FWS Program- Quick Start Guide for Off-Campus Supervisor

FWS- Placement Process

Access at https://laguardia.studentemployment.ngwebsolutions.com/. **Note:** Link is best compatible with Chrome or Firefox.

Create a Password:

1. In the Off-Campus Supervisor Box, click "Hire Applicant/Approve Timesheets" button
2. " **If this is your first time visiting this site, please click here.**"
3. Otherwise, enter your email address to reset your password.
4. Use the link sent to your email to login

Review Student Applications:

Now that the job description has been posted online, you will receive emails every time a student applies for the job. To view those applications, you can click the link in the email or you can log onto the website and go to My Control Panel.

From My Control Panel, your currently listed jobs will display, indicating how many new and total applicants you have, Click View Applicants.

Contact Applicants:

A) After you have viewed applications for your job, you can respond to students by email through this website. To do so, click 'Greeting or Rejection', located just above the table of applications.

B) Click 'Send' when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the 'from' address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the 'from' address.

Hire a Student:

1. After you have interviewed the student, if you decide to hire the student, you will need to complete the supervisor's section of the Student Employer Acknowledgements Form (Contract).
2. Next, have the student return the signed contract along with all the required FWS forms to SFS- C107.
3. **Student will receive an email notification to begin work. Please do not allow student to begin working without authorization from the FWS office.**

FWS- Timesheet Approval Process

Note: Please have your FWS students complete a paper sign-in sheet available online in order to have the actual start and end times on hand before you approve the online timesheets for each of your students.

Step 1: Access at https://laguardia.studentemployment.ngwebsolutions.com/ Login with your LAGCC email and password. **Note:** Link is best compatible with Chrome or Firefox.

Step 2: Click 'Approve Timesheets' from the "Off-Campus Supervisor" Box on the Homepage.

- Timesheets submitted by students will be listed at the bottom of the page
- Click on the magnifying glass 🔍 icon to review and approve timesheets for each of your students
- You will be able to edit and make any changes as needed on this page
- You may also click 'Reject' if you want the student to make any changes
- Click "Approve' to submit the timesheet

Any timesheets not approved by Supervisor's Submission Due Date will be considered late and will not be processed until the next payroll period. The FWS Payroll Schedule is available online under 'FWS Forms & Information'.

Logging Off: Please note that you will need to close out of the browser completely in order to log out of system. If you encounter any problems and need assistance, please contact SFS at FWSJOBS@lagcc.cuny.edu.