FWS Student Training

Training Agenda

➢ How to Login to JobX & TimesheetX

➢ How to Find a Job

➢ How to Apply for a Job

➢ How to Manage your JobMail subscription

➢ 'My Dashboard' Feature

➢ How to Enter Time

➢ How to Turn in a Timesheet to your Supervisor

How to Login to JobX

Step 1: Please navigate to the following URL and click the 'FWS Students' link.

https://laguardia.studentemployment.ngwebsolutions.com/

Step 2: You can click either 'Search for a Job' or 'Apply for a Job' to login utilizing your LaGuardia Username and Password

How to search for a job

Quick Search: A search containing pre-defined criteria

➢ After clicking the 'Find a Job' function, 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'.

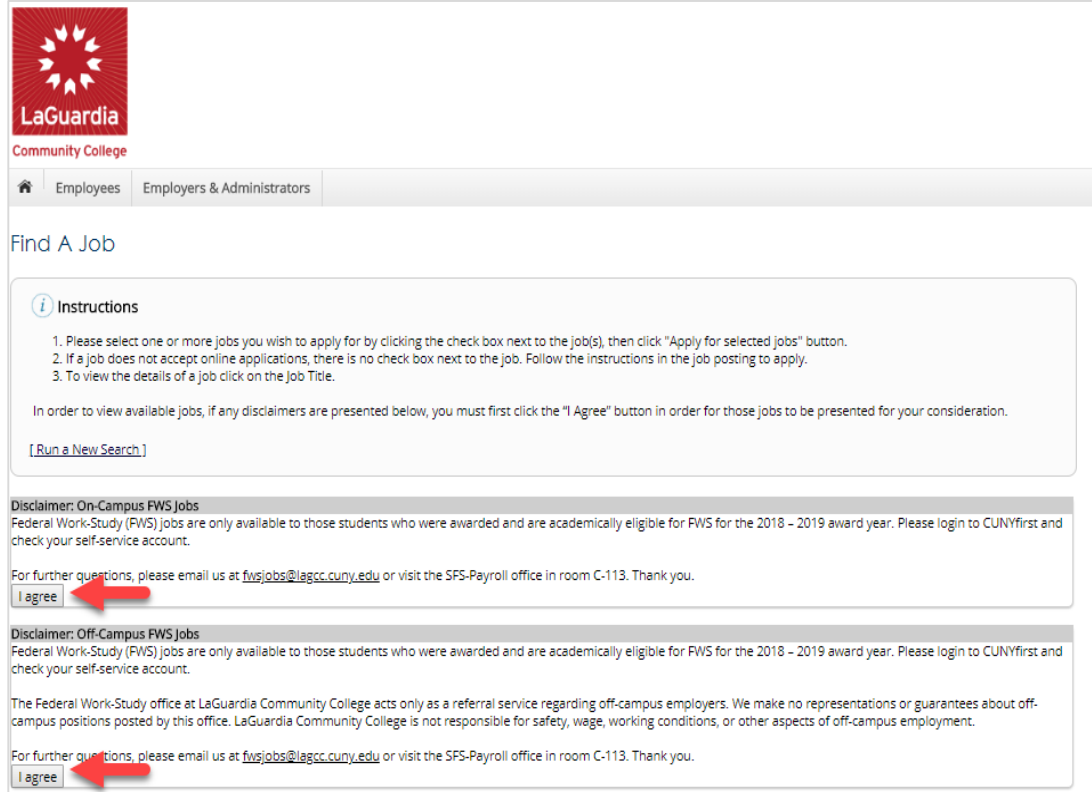# Advanced Search: Define your own custom job criteria

➢ 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:

   ▶ Keyword(s) Search

   ▶ Search by Job Type Population (On-Campus FWS Jobs, Off-Campus FWS Jobs)

   ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

How to apply for a job

LaGuardia CC Disclaimer Statements

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

➢ A LaGuardia CC Disclaimer statement will be presented for each Job Type (On Campus FWS, Off-Campus FWS) you selected.

➢ After you've successfully reviewed the applicable LaGuardia CC 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 one or more jobs with one single application!

> ➢ Simply click the box next to one or more jobs you wish to submit an application

> ➢ Then, click the 'Apply for Selected Jobs' link.

Login to JobX

> ➤ Login utilizing your LaGuardia Username and Password

Apply for one or more jobs with one single application!

➤ Please fill out the questions on the application. Any 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 if the information is no longer accurate.

➤ 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',

➤ Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the "Submit" button.

LaGuardia
Community College

Welcome, Roy a Rogers1 | Logout

🏠 Employees | Help

Apply To Job

ⓘ Instructions

Please complete the application below, then click the "Submit" 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.

By submitting the application below, you will be applying for the following jobs:

📝 Test ACE On-Campus - 07/02/18 - ACE Preparatory
📝 Test Off-Campus I Have A Dream - 07/02/18 - "I Have A Dream" Dehostos-Wise (0000000552)

General		
Student First name	Roy	*
Student Middle name	a	
Student Last name	Rogers1	*
LaGuardia Student Email Address *Note: Incorrect entries will cause your application to be rejected!*	royrogers1@ngwebsolutions.com royrogers1@ngwebsolutions.com	* * (re-enter to confirm)
LaGuardia Student ID *Note: Incorrect entries will cause your application to be rejected!*	111111111	*
Resume (optional)	Choose File Resume for Testing.docx	
Student Phone Number	9046529745	
Please describe your skills and work experience	Test	
What hours are you available to work?	Test	

Submit

nextgen WEB SOLUTIONS
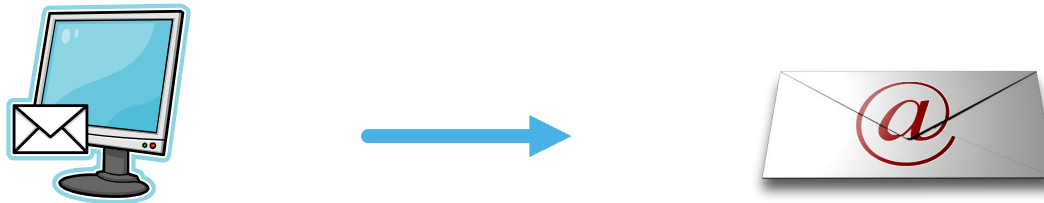
JobX

How to Complete your JobMail Subscription
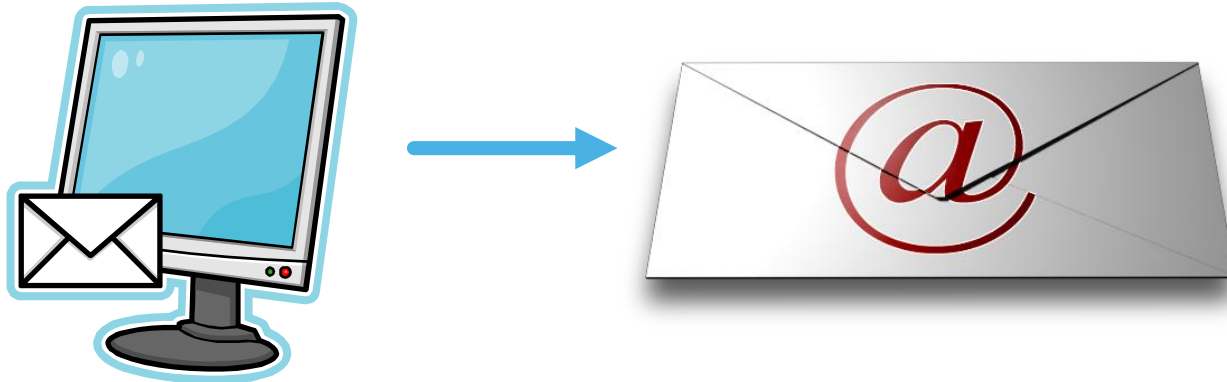
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.

Please navigate to the following URL and click the 'FWS Forms & Information' link under STUDENTS. https://laguardia.studentemployment.ngwebsolutions.com/

How to Login to JobX JobMail

> ➢ Step 1: Click 'Manage JobMail' on the JobX FWS Students Home Page.

> ➢ Step 2: Login utilizing your LaGuardia Username and Password.

Configure your JobMail Subscription

- ➢ You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS Jobs, Off-Campus FWS Jobs) 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. All Year, Academic Year, etc.)

Configure your JobMail Subscription

Click 'View/Modify' to add preferences for each Job Type criterion.

Configure your JobMail Subscription

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

Configure your JobMail Subscription

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

Configure your JobMail Subscription

> ➢ 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

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

JobX 'My Dashboard' Feature

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.

- 'My Dashboard' data includes:

  - Current / Upcoming / Old / Hires, Awards, and Class Schedule

  - Applications (Status, View, Print, Withdraw)

  - JobMail Subscriptions

What is the 'My Dashboard' Feature?

> To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Employee menu and login utilizing your LaGuardia Username and Password.

> To access the applications, and/or JobMail subscription, simply click the respective tab you wish to view.

> To control how much data is presented on the screen, select your preferred option from the 'Employee Information' display drop down list.

JobX 'My Dashboard' Feature

> ➢ Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.

> ➢ No more waiting in lines to find out your Award Amount or Award Balance – 'My Dashboard' ensures this information is at your fingertips.

> ➢ Your current class schedule will also be available for reference to ensure time is not worked during a scheduled class.

View Applications Previously Submitted

- No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.

- Applicants can customize their application view and print applications.

- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application. Please note: The withdraw icon will not be visible for job applications with a status of "Hired" or "Pending". Applicant's have two options when withdrawing their application.

  ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR

  ▶ Withdraw an application without emailing the supervisor.

Once you're hired, what do you do?

How to Login to TimesheetX

> ➢ Step 1: Click the 'Submit your Timesheets' button under STUDENTS.

> ➢ Step 2: Login utilizing your LaGuardia Username and Password.

Enter a Time Sheet

First, click the 'Job Title' link to access your time sheets.
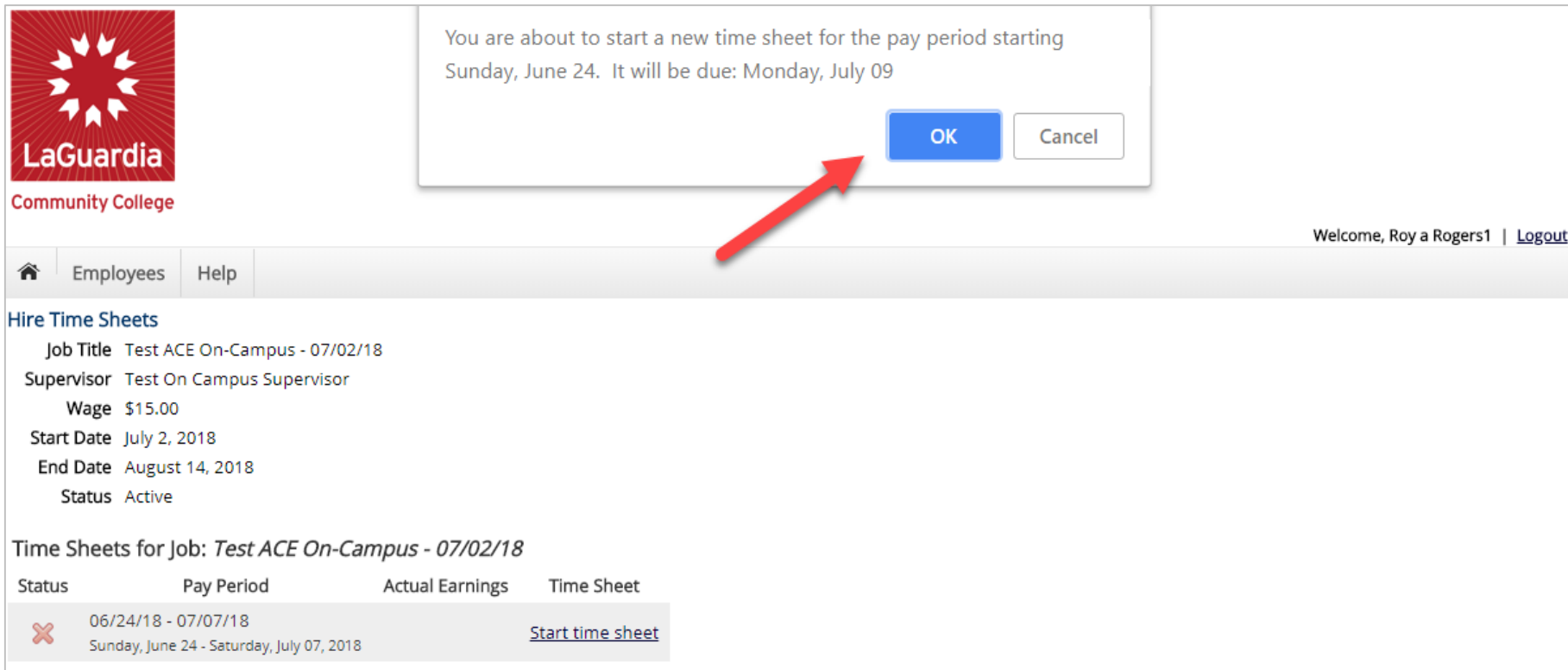
Start a Time Sheet

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. Please Note: If a timesheet has already been started, the link will say 'Go to time sheet' instead.

Start a Time Sheet

If you clicked 'Start Time Sheet', then click 'OK' on the confirmation dialog box.

Add a New Time Sheet Entry for Time Worked

Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

Select the 'Date' of the time sheet entry from the 'Date' column.

Add a New Time Sheet Entry for Time Worked

Select the Start and End times for the day you are entering time.

Add a New Time Sheet Entry for Time Worked

1. You may optionally add break minutes taken, if applicable.
2. Click 'Add' to save your time sheet entry.

1. If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).

2. If you wish to log out, click the 'Log out' button and you will return to the LaGuardia JobX TimesheetX Home page.

Done Entering Time?

It's time to hand your time sheet in!

Submit Timesheet to your Supervisor

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 Timesheet to your Supervisor
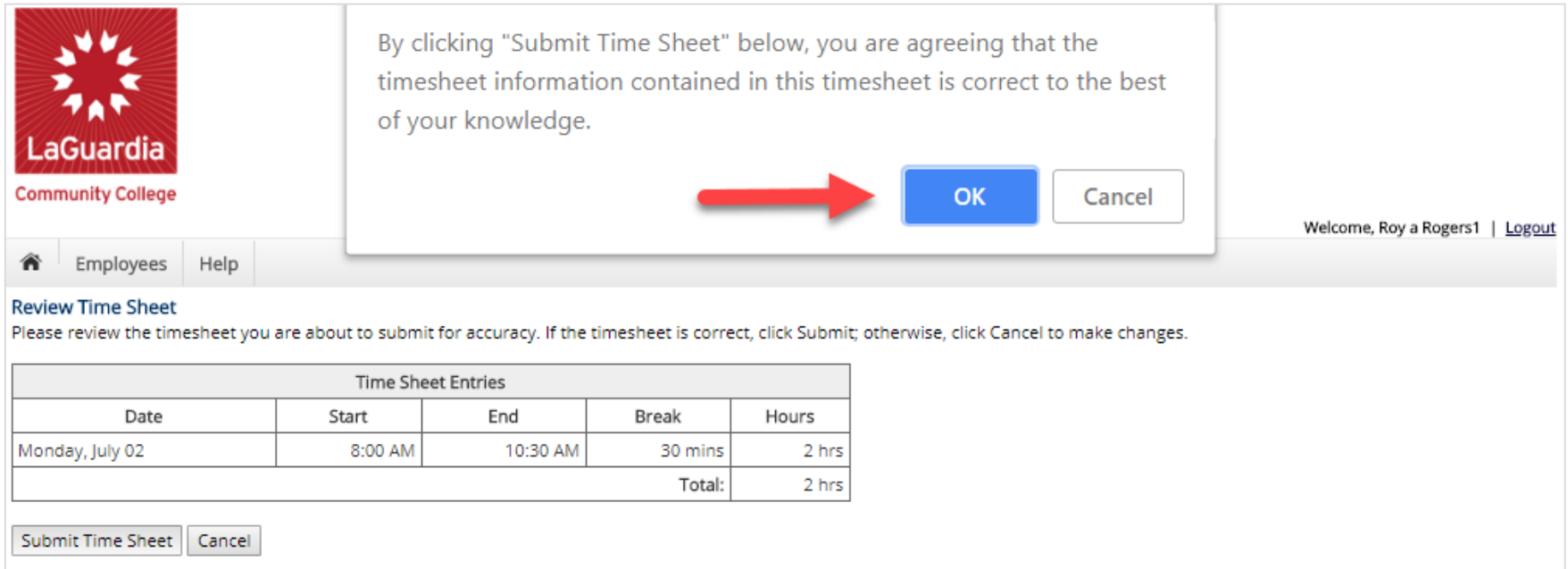
Click the 'Submit Time Sheet' link.

Submit Timesheet to your 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.

Your time sheet has been placed in your Supervisor's TimesheetX pending approval 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.

Congratulations, You're Finished!

What are the next steps?

Questions?

Please contact:
SFS-Payroll Office, C-113
Phone: 718-482-5096/6087
Email: fwsjobs@lagcc.cuny.edu