Next Gen Web Solutions Student Employment

Employer Training Template

Student Employment Suite

JobX + TimesheetX = Total Solution

- **JobX** helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.

- **TimesheetX** helps schools automate the time sheet submission and approval process for students, employers, and administrators.

- JobX and TimesheetX are **seamlessly integrated**.

JobX

Benefits for Employers:

- Job posting control
- Custom applications
- E-mail alerts
- Streamlined hiring
- Broadcast e-mail tools for student communication

TimesheetX

Benefits for Employers:

- No math errors
- No sloppy handwriting
- No late time sheets
- Automated warnings
- Web accessibility
- Deadline reminders
- E-signature enabled
- Easy to use

School Specific

- You site has YOUR School look and feel

- Your site has YOUR School accounts & departments

- Your site has been configured to support YOUR School processes

Today's Demo

- Employer posts job

- Employer hires student

- Employer approves time

First Time?

Request a Login

1. **Navigate to**
   https://hunter.studentemployment.ngwebsolutions.com
2. **Click 'On-Campus Employers'**

nextgen
WEB SOLUTIONS

IF YOU DON'T HAVE A LOGIN YET, YOU MUST CREATE ONE

office of **FINANCIAL AID**
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

On-Campus Employers

Log In

Request Login Permission

Contact Us

Log Out

On-Campus Employer Home Page

Student Employment News

Welcome to the Student Employment website!

ℹ️ **Forms and 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

🏠 **Job Management Login**

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

⏰ **Timesheet Management Login**

Login to manage your timesheets.

🔓 **Request a Login**

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

❓ **User's Guide [DOC] [PDF]**

Download the Web site User's

Click 'Request a Login'

1. The following information is required:
   - **First Name**
   - **Last Name**
   - **School E-mail address**
   - **Password**
   - **Employer (select your primary department from the list)**
   - **Title**
2. If you need to be able to manage jobs and timesheets for additional departments, state which ones in the 'Notes' section.
3. Click 'Submit' to send your request to the Financial Aid Office.

THE FINANCIAL AID OFFICE WILL CONTACT YOU WHEN YOUR ACCOUNT IS APPROVED

1. **Once you have received notification from the Hunter SEO office that you have a Login Id, navigate to https://hunter.studentemployment.ngwebsolutions.com and click 'On-Campus Employers'**
2. **Click 'Job Management Login'**

FORGOT YOUR PASSWORD? NO WORRIES!

Click the link in 'Help! I forgot my password!'

nextgen
WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

**WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE**

Student Employment
Home

Students

On-Campus
Employers

Off-Campus
Employers

Contact Us

If you forgot your password...

If you forgot your password, please enter your email address below. A link
to reset your password will be sent to you by email.

Please be sure to enter you email address carefully. For security
reasons, the system will NOT notify you if there is no matching email
address. Enter in exact form the email address you used originally to
register for this site.

Your email address:

Submit

Powered By
nextgen
WEB SOLUTIONS

1. **Enter the e-mail address you used when you signed up.**
2. **Click 'Submit'**

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

Please check your email in a few minutes for instructions to reset your password.

If you have not received an email within that time, please click the BACK button and be sure:

- You do not have any typos in the email address you submitted.

- You entered the email address that you originally used to register for this site. The email addresses must match exactly.

- Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please contact the Student Employment administrator.

Check your e-mail after a few minutes.

nextgen WEB SOLUTIONS

From:	aristalia@hunter.cuny.edu	Sent:	Thu 10/09/2008 2:06 PM
To:	taige.haines@ngwebsolutions.com		
Cc:			
Subject:	Reset your password		

To reset your password, please click here: https://hunter.studentemployment.nelnet.net/Chm_ResetPassword.aspx?UserId=16481&P=   0F2F18AA0A277009BC0DE50B9DD3DAEB

Click the link in the e-mail.

nextgen WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

Reset your password

Please enter a new password in the boxes below.

New password: [   ]

Confirm password: [   ]

[Submit]

Powered By
nextgen WEB SOLUTIONS

Enter a password and click 'Submit'

nextgen WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Students

On-Campus Employers

Contact Us

Your password has been reset.

Employers, Click here to continue.

Students, Click here.

Click the link for Employers to continue to the Job Control Panel.

Student Employment Home

Log Out

Please Log In!

Email Address [_____]

Password [_____]

[Log in]

You are required to log-in to use the system.
Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to post jobs by clicking here.

Help! I forgot my password! (If so, click here).

Powered By

Log in with your e-mail address and password

nextgen
WEB SOLUTIONS

Welcome, Taige Test Employer 2
Monday, August 08, 2011

Filter Employers:
[Show Jobs From All My Employers ▼]   ○ Only show "my" jobs
                                         ◉ Show all jobs within selected employer(s)

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS
No jobs are currently listed.

:: Jobs which are pending approval
Admissions
Ref# 4174   Technology   Manage Job

:: Review Mode Jobs			
Accounts Payable			
Ref# 3967 Clerical Assistant	Manage Job View Applicants (60) **(60 New)**	Listed: 12/9/2008	
Admissions			
Ref# 4235 Clerical	Manage Job View Applicants (0)	Listed: 3/1/2011	
Ref# 3969 Other	Manage Job View Applicants (48) **(48 New)**	Listed: 3/4/2011	

If you only have posting permissions for one department, you will not see a 'Filter Employers' box. This only appears when you have posting permissions for more than one department.

Select the department for which you want to post a job

1. Click 'Add a new job…'
2. If you only have posting permissions over one department, the 'Filter Employers' will not appear. Instead, click the 'Add a new job…' link.

1. **Select the Job Category**
2. **Enter a job description and job requirements**
3. **Enter the number of available openings**
4. **Enter the range of hours per week that will be worked**
5. **Enter a Start Date and End Date for the job. You may enter text instead of a date (i.e. ASAP, End of Year, etc.)**
6. **Select the Time Frame for the job**

1. **Select the appropriate wage range for the job.**
2. **Select a Funding Source (if applicable). You must select at least select one.**

1. **Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.**
2. **If you wish to designate a secondary contact, select the person's name from the list and click the 'Add >>>' button.**
3. **You may optionally enter a Phone Number, a Fax Number, an alternate E-Mail Address, and a Work Location if you wish.**
4. **Click 'Submit' to continue.**

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Contact Person «?»   Choose one...

Choose one...
John Battaglia
Maura Zoeller
Taige Test Employer 2
Taige Test Employer 2

Secondary Contact People «?»   Add >>>   <<< Remove

Phone Number
Leave blank if you do not wish students to see this information.

Fax Number
Leave blank if you do not wish students to see this information.

Email Address
Leave blank if you do not wish students to see this information.

Location

Do you wish to collect online applications for this job?
○ Yes
○ No

Submit

Click 'Click here when finished' to save the job application.

1. **Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately.**
2. **If you want to save the job for later, select 'Later-I need to review it myself'. The job will go to Storage for later review.**

nextgen
WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

You are adding a brand new job to the web site. ⓘ

>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> **Step 3: Go Live**

Art Education - Assistant

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? | As soon as possible ▾ |

2. Do you want the job listed immediately after it is approved? | Yes, immediately ▾ |
   | Yes, immediately |
3. Do you want JobMail to be sent when the job is listed? | Yes, | No, put it in storage for me. |

4. For how many days do want the job to be listed on the site? | 1 week ▾ |

When all the above information looks correct... | Click here to finish! |

1. **If you want the job to be immediately listed after it has been approved, select 'Yes, immediately.'**
2. **If you want the job to be approved, but not posted, select 'No, put it in storage for me.'**

nextgen WEB SOLUTIONS

office of FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

You are adding a brand new job to the web site. ⓘ

>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> **Step 3: Go Live**

Art Education – Assistant

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? | As soon as possible ▾ |

2. Do you want the job listed immediately after it is approved? | Yes, immediately ▾ |

3. Do you want JobMail to be sent when the job is listed? | Yes, send JobMail ▾ |
   Yes, send JobMail
   No, do not send JobMail

4. For how many days do want the job to be listed on the

When all the above information looks correct... | Click here to finish! |

1. **If you want to notify students who have subscribed to JobMail, select 'Yes, send JobMail.' If your job matches the student's job criteria within their JobMail subscription, they will be e-mailed immediately about your job.**

2. **If you do not want to send JobMail, select 'No, do not send JobMail.'**

You may choose to list your job up to 100 days (14 Weeks, 2 days)

office of FINANCIAL AID

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

You are adding a brand new job to the web site. ⓘ

>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> **Step 3: Go Live**

Art Education - Assistant

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? | As soon as possible ▼ |

2. Do you want the job listed immediately after it is approved? | Yes, immediately ▼ |

3. Do you want JobMail to be sent when the job is listed? | No, do not send JobMail ▼ |

4. For how many days do want the job to be listed on the site? | 14 weeks, 2 days ▼ |

When all the above information looks correct... | Click here to finish! |

1. **Click the button labeled 'Click here to finish!'**
2. **Your job will be submitted to the Financial Aid Office for approval.**

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

Art Education – Assistant

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 your job.

nextgen WEB SOLUTIONS

office of FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

ⓘ

Welcome, Taige Test Employer 2
Monday, August 08, 2011

Filter Employers:
Accounts Payable ⌄

○ Only show "my" jobs

◉ Show all jobs within selected employer(s)

Add a new job for *Accounts Payable*

:: CURRENTLY LISTED JOBS

No jobs are currently listed.

:: Jobs which are pending approval

Ref# 4325   TEST JOB - DO NOT APPLY   Manage Job

If you want to edit the job or view the job details, click the 'Manage Job' link next to your job posting.

1. **You may edit your job posting, view the application, or request that the job status be changed.**
2. **To go back to your Job Control Panel, click 'Job Control Panel' in the NavBar on the left.**

Your Job Is Approved!

NOW THAT YOUR JOB IS APPROVED, YOU CAN HIRE A STUDENT!

You may hire a student one of two ways. You may hire them as a walk-in candidate by clicking 'Manage Job', then clicking on 'Hire a Student' on the 'Manage Job' page, or…

1. **You may hire them if they applied online.**
2. **Click the 'View Applicants' link to hire an online applicant.**

1. **Click 'View' link next to the student's name to review the application.**
2. **Click 'Resume' link next to the student's name to review the student's Resume.**

How do I reject a student?

nextgen WEB SOLUTIONS

office of **FINANCIAL AID**
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

View Job Applications - Accounts Payable - TEST JOB - DO NOT APPLY

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: Greeting Rejection

Applications								
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume
New!	08-08-2011	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume

After selecting view applicants, click 'Rejection' next to the E-mail Applicants section.

This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected. Note: *Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.*

You may change the text in the body of the e-mail, then click on the "Send" button.
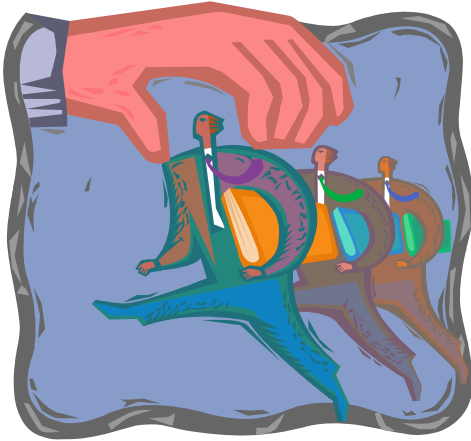
How do I contact a Student if I wish to set up an interview?

After selecting view applicants, click 'Greetings' next to the E-mail Applicants section.

This feature is utilized to set up interview schedules. Note: *Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.*

You may change the text in the body of the e-mail, then click on the "Send" button.

Hiring a Student

If you wish to hire the student, click 'Hire' next to their name.

nextgen WEB SOLUTIONS

office of **FINANCIAL AID**
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

Fill the job: "TEST JOB - DO NOT APPLY"

There are **5** openings for this position. Please choose an on-line applicant or type in the name of student to hire.

Hire an on-line applicant	Hire a candidate who did not apply on-line			
○ Hire a "walk-in" candidate. Type in candidate's info to the right.	First Name	M.I.	Last Name	Last 4 digits of SSN
⦿ Roy Rogers1				

[Go to step 2]

1. The student's name is automatically selected for you.
2. Click 'Go to step 2' to continue.

nextgen WEB SOLUTIONS

office of **FINANCIAL AID**
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

Fill Job Step 2: Verify Applicants

The hire candidate could not be immediately verified. Below you will find a list of possible matches for the info provided. Select the correct student and continue to Step 3.

Possible Matches
⦿ Roy a Rogers1 :: (royrogers1@ngwebsolutions.com)

[Select Student] [Cancel]

Powered By
nextgen WEB SOLUTIONS

Click 'Select Student' to verify the correct student is selected.

Fill Job Step 2: Verify Applicants

Student Validation Summary	
Already Hired:	This student IS NOT already hired. Continue the hiring process.
I-9:	The student has submitted this form.
W4:	The student has submitted this form.
Rights & Responsibilities:	The student has submitted this form.
State Tax Form:	The student has submitted this form.
At Least 6 Credit Hours:	The student has at least 6 Credit Hours.

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

[Continue to next step]   [Cancel]

Click 'Continue to next step' to continue.

1. **You may edit the information prior to establishing the hire.**
2. **Click 'Continue to Timesheet' to begin establishing the timesheet.**

Create Time Sheet with Hire Request

Now you must choose which job to hire into

Clerical ▾

Choose Job and Continue

If you do not see the correct job in the list above you may click the button below to generate a new job from the job posting system that you used to start this hiring process.

Click Here to Create New Job

1. If the job is not listed, click 'Click Here to Create New Job'.
2. If the job is listed in the drop-down box, select it.

1. **Select a primary supervisor and designate any secondary supervisors.**
2. **If you select a secondary supervisor, that person will be able to manage timesheets as well.**
3. **Select the Pay Schedule**
4. **Click on the "Create Hire" button to complete the hire process.**

Click 'Return to Job Control Panel' to return to your jobs.

Hire Approved!

Student Completes a Timesheet!

Approve The Timesheet!

1. **Navigate to http://Hunter.studentemployment.ngwebsolutions.com and click 'On-Campus Employers'**
2. **Click 'Timesheet Management Login' to access the timesheets for jobs in your Cost Center.**

office of FINANCIAL AID

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Timesheet To-Do Items

Timesheet Control Panel

Manage Timesheet Jobs

Job Control Panel

Log Out

Time sheets that need attention

⦿ Only show time sheets for which I am the primary supervisor
○ Show all time sheets regardless of being a primary supervisor

Delinquent time sheets
There are no time sheets to display.

Submitted time sheets awaiting review				
Student Name	Job	Deadline	Hours Worked	Review
TEST 08/01/11 - 08/02/11				
Roy Rogers1	TEST JOB - DO NOT APPLY	8/9/2011 11:59 PM	7.00 Hours	Review

1. **If you approve timesheets for more than one cost center, first select a cost center from the drop-down box at the top.**
2. **Click 'Review' next to the timesheet you wish to review.**

MODIFY A TIMESHEET

nextgen
WEB SOLUTIONS

Student Employment Home

Timesheet To-Do Items

Timesheet Control Panel

Manage Timesheet Jobs

Job Control Panel

Log Out

Manage Time Sheet   [Print Time Sheet]

Student   Roy a Rogers1
Job Title   TEST JOB - DO NOT APPLY
Status   Pending Approval
Pay Period   TEST 08/01/11 - 08/02/11
Deadline   August 9, 2011 11:59 PM

Time Sheet Entries						
Date	**Start**	**End**		**Hours**	**Edit**	**Delete**
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs	Edit	Delete
» **Add New Entry**						
			Total:	7 hrs		
	Approve	Reject		Lock		

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes

TEST 08/01/11 - 08/02/11
Start - Monday, August 1, 2011
End - Tuesday, August 2, 2011
Student Deadline - Monday, August 8, 2011 (11:59PM)
Supervisor Deadline - Tuesday, August 9, 2011 (11:59PM)
Pay Date - Wednesday, August 10, 2011

1. **If you need to make changes to the timesheet, click 'Edit' next to the entry you wish to modify.**
2. **The timesheet will now be locked to you until you save your changes.**

1. You may edit the Start, End, or Break hours and then click 'Update'.

2. You may click 'Add New Entry' if you wish to add another entry

REJECT A TIMESHEET

nextgen WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Timesheet To-Do Items

Timesheet Control Panel

Manage Timesheet Jobs

Job Control Panel

Log Out

Manage Time Sheet   [Print Time Sheet]

Student	Roy a Rogers1
Job Title	TEST JOB - DO NOT APPLY
Status	Pending Approval
Pay Period	TEST 08/01/11 - 08/02/11
Deadline	August 9, 2011 11:59 PM

Time Sheet Entries

Date	Start	End		Hours	Edit	Delete
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs	Edit	Delete
» **Add New Entry**						
			Total:	7 hrs		
	Approve	Reject	Lock			

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes

TEST 08/01/11 - 08/02/11
Start - Monday, August 1, 2011
End - Tuesday, August 2, 2011
Student Deadline - Monday, August 8, 2011 (11:59PM)
Supervisor Deadline - Tuesday, August 9, 2011 (11:59PM)
Pay Date - Wednesday, August 10, 2011

If you need to reject the timesheet back to the student, click 'Reject Time Sheet'

nextgen
WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Timesheet To-Do Items

Timesheet Control Panel

Manage Timesheet Jobs

Job Control Panel

Log Out

Reject Time Sheet

Student	Roy a Rogers1
Job Title	TEST JOB - DO NOT APPLY
Status	Pending Approval
Pay Period	TEST 08/01/11 - 08/02/11
Deadline	August 9, 2011 11:59 PM

Describe the reason for the rejection below:

Because of its current status, this time sheet will be rejected to the student.
The message below will be e-mailed to the student and added to the time sheet notes.

Sorry, your timesheet has been rejected.

[Reject Time Sheet] [Cancel]

Time Sheet Entries				
Date	**Start**	**Hours**		**Break**
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs
			Total:	7 hrs

1. **Enter the reason you are rejecting the timesheet and click 'Reject Time Sheet'.**
2. **An e-mail will be sent to the student notifying them that their timesheet has been rejected.**

To approve the timesheet, click 'Approve Time Sheet'

nextgen WEB SOLUTIONS

office of
FINANCIAL AID
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE
OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Timesheet To-Do Items

Timesheet Control Panel

Manage Timesheet Jobs

Job Control Panel

Log Out

Timesheet Approved

The time sheet has been approved.

Go to my To-Do list »

Go to my Control Panel »

Return to this time sheet »

Powered By
nextgen WEB SOLUTIONS

1. Click 'Go to my To-Do List' to review other timesheets
2. To view the Supervisor Control Panel, click 'Go to my Control Panel.'

1. **The Supervisor Control Panel is where Supervisors can access information about the jobs for which they are a primary supervisor.**
2. **Supervisors can manage their jobs and timesheets from this page.**

To access timesheets, first click 'View Hires' to see everyone who is hired for the selected cost center.

1. To view the student's current timesheet, click 'Go to time sheet' under the 'Current Time Sheet' section.
2. To view all timesheets for the student, click 'All time sheets'.

1. **To view a history of the timesheets, as well as any notes entered by the student, click 'Go to Timesheet'.**
2. **Then, click on the 'Notes' tab.**

![nextgen WEB SOLUTIONS]

Manage Time Sheet

[Print Time Sheet]

Student Roy a Rogers1
Job Title TEST JOB - DO NOT APPLY
Status Approved
Pay Period TEST 08/01/11 - 08/02/11
Deadline August 9, 2011 11:59 PM

Time Sheet Entries				
Date	Start	Hours		Break
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs
			Total:	7 hrs

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes

Time Sheet Notes
[Add Note] ⊞

Note Type	User	Date
Time Sheet Approved	Taige Test Employer 2	Monday, August 8, 2011 4:54 PM
Time sheet Approved.		
Time Sheet Submitted	Roy a Rogers1	Monday, August 8, 2011 4:45 PM
Timesheet Submitted		

Details of the student's timesheet history are displayed and any notes the student may have submitted.

WE'RE FINISHED!

QUESTIONS