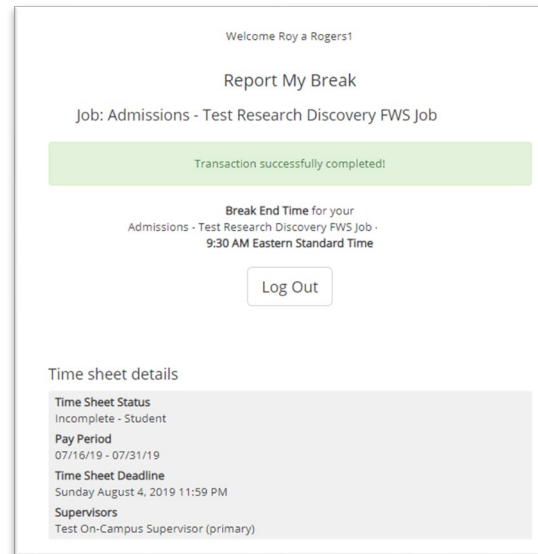
Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)



Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break End Time for your
Admissions - Test Research Discovery FWS Job -
9:30 AM Eastern Standard Time

Log Out

Time sheet details

Time Sheet Status
Incomplete - Student

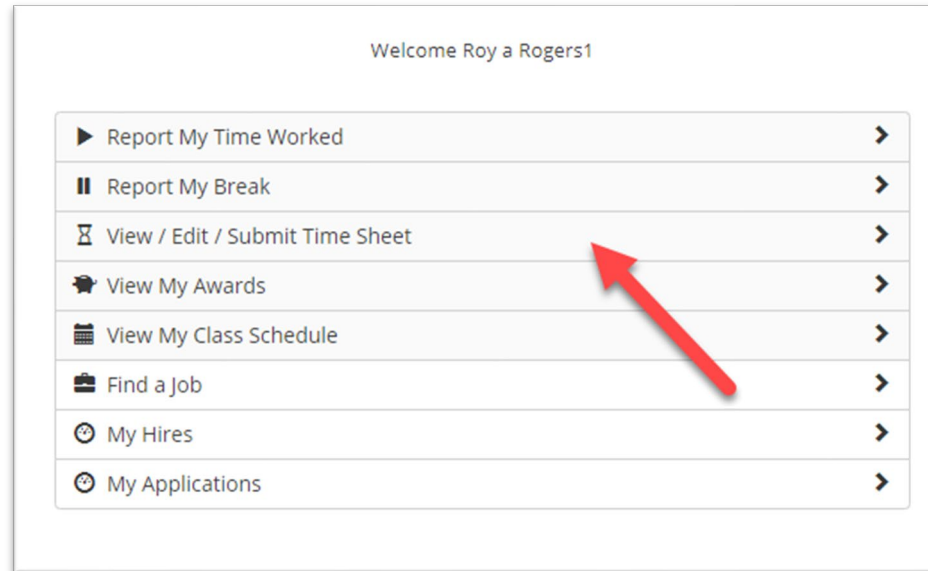
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

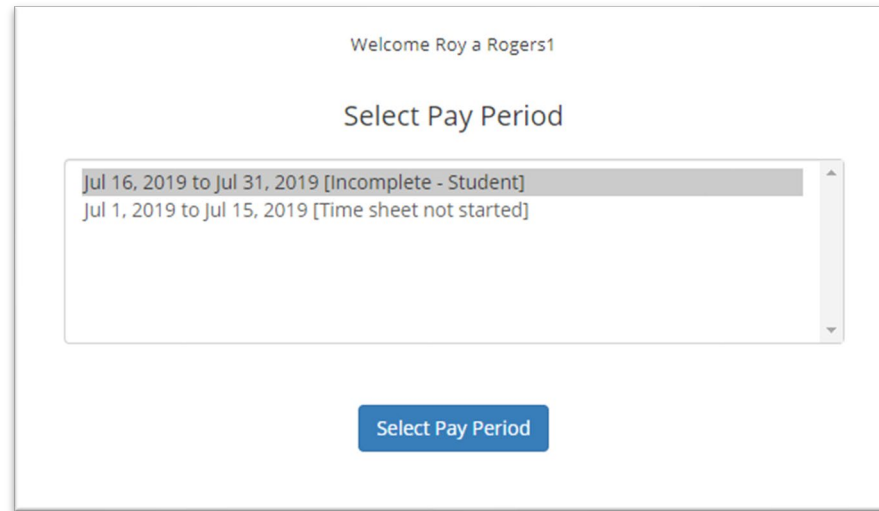
- To end a break, click the 'End Break' button.
- A confirmation screen with the exact 'Break End' time is presented.

Mobile – View / Edit / Submit Time Sheet



- To view/edit a time sheet or hand in a time sheet to the Supervisor for review/approval, click the 'View/Edit/Submit Time Sheet' menu option.

Mobile – View /Edit/ Submit Time Sheet



Welcome Roy a Rogers1

Select Pay Period

Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]
Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]

Select Pay Period

The screenshot shows a mobile application interface. At the top, it says "Welcome Roy a Rogers1". Below that is the heading "Select Pay Period". There is a scrollable list with two options: "Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]" and "Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]". At the bottom of the list is a blue button labeled "Select Pay Period".

- You must first choose the pay period for the time sheet they wish to view, edit, or submit.

Mobile – View Time Sheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	--
Total	2 mins

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

Time sheet notes

Add a new note

[Add new note](#)


[Close](#)

If you wish to view your time sheet for one or more jobs, you can view each time sheet entry for each job, as well as, the total hours entered for the entire time sheet.

If you wish to View/Add Notes on your time sheet click the View/Add Notes link.

Mobile - Submit Time Sheet

Welcome Roy a Rogers1

Review Time Sheet 

Time Sheet Entries


Wednesday, July 31	
Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31	
Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31	
Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	--

Wednesday, July 31	
Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins
[View/Add Notes](#)



Before clicking Submit Time Sheet, review your time sheet entries to ensure they are accurate.

Mobile – Submit Time Sheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

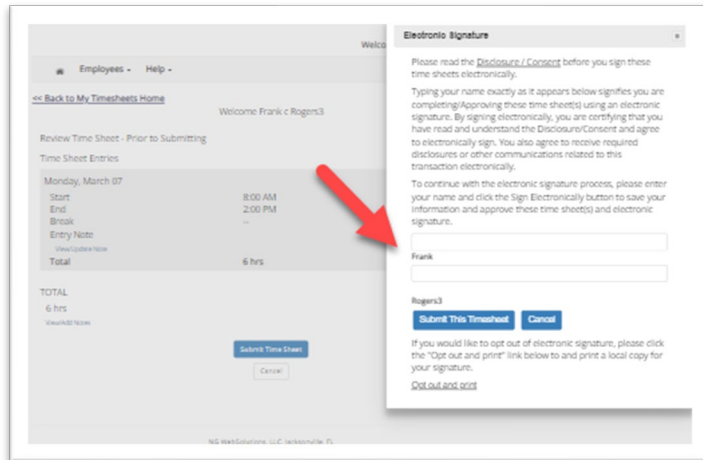
TOTAL
8 mins

[View/Add Notes](#)

Submit Time Sheet ←

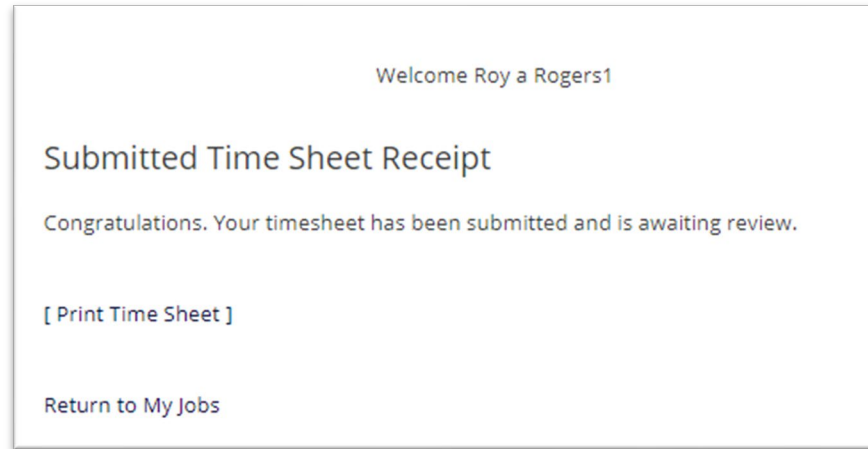
Next, click 'Submit Time Sheet' button to submit your time sheet to your Supervisor to review and approve.

Mobile - Submit Time Sheet



- Enter your first and last name as it appears on the screen for the electronic signature. After entering your name, click Submit Timesheet to send it to your supervisor for approval.

Mobile – Submitted Time Sheet Receipt



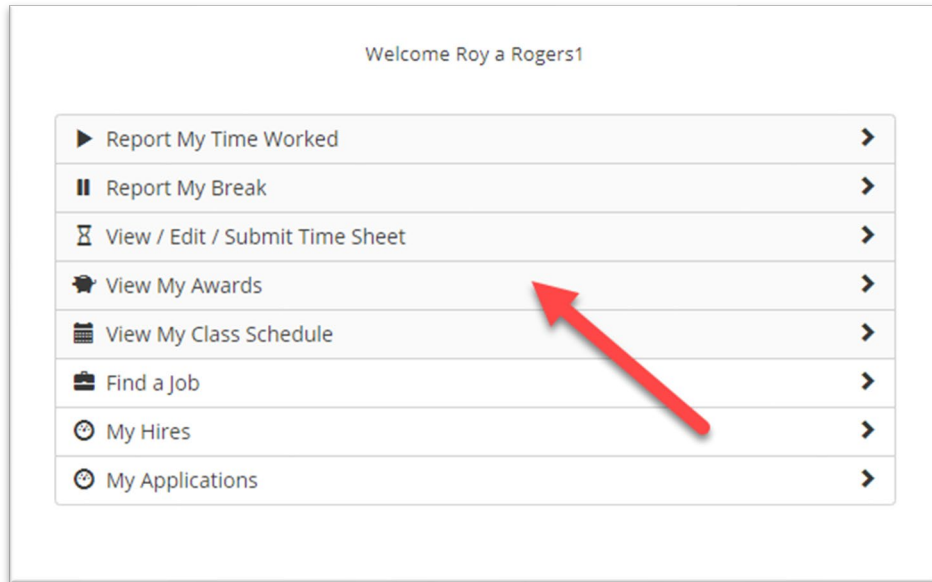
Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue waiting for review and approval.

You will not be able to access your time sheet again unless your supervisor rejects it back to you during the review process.

Other Mobile Features

WHAT ELSE CAN I VIEW IN MOBILE ACCESS?

Mobile – View My Awards



- To view awards and balances, click the 'View My Awards' menu option.

Mobile – View My Awards

[<< Back to My Timesheets Home](#)

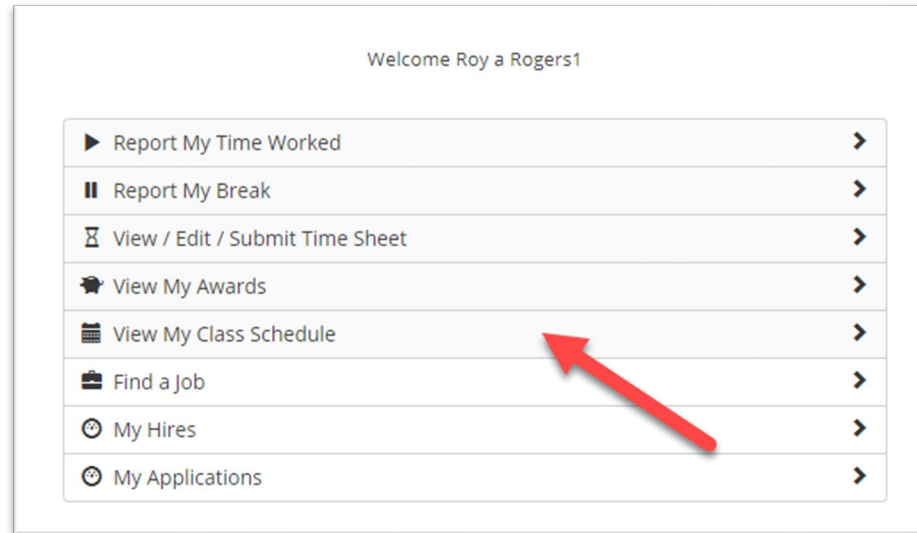
Welcome Roy a Rogers1

My Awards

Award Name:	Federal Work Study
Award Term:	FWS Academic Year 2018 - 2019 (08/16/18-08/31/19)
Original Award Amount:	\$3,500.00
Current Award Balance:	\$3,355.00

- You can view your award year, award type(s), original award amount(s) and remaining award balance(s).

Mobile – My Class Schedule



- To view your class schedule in TimesheetX, click the 'View My Class Schedule' menu option.

Mobile – My Class Schedule

Welcome Roy a Rogers1

My Class Schedule

Coll Readng&Stdy Skl	
Start Date	06/01/2019
End Date	12/31/2019
Days	Tu Th
Start Time	11:00 AM
End Time	12:15 PM

Pre-Algebra	
Start Date	06/01/2019
End Date	12/31/2019
Days	Tu Th
Start Time	12:30 PM
End Time	2:20 PM

- This feature enables you to quickly access your current class schedule for reference to ensure time is not worked during a scheduled class.

Questions?

**Please contact the Student
Employment Office at:**

saremicenter@aic.edu

