

Student 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.

JobX Benefits for Students



Apply for multiple jobs with one application



JobMail notifications on potential jobs matches



Job searches based on skills



Accelerated online hiring process



Elimination of paper forms



Automated notices throughout the job search process



Web accessibility



24-hour service

TimesheetX Benefits for Students



Automated Reminders for timesheets



Helpful Validations ensure quality timesheet entries



Award Balance Display



Never a lost timesheet



Elimination of paper forms and timesheets



Full Employment History Access



Web accessibility



24-hour service

School Specific Customization



Your site has YOUR school's look and feel



Your site has YOUR school departments



Your site has YOUR school customer fields



Your site has been configured to support YOUR specific processes

Training Agenda



Login to JobX & TimesheetX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Enter Time Worked



Submit Timesheet to Supervisor



Mobile Device Access

Login JobX & TimesheetX

Login to JobX



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

Then click on the 'Federal Work Study Students' or 'Service Scholarship Students' link to access the area of your choice.

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/>

Login to JobX & TimesheetX





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



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!! **Job Fair is Feb 28!**

Information	Training	Other Links
<p>Welcome</p> <p>Welcome! Learn about the Employment process at Sample College.</p>	<p><u>Applicant and Employee Training</u></p> <p>Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.</p>	<p><u>Dashboard</u> </p> <p>Click here to review jobs you've recently applied for and to update your JobMail Subscription.</p>
<p><u>Forms</u></p> <p>Download your I-9 and W-4 forms here. These are required in order to begin work.</p>	<p><u>Videos</u></p> <p>Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.</p>	<p><u>Find a Job</u> </p> <p>Conduct either quick or advanced searches for available jobs. Submit an online job application.</p>
<p><u>FAQ</u></p> <p>Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.</p>		<p><u>Manage JobMail</u></p> <p>Be the first to know when jobs matching your criteria become available.</p>

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'.

JobMail

What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications



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




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

How to Access JobMail





Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Federal Work Study Students or Service Scholarship Students home page.

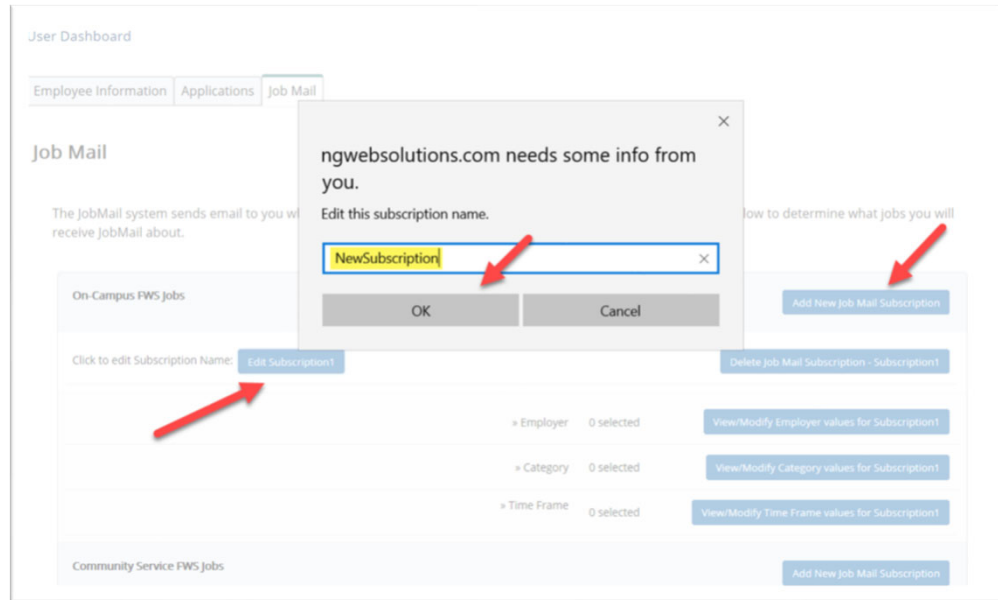


Applicants & Employees

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!! **Job Fair is Feb 28!**

<h4>Information</h4> <p>Welcome</p> <p>Welcome! Learn about the Employment process at Sample College.</p> <p>Forms</p> <p>Download your I-9 and W-4 forms here. These are required in order to begin work.</p> <p>FAQ</p> <p>Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.</p>	<h4>Training</h4> <p><u>Applicant and Employee Training</u></p> <p>Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.</p> <p><u>Videos</u></p> <p>Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.</p>	<h4>Other Links</h4> <p><u>Dashboard</u> </p> <p>Click here to review jobs you've recently applied for and to update your JobMail Subscription.</p> <p><u>Find a Job</u></p> <p>Conduct either quick or advanced searches for available jobs. Submit an online job application.</p> <p><u>Manage JobMail</u> </p> <p>Be the first to know when jobs matching your criteria become available.</p>
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Configure your JobMail Subscription



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

Configure your JobMail Subscription



Choose Employer(s) [Close]

Selected Items [Remove All Options]

Click [remove] to remove an item to the list

None selected

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing Center - Warrington [add]
- Academic Computing Center - Milton Campus [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Admissions - Health [add]

Click Done when complete

[Done]

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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

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

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	modified	View/Modify Employer values for NewSubscription
» Category	1 selected	modified	View/Modify Category values for NewSubscription
» Time Frame	2 selected	modified	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

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

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

Configure your JobMail Subscription



Choose Employer(s) [Close] [Remove All Options]

Selected Items

Click [remove] to remove an item to the list

Academic Computing Center [remove]

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Admissions, Health Programs [add]
- Adult Basic Education [add]

Click Done when complete [Done]

Job Mail

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

Save Subscription(s)

WS Jobs [Add New Job Mail Subscription]

Subscription Name: [Edit NewSubscription] [Delete Job Mail Subscription - NewSubscription]

- » Employer 3 selected modified [View/Modify Employer values for NewSubscription]
- » Category 1 selected modified [View/Modify Category values for NewSubscription]
- » Time Frame 2 selected modified [View/Modify Time Frame values for NewSubscription]

Community Service FWS Jobs [Add New Job Mail Subscription]

There are no subscriptions for this job type.

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

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

Configure your JobMail Subscription



User Dashboard

Employee Information Applications Job Mail

Job Mail

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

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

Click to edit Subscription Name: [Edit NewSubscription](#)

» Employer 3 selected *modified*

» Category 1 selected *modified*

» Time Frame 2 selected *modified*

Community Service FWS Jobs

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

Choose Employer(s)

[Close](#)

Selected Items [\[Remove All Options\]](#)

Click [remove] to remove an item to the list

Academic Computing Center - [\[remove\]](#)

Available Items [\[Add All Options\]](#)

Click [add] to add an item to the list

Academic Computing Center - Warrington [\[add\]](#) ^

Academic Programs - Milton Campus [\[add\]](#)

Admissions - Milton [\[add\]](#)

Admissions - Warrington [\[add\]](#)

Admissions and Information Center [\[add\]](#)

Admissions, Health Programs [\[add\]](#)

Adult Basic Education [\[add\]](#) v

Click Done when complete

[Done]

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

Configure your JobMail Subscription



User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs [Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer 3 selected *modified* [View/Modify Employer values for NewSubscription](#)

» Category 1 selected *modified* [View/Modify Category values for NewSubscription](#)

» Time Frame 2 selected *modified* [View/Modify Time Frame values for NewSubscription](#)

Community Service FWS Jobs [Add New Job Mail Subscription](#)

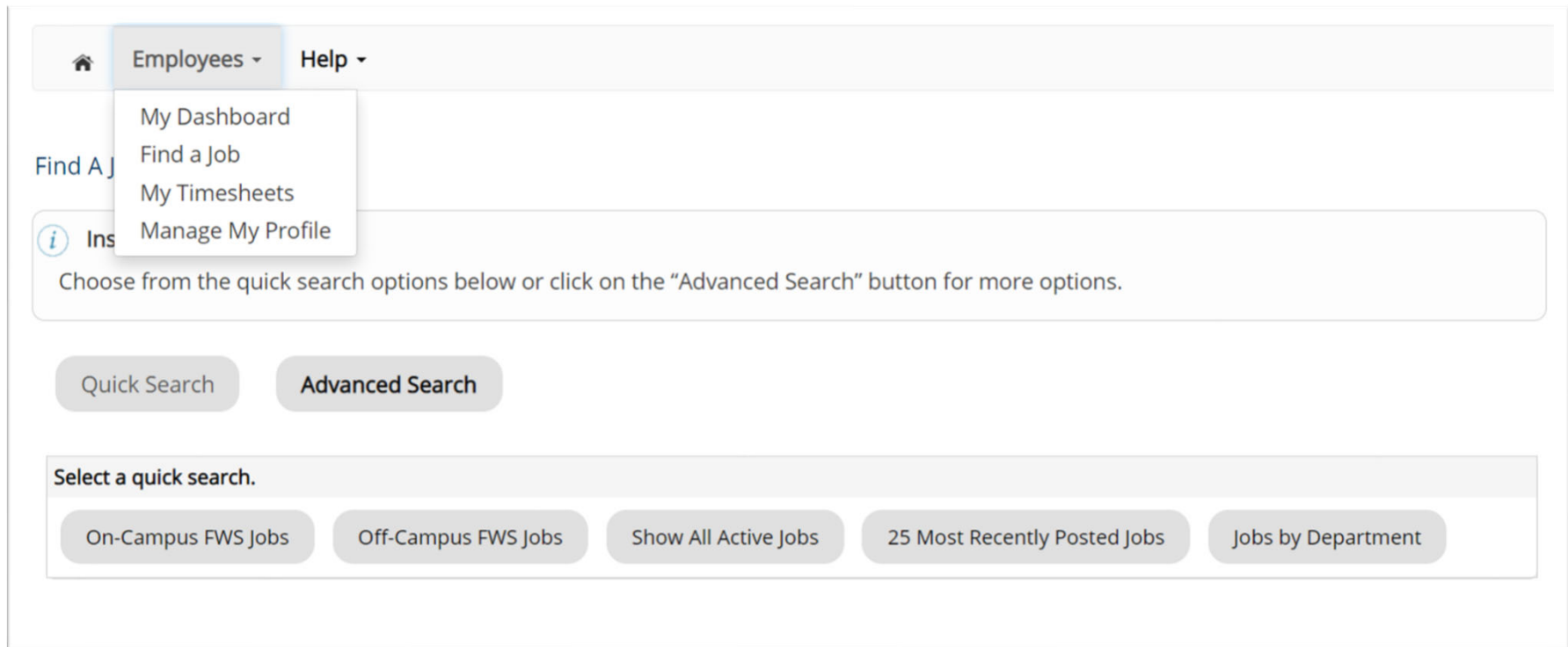
There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

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

Find a Job

Quick Search



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

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

Advanced Search

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

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Employees - Employers & Administrators -

Find A Job

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

Quick Search Advanced Search

Job Type(s):
 On-Campus FWS On-Campus Non-FWS Off-Campus FWS Off-Campus Community Service Off-Campus Student Jobs
Update Job Type

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

Keyword(s):

Click and to expand and collapse search criteria.

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

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

Time Frames
Select Time Frame(s):
 Academic Year

Wage
Greater than:
Doesn't Matter

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

Search

Apply for a Job

Disclaimer Statements



Tennessee TECH Student Job Portal

Employees - Employers & Administrators -

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[[Run a New Search](#)]

Disclaimer: On-Campus FWS Jobs

These jobs are available 20-21 Federal Work Study (FWS) students only. If you do not know your FWS status, check your financial aid screen on Eagle Online to see if you have been offered FWS. If you have been offered and accepted FWS, you may search and apply for these jobs. These jobs are limited in number and are available to FWS students who are enrolled in at least a minimum of 6 credits of classes. FWS jobs pay \$8.00 per hour.

PLEASE NOTE: You MUST have been offered and accepted Federal Work Study (FWS) award to be eligible for this job. If you have a FWS award, click "I agree" below.

Eligible for Federal Work Study (FWS) program is REQUIRED for this job. If you have been offered and accepted a FWS award, click "I agree" below. To inquire about your eligibility for this program, please contact Office of Financial Aid at financialaid@tntech.edu.

←

Disclaimer: On-Campus Scholarship Hours

You must have been offered and accepted a University Academic Service (UAS) scholarship or grant to be eligible for this job. If you have accepted a service scholarship or grant, you are required to have a UAS position and complete the number of hours required by your award each semester.

If you have not accepted a UAS position one week prior to the start of classes, you will be placed in a position and expected to report to that job as instructed by your supervisor.

Students may only have one UAS job for the academic year. By accepting a UAS position, you are committing to that position for both the fall and spring semesters.

If you have any questions about your UAS scholarship or grant, please email scholarships@tntech.edu.

←

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

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

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

Apply for a Job!



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

The screenshot shows a job listing interface. At the top left, there is a blue button labeled "Apply for selected jobs". Below this, the text "25 Most Recently Posted Jobs" is centered. A search filter shows "Show All results per page" with a dropdown arrow and a "Refresh" button. The main job listing is titled "Test - Job Flow - On-Campus Non FWS - 08-25-2020" with "Employer: Financial Aid" on the right. The job details include a checked checkbox, the UT logo, "Wage: \$10.00/hr", "Openings: 9", "Listed: 08/25/2020", "Hours: 10 / week", "Location: 910 Madison Ste 105 Memphis TN 38163", and "Category: Student Assistant Job Type: On-Campus Non-FWS". A red arrow points to the checked checkbox. At the bottom left, another blue button labeled "Apply for selected jobs" has a red arrow pointing to it. At the bottom right, there is a pagination control showing "1 to 1 of Total Rows: 1 Prev Next".

Job Application



The screenshot shows the 'Student Job Portal' for Tennessee Tech. The user is logged in as 'Roy a Rogers1'. The job title is 'Test - JV - UAS - Test Plan - 07-28-2020 - Scholarship Coordinator'. The form is divided into sections: 'General' and 'References'. The 'General' section includes fields for First name (Roy), Middle name (a), Last name (Rogers1), Email (royrogers1@ingwebsolutions.com), and TA (111111111). There is a 'Resume' section with a 'Choose File' button and a text area for skills. Below that is a text area for a 250-word explanation of why the user is the best candidate. The 'References' section includes fields for Name, Email, Phone, and a dropdown for 'Relationship to you'. A 'Submit' button is at the bottom left.

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

Application Successfully Submitted



User Dashboard

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

Employee Information Applications Job Mail

Display 1 Year Application Data

Applications

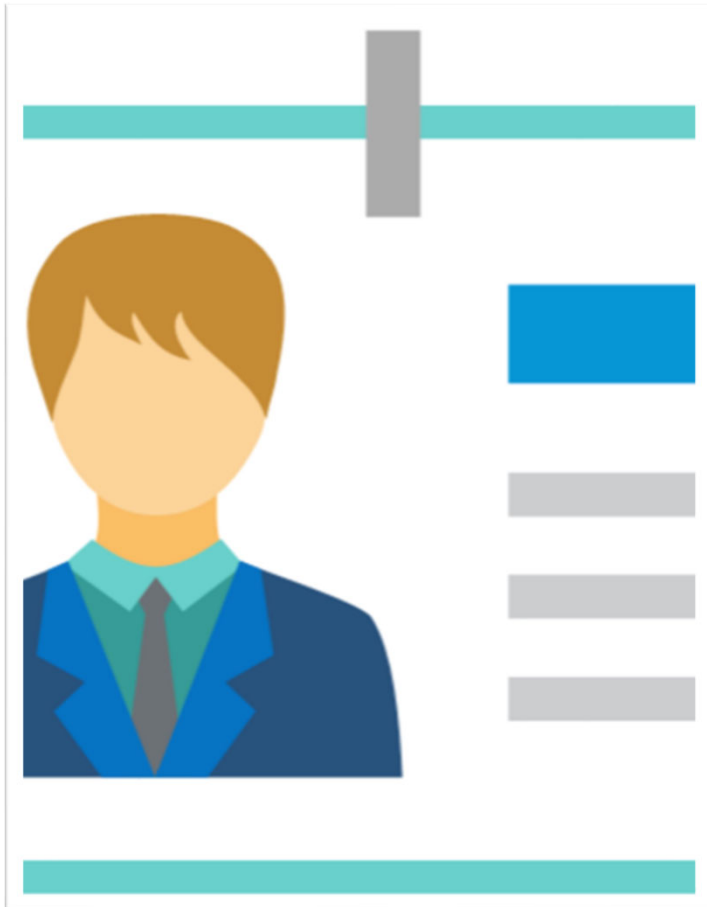
Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4504	Test Off-Campus FWS Job - 09/24/2020	Baptist Memorial Health Care Corp - Collierville	Submitted	9/24/2020	5			

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

My Dashboard

What is the JobX My Dashboard Feature?



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

My Dashboard: Access



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HEALTH SCIENCE CENTER.

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

Employees ▾ Help ▾

User Dashboard

My Dashboard
Find a Job
My Timesheets
Manage My Profile Applications

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

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

Display: Employee Information

Hires

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

My Dashboard: Application



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Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4503	Test On-Campus FWS Job - 09/24/20	Admin College of Health Professions	Submitted	9/24/2020	5			

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

My Dashboard: Hires



Employee Information Applications Job Mail


Display: Employee Information

Hires

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

Awards

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



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

Hired

Next Step: Approved for Hire



Once approved for hire, you must submit:

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

A few reminders:

- You may not work during scheduled class times, even if your class is canceled. We encourage you to share your class schedule with your supervisor who will be responsible for enforcing this Federal requirement.
- You are eligible to work during the term you are enrolled. Once you cease attendance in registered classes, you are ineligible to continue working.
- Monitor your earnings so you do not exceed the budgeted award from Federal Work Study.
- Late time sheets will cause you to not be paid as scheduled. Complete your timesheet and submit it timely to your supervisor so that it may be approved before each pay period deadline.
- To remain eligible, you must continue to be enrolled in your UTHSC eligible program and meet all federal student aid eligibility requirements, including Satisfactory Academic Progress.
- If you would like to continue working in the next academic year, you must complete your FAFSA for the new year, confirm you are eligible and be re-hired to be able to work after July 1.

Offer Acceptance Process

Hire Approval Email – Pending Acceptance



- When you have been approved to work you will receive the following email.
- You will need to accept the offer before you are officially hired.

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@tnitech.edu

Position: Student Employee

Employer Name: Tennessee Tech University

Primary Supervisor: Sample Supervisor

Dates: 08/20/2020 – 05/20/2020

Wage: \$8.00

Student Hire Acceptance



- Navigate to “My Dashboard”
- Click the ‘Accept/Decline’ link to accept or decline a job offer.

User Dashboard

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test - On-Campus Job - 04-22-2020	Student Employment Office (test)	\$10.00	04/22/2020	05/31/2020	NextGen SharonAdmin	Accept/Decline

Home Employees JobX Reporting Access & Audit Uploads Site Set up Content Help

Hire Record Details

Please review the hire information below and choose to accept or decline the offer.

Hire Date	April 22, 2020
Employer	Student Employment Office (test)
Contact Person	Test On Campus Supervisor
Job Title	Test - On-Campus Job - 04-22-2020
First Name	Roy

Timesheet Entry

Enter My Time Worked



The screenshot shows the UT HSC portal interface. At the top, there is a navigation bar with 'Employees' and 'Help' menus. A dropdown menu is open under 'Employees', showing options: 'My Dashboard', 'Find a Job', 'My Timesheets', and 'Manage My Profile'. A red arrow points to 'My Timesheets'. Below the navigation bar, there is a section for 'Employment Eligibility Forms & Details' with a table showing criteria and status. Below that, there is a 'Hires' section with a table showing job titles, cost centers, wages, start and end dates, supervisors, and hire status. A red arrow points to the 'Job Title' column header in the 'Hires' table. Below the 'Hires' table, there is an 'Awards' section with a table showing award names, amounts, balances, and terms.

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

Display: Employee Information

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

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

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

Start My Time Sheet



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

Home Employees Help

Hire Time Sheets

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

Time Sheets for Job: Student Employee

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

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

OK Cancel

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

Add a New Time Sheet Entry for Time Worked



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

🏠 [Employees](#) ▾ [Help](#) ▾

Manage Time Sheet

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

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

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

Time Sheet Entries

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

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

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

Class Schedule

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

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

Add a New Time Sheet Entry for Time Worked



Welcome, Roy a Rogers1 | Logout

Employees - Help -

Manage Time Sheet

Employee **Roy a Rogers1** Return to Hire »

Job Title Student Employee Pay Period Info Accruals Hire Details Awards Supervisors Accounts Notes

Status Incomplete

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

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

Time Sheet Entries

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

Enter any notes here

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy 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

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

Add a New Time Sheet Entry for Time Worked



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

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

Manage Time Sheet

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

Job Title Student Employee [Return to Hire »](#)

Status Incomplete

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

Deadline November 1, 2020 12:00 PM

10/01/2020 - 10/31/2020

Start - Thursday, October 1, 2020

End - Saturday, October 31, 2020

Employee Deadline - Sunday, November 1, 2020 (12:00PM)

Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)

Pay Date - Sunday, November 15, 2020

Time Sheet Entries

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

Note:

[Add New Entry](#)

Total: HRS 2 hrs

Class Schedule

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

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

Submit Time Sheet

Submit Time Sheet to Supervisor



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

Employees - Help -

Manage Time Sheet

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

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

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

Time Sheet Entries

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

Class Schedule

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

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

Submit Time Sheet to Supervisor



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

🏠 Employees ▾ Help ▾

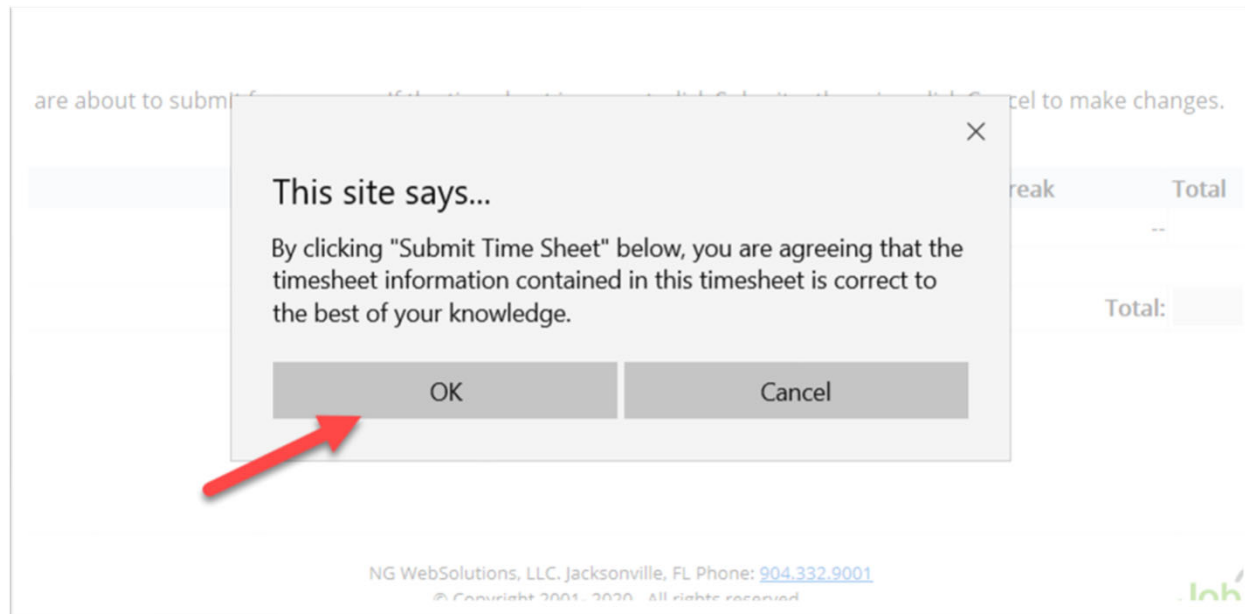
Review Time Sheet
Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries

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

- Review the timesheet for accuracy then click the 'Submit Time Sheet' button.

Submit Time Sheet to Supervisor



- Click 'OK' to confirm. By clicking the 'OK' button, the employee is agreeing the time sheet information they've entered is correct to the best of their knowledge.
- This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

Submit Time Sheet to Supervisor



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

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

Submitted Time Sheet Receipt

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

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

[Return to My Jobs](#)

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

Other Time Sheet Features

Pay Period Information



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

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

Manage Time Sheet

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

Employee [Roy a Rogers1](#)

Job Title Student Employee

Status Approved

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

Deadline November 1, 2020
12:00 PM

Pay Period Info Accruals Hire Details Awards Supervisors Accounts Notes

[Return to Hire »](#)

10/01/2020 - 10/31/2020

Start - Thursday, October 1, 2020

End - Saturday, October 31, 2020

Employee Deadline - Sunday, November 1, 2020 (12:00PM)

Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)

Pay Date - Sunday, November 15, 2020

Time Sheet Entries

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

Hire Details



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

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

Manage Time Sheet

[[Print Time Sheet](#)]

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

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

[Return to Hire »](#)

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

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

🏠 Employees ▾ Help ▾

Manage Time Sheet

[[Print Time Sheet](#)]

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

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

[Return to Hire »](#)

Awards

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

Supervisors



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

🏠 [Employees](#) ▾ [Help](#) ▾

Manage Time Sheet

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

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

[[Print Time Sheet](#)]

[Return to Hire »](#)

Primary Supervisor

Test On-Campus Supervisor

Secondary Supervisors

None

Time Sheet Entries

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

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

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

Manage Time Sheet

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

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

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

[Return to Hire »](#)

Accounting Info

Effective Saturday, August 1, 2020

Federal Work Study (FWS)	FWS Academic Year 2020 - 2021	100.0%	~\$16.00
--------------------------	-------------------------------	--------	----------

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

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

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

Manage Time Sheet

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

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

[Return to Hire »](#)

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

Time Sheet Notes

[\[Add Note \]](#)

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

Time Sheet Entries

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

Mobile Device Access

Login to TimesheetX Mobile



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

Then click on the 'Federal Work Study Students' or 'Service Scholarship Students' link to access the area of your choice.

THE UNIVERSITY OF TENNESSEE
HEALTH SCIENCE CENTER.

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!

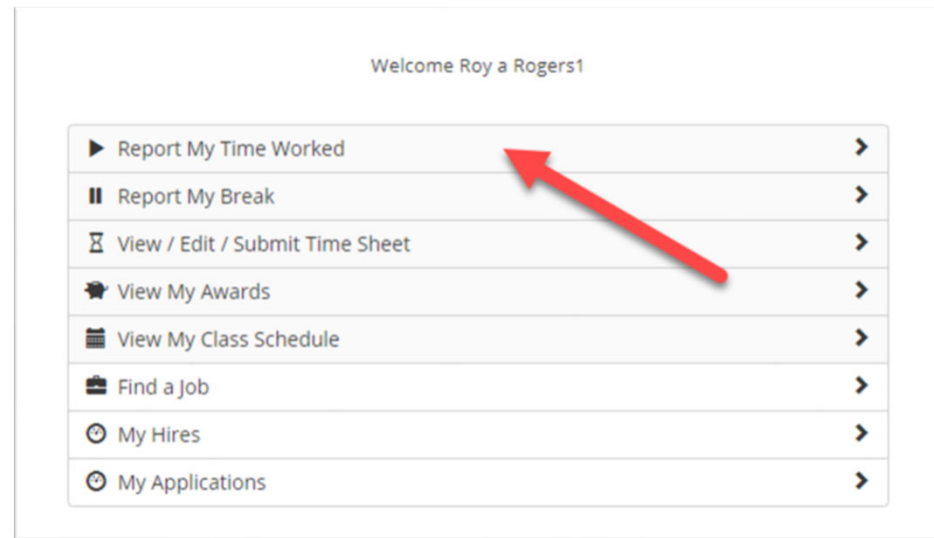
On-Campus Employers
Post available job positions, review applications, and hire eligible students. Manage and approve employee timesheets. Federal Work Study guidelines and required documents are at your fingertips!

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:

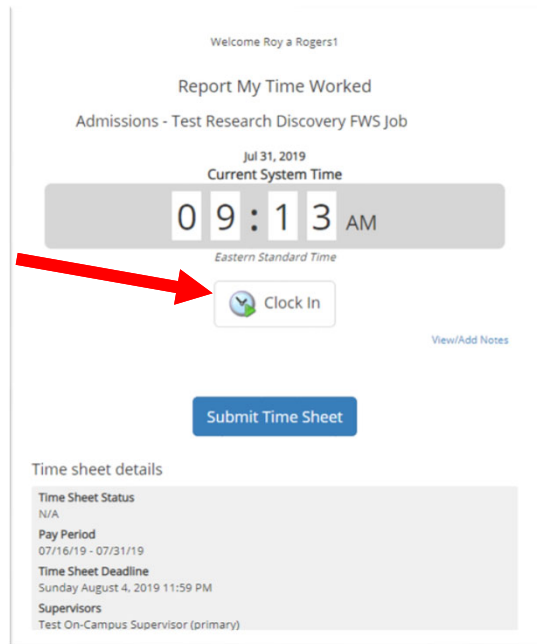
<https://uthsc.studentemployment.ngwebsolutions.com/>

Mobile – Report My Time Worked



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

Mobile – Clock In



Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:13 AM
Eastern Standard Time

Clock In

View/Add Notes

Submit Time Sheet

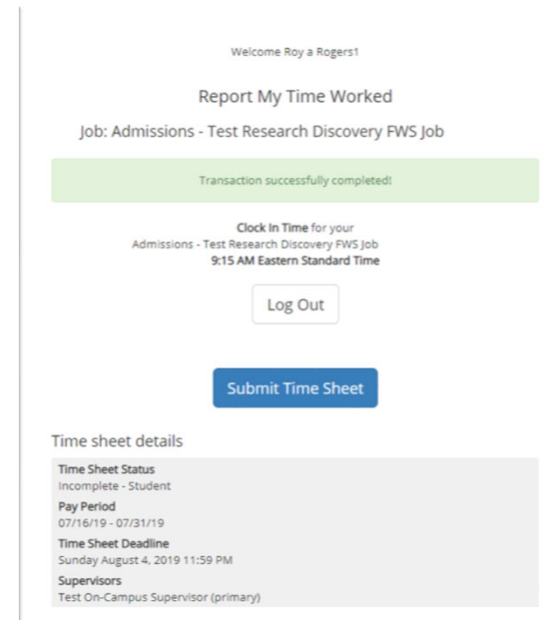
Time sheet details

Time Sheet Status
N/A

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

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

Supervisors
Test On-Campus Supervisor (primary)



Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

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

Log Out

Submit Time Sheet

Time sheet details

Time Sheet Status
Incomplete - Student

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

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

Supervisors
Test On-Campus Supervisor (primary)

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

Mobile – Clock Out

Welcome Roy a Rogers1

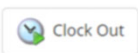
Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:17 AM
Eastern Standard Time

[View/Add Notes](#)

 Clock Out

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

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

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

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

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

[Log Out](#)

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

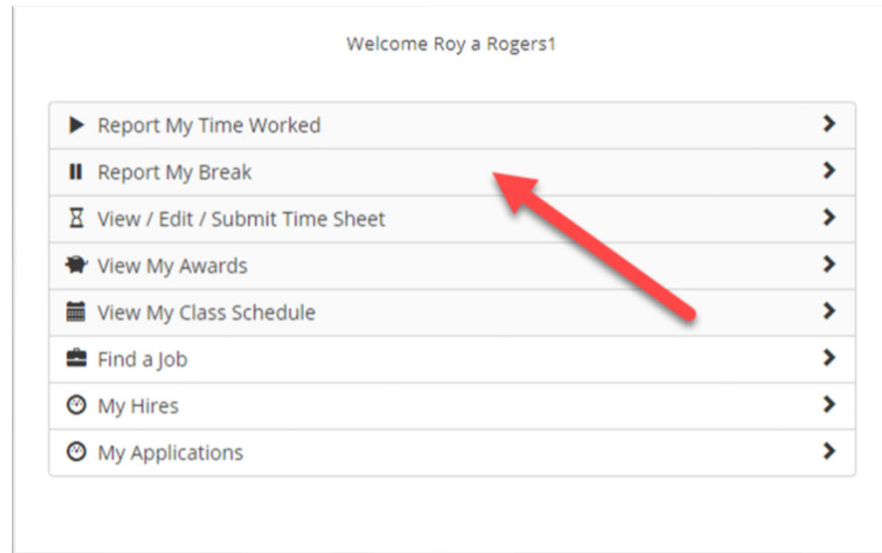
Pay Period
07/16/19 - 07/31/19

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

Supervisors
Test On-Campus Supervisor (primary)

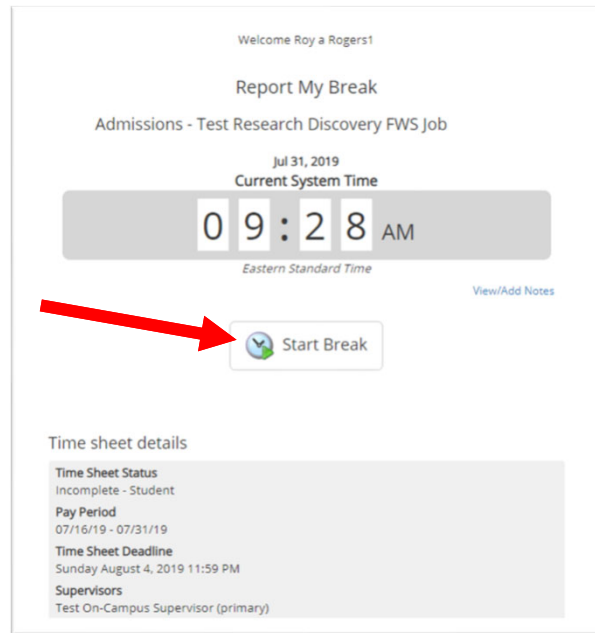
- To clock out, click the 'Clock out' button.
- The system time will be updated in the end field on their time sheet.
- A confirmation screen with the exact Clock Out time is presented.

Mobile – Report My Break



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

Mobile – Start Break



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

Mobile – End Break

Welcome Roy a Rogers1

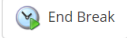
Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:30 AM
Eastern Standard Time

[View/Add Notes](#)

 End Break

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

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

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

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

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

[Log Out](#)

Time sheet details

Time Sheet Status
Incomplete - Student

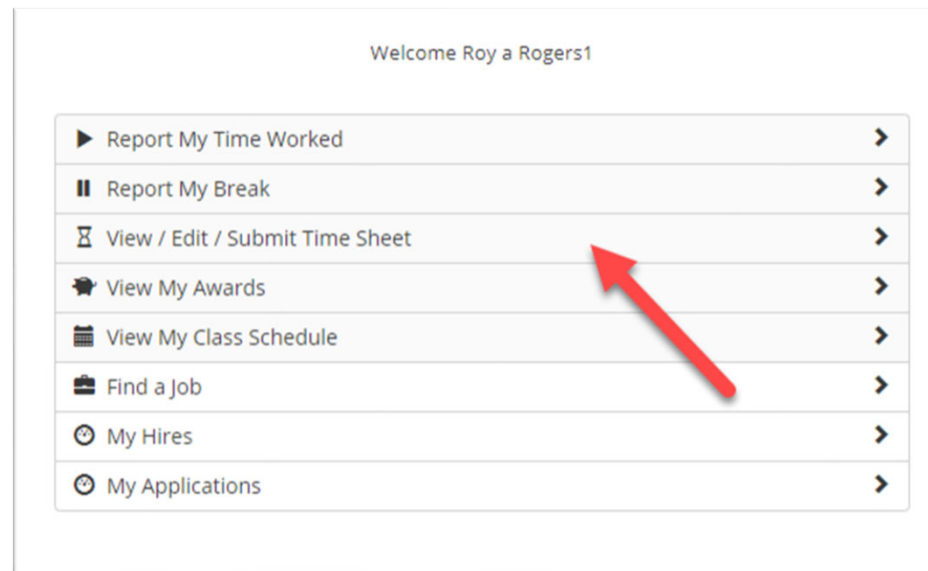
Pay Period
07/16/19 - 07/31/19

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

Supervisors
Test On-Campus Supervisor (primary)

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

Mobile – View / Edit / Submit Time Sheet



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

Mobile – View /Edit/ Submit Time Sheet

Welcome Roy a Rogers1

Select Pay Period

Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]

Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]

Select Pay Period

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

Mobile – View Time Sheet



Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

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

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

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

Wednesday, July 31

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

Wednesday, July 31

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

Wednesday, July 31

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

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

Time sheet notes

Add a new note

[Add new note](#)

[Close](#)

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

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

Mobile - Submit Time Sheet



Welcome Roy a Rogers1

[Review Time Sheet](#) ←

Time Sheet Entries

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

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

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

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

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

←

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

Mobile – Submit Time Sheet



Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

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

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

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

Wednesday, July 31

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

Wednesday, July 31


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

Wednesday, July 31

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

TOTAL
8 mins

[View/Add Notes](#)

Submit Time Sheet 

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

Mobile - Submit Time Sheet



Review

Time Sheet

Wedne

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

Wednesday, July 31

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

Wednesday, July 31

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

Wednesday, July 31

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

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

Submit Time Sheet

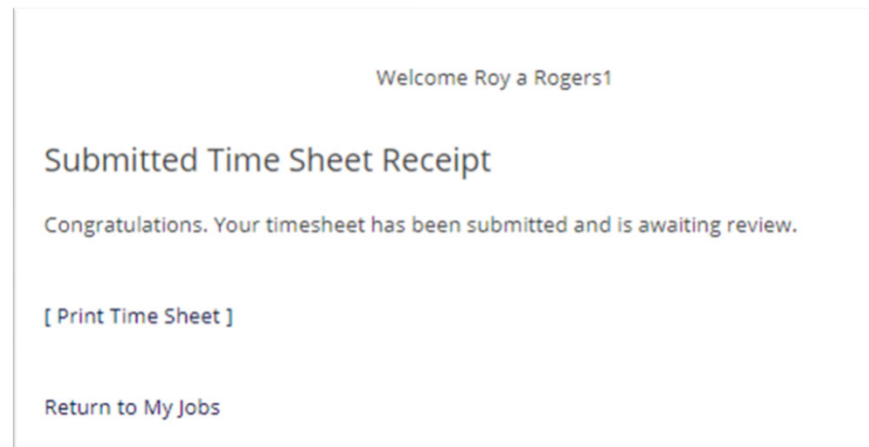
Cancel

By clicking "Submit Time Sheet" below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge.

OK Cancel

Click 'OK' to confirm. By clicking the 'OK' button, you are agreeing the time sheet information you've entered is correct to the best of your knowledge.

This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

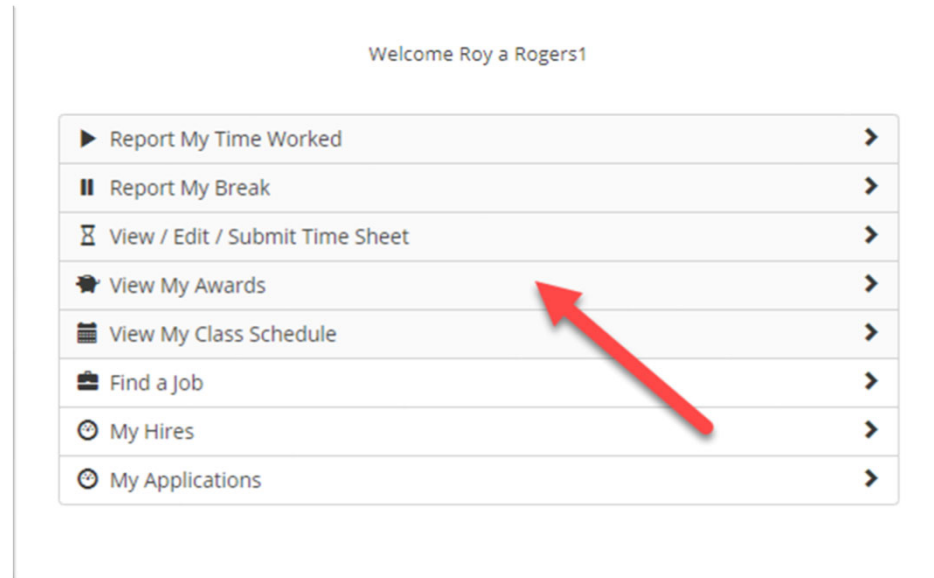


Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue waiting for review and approval.

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

Other Mobile Features

Mobile – View My Awards



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

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

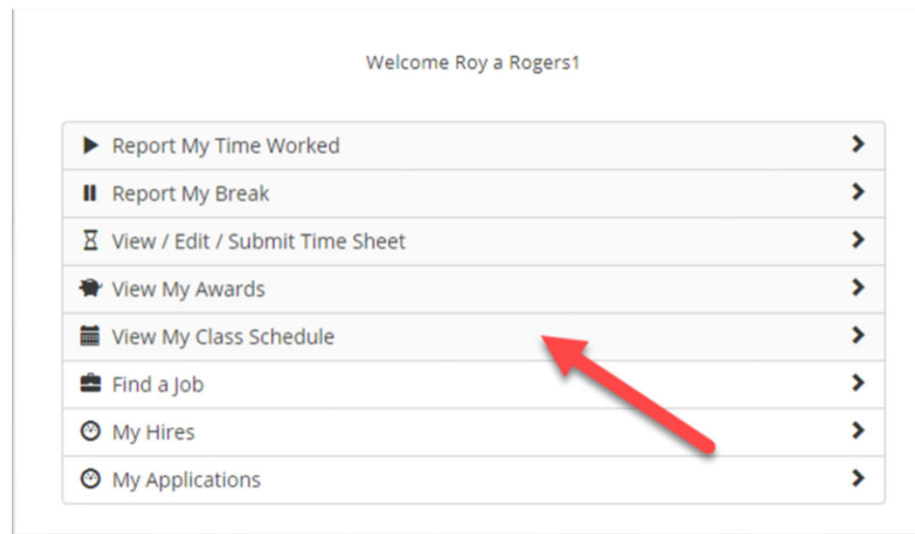
Welcome Roy a Rogers1

My Awards

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

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

Mobile – My Class Schedule



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

Mobile – My Class Schedule



Welcome Roy a Rogers1

My Class Schedule

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

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

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

Questions?

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

workstudy@uthsc.edu

