

On-Campus Supervisor Training



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER™





= Total
Solution

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

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

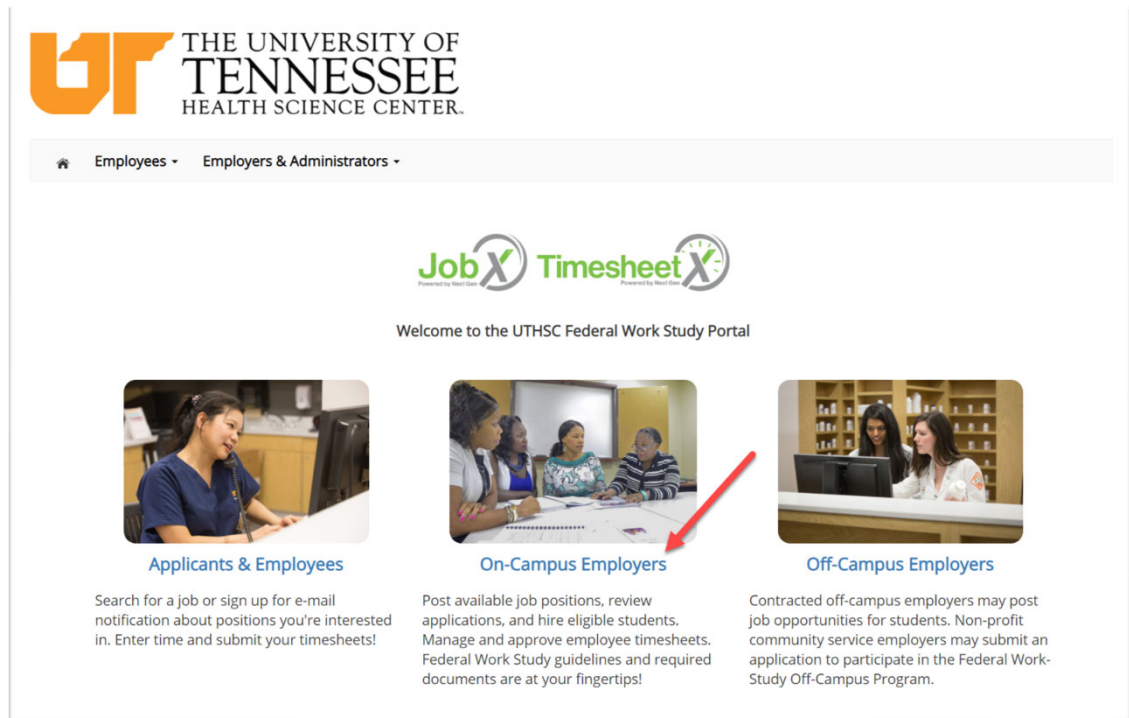
Timesheets

Questions

Access JobX & TimesheetX

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

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




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Employees - Employers & Administrators -


JobX TimesheetX
Powered by NextGen

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/>


On-Campus Employer Request Login



Click the 'Request Login' link.

On-Campus Employers

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



Student Employment News


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

Suggestion Box
Send us your suggestions, ideas, or concerns!

Employer Tools

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

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

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

Supervisor Handbook [pdf]
Download the Supervisor Handbook in PDF format.

On-Campus Employer Request Login



Complete Request Login Form.

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

The screenshot shows the 'Request Permission To Use This Site' form on the Student Job Portal. The form is titled 'Request Permission To Use This Site' and includes the following fields and sections:

- Request Log in permission** (header)
- Request Permission To Use This Site** (title)
- 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.** (instructions)
- First Name *** (text input)
- Middle Name** (text input)
- Last Name *** (text input)
- Full Email Address *** (text input, example: yourname@domain.edu)
- TNumber *** (text input)
- Street 1** (text input)
- Street 2** (text input)
- City** (text input)
- State** (text input)
- Zip Code** (text input)
- Phone** (text input)
- Fax Number** (text input)
- Website** (text input)
- Choose a Password *** (text input) and **Enter Password:** (text input)
- Re-Enter Password:** (text input)
- Please choose the employer for which you work from the list below.** (instructions)
- Employer** (dropdown menu, value: Choose one...)
- Job Title** (text input, value: On-Campus Supervisor)
- Notes** (text area, with a small note about providing employer name and affiliation)
- This must be verified prior to submitting the form** (instructions)
- I'm not a robot (checkbox)
- Submit** (button)

On-Campus Employer JobX Login



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

The screenshot shows the 'On-Campus Employers' dashboard. At the top, there is an orange header with the text 'On-Campus Employers' and a circular profile picture of a man with glasses. Below the header, a message reads: 'Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!'. The dashboard is divided into two main columns. The left column is titled 'Student Employment News' and contains two sections: 'Forms & Information' with the text 'General information about posting jobs, hiring, and access to all University student employment forms.' and 'Suggestion Box' with the text 'Send us your suggestions, ideas, or concerns!'. The right column is titled 'Employer Tools' and contains four sections: 'JobX Login' with the text 'Login to post jobs, hire students, and access student applications.' and a red arrow pointing to the link; 'TimesheetX Login' with the text 'Login to post jobs, hire students, and access student applications.'; 'Request Login' with the text 'Click above if you are an On-Campus Employer who has never logged in before.'; and 'Supervisor Handbook [pdf]' with the text 'Download the Supervisor Handbook in PDF format.'


On-Campus Employer TimesheetX Login



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

On-Campus Employers

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




Student Employment News

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

Suggestion Box
Send us your suggestions, ideas, or concerns!

Employer Tools

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

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

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

Supervisor Handbook [pdf]
Download the Supervisor Handbook in PDF format.

On-Campus Employer Login to JobX & TimesheetX



Central Authentication Service

NetID:

Password:

LOGIN

By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).



TimesheetX

TimesheetX

[Forget your password?](#)

[? Need help signing in?](#)

Login utilizing your UTHSC SSO 'NetID' and 'Password'.

Creating a Job Posting

Create a Job Posting – Add a Job



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

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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](#)

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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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.

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🏠 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 "to: Same" next to it.
- 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" next to it.
- Submit**: A blue button at the bottom left.

Create a Job Posting – Review Default Application

A screenshot of a web-based application form. The form has a light blue header with the word 'General' and a small icon. Below the header are several input fields, each with a red asterisk indicating it is required. The fields are: 'First name', 'Middle name', 'Last name', 'Email' (with a subtext 'Please use your institutional email address (if you have one)'), 'Student ID', 'Telephone Number' (with an empty input box), 'Resume' (with a 'Choose File' button and 'No file chosen' text), and 'Class Schedule' (with a 'Choose File' button and 'No file chosen' text). At the bottom left of the form is a blue button labeled 'Save Application'. On the right side of the form, there is a vertical scrollbar and a column of small icons corresponding to each field.

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. A red arrow points to this menu, which is open and shows options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below the 'Question Details' section is the 'Application Behavior' section. A red arrow points to the 'Application Section' dropdown menu, which is open and shows options: 'Select an existing section' and 'Create a new section'. Below this, there are two checkboxes under 'Other flags': 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Where To Add This Question?' dropdown menu, which is open and shows the option 'End of Application'. At the bottom of the form, there is an 'Add Question' button, with a red arrow pointing to it.

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

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](#)

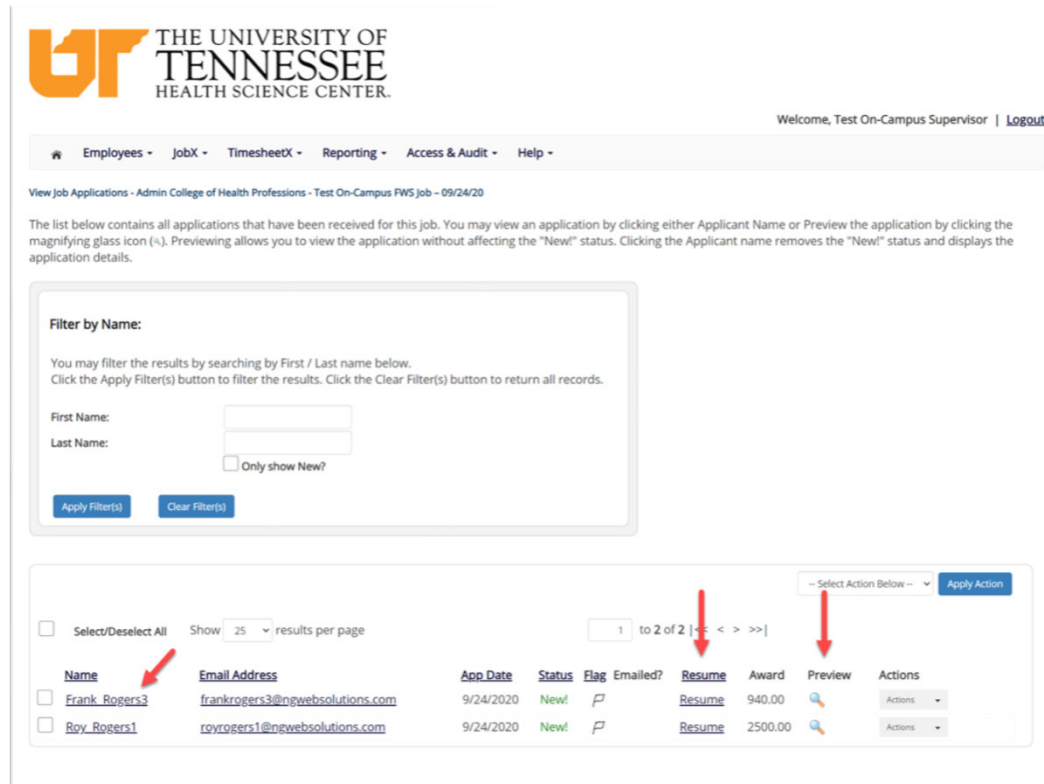
Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

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.

Send Cancel

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

Decline Applicants

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

Notify applicant(s) they were NOT Selected



<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 / 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 screenshot displays the UT HSC job control panel. At the top, the logo for THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER is visible. Below the logo, there is a navigation bar with options like Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled 'Job Control Panel' and includes a 'Result Filters' section with 'Employer: All Available' and a 'Reset Filters' link. A search bar is present with a 'Search' button. Below the search bar, there are options to 'Add a Job', 'Select/Deselect All', and a 'Show 25 results per page' dropdown. The main table lists job postings with columns for Job Id, Contact Person, Status, Location, Wage, Listed date, Job Type, and Applications. The first job is 'Test On-Campus FWS Job - 09/24/20' with 2 new applications. A red arrow points to the 'Applications' link, and another red arrow points to the 'Actions' dropdown menu for this job. The second job is 'Test - On-Campus Non-FWS - Wage - 08/17/2020' with 0 new applications.

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

Hire an Applicant – Select Applicant who Applied



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

Filter by Name:

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

First Name:

Last Name:

Only show New?

Send Reject Email

Select/Deselect All Show results per page to 3 of 3 | << < > >> | Show Deleted?

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/> 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"/>

[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"/>
<input type="button" value="Check Employee ID"/>	

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

Hire an Applicant– Compliance Validation - Warning



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

Hire 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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TENNESSEE
HEALTH SCIENCE CENTER.

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

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

Fill Job Step 2: Verify Applicants

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

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

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

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

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

Primary Supervisor * Choose one...

Secondary Supervisors Ctrl + click to select multiple

Select Some Options

[Create Hire](#)

Employment Eligibility Forms & Details

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

-Hires

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

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	<u>ID</u>	<u>Employer</u>	Preview	Cancel	Email
Status: Pending Final Approval								
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	Preview	Cancel	Email
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	Preview	Cancel	Email
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	Preview	Cancel	Email

Approved for Hire

Hire Approval Email – Pending Acceptance



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

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

Employee: Congratulations! You have been approved for work.

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

Hire Request Details:

Student Name: Sample Student

Email Address: 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



The screenshot displays the TimesheetX interface for a supervisor. At the top left is the logo for The University of Tennessee Health Science Center. The user is identified as 'Test On-Campus Supervisor' with a 'Logout' link. The navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The 'TimesheetX' menu is open, showing options: 'TimesheetX Employer Home (To Do Items)', 'Manage TimesheetX Jobs', 'Timesheet Control Panel', and 'Search Student Awards and Class Schedules'. A red arrow points to the 'TimesheetX Employer Home (To Do Items)' option. Below the menu, there are filter options for 'Primary Supervisor Only' (selected) and 'Primary or Secondary Supervisor'. A search area for employees is present with fields for 'First Name' and 'Last Name', and a 'Search Employee' button. The search results area is empty, displaying 'There are no timesheets to display.' A filter section for 'Filter by timesheet status:' includes checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (0)', 'Resubmitted By Employee (0)', and 'Pending Approval (0)', all of which are checked.

- 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

Search by employee
First Name Last Name

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

Search Employee

of 2 | << < > >> |

	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Samuel d Rogers4 Test - JV - UAS - Test Plan - 07-28-2020	SCH 9 hrs 30 mins	7/31/2020 3:00 PM	7/29/2020 4:11 PM	<input type="button" value="Q"/> <input type="button" value="✉"/>
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	<input type="button" value="Q"/> <input type="button" value="✉"/>

- 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

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
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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

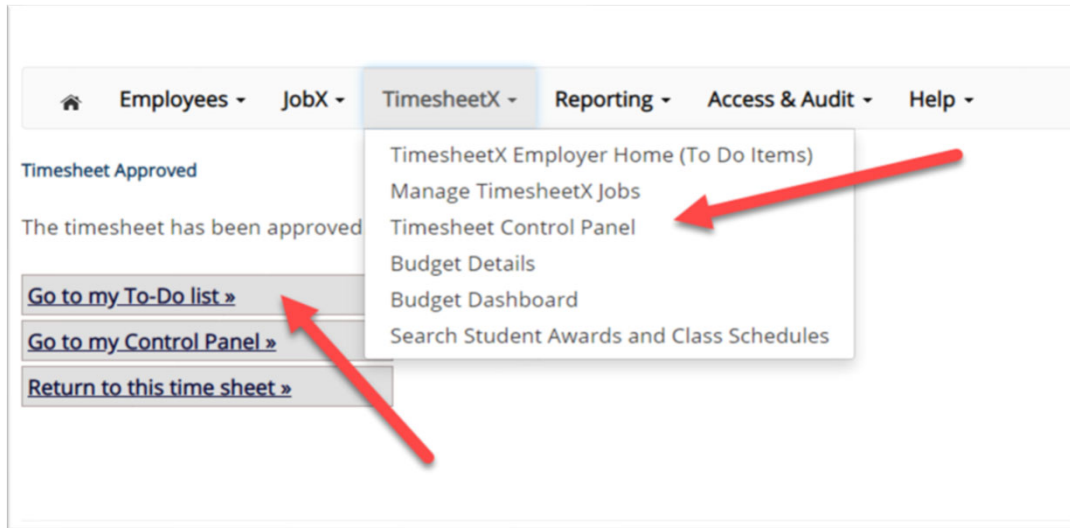
Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019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



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

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

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

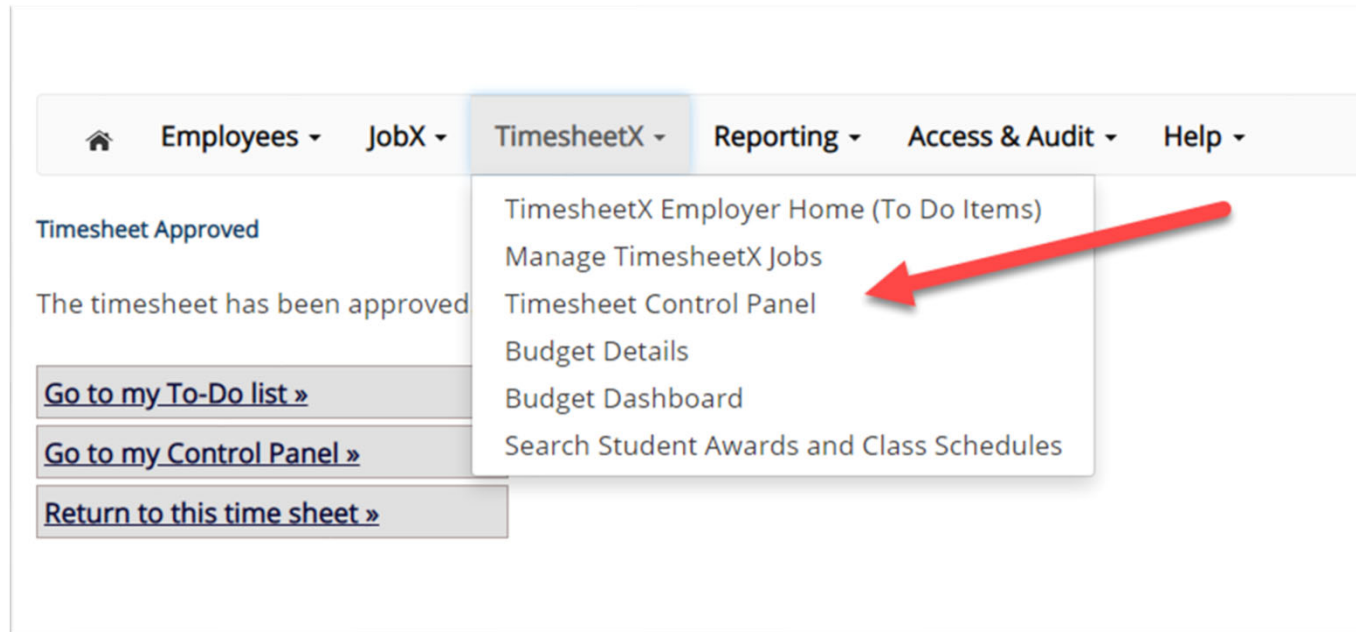
Manage Job View Hires

- 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



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

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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
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Class Schedule

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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

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

Awards

Federal Work Study	FWS Academic Year 2020 - 2021	\$1,500.00	\$1,500.00
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- To view an employee's Award information, click on the 'Awards' tab.

View Supervisor Information



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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

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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

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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

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Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

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Time Sheet Notes

[\[Add Note \]](#)

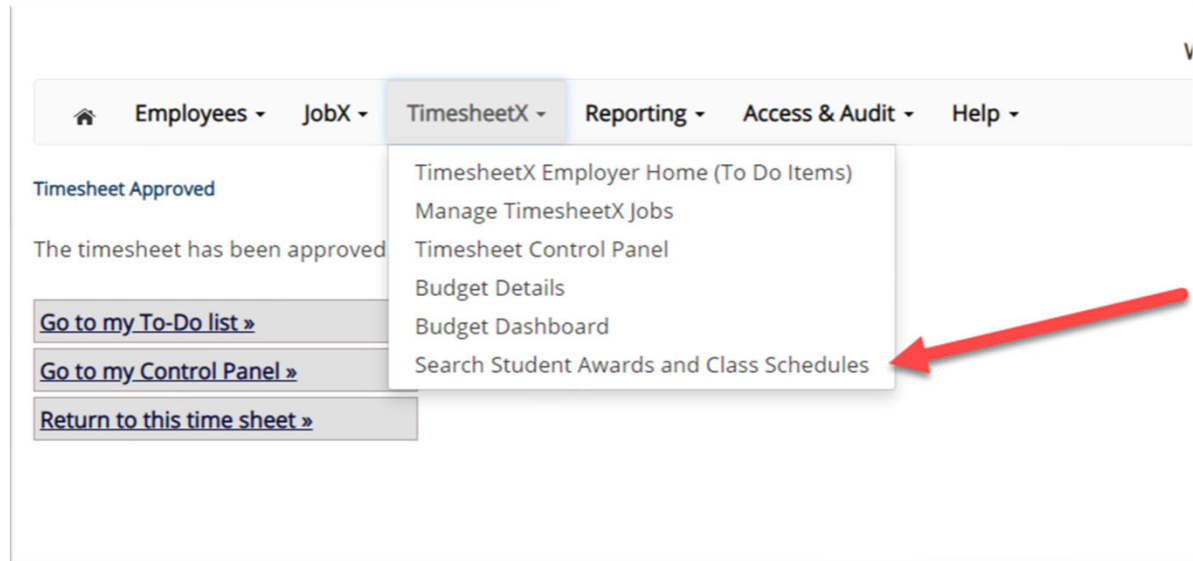
Note Type	User	Date
Time Sheet Approved	Test On-Campus Supervisor	Wednesday, October 7, 2020 10:13 AM
Time sheet Approved.		
Time Sheet Submitted	Roy a Rogers1	Wednesday, October 7, 2020 10:00 AM
Timesheet Submitted		

- 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



 THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER.

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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

