



# 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

**LaGuardia**  
Community College

Office of Student Financial Services  
Federal Work-Study Program

Employees

STUDENTS	ON-CAMPUS SUPERVISORS	OFF-CAMPUS SUPERVISORS
Search for a Job <input type="button" value="Search"/>	Post a Job <input type="button" value="Post"/>	Hire a Student <input type="button" value="Hire"/>
Apply for a Job <input type="button" value="Apply"/>	Hire a Student <input type="button" value="Hire"/>	Approve Timesheets <input type="button" value="Approve"/>
Submit your Timesheets <input type="button" value="Submit"/>	Approve Timesheets <input type="button" value="Approve"/>	FWS Forms & Information <input type="button" value="Click"/>
FWS Forms & Information <input type="button" value="Click"/>	FWS Forms & Information <input type="button" value="Click"/>	Request a Login <input type="button" value="Click"/>

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

LaGuardia  
Community College

Employees Employers & Administrators

Find a Job  
My Dashboard  
Find a Job  
My JobMail  
My Timesheets  
Contact Us

Quick Search Advanced Search

Select a quick search.

<a href="#">On-Campus FWS Jobs</a>	<a href="#">Off-Campus FWS Jobs</a>
<a href="#">Show All Active Jobs</a>	<a href="#">Most Hours per Week</a>
<a href="#">25 Most Recently Posted Jobs</a>	<a href="#">Fewest Hours per Week</a>
<a href="#">Jobs by Department</a>	<a href="#">General Manhattan Jobs</a>
<a href="#">Mid Manhattan Jobs</a>	<a href="#">Brooklyn Jobs</a>
<a href="#">Bronx Jobs</a>	

- 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

The screenshot displays the LaGuardia Community College job search portal. At the top left is the LaGuardia logo. Below it, navigation tabs for 'Employees' and 'Employers & Administrators' are visible. The main heading is 'Find A Job'. An 'Instructions' box provides guidance: 'Select Advanced search options, and click search' with a '[ Run a New Search ]' link. Below this are 'Quick Search' and 'Advanced Search' buttons. A section for filtering search results includes radio buttons for 'On-Campus FWS Jobs' and 'Off-Campus FWS Jobs', a 'Keywords:' input field, and a note: 'Click [+] and [-] to expand and collapse search criteria.' The search criteria are organized into expandable sections: 'Categories' (with three dropdowns for Job Category 1, 2, and 3), 'Employers' (with three dropdowns for Job Employer 1, 2, and 3), 'Time Frames' (with a text input for 'Select Time Frame(s)'), 'Wage' (with a 'Greater than:' dropdown and a 'Doesn't Matter' checkbox), and 'Hours per Week' (with a 'Between' dropdown, 'Doesn't matter' checkboxes, and an 'and' connector). A 'Search:' button is located at the bottom of the criteria section.

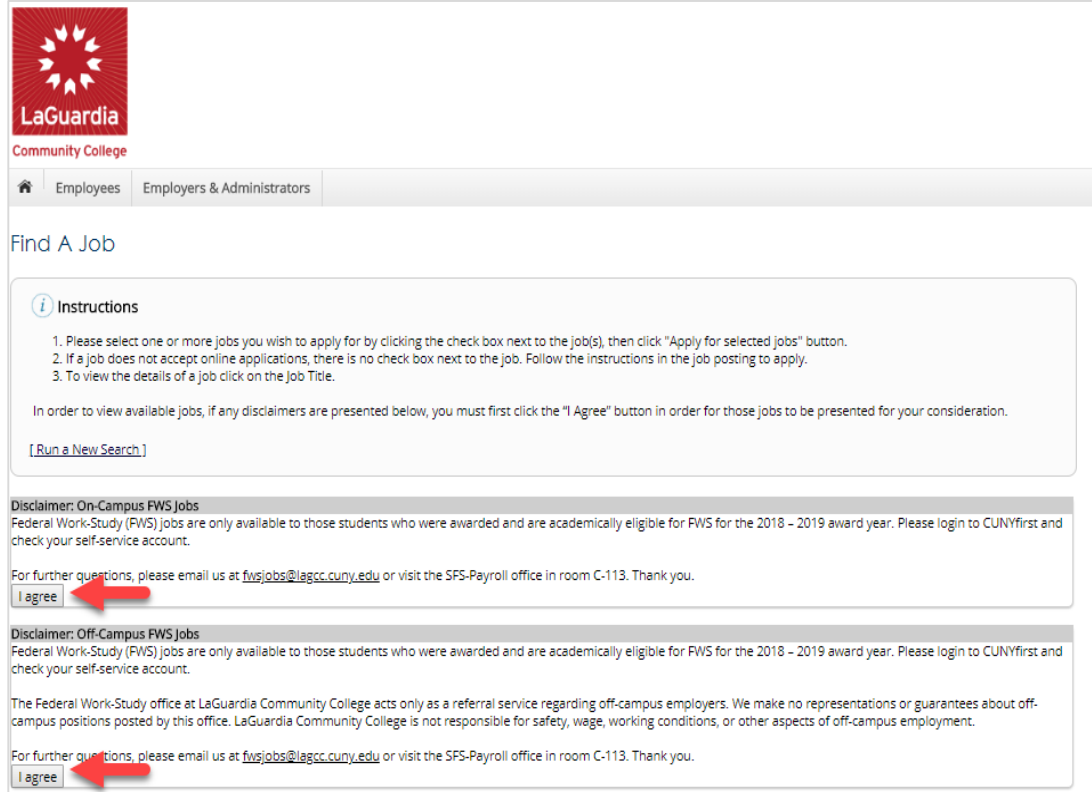
- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
  - ▶ Keyword(s) Search
  - ▶ Search by Job Type Population (On-Campus FWS Jobs, Off-Campus FWS Jobs)
  - ▶ Job Category, Employers/Department, Time 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.



The screenshot displays the LaGuardia Community College job application interface. At the top left is the LaGuardia logo, a red square with a white sunburst pattern and the text "LaGuardia Community College". Below the logo are navigation tabs for "Employees" and "Employers & Administrators". The main heading is "Find A Job".

An "Instructions" box contains the following text:  
1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.  
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.  
3. To view the details of a job click on the Job Title.  
In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.  
[Run a New Search]

Two disclaimer sections are shown, each with an "I agree" button highlighted by a red arrow:  
**Disclaimer: On-Campus FWS Jobs**  
Federal Work-Study (FWS) jobs are only available to those students who were awarded and are academically eligible for FWS for the 2018 - 2019 award year. Please login to CUNYfirst and check your self-service account.  
For further questions, please email us at [fwsjobs@lagcc.cuny.edu](mailto:fwsjobs@lagcc.cuny.edu) or visit the SFS-Payroll office in room C-113. Thank you.

**Disclaimer: Off-Campus FWS Jobs**  
Federal Work-Study (FWS) jobs are only available to those students who were awarded and are academically eligible for FWS for the 2018 - 2019 award year. Please login to CUNYfirst and check your self-service account.  
The Federal Work-Study office at LaGuardia Community College acts only as a referral service regarding off-campus employers. We make no representations or guarantees about off-campus positions posted by this office. LaGuardia Community College is not responsible for safety, wage, working conditions, or other aspects of off-campus employment.  
For further questions, please email us at [fwsjobs@lagcc.cuny.edu](mailto:fwsjobs@lagcc.cuny.edu) or visit the SFS-Payroll office in room C-113. Thank you.



# Apply for one or more jobs with one single application!

**LaGuardia**  
Community College

Home Employees Employers & Administrators

### Find A Job

**Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[ Run a New Search ]

Apply for selected jobs

25 Most Recently Posted Jobs

Show All results per page 1 to 2 of Total Rows: 2 Prev Next

<input checked="" type="checkbox"/>	<a href="#">Job Title: Test ACE On-Campus - 07/02/18</a>	Employer: ACE Preparatory Listed: 07/02/2018 Category: Administrative Job Type: On-Campus FWS Jobs
<input checked="" type="checkbox"/>	<a href="#">Job Title: Test Off-Campus I Have A Dream - 07/02/18</a>	Employer: "I Have a Dream" Dehostos-Wise (0000000552) Listed: 07/02/2018 Category: Administrative Job Type: Off-Campus FWS Jobs

- 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

The screenshot shows the 'Application Login Service' page for LaGuardia Community College. At the top left is the LaGuardia logo, a red square with a white sunburst and the text 'LaGuardia Community College'. To its right is the title 'Application Login Service'. Below the logo is a home icon and the text 'LaGuardia Community College'. The main content area is divided into three sections. On the left is a 'Login Instructions' box with a blue header, containing instructions for students (use My LaGuardia username) and faculty/staff (use Outlook username), along with links for 'Forgot your password?' and 'IT Help Desk'. The center section is titled 'Login to Work Study Time Management' with a right-pointing arrow icon. It contains two input fields for 'Username' and 'Password', a checkbox for 'Don't keep me logged in', and a large red 'Login' button. On the right is a 'Work Study Time Management Information' box with an orange header, containing the text 'Grants access for Work Study Students to update timesheets.'

- 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](#)

[Home](#) [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.**

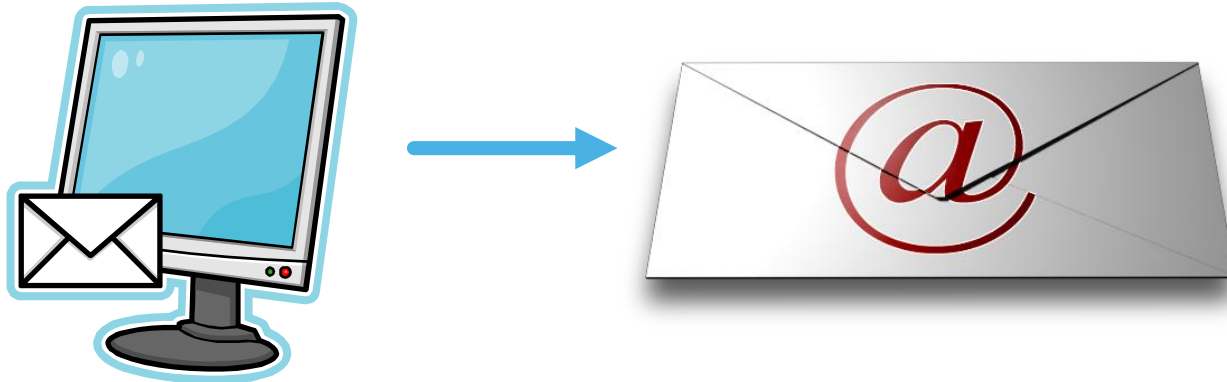
By submitting the application below, you will be applying for the following jobs:

- 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 (000000552)

#### General

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

# How to Complete your JobMail Subscription

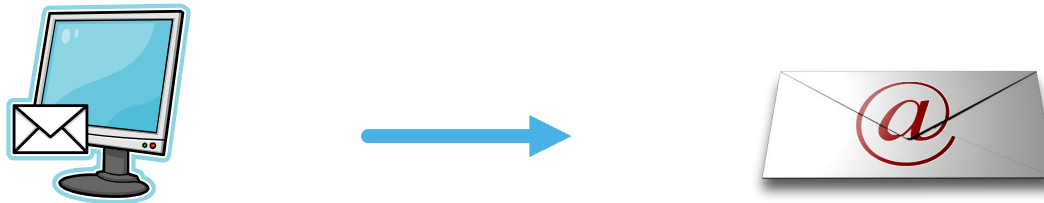




## What is JobMail?

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.





# Office of Student Financial Services Federal Work-Study Program

Community College

Home Employees

STUDENTS	ON-CAMPUS SUPERVISORS	OFF-CAMPUS SUPERVISORS
Search for a Job <input type="button" value="Search"/>	Post a Job <input type="button" value="Post"/>	Hire a Student <input type="button" value="Hire"/>
Apply for a Job <input type="button" value="Apply"/>	Hire a Student <input type="button" value="Hire"/>	Approve Timesheets <input type="button" value="Approve"/>
Submit your Timesheets <input type="button" value="Submit"/>	Approve Timesheets <input type="button" value="Approve"/>	FWS Forms & Information <input type="button" value="Click"/>
FWS Forms & Information <input type="button" value="Click"/>	FWS Forms & Information <input type="button" value="Click"/>	Request a Login <input type="button" value="Click"/>

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

The screenshot displays the LaGuardia Community College Office of Student Financial Services Federal Work-Study Program website. The main content area is titled 'FWS Students' and is divided into two columns: 'FWS Student Information' and 'FWS Student Tools'. In the 'FWS Student Tools' column, the 'Manage JobMail' link is highlighted with a red arrow. To the right of the main content, there is an 'Application Login Service' sidebar with a 'Login Instructions' section and a 'Login to Work Study Time Management' form. The form includes fields for 'Username' and 'Password', a 'Don't keep me logged in' checkbox, and a red 'Login' button. A 'Work Study Time Management Information' box on the far right notes that grants access for Work Study Students to update timesheets.

- 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

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Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### My JobMail Subscriptions

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what you want to receive.

**On-Campus FWS Jobs** [«?»](#)

Academic Year

» Employer 0 selected

» Category 0 selected

» Time Frame 0 selected

**Off-Campus FWS Jobs** [«?»](#)

*There are no subscriptions for this job type.*

**Choose Employer(s)** [X]

**Selected Items** [Remove All]

*None selected*

**Available Items** [Add All]

- ACE Preparatory [add]
- ACE Vocational [add]
- Administrative Services [add]
- Admissions Services [add]
- Adult Basic Skills [add]
- Advisement [add]
- ASAP Program [add]
- Athletics & Recreation [add]
- Building Operations [add]
- Bursar Operation [add]
- Business and Technology [add]
- Business Office/Fin Operations [add]

[Done]

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

# Configure your JobMail Subscription

The screenshot displays the JobMail configuration interface for LaGuardia Community College. The main page is titled "My JobMail Subscriptions" and includes a navigation menu with "Employees" and "Help". A modal window titled "Choose Employer(s)" is open, showing a list of "Selected Items" and "Available Items".

**Selected Items:**

- ACE Preparatory
- Administrative Services

**Available Items:**

- ACE Vocational
- Admissions Services
- Adult Basic Skills
- Advisement
- ASAP Program
- Athletics & Recreation
- Building Operations
- Bursar Operation
- Business and Technology
- Business Office/Fin Operations
- Career Development
- Center For Teaching & Learning

Red arrows in the image point to the "ACE Preparatory" and "Administrative Services" items in the "Selected Items" list.


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

# Configure your JobMail Subscription

The screenshot shows the LaGuardia Community College JobMail subscription configuration interface. The page header includes the LaGuardia logo and the text 'Community College'. The user is logged in as 'Roy a Rogers1'. The main content area is titled 'My JobMail Subscriptions' and contains a message: 'The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine...'. Below this message, there are sections for 'On-Campus FWS Jobs' and 'Off-Campus FWS Jobs'. The 'On-Campus FWS Jobs' section is expanded, showing a table with columns for 'Academic Year', 'Employer', 'Category', and 'Time Frame'. The 'Employer' column shows '0 selected'. The 'Off-Campus FWS Jobs' section shows 'There are no subscriptions for this job type.' A modal window titled 'Choose Employer(s)' is open, displaying a list of 'Selected Items' (ACE Preparatory, Administrative Services) and 'Available Items' (ACE Vocational, Admissions Services, Adult Basic Skills, Advisement, ASAP Program, Athletics & Recreation, Building Operations, Bursar Operation, Business and Technology, Business Office/Fin Operations, Career Development, Center For Teaching & Learning). A red arrow points to the '[Done]' button at the bottom of the modal.

- 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

  
LaGuardia  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) | [Employees](#) | [Help](#)

## My JobMail Subscriptions

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

On-Campus FWS Jobs <a href="#">«?»</a>	<a href="#">[ Add New Subscription.]</a>
<a href="#">Academic Year</a>	<a href="#">[ Delete Subscription.]</a>
» Employer 2 selected <i>modified</i>	<a href="#">[ View/Modify.]</a>
» Category 0 selected	<a href="#">[ View/Modify.]</a>
» Time Frame 0 selected	<a href="#">[ View/Modify.]</a>
Off-Campus FWS Jobs <a href="#">«?»</a>	<a href="#">[ Add New Subscription.]</a>
<i>There are no subscriptions for this job type.</i>	

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

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?

The image displays two screenshots of the LaGuardia Community College employee dashboard. The left screenshot shows the 'Employees' menu with 'My Dashboard' highlighted by a red arrow. The right screenshot shows the 'User Dashboard' with 'Applications' and 'Job Mail' tabs highlighted by red arrows, and a 'Display' dropdown menu set to 'Current/Future' also highlighted by a red arrow.

**LaGuardia Community College**

Home Employees Help

Use My Dashboard Find a Job My JobMail My Timesheets Contact Us

Job Mail

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

There are no hires to display.

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,250.00	\$719.25	FWS Academic Year 2018 - 2019 (09/12/2018 - 08/06/2019)
Federal Work Study	\$1,500.00	\$1,245.00	FWS Academic Year 2017 - 2018 (08/15/2017 - 08/14/2018)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Ski (details)	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

- 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

The screenshot displays the JobX 'My Dashboard' interface. At the top left is the LaGuardia Community College logo. The user is identified as 'Welcome, Roy a Rogers1' with a 'Logout' link. The dashboard is titled 'User Dashboard' and includes tabs for 'Employee Information', 'Applications', and 'Job Mail'. A 'Display:' dropdown is set to 'Current/Future'. The 'Hires' section contains a table with columns for Job Title, Cost Center, Wage, Start Date, End Date, and Supervisor. A red arrow points to the 'Test ACE On-Campus - 07/02/18' entry. Below the table are checkboxes for Active, Inactive, Closed, and Pending. The 'Awards' section contains a table with columns for Award Name, Amount, Balance, and Term. A red arrow points to the 'FWS Academic Year 2018 - 2019' entry. The 'Classes' section contains a table with columns for Course Title, Start Date, End Date, Days, Start, and End. A red arrow points to the 'Coll Readng&Stdy Skl' entry.

**Hires**

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Test ACE On-Campus - 07/02/18</a>	ACE Preparatory	\$15.00	07/02/2018	08/14/2018	Test On Campus Supervisor

= Active  = Inactive  = Closed  = Pending

**Awards**

Award Name	Amount	Balance	Term
Federal Work Study	\$1,250.00	\$719.25	FWS Academic Year 2018 - 2019 (09/12/2018 - 08/06/2019)
Federal Work Study	\$1,500.00	\$1,245.00	FWS Academic Year 2017 - 2018 (08/15/2017 - 08/14/2018)

**Classes**

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Readng&amp;Stdy Skl (details)</a>	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM

- 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

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Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

## User Dashboard

Employee Information Applications Job Mail

Display 1 Year Application Data

### Applications

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4419	Test ACE On-Campus - 07/02/18	ACE Preparatory	Hired	7/2/2018	4			
4420	Test Off-Campus I Have A Dream - 07/02/18	"I Have a Dream" Dehostos-Wise (0000000552)	Submitted	7/2/2018	5			

- 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

The screenshot displays the LaGuardia Office of Student Financial Services Federal Work-Study Program website. The main navigation bar includes 'Home' and 'Employees'. The page is titled 'Application Login Service' and features a 'LaGuardia Community College' logo. A 'Login Instructions' box provides guidance for students and faculty/staff. A 'Login to Work Study Time Management' section contains a 'Username' field, a 'Password' field, a 'Don't keep me logged in' checkbox, and a 'Login' button. A 'Work Study Time Management Information' box notes that grants access for work study students to update timesheets. A 'STUDENTS' sidebar contains a 'Submit your Timesheets' button, which is highlighted with a red arrow.

- Step 1: Click the 'Submit your Timesheets' button under STUDENTS.
- Step 2: Login utilizing your LaGuardia Username and Password.

# Enter a Time Sheet



LaGuardia  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### My Timesheets

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

[Current Hires, Awards & Class schedules \(3\)](#)
[Upcoming Hires & Awards \(1\)](#)
[Old Hires & Awards \(0\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Test ACE On-Campus - 07/02/18</a>	ACE Preparatory	\$15.00	07/02/2018	08/14/2018	Test On Campus Supervisor

= Active
  = Inactive
  = Closed
  = Pending

Account Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,245.00	FWS Academic Year 2017 - 2018 (08/15/2017 - 08/14/2018)

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

First, click the 'Job Title' link to access your time sheets.

# Start a Time Sheet

LaGuardia  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

**Hire Time Sheets**

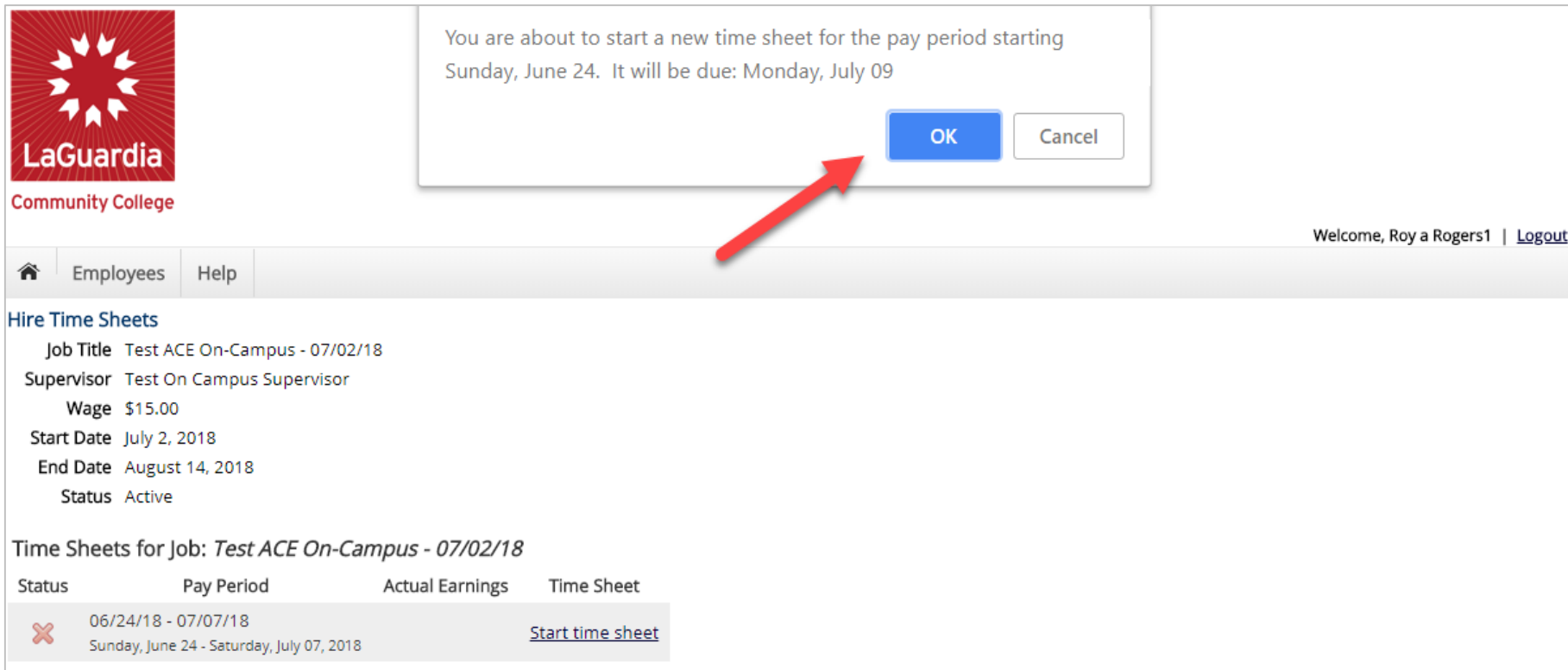
Job Title Test ACE On-Campus - 07/02/18  
Supervisor Test On Campus Supervisor  
Wage \$15.00  
Start Date July 2, 2018  
End Date August 14, 2018  
Status Active

Time Sheets for Job: *Test ACE On-Campus - 07/02/18*

Status	Pay Period	Actual Earnings	Time Sheet
✘	06/24/18 - 07/07/18 Sunday, June 24 - Saturday, July 07, 2018		<a href="#">Start time sheet</a>

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



You are about to start a new time sheet for the pay period starting Sunday, June 24. It will be due: Monday, July 09

OK Cancel

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### Hire Time Sheets

Job Title Test ACE On-Campus - 07/02/18  
Supervisor Test On Campus Supervisor  
Wage \$15.00  
Start Date July 2, 2018  
End Date August 14, 2018  
Status Active

### Time Sheets for Job: Test ACE On-Campus - 07/02/18

Status	Pay Period	Actual Earnings	Time Sheet
✘	06/24/18 - 07/07/18 Sunday, June 24 - Saturday, July 07, 2018		<a href="#">Start time sheet</a>

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

# Add a New Time Sheet Entry for Time Worked

**LaGuardia**  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title Test ACE On-Campus - 07/02/18  
Status Incomplete  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 12:00 AM

Actions  
[Return to hire >](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
<a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>						
<a href="#">Add New Entry</a>						

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

**06/24/18 - 07/07/18**  
Start - Sunday, June 24, 2018  
End - Saturday, July 7, 2018  
Employee Deadline - Monday, July 9, 2018 (12:00AM)  
Supervisor Deadline - Monday, July 9, 2018 (11:59PM)  
Pay Date - Thursday, July 19, 2018

Click 'Add New Entry' to enter your time.

# Add a New Time Sheet Entry for Time Worked

**LaGuardia**  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title Test ACE On-Campus - 07/02/18  
Status Incomplete  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 12:00 AM

**Actions**  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» <a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Monday, July 2, 2018	8:00AM	8:15AM	No Break	
Monday, July 2, 2018				

**Class Schedule**

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

**06/24/18 - 07/07/18**  
Start - Sunday, June 24, 2018  
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Employee Deadline - Monday, July 9, 2018 (12:00AM)  
Supervisor Deadline - Monday, July 9, 2018 (11:59PM)  
Pay Date - Thursday, July 19, 2018

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



# Add a New Time Sheet Entry for Time Worked

LaGuardia Community College

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee Roy a Rogers1  
Job Title Test ACE On-Campus - 07/02/18  
Status Incomplete  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 12:00 AM

Actions  
Return to hire »

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, July 2, 2018	8:00AM	8:15AM	No Break	

Class Schedule

Course Title	Date	End Date	Days	Start	End
Coil Reading&Study Ski (details)	2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details

06/24/18 - 07/07/18  
Start - Sunday, June 24, 2018  
End - Saturday, July 7, 2018  
Employee Deadline - Monday, July 7, 2018  
Supervisor Deadline - Monday, July 7, 2018  
Pay Date - Thursday, July 19, 2018

LaGuardia Community College

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee Roy a Rogers1  
Job Title Test ACE On-Campus - 07/02/18  
Status Incomplete  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 12:00 AM

Actions  
Return to hire »

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, July 2, 2018	8:00AM	8:15AM	No Break	

Class Schedule

Course Title	Date	End Date	Days	Start	End
Coil Reading&Study Ski (details)	2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisor

06/24/18 - 07/07/18  
Start - Sunday, June 24, 2018  
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Select the Start and End times for the day you are entering time.

# Add a New Time Sheet Entry for Time Worked

**LaGuardia**  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Employees Help

### Manage Time Sheet

Employee: [Roy a Rogers1](#)  
Job Title: Test ACE On-Campus - 07/02/18  
Status: Incomplete  
Pay Period: 06/24/18 - 07/07/18  
Deadline: July 9, 2018 12:00 AM

**Actions**  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» <a href="#">Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Monday, July 2, 2018	8:00AM	10:30AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

### Class Schedule

Course Title	Start Date	End Date	Start	End
<a href="#">Coll Reading&amp;Study Ski (details)</a>	08/15/2017	08/14/2018		
<a href="#">Found of Sport Mgmt (details)</a>	08/15/2017	08/14/2018		
<a href="#">Fresh Sem-Sport Mgt (details)</a>	08/15/2017	08/14/2018		
<a href="#">Pre-Algebra (details)</a>	08/15/2017	08/14/2018		

Pay Period Info | Hire Details | Awards | Supervisors | Accounts | No

06/24/18 - 07/07/18  
Start - Sunday, June 24, 2018  
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Employee Deadline - Monday, July 9, 2018 (12:00AM)  
Supervisor Deadline - Monday, July 9, 2018 (11:59PM)  
Pay Date - Thursday, July 19, 2018

Break options: 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

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

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Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
 Job Title Test ACE On-Campus - 07/02/18  
 Status Incomplete  
 Pay Period 06/24/18 - 07/07/18  
 Deadline July 9, 2018 12:00 AM

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
				Total:	2 hrs	

[» Add New Entry](#)

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

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Actions  
[Submit time sheet »](#)  
[Return to hire »](#)

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

**LaGuardia**  
Community College

Welcome, Roy a Rogers1 | [Logout](#)

Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title [Test ACE On-Campus - 07/02/18](#)  
Status [Incomplete](#)  
Pay Period [06/24/18 - 07/07/18](#)  
Deadline [July 9, 2018 12:00 AM](#)

**Actions**  
[Submit time sheet »](#)  
[Return to hire »](#)

#### Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
				Total:	2 hrs	

[» Add New Entry](#)

#### Class Schedule

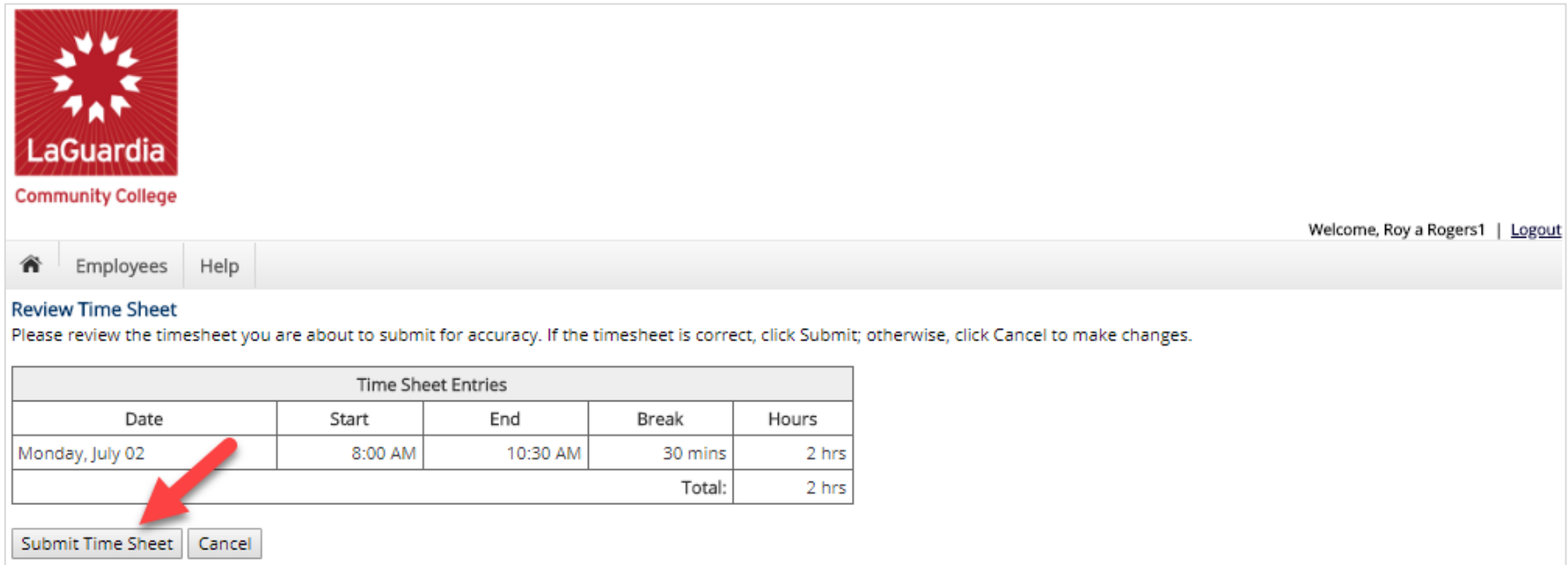
Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Reading&amp;Stdy Ski (details)</a>	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	08/15/2017	08/14/2018	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	08/15/2017	08/14/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

**06/24/18 - 07/07/18**  
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Pay Date - Thursday, July 19, 2018

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



**LaGuardia**  
Community College

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[Home](#) [Employees](#) [Help](#)

### Review Time Sheet

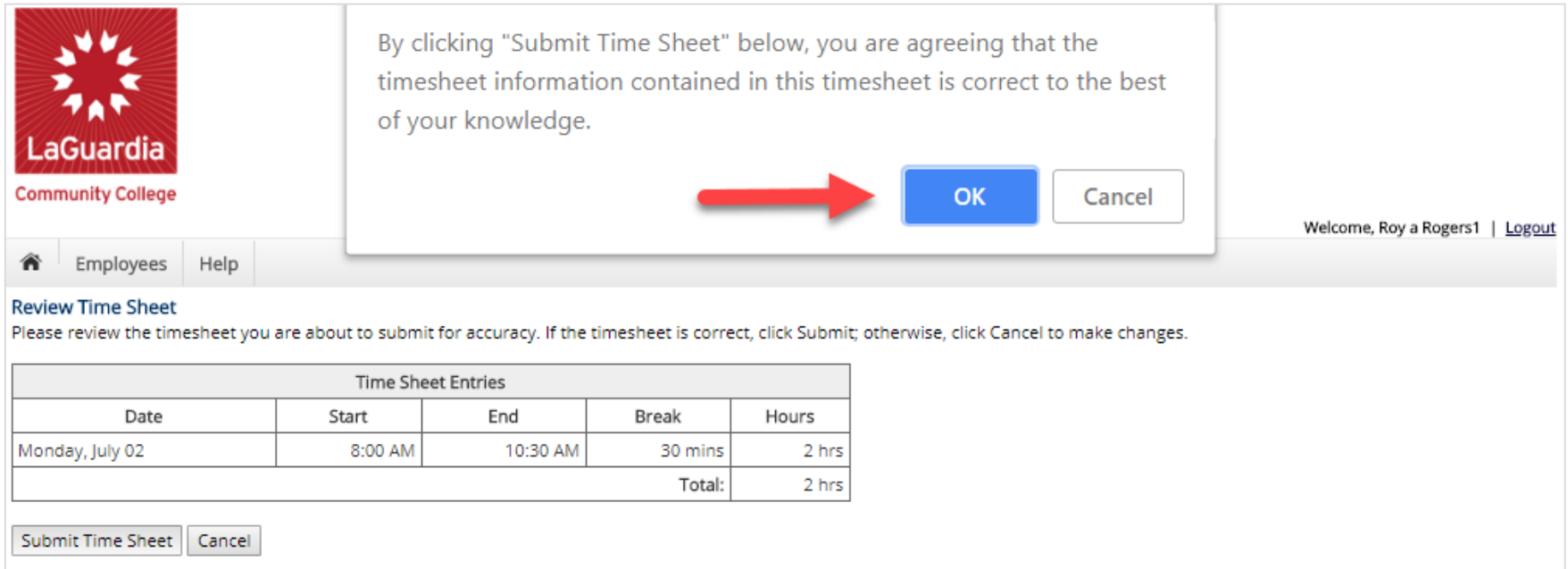
Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
Total:				2 hrs

[Submit Time Sheet](#) [Cancel](#)

Click the 'Submit Time Sheet' link.

# Submit Timesheet to your Supervisor



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

OK Cancel

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

### Review Time Sheet

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
Total:				2 hrs

Submit Time Sheet Cancel

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.



Community College

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### Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

[\[ Print Time Sheet \]](#)

[Return to My Jobs](#)

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](mailto:fwsjobs@lagcc.cuny.edu)