



## On-Campus FWS Supervisor Training

# Training Agenda

- How to Login to JobX & TimesheetX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants
- How to Hire Applicants into JobX and TimesheetX
- How to Approve a FWS Student's Timesheet

# Login to JobX directly

**LaGuardia**  
Community College

Office of Student Financial Services  
Federal Work-Study Program

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"/>

- First, please navigate to <https://laguardia.studentemployment.ngwebsolutions.com/>
- Click the 'Post a Job' or 'Hire a Student' button under ON-CAMPUS SUPERVISORS.

# On-Campus Employer Login to JobX



Please sign in using your Outlook email credentials

Sign in

**Faculty and Staff Services**  
LaGuardia Community College / CUNY

Login utilizing your LaGuardia 'Username' and 'Password'.

# How to Add or Edit a JobX Job Listing



# Add a Job

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job |


Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Emp    
Show Jobs From All My Employers

ABC Merricat's Castle School (0000000531)  
ACE Preparatory

Pending Approval (0)  
 Review Mode (0)  
 Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 1 of 1 << > >>

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4419	<a href="#">Test ACE On-Campus - 07/02/18</a>	Test On Campus Supervisor	On-Campus FWS Jobs	<a href="#">1 (1 New)</a>	07/02/18	

1 to 1 of 1 << > >>

If you have posting permissions for more than one department, please select the department from the 'Employer Name' drop down list you wish to post a job. If you only have permissions to post for one department, please proceed to the next slide.

# Add a Job

LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

**Add a new job for ACE Preparatory** Search Title, Description, Contact or Job Search

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: ACE Preparatory

Job Filters

My Jobs: +

Employer Name: -  
ACE Preparatory

Job Status: -

- Listed Jobs (1)
- Pending Approval (0)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 1 of 1

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

ACE Preparatory

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4419	<a href="#">Test ACE On-Campus - 07/02/18</a>	Test On Campus Supervisor	On-Campus FWS Jobs	<a href="#">1 (1 New)</a>	07/02/18	

1 to 1 of 1

Click the 'Add a new job for {Your Department Name will be Prefilled here}' button.

# Add a Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select the Job Category \*
- Enter Job Title \*, Description \*
- Enter the number of available openings \*
- Enter the min and max hours for the job
- Select the Time Frame for the job \*
- Select the Base pay rate for the job \*
- Select the Primary Supervisor \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

*Important Note: If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.*

- Select an Alternate Supervisor \* Please Note: The Secondary Contact must be different than the Primary Contact. To select a Secondary Contact, place your cursor in the field to view all users approved to be a JobX Supervisor for the applicable department you are creating the job. Then, simply click an individual's name you wish to be the Secondary contact. If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.

*Important Note: To prevent Supervisors from getting multiple emails, please ensure a Supervisor is NOT set up to be both a Primary AND Secondary Contact. They should only be set up to be one or the other, but NOT both.*

- Select 'Yes' or 'No' for 'Weekend Hours?' if applicable.
- Select 'Yes' or 'No' for 'Evening Hours?' if applicable.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows the 'Add a Job' web application interface for LaGuardia Community College. The page title is 'Add a Job' and the user is logged in as 'Test On Campus Supervisor'. The navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area is titled 'You are adding a brand new job to the web site.' and shows the progress: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The form fields are as follows:

- Job Category**: A dropdown menu with 'Choose one...' selected.
- Job Title**: A text input field with a red asterisk, containing the example 'Front Desk Receptionist'.
- Job Description**: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, ul, table, image) and a placeholder text 'Please be as detailed as possible'.
- Number of Available Openings**: A text input field with a red asterisk.
- Hours per Week**: A dropdown menu with '10.0' selected and a 'to Same' dropdown.
- Time Frame for this Job**: A dropdown menu with 'Choose one...' selected.
- Base pay rate**: A dropdown menu with 'Choose one...' selected.
- Primary Supervisor**: A dropdown menu with 'Choose one...' selected. A note below states: 'Every job must have one primary Supervisor (the next question) and one secondary supervisor. Select a Supervisor and the data below will prefill from the Primary Supervisor's user profile. You must clear the field if you do not want it displayed with the posting.'
- Phone Number**: A text input field.
- Email**: A text input field.
- Location**: A text area with a red asterisk.
- Alternate Supervisor**: A dropdown menu with 'Ctrl + click to select multiple' and 'Select Some Options' selected.
- Weekend Hours?**: A dropdown menu with 'Choose one...' selected. A note below states: 'Does this job offer weekend hours?'
- Evening Hours?**: A dropdown menu with 'Choose one...' selected. A note below states: 'Does this job offer evening hours?'

A 'Submit' button is located at the bottom left of the form.



# Add a Job – Step 2 – Review Job Application

The screenshot shows the LaGuardia Community College website interface for reviewing a job application. At the top left is the LaGuardia logo. A navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The user is logged in as 'Test On Campus Supervisor'. A message states: 'The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.' The job title is 'Pending Job Application - ACE Preparatory - Test On-Campus Administrative ACE Job - 07/02/18'. A timer shows 01:29:36. The 'General' section contains the following fields:

Student First name	<input type="text"/>	*	
Student Middle name	<input type="text"/>		
Student Last name	<input type="text"/>	*	
LaGuardia Student Email Address	<input type="text"/>	*	
<i>Note: Incorrect entries will cause your application to be rejected!</i>			
LaGuardia Student ID	<input type="text"/>	*	
<i>Note: Incorrect entries will cause your application to be rejected!</i>			
Resume (optional)	<input type="button" value="Choose File"/> No file chosen		
Student Phone Number	<input type="text"/>		
Please describe your skills and work experience	<input type="text"/>		
What hours are you available to work?	<input type="text"/>		

At the bottom left is a 'Save Application' button.

You may add questions to the institutional default application, if approved by your FWS site Administrator, to ensure you get a “best fit” candidate for your job.

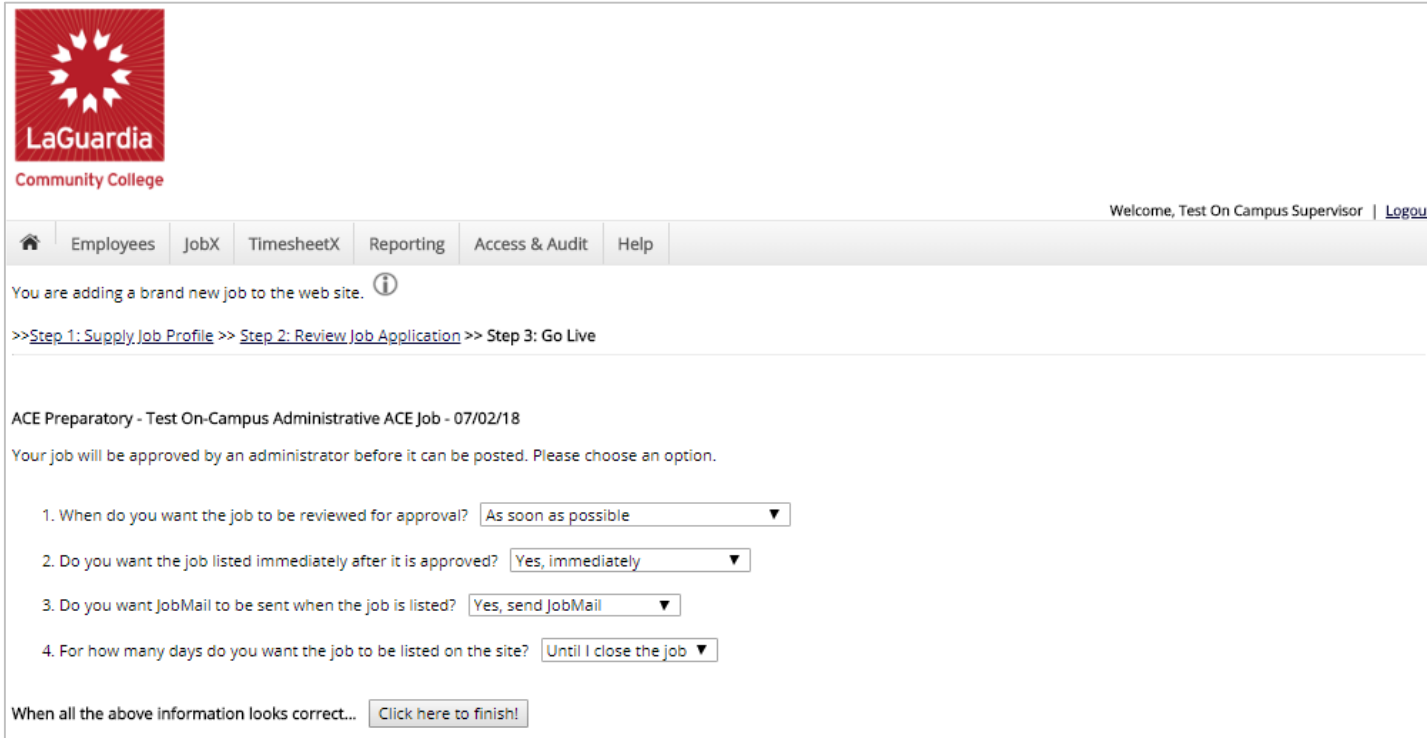
To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new question using a sophisticated application designer.

# Add a Job Specific Application Question

- When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.
- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.
- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.
- Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.
- You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.
- When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows a web interface for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Create a New Question" tab is active. Below the tabs is the "Question Details" section, which includes a "Question Type" dropdown menu. A red arrow points to this dropdown, which is open and shows options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". Below the "Question Details" section is the "Application Behavior" section. It includes an "Application Section" dropdown menu with a red arrow pointing to it, and a "Create a new section" text input field. Below that is the "Other flags" section, which has two checkboxes: "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Application input is required" checkbox. Below the "Other flags" section is the "Where To Add This Question?" dropdown menu, which is set to "End of Application". A red arrow points to this dropdown. At the bottom of the form is an "Add Question" button, with a red arrow pointing to it.

# Add a Job – Step 3 – Go Live



The screenshot shows the LaGuardia Community College job posting system interface. At the top left is the LaGuardia Community College logo. The top right shows the user is logged in as 'Test On Campus Supervisor' with a 'Logout' link. A navigation bar contains links for 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area displays a message: 'You are adding a brand new job to the web site.' followed by a progress indicator showing 'Step 1: Supply Job Profile', 'Step 2: Review Job Application', and 'Step 3: Go Live'. The job title is 'ACE Preparatory - Test On-Campus Administrative ACE Job - 07/02/18'. Below the title, it states 'Your job will be approved by an administrator before it can be posted. Please choose an option.' and lists four questions with dropdown menus:

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

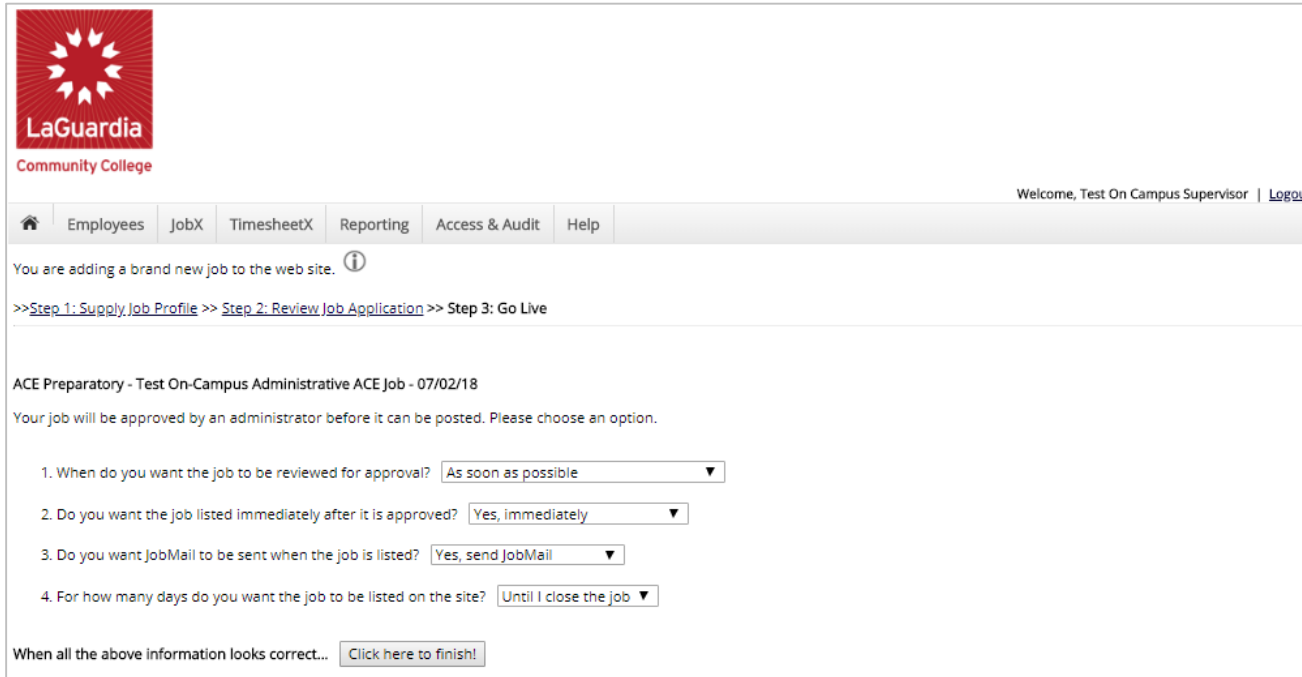
At the bottom, it says 'When all the above information looks correct...' followed by a button labeled 'Click here to finish!'.

Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, if you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

FWS student applicants can create a JobMail account allowing them to define their job preferences. If you'd like to notify applicants with job preferences that match your job, please select 'Yes, send JobMail'. Otherwise, select 'No' and your job information will NOT be emailed to any potential applicants.

# Add a Job – Step 3 – Go Live



The screenshot shows the LaGuardia Community College JobX system interface. At the top left is the LaGuardia Community College logo. The top right shows the user name "Welcome, Test On Campus Supervisor" and a "Logout" link. Below the logo is a navigation menu with "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The main content area displays the message: "You are adding a brand new job to the web site." followed by a breadcrumb trail: ">>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live". The job title is "ACE Preparatory - Test On-Campus Administrative ACE Job - 07/02/18". Below this, it says "Your job will be approved by an administrator before it can be posted. Please choose an option." and lists four questions with dropdown menus:

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

At the bottom, it says "When all the above information looks correct..." followed by a button labeled "Click here to finish!"

- For the question, “For how many days do you want the job to be listed on the site?”
- If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
- If you want the job to be posted until your close the job, select ‘Until I close the job.’
- Click the “Click here to Finish!” button.
- Your job will be submitted to the Administrator for review/approval.

# Add a Job – Completed!



Home Employees JobX TimesheetX Reporting

ACE Preparatory - Test On-Campus Administrative ACE Job

Congratulations! Your job is pending approval, th

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

LaGuardia Community College

Welcome, Test On Campus Supervisor | Logout

Home Employees JobX TimesheetX Reporting Access & Audit Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job Search

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Emp

Job Status: -

- Listed Jobs (1)
- Pending Approval (1)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 2 of 2

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

ACE Preparatory

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4419	<a href="#">Test ACE On-Campus - 07/02/18</a>	Test On Campus Supervisor	On-Campus FWS Jobs	<a href="#">1(1 New)</a>	07/02/18	

PENDING APPROVAL – Jobs Currently Pending Administrator Approval (\* - Application updated)

ACE Preparatory

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4421	<a href="#">Test On-Campus Administrative...</a>	Test On Campus Supervisor	On-Campus FWS Jobs			

1 to 2 of 2

- You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the 'Pending Approval' queue.

# Edit a Job

The screenshot displays the LaGuardia Community College job management system. The top navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is divided into two sections. The left section, titled 'Manage Job', provides instructions on adding jobs and offers various actions like Delete, Export, Print, and Email Supervisors. It also shows filters for 'My Jobs', 'Employer Name', 'Job Status', and 'Job Type'. The right section displays a table of jobs with columns for Job Title, Employer, Status, and Job Type. Below the table, there are sections for 'Additional details about this job's status', 'Update Status' (with sub-options: Listed, Review Mode, Storage), 'Manage Application', 'View Applicants', and 'Hire Applicant'. Red arrows highlight the 'Edit this Job' link in the 'Manage Job' section and the 'Edit or view the online application' link in the 'Manage Application' section.

- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- To edit the application tied to your job, click 'Edit or view the online application'.



Your Job is Approved!

What's Next???

Review and Respond to Online FWS Student  
Applicant(s)!!!

# Manage FWS Student Applicants

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Emp ▾

Job Status: -

- Listed Jobs (1)
- Pending Approval (1)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

**Job Actions:**

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 2 of 2 << >>

**LISTED - Jobs Currently Listed with Applicant Data (if applicable)**

ACE Preparatory	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	4419	<a href="#">Test ACE On-Campus - 07/02/18</a>	Test On Campus Supervisor	On-Campus FWS Jobs	<a href="#">1(1 New)</a>	07/02/18	

**PENDING APPROVAL - Jobs Currently Pending Administrator Approval (\* - Application updated)**

ACE Preparatory	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	4421	<a href="#">Test On-Campus Administrative...</a>	Test On Campus Supervisor	On-Campus FWS Jobs			

1 to 2 of 2 << >>

You may hire an online applicant by clicking the '# (# New)' link located under the 'App #' column next to the applicable job.



# Manage FWS Student Applicants

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ACE Preparatory - Test ACE On-Campus - 07/02/18

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:   
Last Name:   
 Only show New?

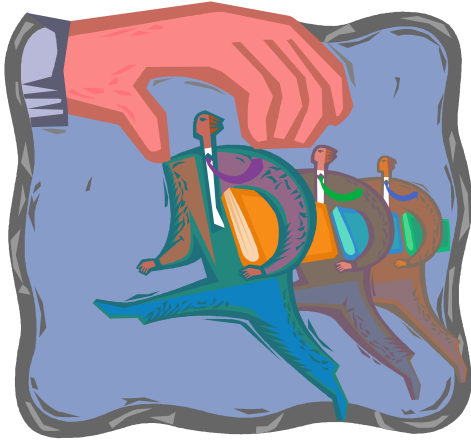
Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 << > >>

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
Roy Rogers1	royrogers1@ngwebsolutions.com	7/2/2018	Hired	f		Resume	Video	719.25		Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the FWS student's name to get a quick view format of the application.
- If the applicant has provided a resume, click on the "Resume" link next to their name.



Now that you've reviewed the online applications for your job, how do you contact a FWS Student applicant if you wish to set up an interview?



# Schedule an Interview with Applicant(s)

LaGuardia  
Community College

Welcome, Test On Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ACE Preparatory - Test ACE On-Campus - 07/02/18

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:   
Last Name:   
 Only show New?

Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 |<< < > >>|

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	7/2/2018	Hired	P		Resume	Video	719.25		Actions

This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

**Important Note:** Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

# Schedule an Interview with Applicant(s)

The screenshot shows the LaGuardia Community College HR system interface. At the top left is the LaGuardia logo. Below it is a navigation menu with options: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main heading is "View Job Applications - ACE Preparatory - Test ACE On-Campus - 07/02/18". Below this is a text block explaining that the list contains all applications received for this job and provides instructions on how to view or filter applications. A filter box is present with fields for "First Name:" and "Last Name:", an "Only show New?" checkbox, and "Apply Filter(s)" and "Clear Filter(s)" buttons. Below the filter box is a toolbar with icons for "Delete", "Export Summary", "Export Details", "Print Summary", "Print Details", "Send Greeting", "Reject Applicants", and "Email Applicants". The "Send Greeting" button is highlighted with a red arrow. Below the toolbar is a table of applicants. The first row shows an applicant named "Roy Rogers1" with a checkbox next to the name, which is also highlighted with a red arrow. The table columns are: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Profile Video, Award, Preview, and Actions.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 | << > >> |

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	7/2/2018	Hired	✍		Resume	Video	719.25		Actions

Click the box next to one or more applicants you wish to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

# Notify applicant(s) you wish to interview

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ACE Preparatory - Test ACE On-Campus - 07/02/18

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do NOT use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

**Email Applicants - Greeting**

Default: Applicants selected if not greeted/interviewed or rejected.

New:  Rogers1, Roy [royrogers1@ngwebsolutions.com]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.  
Example: joe@yahoo.com, Mary@hotmail.com

From

teston@ngwebsolutions.com

Subject

Job: Test ACE On-Campus - 07/02/18

Body

I am interested in meeting with you to discuss your interest in the Test ACE On-Campus - 07/02/18 job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

- This feature is utilized to reach out to one or more applicants. If you select more than one applicant to interview, individual e-mails will be sent to each applicant selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.



**Rejected**

Now that you've reviewed the online applications for your job, how do you reject an applicant?



# Notify applicant(s) they did NOT get the Job

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ACE Preparatory - Test ACE On-Campus - 07/02/18

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**  
You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:   
Last Name:   
 Only show New?

Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting **Reject Applicants** Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 << < > >>

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	7/2/2018	Hired	🚩		Resume	Video	719.25	🔍	Actions

Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Reject Applicants' button.

# Notify applicant(s) they did NOT get the Job

The screenshot shows the LaGuardia Community College Job Application system interface. At the top left is the LaGuardia logo. The navigation menu includes: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Help. The user is logged in as 'Test On Campus Supervisor'. The page title is 'Job Application - ACE Preparatory - Test ACE On-Campus - 07/02/18'. There is a link to return to reviewing applications. A suggested use is provided: 'To inform applicants that they did not get this job.' A warning states: 'Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.'

**Email Applicants - Rejection**

Default: No applicants selected. You must select recipients.

To:

Comma-separated list of other recipients' email addresses (i.e. walk in candidates), if any.  
Example: joe@yahoo.com, Mary@hotmail.com

From: teston@ngwebsolutions.com

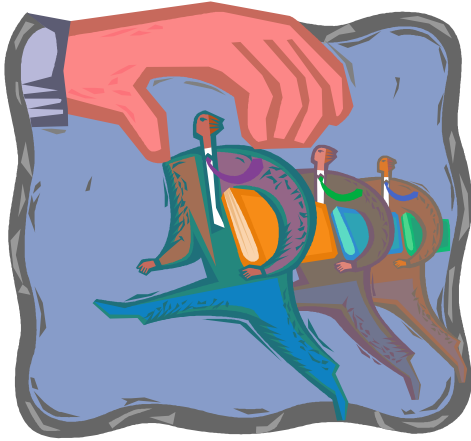
Subject: Job: Test ACE On-Campus - 07/02/18 - Not Available

Body:

Buttons: Send, Cancel

- This feature is utilized to inform one or more applicants they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each applicant selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.





## How to hire a FWS Student

# Hire a FWS Student

The screenshot displays the LaGuardia Community College HR system interface. At the top left is the LaGuardia logo. The navigation menu includes: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test Off Campus Supervisor' with a 'Logout' link.

The main content area shows a job listing for "I Have a Dream" Dehostos-Wise (0000000552). The job is currently listed with 1 applicant. The 'App # 1 (1 New)' link is highlighted with a red arrow.


The 'Job Actions' section includes: Delete, Export, Print, and Email Supervisors. Below this is a table of listed jobs with columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4420	<a href="#">Test Off-Campus I Have A Dream...</a>	Test Off Campus Supervisor	Off-Campus FWS Jobs	<a href="#">1 (1 New)</a>	07/02/18	[Icons]

The 'Actions' dropdown menu for the applicant is open, showing options: Email Applicant, Print Application, Delete Application, and Hire Applicant. A red arrow points to the 'Hire Applicant' option.

If you wish to hire the FWS student, after clicking the “# Applicants” link next to the job on your control panel, please select ‘Hire Applicant’ from the Action dropdown list next to the applicant’s name you wish to hire.

# Hire a FWS Student



LaGuardia  
Community College

Welcome, Test Off Campus Supervisor | [Logout](#)


[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Fill the job: "Test Off-Campus I Have A Dream - 07/02/18"

There are 5 openings for this position. Please choose an on-line applicant or type in the name of employee to hire.

Hire an on-line applicant Hire a candidate who did not apply on-line

Hire a "walk-in" candidate. Type in candidate's info to the right.

Roy a Rogers1 

First Name	M.I.	Last Name	Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The FWS student's name will be automatically selected for you.
- Next, click 'Go to Step 2' to launch the hire validation engine.

# Hire a FWS Student Flow – Fail Validation

**LaGuardia**  
Community College

Employees JobX TimesheetX Reporting Access & Audit Help

Fill Job Step 2: Verify Applicants

**Student Validation Results**

✓ Hiring Status:	This student IS NOT already hired.
✓ I-9:	The student has submitted this form.
✓ W4:	The student has submitted this form.
✓ Rights & Responsibilities:	The student has submitted this form.
✗ State Tax Form:	The student has not submitted this form. A student MUST submit this form before they can be hired.
✓ FERPA:	The student has submitted this form.
✓ Freshman Status:	Freshmen Status is Validated.
✓ Active Award Check:	Active Award Found

The applicant you have chosen has not been verified by the system. The hiring process cannot continue at this time. Please review the information to

Employee Info			
First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

Cancel Email Roy Rogers1

Send an email to Roy a Rogers1

From: testoff@ngwebsolutions.com

To: royrogers1@ngwebsolutions.com

Cc:

Bcc:

Subject: Hire Validation Results

Body

✓ Hiring Status: This student IS NOT already hired.

✓ I-9: The student has submitted this form.

✓ W4: The student has submitted this form.

✓ Rights & Responsibilities: The student has submitted this form.

✗ State Tax Form: A student MUST submit this form before they can be hired.

Send Email

- The system will validate the FWS student's account to ensure they are eligible to be hired.
- If the FWS student is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the student did not meet. The hire request will be prevented and you will need to click the 'Cancel' button.
- If the supervisor wishes to email the FWS student regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email [Employee Name Prefilled Here]' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.

# Hire a FWS Student Flow – Pass Validation

The screenshot displays the LaGuardia Community College hiring system interface. At the top left is the LaGuardia logo. A navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test Off Campus Supervisor'. The main content area is titled 'Fill Job Step 2: Verify Applicants' and features a 'Student Validation Results' box with the following items:

Requirement	Result
Hiring Status:	This student IS NOT already hired.
I-9:	The student has submitted this form.
W4:	The student has submitted this form.
Rights & Responsibilities:	The student has submitted this form.
State Tax Form:	The student has submitted this form.
FERPA:	The student has submitted this form.
Freshman Status:	Freshmen Status is Validated.
Active Award Check:	Active Award Found

Below the results, a message states: 'The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.'

An 'Employee Info' table shows the following details:

First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

At the bottom, there are three buttons: 'Continue to next step', 'Cancel', and 'Email Roy Rogers1'.

If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a “Continue to next step” button will be presented to continue the hire process.

# Hire a FWS Student – JobX

The screenshot shows the JobX interface for hiring a FWS student. At the top left is the LaGuardia Community College logo. The user is logged in as 'Test Off Campus Supervisor'. The navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The current step is 'Step 3: Fill Out Hire Record Info' for the job title 'Test Off-Campus I Have A Dream - 07/02/18'. The form contains the following fields:

- Student First Name: Roy
- Student Last Name: Rogers1
- Student ID: 111111111
- Student Email: royrogers1@ngwebsolutions.com
- Estimated Hours Per Week: 10.0
- Notes: (empty text area)
- Primary Supervisor Name: Test Off Campus Supervisor (dropdown menu)
- Alternate Supervisor Name: Select Some Options (text input)

Below the form is a 'Create Hire' button and an 'Awards' section with a table header:

Award Name	Amount	Balance	Term
------------	--------	---------	------

- If the FWS student has received any awards or is currently hired in any other jobs, this information will be presented for your consideration when completing this step of the hiring process.
- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire. Lastly, to save this hire information into JobX, please click on the “Create Hire” button.



LaGuardia  
Community College

Welcome, Test Off Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

### Hire Confirmation

You have successfully submitted a hiring request for Roy Rogers1

- [Return to Job Control Panel](#)

Your hire will be reviewed by a LaGuardia CC Site Administrator for approval!

Upon completion of their review, you will receive an approval or rejection email depending on the results of the LaGuardia CC Site Administrator's review.



**Hire has been Approved!**



**FWS student has completed their timesheet and submitted it to you online, their Supervisor!**



**Now, it's time for you to approve their timesheet online!**



# Login to TimesheetX directly

LaGuardia  
Community College

Office of Student Financial Services  
Federal Work-Study Program

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 <https://laguardia.studentemployment.ngwebsolutions.com/>
- Click the 'Approve Timesheets' button under ON-CAMPUS SUPERVISORS.

# On-Campus Employer Login to TimesheetX

**LaGuardia**  
Community College

Home Employees Employers & Administrators

## On-Campus Supervisor Home Page

- Employment News**
  - Forms and Information**  
General information about posting jobs, hiring, and access to all FWS student employment forms.
  - Suggestion Box**  
Send us your suggestions, ideas, or concerns!
  - JobX Product User Manual**  
Click here to review customized user manual .
  - TimesheetX Product User Manual**  
Click here to review customized user manual .
- Supervisor Tools**
  - Job Management Login**  
Login to post jobs, hire employees, and access applications.
  - Timesheet Management Login** ←  
Login to manage your timesheets.
  - Request a Login**  
Click above if you are an On-Campus Employer who has **never** logged in before.
  - User's Guide [DOC] [PDF]**  
Download the Web site User's Guide in DOC or PDF format.

Click the 'Timesheet Management Login' link.

# On-Campus Employer Login to TimesheetX



**DARE TO DO MORE**

Please sign in using your Outlook email credentials

Sign in

**Faculty and Staff Services**

LaGuardia Community College / CUNY

Login utilizing your LaGuardia 'Username' and 'Password'.

# Review Timesheets

LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor

To Do Items

Cost center All Cost Centers  
All Cost Centers  
ABC Merricat's Castle School (0000000531) Supervisor  
ACE Preparatory Supervisor

Only show timesheets for Primary Supervisor  
 Show all timesheets regardless of being a Primary Supervisor

Filter by timesheet status  
 Returned To Supervisor (0)  
 Incomplete By Supervisor (0)  
 Delinquent Timesheets (0)  
 Resubmitted By Employee (0)  
 Pending Approval (1)

Date Range 7/2/2017 to 7/2/2018

Filter by employee  
First Name  
Last Name  
Filter by employee

- You will be placed on the TimesheetX “To-Do Items” page.
- Select a cost center from the drop-down box at the top (if you have permission to complete time sheets for more than one cost center).
- Select ‘Show all timesheets regardless of being a Primary Supervisor’ radio button.

# Review Timesheets

LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor  
To Do Items

Cost center: All Cost Centers

Only show time sheets for which I am the primary supervisor  
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status:  Returned To Supervisor (0)  Incomplete By Supervisor (0)  Delinquent Timesheets (0)  Resubmitted By Employee (0)  Pending Approval (1)

Date Range: 7/2/2017 to 7/2/2018

Filter by employee: First Name: Last Name: Filter by employee

- To locate timesheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Timesheets, and Resubmitted by Employee) with the exception of the “Pending Approval” box.

# Review Timesheets

LaGuardia Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor

To Do Items

Cost center: All Cost Centers

Only show time sheets for which I am the primary supervisor  
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status:  Returned To Supervisor (0)  Incomplete By Supervisor (0)  Delinquent Timesheets (0)  Resubmitted By Employee (0)  Pending Approval (1)

Date Range: 7/2/2017 to 7/2/2018

Filter by employee: First Name: Last Name: Filter by employee

Export Summary Export Details Print Timesheets Approve Timesheets Reject Timesheets Dismiss Timesheets Take Possession Email Students

Select All / De-Select All Show 25 results per page 1 to 1 of 1 << >>

Timesheet Status: Pending Approval

LaGuardia Bi-Weekly Pay Schedule: 06/24/18 - 07/07/18

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Roy, a Rogers1	Test ACE On-Campus - 07/02/18	2	30	7/9/2018 11:59 PM	7/2/2018 10:44 AM

- Once you've located the timesheet you wish to review/approve, you can either mouse over the magnifying glass to review the timesheet entries or click on the magnifying glass to review more details about this hire and/or timesheet or edit/approve/reject the timesheet individually.
- If you have multiple timesheets you'd like to approve, simply click the box next to each timesheet you wish to approve. Then, click the "Approve timesheets" icon at the top of your "To Do" page.

# Add a new Timesheet Entry

**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

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

Employee Roy a Rogers  
Job Title Test ACE On-Campus - 07/02/18  
Status Pending Approval  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 11:59 PM

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>
<a href="#">Add New Entry</a>				Total:	2 hrs	
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

**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' if you wish to add another entry



# Add a new Timesheet Entry

The screenshot displays the LaGuardia Community College Timesheet interface. The left pane shows the 'Manage Time Sheet' section for employee Roy a Rogers1, with a 'Time Sheet Entries' table. A red arrow points to the 'Add' button in the table's footer. The right pane shows the 'Approve' button highlighted with a red arrow.

**LaGuardia Community College**

Welcome, Test On Campus Supervisor | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

**Manage Time Sheet** [[Print Time Sheet](#)]

Employee Roy a Rogers1  
Job Title Test ACE On-Campus - 07/02/18  
Status Pending Approval  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 11:59 PM

Time Sheet Entries					
Date	Start	End	Break	Hours	
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs	
Monday, July 2, 2018	8:00AM	8:15AM	No Break		<input type="button" value="Add"/> <input type="button" value="Cancel"/>
Total:				2 hrs	

**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**  
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

**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>
	11:00 AM	12:30 PM	--	1 hr 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Entry](#)

Total: 3 hrs 30 mins

**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

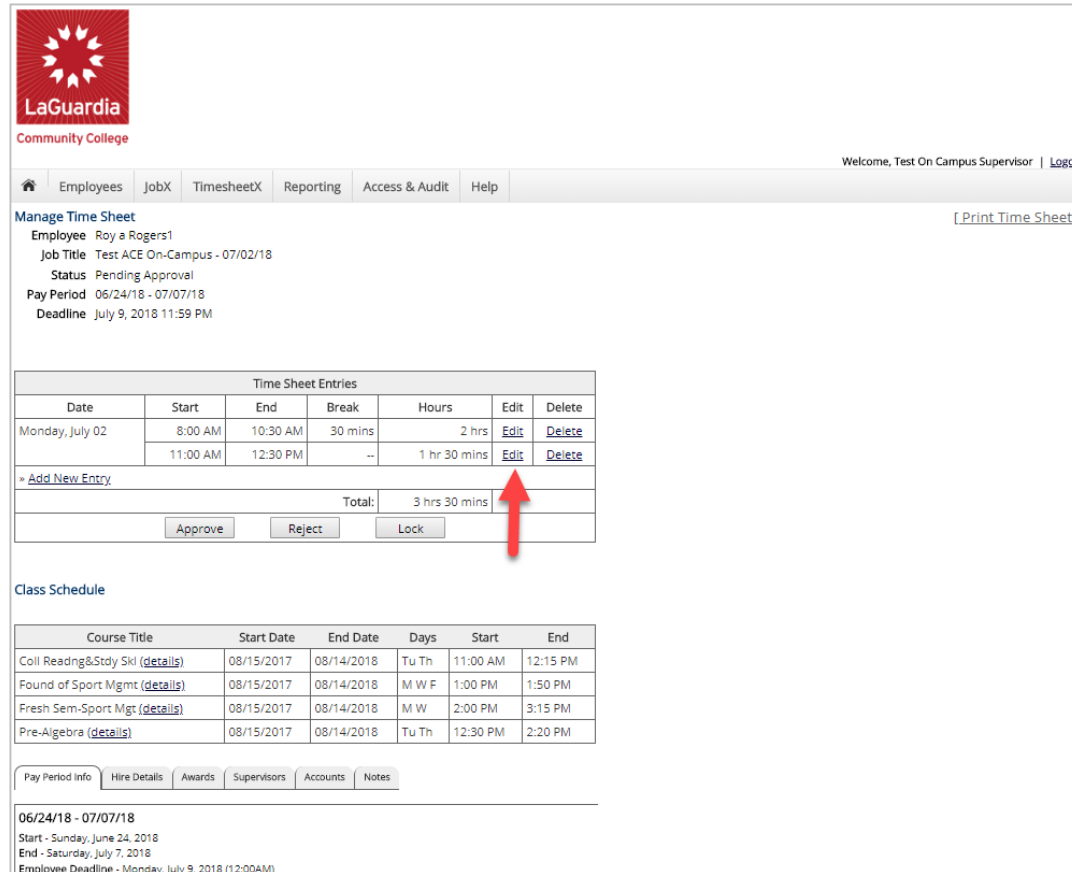
Pay Period Info [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

**06/24/18 - 07/07/18**  
Start - Sunday, June 24, 2018  
End - Saturday, July 7, 2018  
Employee Deadline - Monday, July 9, 2018 (12:00AM)

- Click 'Add' to save the new entry.
- After changes are completed, you may approve the timesheet by clicking 'Approve'.



# Edit an Individual Timesheet



**LaGuardia**  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

**Manage Time Sheet** [ [Print Time Sheet](#) ]

Employee Roy a Rogers1  
Job Title Test ACE On-Campus - 07/02/18  
Status Pending Approval  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 11:59 PM

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>
	11:00 AM	12:30 PM	--	1 hr 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>				Total:	3 hrs 30 mins	
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

**Class Schedule**

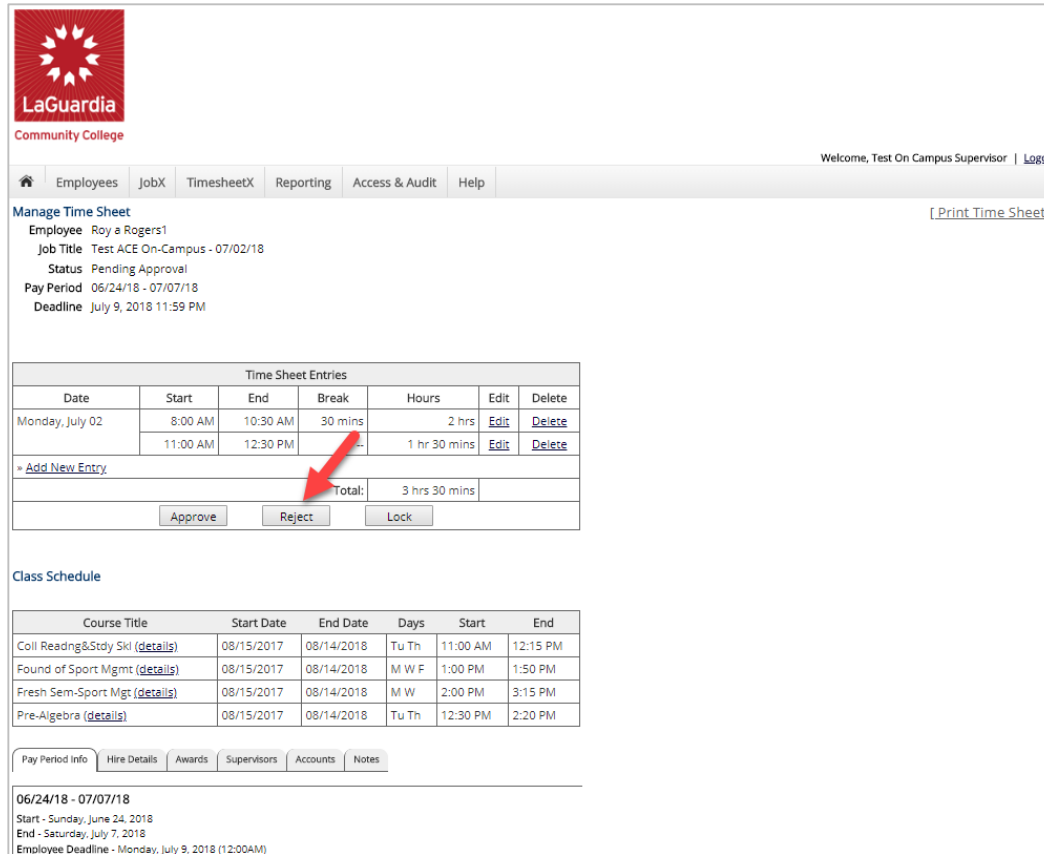
Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018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

06/24/18 - 07/07/18  
Start - Sunday, June 24, 2018  
End - Saturday, July 7, 2018  
Employee Deadline - Monday, July 9, 2018 (12:00AM)

- To edit an individual timesheet, click on the magnifying glass next to the applicable time sheet.
- Click 'Edit' next to the timesheet entry you wish to update.
- The timesheet will now be locked to you until you save your changes.

# Reject a Timesheet



The screenshot displays the LaGuardia Community College TimesheetX interface. At the top left is the LaGuardia logo. The navigation bar includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The user is logged in as 'Test On Campus Supervisor'. The main content area shows 'Manage Time Sheet' for employee Roy a Rogers1, with job title 'Test ACE On-Campus - 07/02/18' and status 'Pending Approval'. Below this is a table of 'Time Sheet Entries' for Monday, July 02, with two entries: 8:00 AM to 10:30 AM (2 hrs) and 11:00 AM to 12:30 PM (1 hr 30 mins). A red arrow points to the 'Reject' button in the action bar below the table. Other buttons include 'Approve' and 'Lock'. Below the table is a 'Class Schedule' section with a table of courses. At the bottom, there are tabs for 'Pay Period Info', 'Hire Details', 'Awards', 'Supervisors', 'Accounts', and 'Notes'. The pay period is 06/24/18 - 07/07/18.

**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>
	11:00 AM	12:30 PM		1 hr 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
Total:				3 hrs 30 mins		

[Approve](#) [Reject](#) [Lock](#)

**Class Schedule**

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

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)

If you need to reject the timesheet back to the employee, click the 'Reject' button.

# Reject a Timesheet

The screenshot shows the LaGuardia Community College TimesheetX interface. At the top left is the LaGuardia logo. The navigation bar includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The user is logged in as 'Test On Campus Supervisor'. The main content area is titled 'Reject Time Sheet' and displays the following information:


- Employee: Roy a Rogers1
- Job Title: Test ACE On-Campus - 07/02/18
- Status: Pending Approval
- Pay Period: 06/24/18 - 07/07/18
- Deadline: July 9, 2018 11:59 PM

Below this information is a section titled 'Describe the reason for the rejection below:' with a text area containing the message: 'Because of its current status, this time sheet will be rejected to the student.' A dialog box is open with the text: 'Sorry, your timesheet has been rejected.' At the bottom of the dialog are 'Cancel' and 'Reject Time Sheet' buttons. Below the dialog is a table titled 'Time Sheet Entries'.

Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
	11:00 AM	12:30 PM	--	1 hr 30 mins
Total:				3 hrs 30 mins

- Enter the reason you are rejecting the timesheet and click 'Reject Timesheet'.
- An e-mail will be sent to the FWS student notifying them that their timesheet has been rejected.

# Approve a Timesheet



LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

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

**Employee** Roy a Rogers1  
**Job Title** Test ACE On-Campus - 07/02/18  
**Status** Pending Approval  
**Pay Period** 06/24/18 - 07/07/18  
**Deadline** July 9, 2018 11:59 PM

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>
	11:00 AM	12:30 PM	--	1 hr 30 mins	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">» Add New Entry</a>						
<b>Total:</b>				3 hrs 30 mins		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

**Class Schedule**

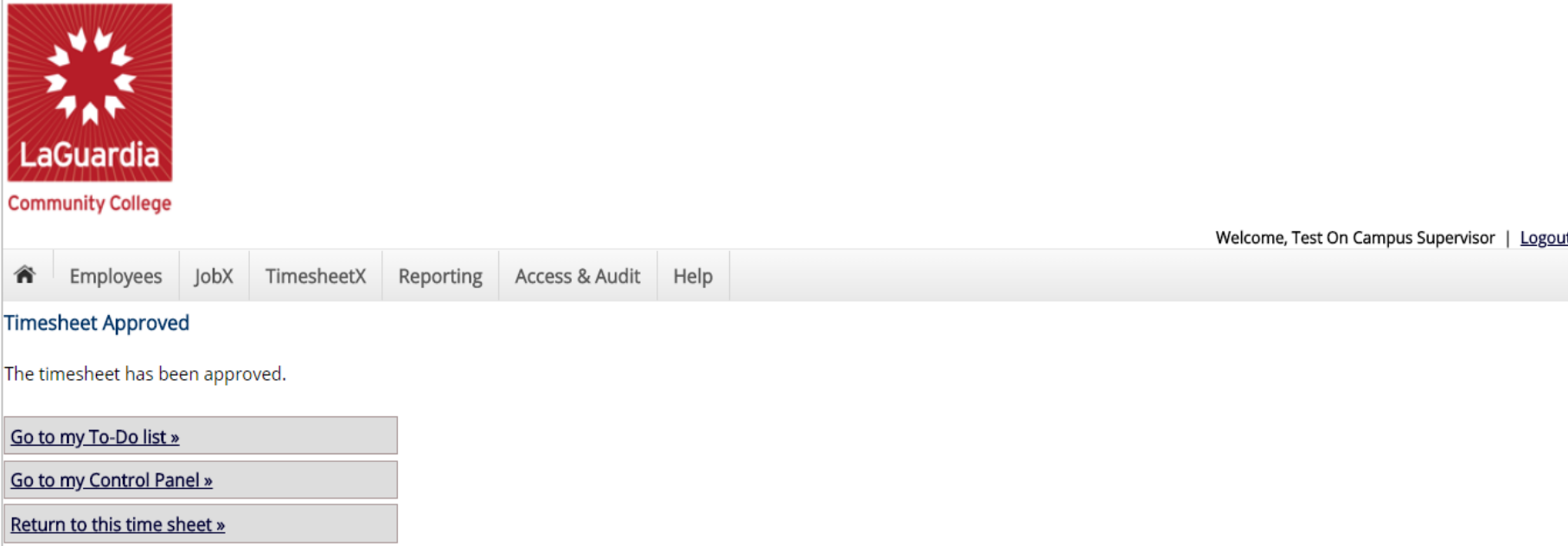
Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	08/15/2017	08/14/2018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

- To approve a timesheet, click the 'Approve' button.

# Approve a Timesheet



The screenshot displays the LaGuardia Community College interface. At the top left is the LaGuardia Community College logo, featuring a red sunburst icon and the text "LaGuardia Community College". On the top right, it says "Welcome, Test On Campus Supervisor | [Logout](#)". Below this is a navigation menu with buttons for "Home", "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The main content area is titled "Timesheet Approved" and contains the message "The timesheet has been approved." Below the message are three buttons: "Go to my To-Do list »", "Go to my Control Panel »", and "Return to this time sheet »".

- Click 'Go to my To-Do List' to review other timesheets.
- To view the Supervisor Control Panel, click 'Go to my Control Panel.'

# Timesheet Control Panel

The screenshot displays the LaGuardia Community College Timesheet Control Panel. At the top left is the LaGuardia Community College logo. The navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The 'TimesheetX' menu is open, showing options: 'TimesheetX Employer Home (To Do Items)', 'Manage TimesheetX Jobs', 'Timesheet Control Panel' (highlighted with a red arrow), and 'Search Student Awards and Class Schedules'. Below the menu are links for 'Go to my To-Do list', 'Go to my Control Panel', and 'Return to this time sheet'. The main content area shows a table of jobs for which the user is the primary supervisor. A red arrow points to the 'View Hires' link in the table.

Jobs for which I am the primary supervisor	Manage Job	View Hires
Test ACE On-Campus - 07/02/18		

- To access the Timesheet Control Panel, select 'Timesheet Control Panel' from the TimesheetX menu at the top of your screen.
- The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a primary supervisor.
- Supervisors can manage their jobs and timesheets from this page.

# Timesheet Control Panel

Welcome, Test On Campus Supervisor | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

**My Control Panel**  
Welcome, Test On Campus Supervisor

Cost Center  
ACE Preparatory

Show archived hire data?

**View Time Sheet List**  
For Roy a Rogers1 :: Test ACE On-Campus - 07/02/18

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

Status	Pay Period	Actual Earnings			Time Sheet	
		Description	Total	Hours	Rate	
	06/24/18 - 07/07/18 Sunday, June 24 - Saturday, July 07, 2018	Regular Hours	\$52.50	3.50*	15.00	<a href="#">Go to time sheet</a>
* Estimated value - time sheet not yet finalized						


**Jobs for which I am the primary supervisor**  
Test ACE On-Campus - 07/02/18

Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
<a href="#">Roy a Rogers1</a>	N/A	<a href="#">Go to time sheet</a>	<a href="#">All time sheets</a>	1500.00	1245.00	7/2/2018 - 8/14/2018	15.00	Closed

- To view the FWS student's current timesheet, click 'View Hires' next to the applicable job.
- Next, click the 'All timesheets' link next to the applicable employee you wish to review timesheets.
- Lastly, click the 'Go to timesheet' link to view an 'Already Started' timesheet.

**Important Note:** Do NOT click the 'Start time sheet' link next to an employee's timesheet unless you wish to take possession of their timesheet for the entire pay period – meaning the employee will no longer be able to manage the timesheet for the remainder of that pay period.

# View Pay Period Information



LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

[Home](#) | [Employees](#) | [JobX](#) | [TimesheetX](#) | [Reporting](#) | [Access & Audit](#) | [Help](#)

### Manage Time Sheet

[ [Print Time Sheet](#) ]

**Employee** Roy a Rogers1  
**Job Title** Test ACE On-Campus - 07/02/18  
**Status** Approved  
**Pay Period** 06/24/18 - 07/07/18  
**Deadline** July 9, 2018 11:59 PM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
	11:00 AM	12:30 PM	--	1 hr 30 mins
Total:				3 hrs 30 mins

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Reading&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 Mgrt (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**  
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

To view Pay Period Details, click on the “Pay Period Info” tab.



# View Hire Information



LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

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

Employee Roy a Rogers1  
Job Title Test ACE On-Campus - 07/02/18  
Status Approved  
Pay Period 06/24/18 - 07/07/18  
Deadline July 9, 2018 11:59 PM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
	11:00 AM	12:30 PM	--	1 hr 30 mins
Total:				3 hrs 30 mins

**Class Schedule**


Course Title	Start Date	End Date	Days	Start	End
Coil 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](#)

**Hire Details**  
Title - Test ACE On-Campus - 07/02/18  
Cost Center - ACE Preparatory  
Wage - \$15.00  
Hire Start - Monday, July 2, 2018  
Hire End - Tuesday, August 14, 2018

To view a FWS Student's Hire Details, click on the "Hire Details" tab.

# View Award Information



LaGuardia  
Community College

Welcome, Test On Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

### Manage Time Sheet

[ [Print Time Sheet](#) ]

**Employee** Roy a Rogers1  
**Job Title** Test ACE On-Campus - 07/02/18  
**Status** Approved  
**Pay Period** 06/24/18 - 07/07/18  
**Deadline** July 9, 2018 11:59 PM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
	11:00 AM	12:30 PM	--	1 hr 30 mins
Total:				3 hrs 30 mins

### 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](#)

### Awards

Federal Work Study	FWS Academic Year 2017 - 2018	\$1,500.00	\$1,245.00
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To view a FWS Student's Award information, click on the 'Awards' tab.

# View Supervisor & Account Information



Community College

Home Employees JobX TimesheetX Reporting Access & Audit Help

**Manage Time Sheet**

Employee Roy a Rogers1  
 Job Title Test ACE On-Campus - 07/02/18  
 Status Approved  
 Pay Period 06/24/18 - 07/07/18  
 Deadline July 9, 2018 11:59 PM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
	11:00 AM	12:30 PM	--	1 hr 30 mins
<b>Total:</b>				3 hrs 30 mins


**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

**Primary Supervisor**  
Test On Campus Supervisor

**Secondary Supervisors**  
None



Community College

Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor | [Logout](#)

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

Employee Roy a Rogers1  
 Job Title Test ACE On-Campus - 07/02/18  
 Status Approved  
 Pay Period 06/24/18 - 07/07/18  
 Deadline July 9, 2018 11:59 PM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs
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<b>Total:</b>				3 hrs 30 mins

**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

**Accounting Info**  
 Effective Monday, July 2, 2018

Accounting Info	Effective Date	Rate	Percentage	Amount
Federal Work Study (FWS)	FWS Academic Year 2017 - 2018	100.0%	~\$52.50	

To view a FWS Student's Supervisor and Gross Earnings on the applicable timesheet, click on the 'Supervisor' or 'Account' tabs.

# View Timesheet Notes & Audit History



Community College

Welcome, Test On Campus Supervisor | [Logout](#)

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

**Employee** Roy a Rogers1  
**Job Title** Test ACE On-Campus - 07/02/18  
**Status** Approved  
**Pay Period** 06/24/18 - 07/07/18  
**Deadline** July 9, 2018 11:59 PM

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<b>Total:</b>				3 hrs 30 mins

**Class Schedule**

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Study 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](#)

**Time Sheet Notes**

[\[ Add Note \]](#) @

Note Type	User	Date
Time Sheet Approved	Test On Campus Supervisor	Monday, July 2, 2018 1:25 PM
Time sheet Approved.		
Entry Added	Test On Campus Supervisor	Monday, July 2, 2018 1:11 PM

To view a FWS student's notes on the applicable timesheet, click on the 'Notes' tab.

# Search Student Awards & Class Schedules

The screenshot displays the LaGuardia Community College TimesheetX interface. At the top left is the LaGuardia logo. The main navigation bar includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. A dropdown menu is open under 'TimesheetX', with a red arrow pointing to the 'Search Student Awards and Class Schedules' option. Below the navigation bar, there are sections for 'Manage Time Sheet' (showing employee details for Roy A. Rogers), 'Class Schedule' (with a table of course titles like 'Coll Reading&Study Ski'), and 'Supervisor Employee Search Panel'. The search panel has fields for 'First Name', 'Last Name' (containing 'Rogers1'), and 'Employee Id', with a 'Find Employees' button. Below the search panel, a 'Search Results' section shows a list of employees, with a red arrow pointing to 'Roy A. Rogers1'.

- To quickly view student's award, employment eligibility flags, and/or class schedule information, click the 'Search Student Awards & Class Schedules' feature on the TimesheetX menu at the top of the screen.
- Type the student's last name or Empl ID, then click the 'Find Employees' button.
- Next, click the student's name to access their account.

# Search Student Awards & Class Schedules



Welcome, Test On Campus Supervisor | [Logout](#)

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- [Employees](#)
- [JobX](#)
- [TimesheetX](#)
- [Reporting](#)
- [Access & Audit](#)
- [Help](#)

[Back to Search](#)

## Roy a Rogers1

### Student Record Details

Grad Year	2018
W4?	Yes
I9?	Yes
SAP?	Yes
Awarded?	Yes
Credit Hours	6

Display:  Employee Information

### Awards

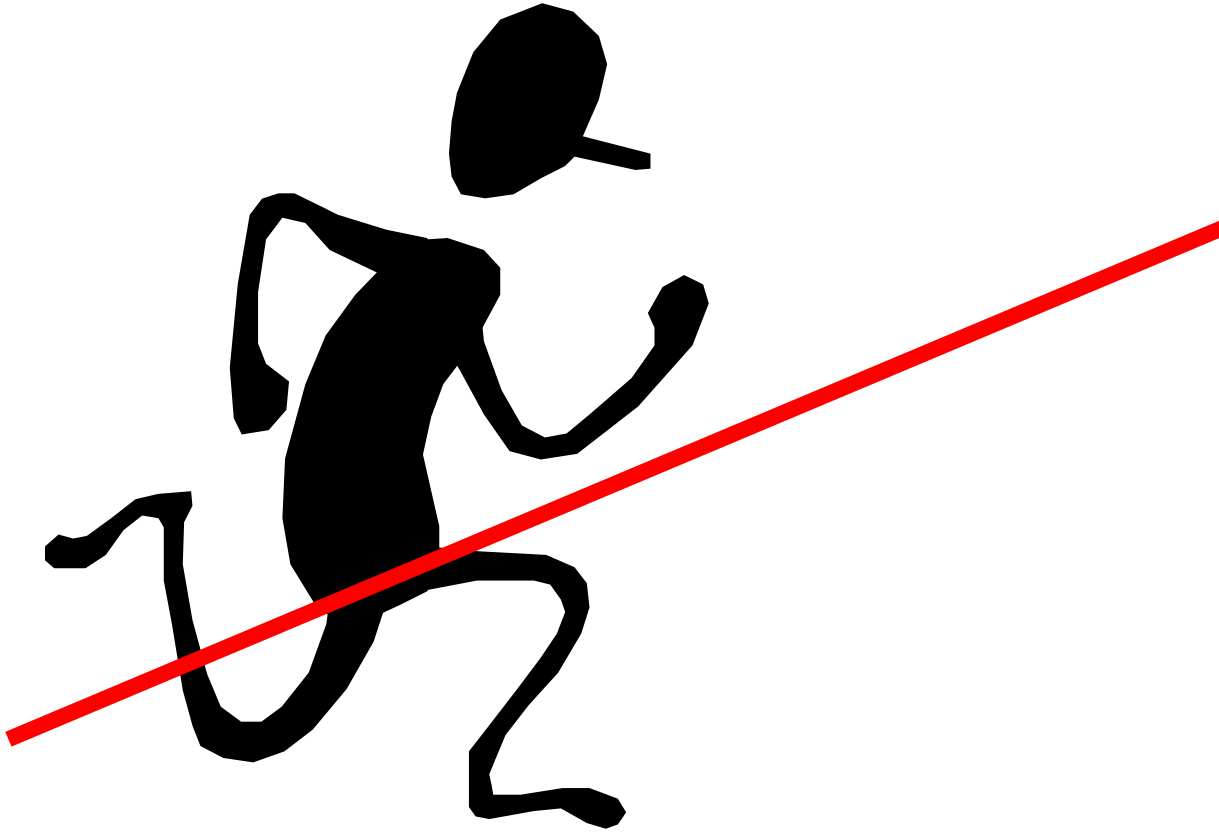
Award Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,245.00	FWS Academic Year 2017 - 2018 (08/15/2017 - 08/14/2018)
Federal Work Study	\$1,250.00	\$719.25	FWS Academic Year 2018 - 2019 (09/12/2018 - 08/06/2019)

### Classes

#### Current Class Schedule

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

# You're Finished!!!



# Questions?



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