

Off-Campus Supervisor Training





= Total
Solution

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



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



TimesheetX assists schools 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 offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

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

JobX Benefits



Easy job posting



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



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



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



Systematic applicant compliance checks ensures all employment eligibility requirements are met



Broadcast e-mail tools for improved communications with your employees

TimesheetX Benefits



Easy online time sheet management



Consistent time sheet processing across all departments



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



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



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



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



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



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



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

Training Agenda



Access JobX & TimesheetX

Job Posting

Review and Hire Applicants

Approved for Hire

Timesheets

Questions

Access JobX & TimesheetX

Access JobX & TimesheetX



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

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

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER.

Employees - Employers & Administrators -

JobX TimesheetX

Welcome to the UTHSC Federal Work Study Portal

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

On-Campus Employers
Post available job positions, review applications, and hire eligible students. Manage and approve employee timesheets. Federal Work Study guidelines and required documents are at your fingertips!


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

University of Tennessee – Health Science Center’s JobX Site:
<https://uthsc.studentemployment.ngwebsolutions.com/>

Off-Campus Employer Request Login



Click the 'Request Login' link.



Off-Campus Employers

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

Student Employment News

Welcome to the Student Employment website!

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

[Tell Us Who you Hired](#)

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

[Suggestion Box](#)

Send us your suggestions, ideas, or concerns!

FWS Jobs

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

[JobX Login](#)

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

[TimesheetX Login](#)

Login to manage time sheets, and access student information.

[Request Login](#)

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

Off-Campus Employer Request Login



Complete Request Login Form.

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

Request Log in permission

Request Permission To Use This Site

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

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jsmith@domain.edu

TNumber *

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:
Minimum 8 characters

Re-Enter Password:

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

Employer

Job Title

Notes
If you are applying to a job listed in the job board system, please provide the name of the employer you should be affiliated with here. Also use the links to include "You're the best" in more departments than the one you're applying with in the job board menu above.

This must be verified prior to submitting the form


I'm not a robot

reCAPTCHA Always - Terms

Off-Campus Employer JobX Login



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



Off-Campus Employers

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

Student Employment News

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[JobX Login](#)

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

[Request Login](#)

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

[Community Service Work information](#)

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


[Supervisor Training](#)

Download the Off Campus Supervisor Training in PDF format.

Off-Campus Employer TimesheetX Login



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



Off-Campus Employers

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

Student Employment News

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[JobX Login](#)

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

[TimesheetX Login](#) 

Login to manage time sheets, and access student information.

[Request Login](#)

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

Creating a Job Posting

Create a Job Posting – Add a Job



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

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER.

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

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

Job Control Panel

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

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

| Test On-Campus FWS Job - 09/24/20 | | Applications: 2 (2 New) | Employer: Admin College of Health Professions |
|---|--|--|---|
| <input type="checkbox"/> | Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$10.00 /hr | Status: Listed Location: 6821 Southpoint Dr N Jacksonville FL 32216 | Listed: 09/24/20 Job Type: On-Campus FWS <input type="button" value="Actions"/> |

| Test - On-Campus Non-FWS - Wage - 08/17/2020 | | Applications: 0 (0 New) | Employer: STUDENT EMPLOYMENT |
|--|--|---|---|
| <input type="checkbox"/> | Job Id: 4492 Contact Person: NextGen JulieAdmin | Status: Review Location: 6821 Southpoint Dr N Jacksonville | Listed: 08/17/20 Job Type: On-Campus Non-FWS <input type="button" value="Actions"/> |

Create a Job Posting - Department



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TENNESSEE
HEALTH SCIENCE CENTER.

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

Admin College of Health Professions

STUDENT EMPLOYMENT

Go to next step

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.

UT THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

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

You are adding a brand new job to the web site for:
Employer: Admin College of Health Professions [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

On-Campus Non-FWS

Go to next step

Create a Job Posting – Complete Job Posting Template



Complete the Job Posting Template.

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

Fields denoted with a red * are required fields.

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

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

The screenshot shows a web form for creating a job posting. At the top, there are navigation links: >> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live. The form is divided into several sections:

- Job Category ***: A dropdown menu with "Choose one..." selected.
- Job Title ***: A text input field.
- Job Description ***: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, ul, indent, outdent, undo, redo) and a large text area.
- Job Requirements ***: Another rich text editor with a toolbar and a large text area.
- Number of Available Openings ***: A text input field.
- Hours per Week**: A dropdown menu with "10.0" selected, and a "to" dropdown with "Same" selected.
- 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.
- Phone Number ***: A text input field.
- Email ***: A text input field.
- Location ***: A text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for "Yes" (selected) and "No".
- Company/Department Logo**: A "Choose File" button with "No file chosen" text below it.
- Submit**: A blue button at the bottom left.

Create a Job Posting – Review Default Application

A screenshot of a web application form titled 'General'. The form contains several input fields: 'First name *', 'Middle name', 'Last name *', 'Email' (with a note 'Please use your institutional email address (if you have one) *'), 'Student ID *', 'Telephone Number *', 'Resume *', and 'Class Schedule *'. The 'Resume' and 'Class Schedule' fields include a 'Choose File' button and the text 'No file chosen'. A 'Save Application' button is located at the bottom left of the form. Each field has a small icon to its right.

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

Your site administrator must approve these job specific questions.

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

Create a Job Posting – Add Customized Questions



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

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

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

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

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

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

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

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

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. 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'. 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'. Below this are 'Other flags' with checkboxes for 'Application input is required' and 'Prefill this question from previous answer?'. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. At the bottom of the form is an 'Add Question' button. Red arrows point to the 'Question Type' dropdown, the 'Application Section' dropdown, the 'Application input is required' checkbox, the 'Where To Add This Question?' dropdown, and 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.



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](#)

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

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

| Test On-Campus FWS Job – 09/24/20 | | Applications: | Employer: Admin College of Health Professions |
|-----------------------------------|--|--|--|
| <input type="checkbox"/> | Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$10.00 /hr | Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216 | Listed: Job Type: On-Campus FWS <input type="button" value="Actions"/> |

Edit a Job Posting

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

Edit a Job Posting



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

Job Control Panel

Employer Name: Show Jobs From All My Employers

Job Status: Listed Jobs (0) Pending Approval (1) Review Mode (2) Storage Mode (0)

Job Type: Choose Job Type

My Jobs: Show My Jobs Only

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

[Add a Job](#) Search Title, Description, Search

Select/Deselect All Show 25 results

[Test On-Campus FWS Job - 09/24/20](#) Applications:

Job Id: 4503 Status: Pending Approval
Contact Person: Test On-Campus Supervisor Location: 6821 Southpoint Dr N Jacksonville FL 32216
Wage: \$10.00 /hr

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'**.

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

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

Manage Job

| Job Title | Employer | Status | Job Type |
|-----------------------------------|-------------------------------------|------------------|---------------|
| Test On-Campus FWS Job - 09/24/20 | Admin College of Health Professions | Pending Approval | On-Campus FWS |

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:

JobX

| Test On-Campus FWS Job - 09/24/20 | |
|-----------------------------------|---------------|
| Job ID | 4503 |
| Job Type | On-Campus FWS |

Review & Hire Applicant(s)

Job Posting Approved - Next Steps



MANAGE
APPLICATIONS



INTERVIEW
AND SELECTION



DECLINE
APPLICATION



HIRE
APPLICANT

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB
POSTING?

Manage Applications



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

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

Job Control Panel

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

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

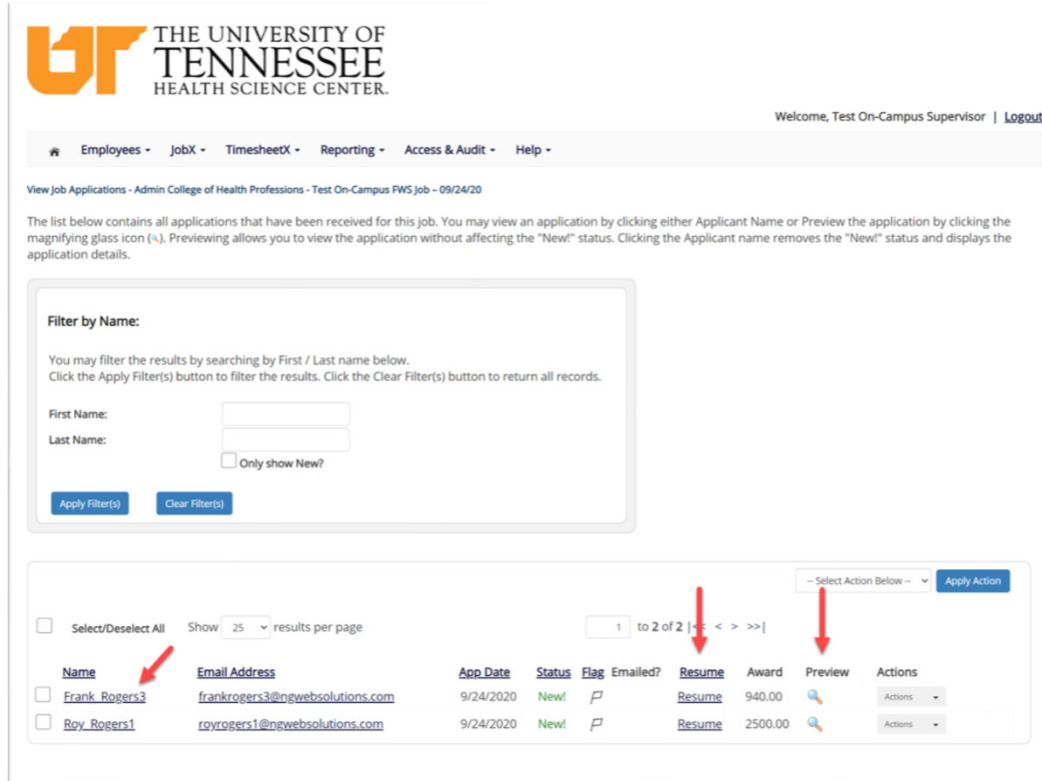
Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

| Test On-Campus FWS Job - 09/24/20 | | Applications: 2 (2 New) | Employer: Admin College of Health Professions |
|---|--|--|--|
| <input type="checkbox"/> | Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$10.00 /hr | Status: Listed Location: 6821 Southpoint Dr N Jacksonville FL 32216 | Listed: 09/24/20 Job Type: On-Campus FWS Actions |

| Test - On-Campus Non-FWS - Wage - 08/17/2020 | | Applications: 0 (0 New) | Employer: STUDENT EMPLOYMENT |
|--|---|---|--|
| <input type="checkbox"/> | Job Id: 4492 Contact Person: NextGen JuliaAdmin | Status: Review Location: 6821 Southpoint Dr N Jacksonville | Listed: 08/17/20 Job Type: On-Campus Non-FWS Actions |

- You may hire an online applicant by clicking the 'Applications' link next to the job title or 'Hire Applicant' from the action drop down menu.

Manage Applications



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

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

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

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

Filter by Name:

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

First Name:

Last Name:

Only show New?

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

Select/Deselect All Show 25 results per page 1 to 2 of 2 | < > >> | -- Select Action Below -- [Apply Action](#)

| <u>Name</u> | <u>Email Address</u> | <u>App Date</u> | <u>Status</u> | <u>Flag</u> | <u>Emailed?</u> | <u>Resume</u> | <u>Award</u> | <u>Preview</u> | <u>Actions</u> |
|--|--|-----------------|---------------|-------------|-----------------|------------------------|--------------|-------------------|-------------------------|
| <input type="checkbox"/> Frank_Rogers3 | frankrogers3@ngwebsolutions.com | 9/24/2020 | New! | 🚩 | 📧 | Resume | 940.00 | 🔍 | Actions |
| <input type="checkbox"/> Roy_Rogers1 | royrogers1@ngwebsolutions.com | 9/24/2020 | New! | 🚩 | 📧 | Resume | 2500.00 | 🔍 | Actions |

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

Interview and Selection

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

Schedule an Interview



| <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 | Resume | 1000.00 | Pre |
| <input checked="" type="checkbox"/> | Larry_Rogers6 | larryrogers6@ngwebsolutions.com | 6/4/2020 | New! | ⚡ | | Resume | | Pre |

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

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

Schedule an Interview

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

Suggested use: To set up interview schedules.

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

Email Applicants - Greeting

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

| | | | |
|--------------------------|-------------------------------------|----------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Rogers1, Roy | [royrogers1@ngwebsolutions.com] |
| New! | <input type="checkbox"/> | Rogers2, Ted | [tedrogers2@ngwebsolutions.com] |
| New! | <input checked="" type="checkbox"/> | Rogers3, Frank | [frankrogers3@ngwebsolutions.com] |

To

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

From

teston@ngwebsolutions.com

Subject

Job: Your Institution Job Title

Body

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

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

Decline Applicants

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

Notify applicant(s) they were NOT Selected



The screenshot shows a web application interface for managing applicants. At the top left, there is a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. Below this is a table with the following columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Actions. Two applicants are listed: Roy_Rogers1 (Pending) and Larry_Rogers6 (New!). A red arrow points to the checkbox next to Roy_Rogers1. Another red arrow points to the 'Send Reject Email' option in the Actions dropdown menu for Larry_Rogers6. An 'Apply Action' button is visible at the top right of the table area.

| <input type="checkbox"/> | Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Award | Pre | ons |
|-------------------------------------|---------------|---------------------------------|-----------|---------|------|----------|--------|---------|-----|-----|
| <input type="checkbox"/> | Roy_Rogers1 | royrogers1@ngwebsolutions.com | 6/11/2020 | Pending | 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] |
| New! | <input type="checkbox"/> | Rogers2, Ted | [tedrogers2@ngwebsolutions.com] |
| New! | <input checked="" type="checkbox"/> | Rogers3, Frank | [frankrogers3@ngwebsolutions.com] |

To

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

From: teston@ngwebsolutions.com

Subject: Job: Your Institution Job Title - Job NOT Available

Body

B **I** **U** **↵**

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

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant



THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER.

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 3 of 3 << < > >>

| Test On-Campus FWS Job - 09/24/20 | | Applications: 2 (2 New) | Employer: Admin College of Health Professions |
|---|--|--|---|
| <input type="checkbox"/> | Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$10.00 /hr | Status: Listed Location: 6821 Southpoint Dr N Jacksonville FL 32216 | Listed: 09/24/20 Job Type: On-Campus FWS <input type="button" value="Actions"/> |

| Test - On-Campus Non-FWS - Wage - 08/17/2020 | | Applications: 0 (0 New) | Employer: STUDENT EMPLOYMENT |
|--|---|---|---|
| <input type="checkbox"/> | Job Id: 4492 Contact Person: NextGen JuliaAdmin | Status: Review Location: 6821 Southpoint Dr N Jacksonville | Listed: 08/17/20 Job Type: On-Campus Non-FWS <input type="button" value="Actions"/> |

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

Hire an Applicant – Select Applicant who Applied



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

Filter by Name:

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

First Name:

Last Name:

Only show New?

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 | frankrogers3@ngwebsolutions.com | 7/29/2020 | New! | | <input type="checkbox"/> | | | 1000.00 | <input type="button" value="🔍"/> | <input type="button" value="Actions"/> |
| <input type="checkbox"/> Ted_Rogers2 | tedrogers2@ngwebsolutions.com | 7/28/2020 | Hired | | <input type="checkbox"/> | | | 9.00 | <input type="button" value="🔍"/> | |
| <input type="checkbox"/> Roy_Rogers1 | royrogers1@ngwebsolutions.com | 7/28/2020 | Hired | | <input type="checkbox"/> | Resume | Video | 1268.00 | <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



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

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

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

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

There is one pending hire for this job.

| Student | Status | Cancel Request |
|---------------|--------------------|--------------------------------|
| Ted b Rogers2 | Pending Acceptance | Cancel Request |

| Hire On-line Applicants | Hire Candidates who did not apply On-line |
|--|---|
| <input checked="" type="checkbox"/> Samuel d Rogers4 | First Name Middle Last Name Initial 1. <input type="text"/> <input type="text"/> <input type="text"/> |
| | <input type="button" value="Go to step 2"/> |

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

Hire an Applicant – Verification of Student ID



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

Validate Employees

| Employee | Enter ID: |
|--|---|
| <input checked="" type="checkbox"/> Samuel d Rogers4 | <input type="text" value="4444444444"/> |

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

Hire an Applicant– Compliance Validation - Warning



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

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

Validate Employees

| Employee | Enter ID: |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Samuel d Rogers4 | <input type="text" value="44444444"/> |
| <input type="button" value="Check Employee ID"/> | |

Validation Lookup Results

Samuel d Rogers4:

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

[Email Results](#)

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

Hire an Applicant— Compliance Validation - Pass



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

Fill Job Step 2: Verify Applicants

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

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

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

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

NG WebSolutions, LLC, Jacksonville, FL
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JobX TimesheetX

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

Hire an Applicant – Hire Approval Request



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

**THE UNIVERSITY OF
TENNESSEE**
HEALTH SCIENCE CENTER.

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

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

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@ingwebsolutions.com |
| Student ID | 111111111 |
| Hours Per Week * | 10.0 |

Please review the start and end dates and be sure they are the correct dates for the employment period for this employee.

| | |
|-------------------------|------------|
| Interview Date | 9/18/2020 |
| Employment Start Date * | 09/25/2020 |
| Employment End Date * | 12/31/2020 |

| | |
|--------------------|-------------------------------------|
| Department Name | Admin College of Health Professions |
| Department Account | E073701 |

Notes

Primary Supervisor * Choose one...

Secondary Supervisors Ctrl + click to select multiple

[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 Fitzpatrick | Inactive |

Awards

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

Classes

Current Class Schedule

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

Hire Requests – Pending Approval



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

The screenshot displays the dashboard for the University of Tennessee Health Science Center. At the top left is the logo and name: "THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER." On the top right, it says "Welcome, Test On-Campus Supervisor | Logout". Below this is a navigation menu with items: "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". A red arrow points to the "JobX" menu item. Below the navigation is the text "Hires Pending" and "Hires Requests - Pending Approval(s)". A table lists three pending requests, each with "Preview", "Cancel", and "Email" buttons. Three red arrows point to these buttons. The status of the requests is "Pending Final Approval".

| Request Date | Job Type | Job Title | Name | ID | Employer | 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 | Preview | Cancel | Email |
| 09/28/20 | On-Campus FWS | Test On-Campus FWS Job - 09/24/20 | Bernice Rogers7 | 777777777 | Admin College of Health Professions | Preview | Cancel | Email |
| 09/28/20 | On-Campus FWS | Test On-Campus FWS Job - 09/24/20 | Roy Rogers1 | 111111111 | Admin College of Health Professions | Preview | Cancel | Email |

Approved for Hire

Hire Approval Email – Pending Acceptance



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

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

Employee: Congratulations! You have been approved for work.

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

Hire Request Details:

Student Name: Sample Student

Email Address: samplestudent@tntech.edu

Position: Student Employee

Employer Name: Tennessee Tech University

Primary Supervisor: Sample Supervisor

Dates: 08/20/2020 – 05/20/2020

Wage: \$8.00

Next Step: Approved for Hire



Once approved for hire, the student must submit:

- STUDENT PACKET available online at <https://uthsc.edu/financial-aid/forms>

Reminders:

Students may not work during scheduled class times. We encourage you to obtain the student's schedule and, as the supervisor, enforce this Federal requirement.

The student is eligible to work during the term the student is enrolled. Once the student ceases attendance in registered classes, the student is ineligible to continue working.

Monitor the student's earnings and ensure that the student does not exceed the budgeted earnings from Federal Work Study. Any hours worked beyond the budgeted amount will be the department's responsibility to pay.

Late time sheets will cause the student not to be paid as scheduled. Please review time sheets carefully. As the supervisor, your approval acknowledges the accuracy of the time reported. Submit approved timesheets to workstudy@uthsc.edu by each pay period deadline.

You will be required to pay 25% of the student's wages. 75% will be paid through federal student aid, via the Federal Work Study program.

To remain eligible, the student must continue to be enrolled in their UTHSC eligible program and meet all federal student aid eligibility requirements.

If you would like to rehire a student for the next academic year, you may re-hire the student as a walk-in applicant.

Timesheet Entry

Review Time Sheets



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

Review Time Sheets



TO 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: 10/5/2019

Search by employee

First Name: Last Name: Search Employee

-- Select Action Below -- Apply Action

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

| Delinquent : Monthly Pay Schedule: 07/01/2020-07/31/2020 | | | |
|--|--|-------------------------|-------------------|
| | Job | Total Employee Deadline | Last Modified |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | Roy a Rogers1 Test - Hire Acceptance - 6/22/2020 | 9/1/2020 12:00 PM | Never Started |
| Delinquent : Monthly Pay Schedule: 09/01/2020-09/30/2020 | | | |

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

Review Time Sheets



Welcome, Test On-Campus Supervisor
To Do Items

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

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

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

Search by employee
First Name: Last Name: Search Employee

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

| | Job | Total | Supervisor Deadline | Last Modified | |
|--------------------------|---|-------------------|---------------------|-------------------|--|
| <input type="checkbox"/> | Pending Approval : UAS Service Hours: TEST - UAS Payroll | | | | |
| <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 | |
| <input type="checkbox"/> | Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020 | | | | |
| <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 | |

of 2 | << < > >> |

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

Apply Action

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

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 | Edit | Delete |
| Note: | | | | | | | |
| Add New Entry | | | | | | | |
| Total: | | | | | | HRS | 2 hrs |
| Approve Return Lock | | | | | | | |

Class Schedule

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

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

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

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

Then click 'save' to save the entry.

Edit an Individual Time Sheet



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

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

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

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

Time Sheet Entries

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

Note:

[Add New Entry](#)

Total: HRS 2 hrs

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

Class Schedule

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

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

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

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

Reject a Time Sheet



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

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

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

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

Time Sheet Entries

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

Note:

[Add New Entry](#)

Total: HRS 2 hrs

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

Class Schedule

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

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

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

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

Reject a Time Sheet



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

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

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

Describe the reason for the rejection below:
Because of its current status, this time sheet will be rejected to the student.

Sorry, your timesheet has been rejected.

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

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

Time Sheet Entries

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

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

Lock a Time Sheet

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

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

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

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

Time Sheet Entries

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

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

Class Schedule

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

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

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

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

Approve a Time Sheet



Welcome, Test On-Campus Supervisor | Logout

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

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

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

Time Sheet Entries

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

Note:

[Add New Entry](#)

Total: HRS 2 hrs

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

Class Schedule

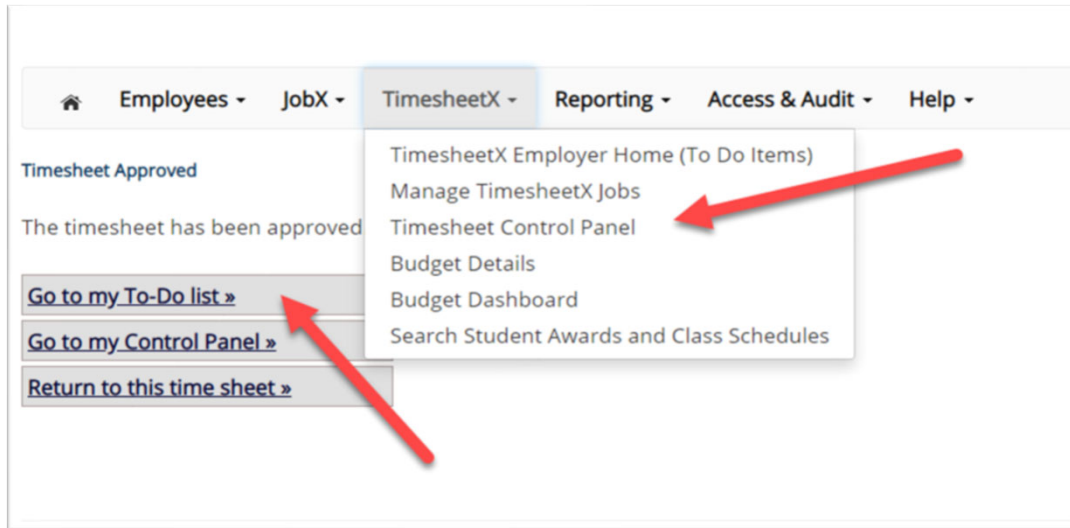
| Course Title | Start Date | End Date | Days | Start | End |
|--|------------|------------|-------|----------|----------|
| Coll Readng&Stdy Skl (details) | 07/01/2019 | 06/30/2020 | Tu Th | 11:00 AM | 12:15 PM |
| Found of Sport Mgmt (details) | 07/01/2019 | 06/30/2020 | M W F | 1:00 PM | 1:50 PM |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

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

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

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

Approve Additional Time Sheets



- Click 'Go to my To-Do List' to review other time sheets.
- To view the Supervisor Control Panel, click 'Go to my Control Panel.'

Timesheet Control Panel



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My Control Panel

Welcome, Test On-Campus Supervisor

Cost Center

STUDENT EMPLOYMENT ▾

Show archived hire data?

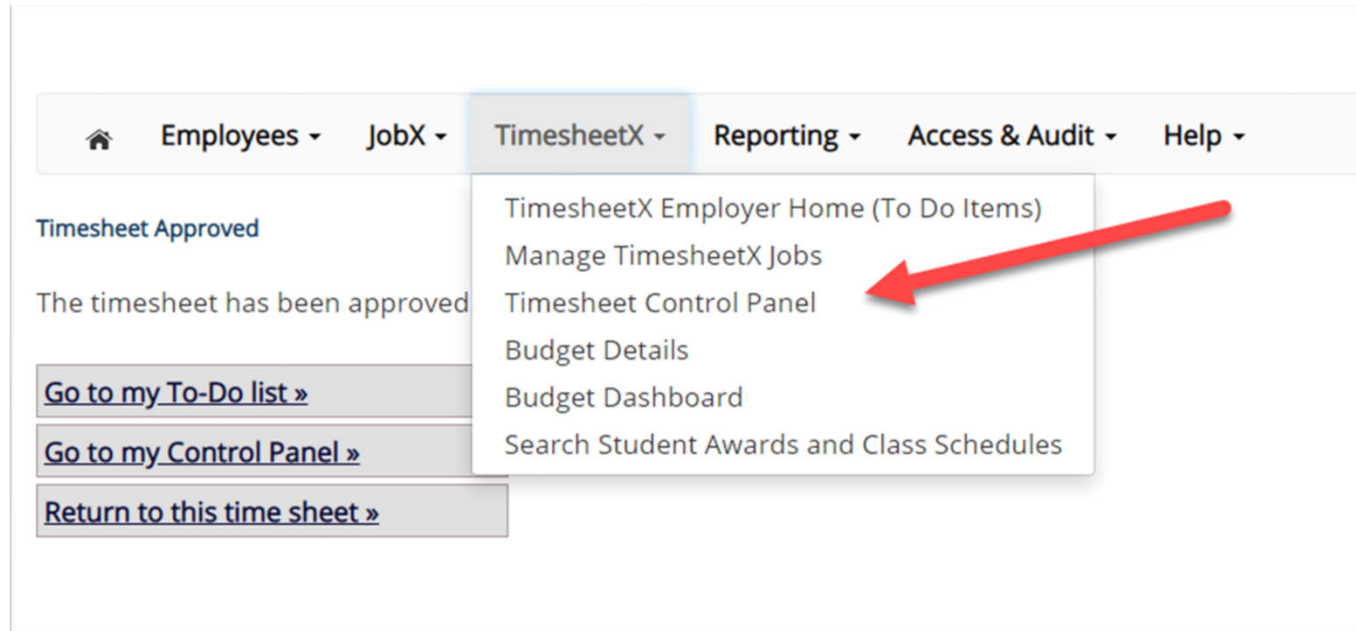
| Jobs for which I am the primary supervisor | |
|--|---|
| Student Employee | Manage Job View Hires |

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

Other Time Sheet Features

WHAT ELSE CAN I VIEW ON THE TIME SHEET?

Timesheet Control Panel



- To access the Timesheet Control Panel, select 'Timesheet Control Panel' from the TimesheetX menu at the top of your screen.

View Pay Period Information



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

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

Time Sheet Entries

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

Class Schedule

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

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

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

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

View Hire Information



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

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

Time Sheet Entries

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

Class Schedule

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

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

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

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

View Award Information



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

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

Time Sheet Entries

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

Class Schedule

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

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

Awards

| | | | |
|--------------------|-------------------------------|------------|------------|
| Federal Work Study | FWS Academic Year 2020 - 2021 | \$1,500.00 | \$1,500.00 |
|--------------------|-------------------------------|------------|------------|

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

View Supervisor Information



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

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

Time Sheet Entries

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

Class Schedule

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

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

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

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

View Account Information



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

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

Time Sheet Entries

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

Class Schedule

| Course Title | Start Date | End Date | Days | Start | End |
|--|------------|------------|-------|----------|----------|
| Coll 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 |

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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



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

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

Time Sheet Entries

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

Class Schedule

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

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

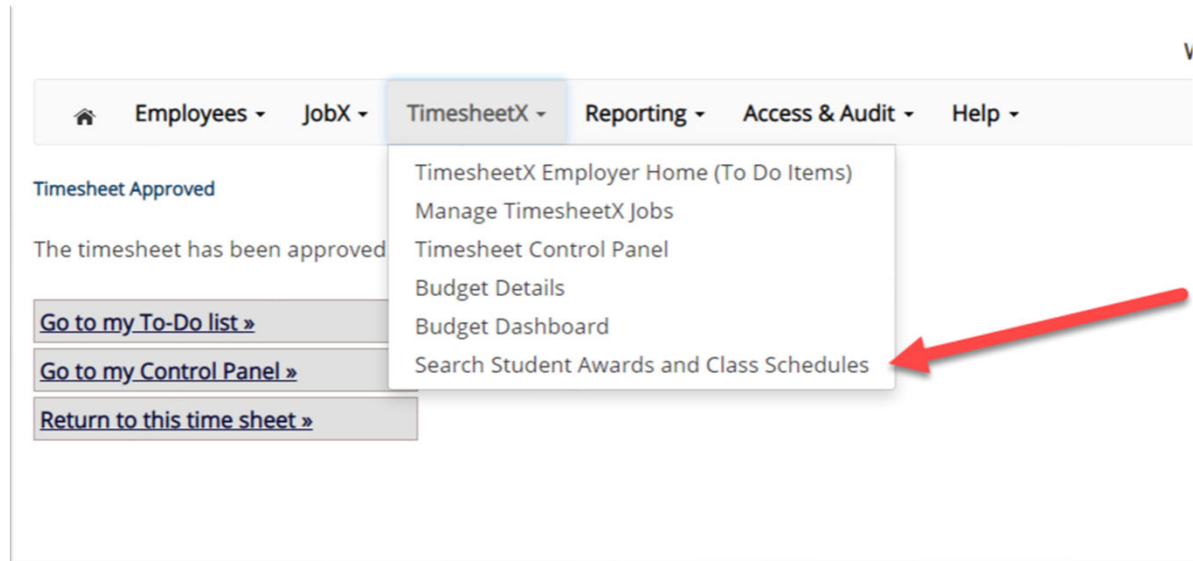
| Note Type | User | Date |
|----------------------|---------------------------|-------------------------------------|
| Time Sheet Approved | Test On-Campus Supervisor | Wednesday, October 7, 2020 10:13 AM |
| Time sheet Approved. | | |
| Time Sheet Submitted | Roy a Rogers1 | Wednesday, October 7,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

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

Search Students

WHERE CAN I SEE STUDENT INFORMATION?

Search Student Awards & Class Schedule



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

Search Student Awards & Class Schedule



Supervisor Employee Search Panel

Find Employee information:

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

Search Results:

| |
|-------------------------------|
| Employees |
| Roy a Rogers1 |

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

Search Student Awards & Class Schedule



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[Back to Search](#)

Roy a Rogers1

Employment Eligibility Forms & Details

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

Display: Employee Information

Awards

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

Classes

Current Class Schedule

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

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

Questions?

**Please contact the
Financial Aid Office at:**

workstudy@uthsc.edu

