



## Off-Campus FWS Supervisor Training

# Training Agenda

- How to Login to JobX & TimesheetX
- How to Review/Contact JobX Applicants
- How to Approve a FWS Student's Timesheet

# Login to JobX directly



Office of Student Financial Services  
Federal Work-Study Program

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Welcome, [redacted] Logout

A screenshot of the JobX web application interface. The page is divided into three main columns: "STUDENTS" (red header), "ON CAMPUS SUPERVISORS" (orange header), and "OFF-CAMPUS SUPERVISORS" (dark brown header). Each column contains several menu items with corresponding buttons. In the "OFF-CAMPUS SUPERVISORS" column, the "Request a Login" option has a "Click" button, which is highlighted with a red arrow. The background of the interface shows a night cityscape with lights.

- First, please navigate to <https://laguardia.studentemployment.ngwebsolutions.com/>
- Click the 'Request a Login' under OFF-CAMPUS SUPERVISORS.

# Off-Campus Supervisor Login Request



Office of Student Financial Services  
Federal Work-Study Program

Welcome, [redacted] | Logout

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

### Request Permission To Use This Site

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

**First Name**  \*

**Middle Name**

**Last Name**  \*

**Full Email Address**  \*

**Street 1**

**Street 2**

**City**

**State**

**Zip Code**

**Phone**

**Fax Number**

**Website**

**Choose a Password** Enter Password:   
Passwords are case-sensitive. Re-Enter Password:


**Please choose the employer for which you work from the list below.**

**Employer**

**Job Title**  \*

**Notes**  
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

**This must be verified prior to submitting the form**

I'm not a robot  reCAPTCHA  
Privacy - Terms

Enter your First, Last name, Email address and Job Title and then click submit.

# Off-Campus Employer Login to JobX



## Office of Student Financial Services Federal Work-Study Program

Welcome, [REDACTED] | [Logout](#)

- [Home](#)
- [Employees](#)
- [JobX](#)
- [TimesheetX](#)
- [Reporting](#)
- [Access & Audit](#)
- [Uploads](#)
- [Site Set up](#)
- [Content](#)
- [Help](#)

**Help**

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

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

Email Address

Password

[Forgot Password?](#) [Supervisor - Create Account Request](#)

Login into you account using your 'Email' and 'Password'.



Your Job has been approved by CUNY-Central Office  
and is listed on the Jobx site.

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)**

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)**

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

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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)

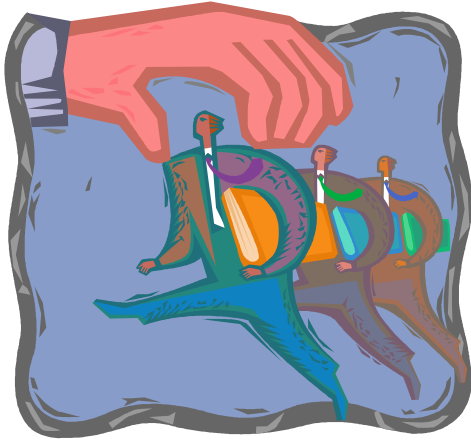
Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

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)

The screenshot shows the LaGuardia Community College HR system interface. The page title is "View Job Applications - ACE Preparatory - Test ACE On-Campus - 07/02/18". Below the title, there is a filter section with fields for "First Name" and "Last Name", and a checkbox for "Only show New?". Below the filter section, there is a table of applicants. The table has columns for "Name", "Email Address", "App Date", "Status", "Flag", "Emailed?", "Resume", "Profile Video", "Award", "Preview", and "Actions". The first row of the table is for "Roy Rogers1" with email address "royrogers1@ngwebsolutions.com", app date "7/2/2018", status "Hired", and a "P" flag. A red arrow points to the "Send Greeting" button in the action bar, and another red arrow points to the checkbox for "Roy Rogers1" in the table.

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:", a checkbox for "Only show New?", and buttons for "Apply Filter(s)" and "Clear Filter(s)". 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 with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Profile Video, Award, Preview, and Actions. The first row of the table shows an applicant named "Roy Rogers1" with email "royrogers1@ngwebsolutions.com", application date "7/2/2018", status "Hired", and a flag icon. A red arrow points to the checkbox next to the name "Roy Rogers1".

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

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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

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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

**LaGuardia**  
Community College

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

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 inform applicants that they did not get this job.

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.

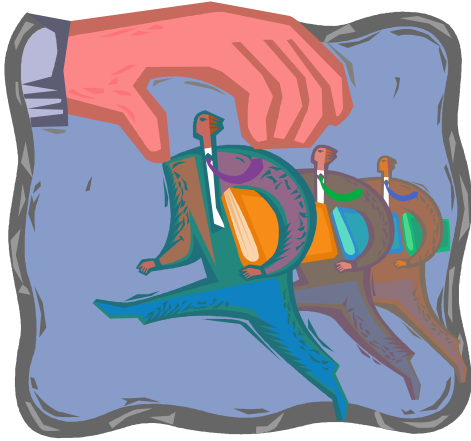
**To:**   
Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.  
Example: joe@yahoo.com, Mary@hotmail.com

**From:** teston@ngwebsolutions.com

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

**Body:**

- 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



**FEDERAL WORK STUDY PROGRAM  
STUDENT/EMPLOYER ACKNOWLEDGMENTS**

Date: \_\_\_\_\_

**STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

EMPL. ID# \_\_\_\_\_ LAST 4 DIGITS SS# XXX-XX- \_\_\_\_\_ Cell # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Residence Number Street Address APT. # City State Zip Code

I certify by my signature below that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program that I have received, and I agree to adhere to these rules and policies. I certify that I am a matriculated student at CUNY; that I am currently enrolled at least half time (six credits or more) or, if I am working in the FWS Program during the summer, will be enrolled at least half time in the Fall semester; and that I am maintaining satisfactory academic progress toward my degree. I understand that if I drop below six credits, I am no longer eligible to work for the FWS Program, and I will promptly inform my supervisor if this occurs. I understand that I am not authorized to work any hours that are in excess of my FWS award, since there will not be FWS funds available to pay me. I recognize that it is my responsibility to maintain records so that I will not exceed the award amount. I also understand that my work-study earnings through the FWS Program constitute taxable income that must be reported on federal, state and city tax returns. Finally, I understand that I am not permitted to perform my work-study duties during class hours.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SUPERVISOR INFORMATION**

Dept./Agency \_\_\_\_\_ Building: \_\_\_\_\_

Agency Address: \_\_\_\_\_

FWS Position: \_\_\_\_\_

Supervisor Print Name \_\_\_\_\_ Tel# \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Alt. Supervisor Print Name \_\_\_\_\_ Tel# \_\_\_\_\_ Alt. Sup. Email \_\_\_\_\_

I certify that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program, and I agree to adhere to these rules and policies. I agree to hire the student identified above for the hours specified below, and I will allow the student to continue to work, provided the student performs his/her tasks satisfactorily, until he/she earns the full FWS award or until the date specified below as the "Last Day of Work." I understand that if a student works more than his/her award allows, I will be responsible to pay the student from the funds of my department or agency. I will maintain and submit FWS Sign-In and timesheets to the Federal Work Study Coordinator or his/her designee in the Financial Aid or other designated office in accordance with the published deadlines. I understand that federal regulations stipulate that students must receive timely payment and that incorrectly completed time sheets will be returned to me and may delay payment to the student. Finally, I understand that a student is not allowed to work during scheduled class hours.


Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NON-DISCRIMINATION STATEMENT:**  
It is the policy of The City University of New York and LaGuardia Community College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and/or activities. Inquiries regarding the College's non-discrimination policies can be directed to: Chief Diversity Officer/Title IX Coordinator Christopher Todd Carozza in Room E-512 at [ccarozza@lagcc.cuny.edu](mailto:ccarozza@lagcc.cuny.edu) or call 718-482-5088.

**FOR OFFICE USE ONLY**

Summer  Fall  Spring

- After you have interviewed the student, if you decide to hire the student, you will need to complete the supervisor's section of the Student Employer Acknowledgements Form (Contract). 
- Next, have the student return the signed contract along with all the required FWS forms to the SFS-Payroll office located in C-113.
- Student will receive an email notification to begin work. Please do not allow student to begin work without authorization from the FWS office.

**Hire has been Approved! ✓**

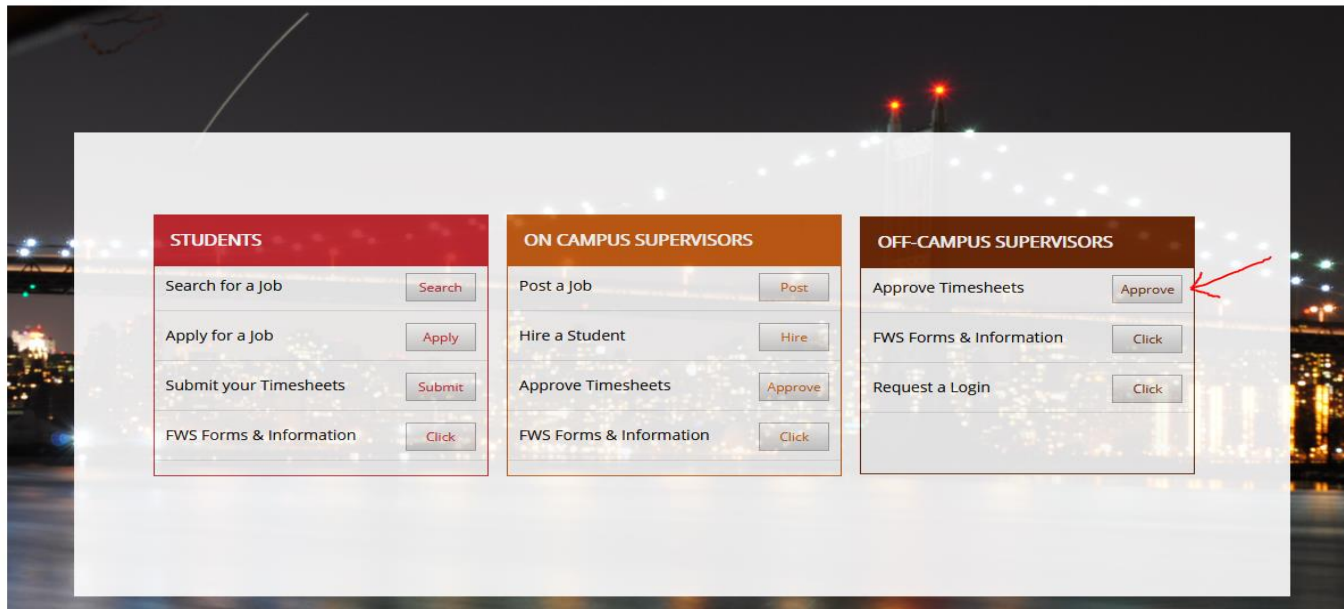
**FWS student has completed their timesheet and submitted it to you online, their Supervisor! ✓**

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

# Login to TimesheetX directly



Office of Student Financial Services  
Federal Work-Study Program



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

# Off-Campus Employer Login to TimesheetX



Office of Student Financial Services  
Federal Work-Study Program

Welcome, [REDACTED] | [Logout](#)

- [Home](#)
- [Employees](#)
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- [TimesheetX](#)
- [Reporting](#)
- [Access & Audit](#)
- [Uploads](#)
- [Site Set up](#)
- [Content](#)
- [Help](#)

**Help**

You are required to log-in to use the system. Enter your username (email address) and password.  
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

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

Email Address

Password

[Forgot Password?](#) [Supervisor - Create Account Request](#)

Login into you account using your 'Email' 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 (dropdown menu)  
Only show timesheets for my cost center (radio button)  
Show all timesheets regardless of being a Primary Supervisor (radio button)

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 button

- 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 timesheets 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 Time Sheets, 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

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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](#)

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	
Monday, July 02	8:00 AM	10:30 AM	30 mins	2 hrs	
Monday, July 2, 2018	8:00AM	8:15AM	No Break		
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

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

**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

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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	

**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

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

**LaGuardia**  
Community College

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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>
Total:				3 hrs 30 mins		

[Add New Entry](#)

**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 student, 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 menu includes: Home, 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 preview window shows the message: 'Sorry, your timesheet has been rejected.' At the bottom of this section are 'Cancel' and 'Reject Time Sheet' buttons.

At the bottom of the interface 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**

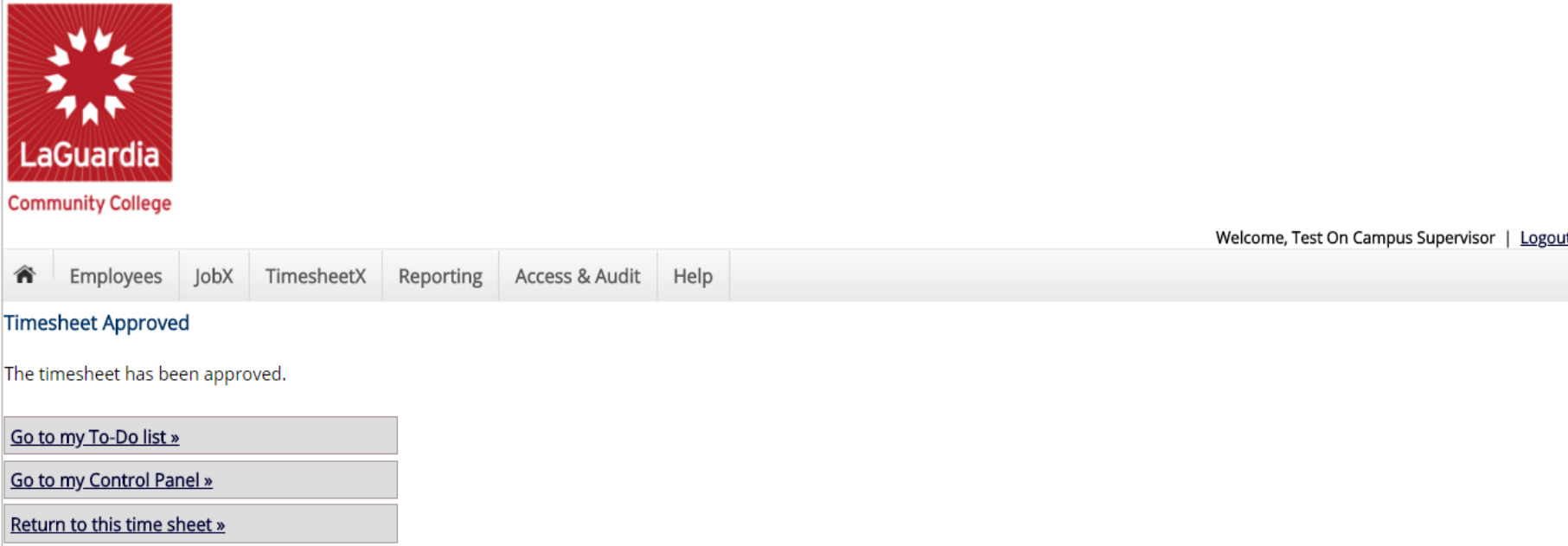
Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl <a href="#">(details)</a>	08/15/2017	08/14/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt <a href="#">(details)</a>	08/15/2017	08/14/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt <a href="#">(details)</a>	08/15/2017	08/14/2018	M 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". In the top right corner, 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 shows the heading "Timesheet Approved" and 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 Home, 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. The table has columns for job details, 'Manage Job', and 'View Hires' (highlighted with a red arrow).

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

LaGuardia Community College

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 student 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 a student'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 Mgr (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

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[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
<b>Total:</b>				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](#)

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

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 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



LaGuardia  
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



LaGuardia  
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				
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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

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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  
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Time Sheet Entries				
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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 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](#)

**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 this, the 'Supervisor Employee Search Panel' is visible, containing input fields for 'First Name', 'Last Name' (with 'Rogers1' entered), and 'Employee Id', along with a 'Find Employees' button. A red arrow points to the search results, which list 'Royce 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



Community College

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[JobX](#)
[TimesheetX](#)
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[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

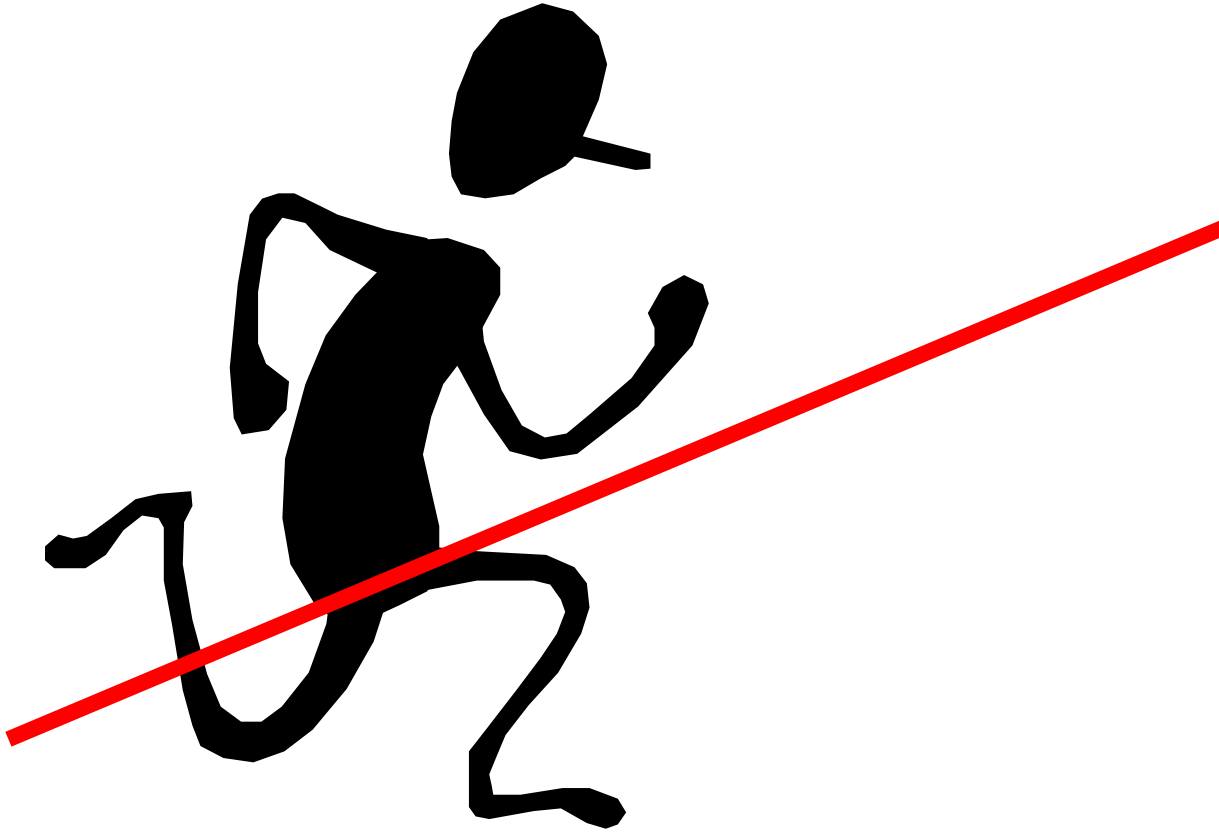
Award Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,245.00	FWS Academic Year 2017 - 2018 (08/15/2017 - 08/14/2018)
Federal Work Study	\$1,250.00	\$719.25	FWS Academic Year 2018 - 2019 (09/12/2018 - 08/06/2019)

### 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)