

# **Student Employment**

## **JobX & TimesheetX Student Training**

Note: This is a template that can be utilized to create your own institutional specific Student Employment Student Training presentation.

We strongly recommend that you walk thru this documented step-by-step training documentation and customize to fit your specific processes and needs.



## **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 Students:

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Eliminated paper forms
- Job search skills development



## TimesheetX

## Benefits for Students:

- Automated notices
- Award balance display
- Never a lost time sheet
- Web accessibility
- Eliminated paper forms
- Full work history
- Deadline reminders



## **Institutional Specific**

- Your site has YOUR Institution's look and feel
- Your site has YOUR Institution's accounts, departments, etc.
- Your site is configured to YOUR
   Institution's processes



## Today's Demo

- Student finds and applies for job
- Employer hires student (implied)
- Student enters time



## **Find A Job**









Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

[ Edit this Nav Bar ]



Welcome to Student Employment!

#### Important Information

More Than Just Our Look Has Changed: As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available: To search the listings now, <u>click here</u>.

#### Students Search for a

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 positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and

#### **Off-Campus Employers**

Off-campus employers may post job opportunities for students. Non-profit community service employers may submit an application to participate in the

- 1. Navigate to <a href="https://hunter.studentemployment.ngwebsolutions.com">https://hunter.studentemployment.ngwebsolutions.com</a>
- 2. Click 'Students'





Student Employment

Home



## OFFICE OF FINANCIAL AID WEBSITE

#### Welcome Hunter Students!

My Timesheets In preparation for getting a new job, your student employment file must be complete. Before you can begin work, you must complete and submit all necessary forms to the Financial Aid Office. Please access all necessary forms via the Forms and Information Find a Job link below. Job Planner Student Job Seekers Newly Hired Student Contact Us Employees Shop for a Job Log Out Conduct guick and advanced Student FWS Checklist searches for available jobs-Checklist to ensure all even apply online! necessary activities have been Edit this Nav completed for the FWS Bar 1 program. User's Guide [Jobs] [Timesheets] Forms & Information Download the Web site User's Click here for Student Guide in PDF format. Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Student Training Direct Deposit, etc.). Presentation!

- 1. Click 'Shop for A Job'
- 2. To go directly to a recently posted listing, click the Job Title in the 'Recently posted jobs' section



### **Quick Search: A search containing pre-defined criteria**

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#### Find A Job

Quick Search Advanced Search	
Select a quick search.	
Show All Active Jobs	25 Most Recently Posted Jobs
Summer Jobs	

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
:: On-Campus Jobs	96	425	45
:: Total	96	425	45

- 1. Click 'Quick Search' for each type of search
- 2. Click 'Advanced Search' to define your own criteria





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Log Out

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- 1. Click the Job Title to view details
- 2. For help, click the 'i'
- 3. To start another search, click 'Run a New Search', located under the search results







FINANCIAL AID

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

#### Job Details 🛈

[Return to search results]

Accounting Assista	nt
Click here to apply f	for this job
Job ID	4264
Job Type	On-Campus Jobs
Employer	Vice President for Student Affairs
Date Posted	Sep 01, 2011
Category	Other
Job Description	Assists Budget Director with bank reconciliation, budget modifications, and payroll. Assists staff with light clerical work as needed.
Job Requirements	Knowledge of MS Office ( Word, Excel) preferred. Data Entry. Internet Research.
Available Openings	1
Hours	10.0 to 15.0 hours per week
Hourly Rate	\$8.00/hour
Time Frame	Academic Year
Contact Name	Jamillah S Satters
Contact Email	jsalters@hunter.cuny.edu
Work Location	Vice President for Student Affairs-Dean of Students
Phone	212-772-4876
Fav	212 850 238

- 1. Click the 'Click here to apply for this job' link
- 2. To return to the search results, click 'Return to search results'
- 3. To view additional help information, click the 'i'





FINANCIAL AID

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

Apply To Job For: Accounting Assistant

Please complete the application below, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

Roy	
2. Middle Name	
I	
3. Last Name	
Rogers	
4. E-mail Address	
royrogers1@hunter.cuny.edu	
5. Student ID (NetID)	
11111111	

Submit Application

- 1. Fill out the questions on the application
- 2. USE YOUR APPLICABLE STUDENT ID!!!





## Add A Resume to your Application.

You may choose to add a resume to your application. Click browse below to find the file on your computer. Then click **Submit** to send the file

Resume Document to U			)
	Browse	Submit	

- or if you do not wish to upload your resume, please click NEXT to continue.

Next ->	
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- 1. To upload a resume, browse to your resume and click 'Submit' and then 'Next'.
- 2. If you do not wish to upload a resume, simply click the 'Next' button.





FINANCIAL AID

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

#### Student Employment Home

My Timesheets	Congratulations! Your application has been submitted.
Find a Job	[View Printable Version]
Job Planner	Application Date: 09/08/2011
Contact Us	
	1. First Name
Log Out	Roy
[ Edit this Nav Bar ]	2. Middle Name
	3. Last Name
	Rogers1
	4. E-mail Address
	royrogers1@ngwebsolutions.com
	5. Student ID (NetID)
	11111111
	Resume Submitted: Yes
	[View Resume]

### To print your application, click 'View Printable Version'



[ Print This Window ] [ Close This Window ]

Application Date: 10/22/2007

1. First Name
Tim
2. Middle Name
3. Last Name
Pettus
4. E-mail Address
pettusta@gmail.com
5. Student ID
tp5596237
6. Would you consider speaking at information sessions?
Yes

### **Click 'Print This Window'**







Student Employment Home	
My Timesheets	Congratulations! Your application has been submitted.
Find a Job [	View Printable Version]
Job Planner	Application Date: 09/08/2011
Contact Us	
	1. First Name
Log Out	Roy
[ Edit this Nav Bar ]	2. Middle Name
	3. Last Name
	Rogers1
	4. E-mail Address
	royrogers1@ngwebsolutions.com
	5. Student ID (NetID)
	11111111
	Resume Submitted: Yes
	[View Resume]

## To continue without printing, click 'Student Employment Home' on the NavBar





## You're Hired!

## Now what do you do?





## **Enter a Timesheet!**







Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

[ Edit this Nav Bar ] Welcome to Student Employment!



Important Information

More Than Just Our Look Has Changed: As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available: To search the listings now, <u>click here</u>.

#### Students 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 positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and

#### **Off-Campus Employers**

Off-campus employers may post job opportunities for students. Non-profit community service employers may submit an application to participate in the

To access your timesheets, first click the 'Students' link from the Student Employment Home page.







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

#### Student Employment Welcome Hunter Students! Home My Timesheets In preparation for getting a new job, your student employment file must be complete. Before you can begin work, you must complete and submit all necessary forms to the Find a Job Financial Aid Office. Please access all necessary forms via the Forms and Information link below. Job Planner Student Job Seekers Newly Hired Student Contact Us Employees Shop for a Job Log Out Conduct quick and advanced Student FWS Checklist searches for available jobs-Checklist to ensure all even apply online! necessary activities have been [ Edit this Nav completed for the FWS Bar ] program. User's Guide [Jobs] [Timesheets] Forms & Information Download the Web site User's Click here for Student Guide in PDF format. Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Student Training Direct Deposit, etc.). Presentation!

Click 'My Timesheets' from the NavBar.



### IS THIS YOUR FIRST TIME? IF SO, CREATE AN ACCOUNT!



FINANCIAL AID WEBSITE

If this is your first time visitin	g this site, please click <u>here</u> . Otherwise, 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).

## If this is the first time you're entering timesheets, click 'click here' in the login box.





Student Employment Home	Please enter your	email address and you will receive an email with a link to create your password.
My Timesheets	Email Address:	pettusta@gmail.com
Find a Job		Submit
Job Planner		26
Contact Us		
Log Out		

### Enter your institutional e-mail address and click 'Submit'







Student Employment Home	Please check you	ur email in a few moments. You will receive an email with a link to creating your password.
My Timesheets		
Find a Job	Email Address:	pettusta@gmail.com
Job Planner		
Contact Us		
Log Out		

- 1. Check your e-mail.
- 2. Click the link in your e-mail. You can also copy and paste it into your browser if clicking the link does not work.



Student Employment	Reset your password				
Home	Please enter a new password in the boxes below.				
Students	New password:				
	Confirm password:				
On-Campus Employers	Submit				
Contact Us					

## Enter your password and click 'Submit'







Student Employment Home	Your password has been reset.
Students	Employers, <u>Click here</u> to continue.
On-Campus Employers	
Contact Us	Students, Click here.

Click the link for students to automatically log in and continue to your list of jobs.



### IF YOU HAVE AN ACCOUNT, LOG IN WITH YOUR E-MAIL ADDRESS AND PASSWORD



Student Employment Home			
Students			to view this page. If you have another account t. Otherwise, please navigate to page for which you
Log Out	Email Address	nextgen	
[ Edit this Nav	Password		
Bar ]	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).





FINANCIAL AID WEBSITE

Student Employment Home					
My Timesheets	My Jobs				
Students	Welcome, Roy a Rog	gers1. Belov	v you will fi	nd your job	s.
Log Out					
	Current Hires & Awards (2)	Jpcoming Hires & Awa	ards (0) Old Hir	es & Awards (0)	
	Title	Cost Center	Wage Start D	ate End Date	Supervisor
	TEST JOB - DO NOT APPLY	Accounts Payable	\$7.15 08/01/2	011 05/31/2012	Taige Test Employer 2
	= Active = Inactive	= Closed = Pe	ending		
	Account Name	Amount	Balance	Term	
	Federal Work-Study	\$1,000.00	\$1,000.00	Summer 2011 (06/01/2011 - 08	8/25/2011)

Click your job title to view your timesheets.







Student Employment Home					
My Timesheets	Hire Tim	e Sheets			
Students					
	Job Ti	tle TEST JOB - DO NO	OT APPLY		
Log Out	Supervis	or Taige Test Employ	/er 2		
_	Wa	<b>ge</b> \$7.15			
	Start Da	te August 1, 2011			
	End Da	te May 31, 2012			
	Stat	us Active			
	Time She	eets for Job: TEST	JOB - DO NOT APPLY		<b>*</b>
	Status	Pay Period	Start Date	End Date	Time Sheet
		EST 08/01/11 - 3/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	<u>Start time</u> <u>sheet</u>

If this is the first time you are entering a timesheet for the current pay period, click 'Start Timesheet'. If you have already entered time for the current pay period, the link will be labeled 'Go to Timesheet'.





FINANCIAL AID WEBSITE

Student Employment Home

My Timesheets	Hire Time S Mes	sage from webpage
Students	Job Title	You are about to start a new time sheet for the pay period starting Monday, August 01. It will be due: Monday, August 08
Log Out	Supervisor	r
_	Wage	
	Start Date	OK Cancel
	End Date	51, 2012
	Status Activ	e

Ti	Time Sheets for Job: TEST JOB - DO NOT APPLY						
S	tatus	Pay Period	Start Date	End Date	Time Sheet		
	×	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	<u>Start time</u> <u>sheet</u>		

### Click 'OK' on the confirmation dialog box.





FINANCIAL AID

WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

#### Student Employment Home

My Timesheets	Manage Tin	ne Sheet					_		
Students	Student	Roy a Rogers1						Actions	
Log Out	500 1110	b Title TEST JOB - DO NOT APPLY Status Incomplete					<u>Return to hire »</u> Log out »		
	•	TEST 08/01/11 - 08/02/11 August 8, 2011 11:59 PM						<u>/////////////////////////////////////</u>	
			Tim	e Sh	eet Entr	ies			
	Date	Start End Hours Edi					Edit	t	Delete
	There are no e	entries to displa	у.						
	» <u>Click to dism</u>	niss time sheet i	f no hours	will b	oe worked	l for this pa	iy per	iod.	
	» Add New E	ntry							
	Pay Period Info	Hire Details	Awards	Su	pervisors	Accounts	Not	es	
	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)								
		adline - Tuesday	-	201	1 (11:59)	PM)			
	Pay Date - We	ednesday, Augus	st 10, 2011						

### Click 'Add a New Entry' to enter your time.





Manage Time Sheet

# FINANCIAL AID

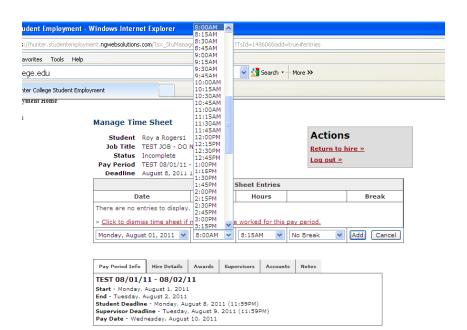
#### WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

#### My Timesheets

#### Students

I	.0g	0	ut

Job Title Status	Roy a Rogers1 TEST JOB - DO Incomplete TEST 08/01/11 -				Action Return to Log out »	-
	August 8, 2011					
		Ti	me Sheet E	ntries		
D	ate	Start	Но	urs		Break
» <u>Click to dism</u>			ill be worked		<u>y period.</u> No Break 💌	Add Cancel
Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes	
Start - Monday End - Tuesday Student Deadl Supervisor Dea	/11 - 08/02/1 y, August 1, 2011 , August 2, 2011 ine - Monday, Aug adline - Tuesday, ednesday, August	gust 8, 201 August 9, 3		PM)		



- 1. Select the day
- 2. Select the start time for the day you are entering time.





FINANCIAL AID

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

ollege Student Employment - V	Vindows Internet Explorer	3:00PM	
https://hunter.studentemployme	ent. <b>ngwebsolutions.com</b> /Tsx_StuManageTimesheet.asp	3:30PM 3:45PM	=true#entries
View Favorites Tools Help		4:00PM 4:15PM	
e sfcollege.edu		4:30PM 4:45PM	- More >>
Hunter College Student Employ	ment	5:00PM 5:15PM	
ent Employment Home		5:30PM 5:45PM	
	Manage Time Sheet	6:00PM 6:15PM 6:30PM 6:45PM	:
ents	Student Roy a Rogers1	7:00PM 7:15PM	Actions
)ut	Job Title TEST JOB - DO NOT APPLY Status Incomplete Pay Period TEST 08/01/11 - 08/02/11	7:30PM 7:45PM 8:00PM	Return to hire » Log out »
	Deadline August 8, 2011 11:59 PM	8:15PM	
		8:30PM 5 8:45PM	
	Date Start	9:00PM	Break
	There are no entries to display.	9:15PM 9:30PM	Dieak
	» <u>Click to dismiss time sheet if no hours will</u>	9:45PM 10:00PM 10:15PM	pav period.
	Monday, August 01, 2011 💌 8:00AM 💌	3:00PM ¥	No Break V Add Cancel
	Pay Period Info Hire Details Awards Su	pervisors Accou	nts Notes
	TEST 08/01/11 - 08/02/11 Start - Monday, August 1, 2011 End - Tuesday, August 2, 2011 Student Deadline - Monday, August 8, 2011 ( Supervisor Deadline - Tuesday, August 9, 201 Pay Date - Wednesday, August 10, 2011		

Select the end time for the day you are entering time.





FINANCIAL AID

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

Actions
Return to hire »

#### Manage Time Sheet

Student	Roy a Rogers1
Job Title	TEST JOB - DO NOT APPLY
Status	Incomplete
Pay Period	TEST 08/01/11 - 08/02/11
- U1	

Pay Period	TEST 08/01/11	08/02/11			Log out »		
Deadline	August 8, 2011	11:59 PM					
		Tir	ne Sheet E	ntries			
D	ate	Start	Но	urs		Bi	reak
There are no e	ntries to display.						
» <u>Click to dism</u>	<u>iss time sheet if</u>	no hours wi	ill be worked	for this	pay period.		
Monday, Augu	ıst 01, 2011 💌	8:00AM	3:00PM	1 🗸	No Break 💌	Add	Cancel
					No Break 15 mins 30 mins		
Pay Period Info	Hire Details	Awards	Supervisors	Account	s 45 mins 1 hr		
Start - Monday End - Tuesday, Student Deadli Supervisor Dea	/11 - 08/02/1 , August 1, 2011 August 2, 2011 ne - Monday, Aug adline - Tuesday, dnesday, August	gust 8, 2011 August 9, 2		<sup>у</sup> М)	1 hr 15 mins 1 hr 30 mins 1 hr 45 mins 2 hrs 2 hrs 15 mins 2 hrs 30 mins 2 hrs 45 mins 3 hrs		
					3 hrs 15 mins 3 hrs 15 mins 3 hrs 45 mins 4 hrs 45 mins 4 hrs 15 mins 4 hrs 30 mins 4 hrs 45 mins 5 hrs	₽×tç	

- 1. You may optionally add break time if needed.
- 2. Click 'Add' to save your time entry.



	WELCO OFFICE		THE H						
ent Employment Home									
imesheets	Manage Tin	ne Sheet							
ents	Student	Roy a Rogers	1			A	ction	s 🖌	
		TEST JOB - D						ne sheet »	
Jut	Status	Status Incomplete					Return to hire »		
	Pay Period	TEST 08/01/1	1 - 08/02/11					mre "	
	Deadline	August 8, 201	111:59 PM			Lo	g out »	-	
			Time S	heet Entrie	5				
	Da	te	Start	End		Hours	Edit	Delete	
	Monday, Augu	st 01	8:00 AM	3:00 PM		7 hrs	<u>Edit</u>	Delete	
	» Add New E	ntry							
				То	tal:	7 hrs			

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)

- 1. If you are finished entering time, click 'Return' to return to your list of jobs.
- 2. If you wish to log out, click the 'Log out' button and you will return to the Student Employment Home.



# Done Entering Time? Hand It In!







WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

#### My Timesheets Hire Time Sheets Students Job Title TEST JOB - DO NOT APPLY Log Out Supervisor Taige Test Employer 2 Wage \$7.15 Start Date August 1, 2011 End Date May 31, 2012 Status Active Time Sheets for Job: TEST JOB - DO NOT APPLY Time Sheet Pay Period End Date Status Start Date TEST 08/01/11 -Monday, August 01, Tuesday, August 02, Go to time 0 08/02/11 2011 2011 sheet

### Click 'Go to time sheet' to review your entries







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



My Timesheets

Students

Log Out

Student	Roy a Rogers1
Job Title	TEST JOB - DO NOT APPLY
Status	Incomplete
Pay Period	TEST 08/01/11 - 08/02/11
Deadline	August 8, 2011 11:59 PM

Actions 🧹
Submit time sheet »

Return to hire »

Log out »

	Time 9	Sheet Entrie	5			
Date	Start	End		Hours	Edit	Delete
Monday, August 01	8:00 AM	3:00 PM		7 hrs	<u>Edit</u>	<u>Delete</u>
» Add New Entry						-
	tal:	7 hrs				

|--|

#### TEST 08/01/11 - 08/02/11

Manage Time Sheet

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)

### **Click 'Submit Time Sheet'**







#### Student Employment Home

#### Review Time Sheet

Students

> My Timesheets

Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Log Out

т	ime Sheet Entrie	25		
Date	Start	Hours		Break
Monday, August 01	8:00 AM	3:00 PM		7 hrs
		Т	otal:	7 hrs



Submit Time Sheet Cancel



### **Click 'Submit Time Sheet'**



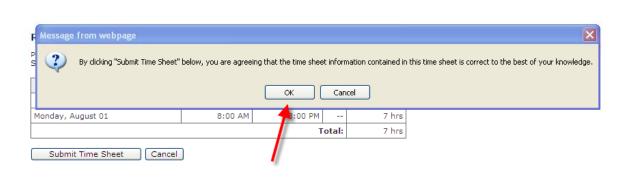


Student Employment Home

My Timesheets

Students

Log Out





### Click 'OK' to confirm

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YOR WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE







WELCOME TO THE HUNTER COLLEGE OFFICE OF FINANCIAL AID WEBSITE

Student Employment Home

Timesheets	Hire Tin	ne Sheets			
idents					
	Job T	Title TEST JOB - DO NO	OT APPLY		
Out	Supervi	isor Taige Test Employ	/er 2		
	w	age \$7.15			
	Start D	Date August 1, 2011			
	End D	Date May 31, 2012			
	Sta	atus Active			
			JOB - DO NOT APPLY		
	Time Sł	neets for Job: TEST .	IOD - DO NOT AFFLT		
	Time Sh Status	Pay Period	Start Date	End Date	Time Sheet

Your timesheet is now pending approval by a supervisor. You cannot access it again unless your supervisor rejects it.





## **CONGRATULATIONS!**



