



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





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Student Employment
Home

Students

On-Campus
Employers

Off-Campus
Employers

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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, [click here](#).



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

1. Navigate to <https://hunter.studentemployment.ngwebsolutions.com>
2. Click 'Students'



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Welcome Hunter Students!

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 link below.

Student Job Seekers



Shop for a Job

Conduct quick and advanced searches for available jobs- even apply online!



User's Guide

[Jobs] [Timesheets]
Download the Web site User's Guide in PDF format.

**Student Training
Presentation!**

Newly Hired Student Employees



Student FWS Checklist

Checklist to ensure all necessary activities have been completed for the FWS program.



Forms & Information

Click here for Student Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Direct Deposit, etc.).

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



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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](#)

<u>Data Bank of available jobs</u>	# 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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Find A Job

1

Job Title	Wage	Employer	Category
On-Campus Jobs			
LIBRARY RESERVES READING ROOM	\$7.25/hour	Library	Other
Work with Non-profit and Public Agencies	\$8.00/hour	Urban Affairs & Planning	Other
Accounting Assistant	\$7.25/hour	Vice President for Student Affairs	Other
Acquisitions Dept	\$7.25/hour	Library	Other
Administrative Assistant	\$8.00/hour	School of Social Work	Clerical
Administrative Assistant	\$8.00/hour	Urban Affairs & Planning	Clerical
Administrative Assistant/Librarian	\$7.50/hour	AMP/Physical Sciences Learning Center	Clerical
Administrative or research Assistant	\$9.00/hour	School of Social Work	Special Projects
Assistant	\$8.00/hour		Other
Assistant	\$7.50/hour		Laboratory
Assistant Accountant/Clerical	\$8.00/hour	Office of Student Services	Clerical
Audio Visual	\$8.00/hour	Music	Audio Visual
Behavioral analysis of anxiety in African children	\$7.50/hour	Psychology	Research
CATALOGING PROCESSING ASSISTANT	\$7.25/hour	Library	Clerical
Ceramics Studio Assistant	\$7.50/hour	Art Department	Special Projects
Chemistry, Organic, Chemistry, and Physics Tutor	\$8.00/hour	AMP/Physical Sciences Learning Center	Tutor
Circulation Dept.	\$9.00/hour	Library	Other
Circulation Dept.	\$7.25/hour	School of Education	Clerical
Clerical	\$7.25/hour	Romance Languages	Clerical
Clerical	\$7.25/hour	Music	Clerical
Clerical	\$7.50/hour	Payroll	Clerical
Clerical	\$8.00/hour	Career Development Services	Clerical
Clerical	\$7.25/hour	Financial Aid Processing Center	Clerical
Clerical	\$7.25/hour	Human Resource	Clerical
Clerical	\$8.00/hour	School of Social Work	Clerical
Clerical	\$7.50/hour	Nursing	Clerical
Clerical	\$8.00/hour	Admissions	Clerical
Clerical	\$7.50/hour	Education	Clerical
Clerical	\$7.50/hour	School of Education	Clerical
Clerical	\$7.50/hour	Student Services	Clerical
Clerical	\$7.25/hour	Vice President for Student Affairs	Clerical
Clerical and Receptionist	\$7.75/hour	Student Services	Clerical
Clerical Assistant	\$7.50/hour	Registrar	Clerical
Clerical Assistant	\$7.50/hour	Payroll	Clerical
Clerical Assistant	\$7.50/hour	Biology	Clerical
Clerical Assistant	\$8.00/hour	Cash Management	Clerical
Clerical Assistant	\$8.00/hour	Accounts Payable	Clerical
Clerical Office Assistant	\$7.25/hour	Bursar Office	Clerical
Computer Lab Assistant	\$8.00/hour	Office for Accessibility	Technology
Costume Shop Assistant	\$7.50/hour	Theatre	Theatre
Front Desk Receptionist	\$7.25/hour	Office for Accessibility	Clerical
HEALTH PROFESSIONS LIBRARY	\$7.25/hour	Library	Other
INTER LIBRARY LOAN DEP	\$7.25/hour	Library	Other
Lab Manager/Office Assistant	\$7.75/hour	Psychology	Research
LAB LANGUAGE ASSISTANT	\$8.00/hour	Chain Language Center	Other
Laboratory	\$7.75/hour	Biology	Laboratory
Laboratory	\$7.50/hour	Brookdale - Schools of the Health Professions	Laboratory
Laboratory Technician	\$7.50/hour	Psychology	Laboratory
Library/Pediatrics Program Mentor/Tutor	\$8.00/hour	Urban Affairs & Planning	Tutor
Library/Pediatrics Program Research/Marketing Assistant	\$8.00/hour	Urban Affairs & Planning	Special Projects

Next Page >

[Run a New Search]

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



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Job Details ⓘ

[\[Return to search results\]](#)

Accounting Assistant	
Click here to apply 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	Jamilah S Salters
Contact Email	jsalters@hunter.cuny.edu
Work Location	Vice President for Student Affairs-Dean of Students
Phone	212-772-4876
Fax	212 650 3768

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'



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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.

1. First Name	<input type="text" value="Roy"/>
2. Middle Name	<input type="text"/>
3. Last Name	<input type="text" value="Rogers"/>
4. E-mail Address	<input type="text" value="royrogers1@hunter.cuny.edu"/>
5. Student ID (NetID)	<input type="text" value="111111111"/>

Submit Application

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



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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 Upload. (Word, PDF, or text file)

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

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.



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[\[Edit this Nav Bar \]](#)

Congratulations! Your application has been submitted.

[\[View Printable Version\]](#)

Application Date: 09/08/2011

1. First Name

Roy

2. Middle Name

3. Last Name

Rogers1

4. E-mail Address

royrogers1@ngwebsolutions.com

5. Student ID (NetID)

111111111

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'



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1. First Name

Roy

2. Middle Name

3. Last Name

Rogers1

4. E-mail Address

royrogers1@ngwebsolutions.com

5. Student ID (NetID)

111111111

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!



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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, [click here](#).



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.



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Student Job Seekers



Shop for a Job

Conduct quick and advanced searches for available jobs-even apply online!



User's Guide

[Jobs] [Timesheets]

Download the Web site User's Guide in PDF format.

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Newly Hired Student Employees



Student FWS Checklist

Checklist to ensure all necessary activities have been completed for the FWS program.



[Forms & Information](#)

Click here for Student Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Direct Deposit, etc.).

Click 'My Timesheets' from the NavBar.

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



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If this is your first time visiting this site, please click [here](#). Otherwise, Please Log In!

Email Address

Password

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.



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Please enter your email address and you will receive an email with a link to create your password.

Email Address:

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



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Please check your email in a few moments. You will receive an email with a link to creating your password.

Email Address:

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.**

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Reset your password

Please enter a new password in the boxes below.

New password:

Confirm password:

Enter your password and click 'Submit'



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Student Employment Home

Your password has been reset.

Students

Employers, [Click here](#) to continue.

On-Campus Employers

Students, [Click here](#).

Contact Us

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



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Log Out

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You are currently logged into the site but do not have permission to view this page. If you have another account with permission to view this page, please log in with that account. Otherwise, please navigate to page for which you do have access.

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](#)).



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My Jobs

Welcome, Roy a Rogers1. Below you will find your jobs.

Current Hires & Awards (2)

Upcoming Hires & Awards (0)

Old Hires & Awards (0)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
TEST JOB - DO NOT APPLY	Accounts Payable	\$7.15	08/01/2011	05/31/2012	Taige Test Employer 2

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Summer 2011 (06/01/2011 - 08/25/2011)

Click your job title to view your timesheets.



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Hire Time Sheets

Job Title TEST JOB - DO NOT APPLY
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				
Status	Pay Period	Start Date	End Date	Time Sheet
✗	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	Start time sheet

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'.



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Hire Time S

Job Title
Supervisor
Wage
Start Date
End Date
Status

Active

Message from webpage

You are about to start a new time sheet for the pay period starting Monday, August 01. It will be due: Monday, August 08

OK

Cancel

Time Sheets for Job: <i>TEST JOB - DO NOT APPLY</i>				
Status	Pay Period	Start Date	End Date	Time Sheet
✖	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	Start time sheet

Click 'OK' on the confirmation dialog box.



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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
Deadline August 8, 2011 11:59 PM

Actions

[Return to hire »](#)

[Log out »](#)

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
------	-------	-----	-------	------	--------

There are no entries to display.

» [Click to dismiss time sheet if no hours will be worked for this pay period.](#)

» [Add New Entry](#)

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

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



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Manage Time Sheet

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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

[Return to hire »](#)
[Log out »](#)

Time Sheet Entries				
Date	Start	Hours		Break
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 01, 2011	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

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)
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Manage Time Sheet

Student Roy a Rogers1
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Deadline August 8, 2011 11:59 PM

Time Sheet Entries				
Date	Start	Hours		Break
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 01, 2011	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Pay Period Info Hire Details Awards Supervisors Accounts Notes

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

Start - Monday, August 1, 2011
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Pay Date - Wednesday, August 10, 2011

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



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College Student Employment - Windows Internet Explorer

https://hunter.studentemployment.ngwebsolutions.com/Tsx_StuManageTimesheet.aspx?

View Favorites Tools Help

sfcollege.edu

Hunter College Student Employment

Student Employment Home

Timesheets

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
Deadline August 8, 2011 11:59 PM

Date	Start	Time	Break
There are no entries to display.			
» Click to dismiss time sheet if no hours will be			
Monday, August 01, 2011	8:00AM	3:00PM	No Break

Actions

[Return to hire »](#)
[Log out »](#)

pay period.

Add Cancel

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



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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
Deadline August 8, 2011 11:59 PM

Actions

[Return to hire »](#)
[Log out »](#)

Time Sheet Entries				
Date	Start	Hours		Break
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 01, 2011	8:00AM	3:00PM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Pay Period Info	Hire Details	Awards	Supervisors	Accounts
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				

No Break
15 mins
30 mins
45 mins
1 hr
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 30 mins
3 hrs 45 mins
4 hrs
4 hrs 15 mins
4 hrs 30 mins
4 hrs 45 mins
5 hrs

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



Student Employment Home

My Timesheets

Students

Log Out

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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
Deadline August 8, 2011 11:59 PM

Actions

[Submit time sheet »](#)

[Return to hire »](#)

[Log out »](#)

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		

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)					

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!**



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Hire Time Sheets

Job Title TEST JOB - DO NOT APPLY
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				
Status	Pay Period	Start Date	End Date	Time Sheet
	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	Go to time sheet

Click 'Go to time sheet' to review your entries



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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
Deadline August 8, 2011 11:59 PM

Actions

[Submit time sheet »](#)

[Return to hire »](#)

[Log out »](#)

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		

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)					

Click 'Submit Time Sheet'



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Review Time Sheet

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.

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



Click 'Submit Time Sheet'



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Message from webpage

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

OK Cancel

Monday, August 01	8:00 AM	8:00 PM	--	7 hrs
Total:				7 hrs

Submit Time Sheet Cancel

Click 'OK' to confirm



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Hire Time Sheets

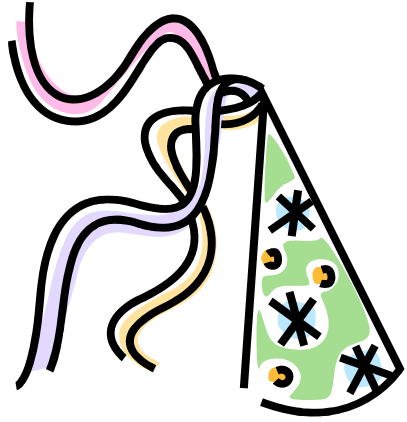
Job Title TEST JOB - DO NOT APPLY
Supervisor Taige Test Employer 2
Wage \$7.15
Start Date August 1, 2011
End Date May 31, 2012
Status Active

Time Sheets for Job: TEST JOB - DO NOT APPLY

Status	Pay Period	Start Date	End Date	Time Sheet
	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	Go to time sheet

Pending

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



CONGRATULATIONS!

