Student Employee Training

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES

JobX + TimesheetX = BarnardWorks

- **JobX** helps Barnard automate the job posting, hiring, and reporting process for students, employers, and administrators.
- **TimesheetX** helps Barnard automate the timesheet submission and approval process for students, employers, and administrators.
- JobX and TimesheetX are **seamlessly integrated**.

JobX Benefits for Employees

- Apply for multiple jobs with one online application
- JobMail enables employees to be notified immediately about jobs that match their job preferences
- Accelerated online hiring process
- Eliminates paper forms
- Automated notices throughout the JobX lifecycle

TimesheetX Benefits for Employees

- Automated reminder notices to ensure timely submission of your timesheet.
- Helpful edits ensure quality timesheet entries.
- Award Balance Display
- Never a lost timesheet
- Web accessibility
- Full Work History at your Fingertips

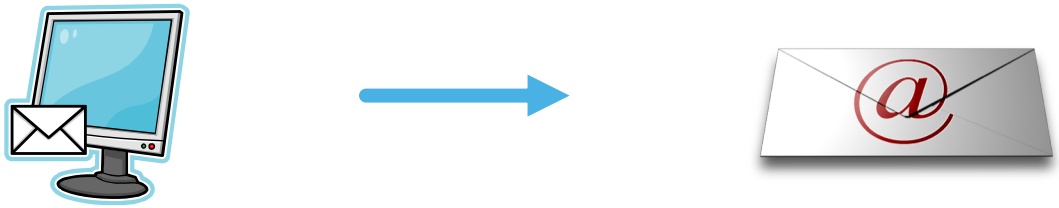
Training Topics

- How to complete a JobMail subscription
- How to find a job
- How to apply for a job
- What is the JobX ‘My Dashboard’ feature?
- How to enter time on a timesheet
- How to submit timesheet

What is JobMail?

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

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



Setting up JobMail

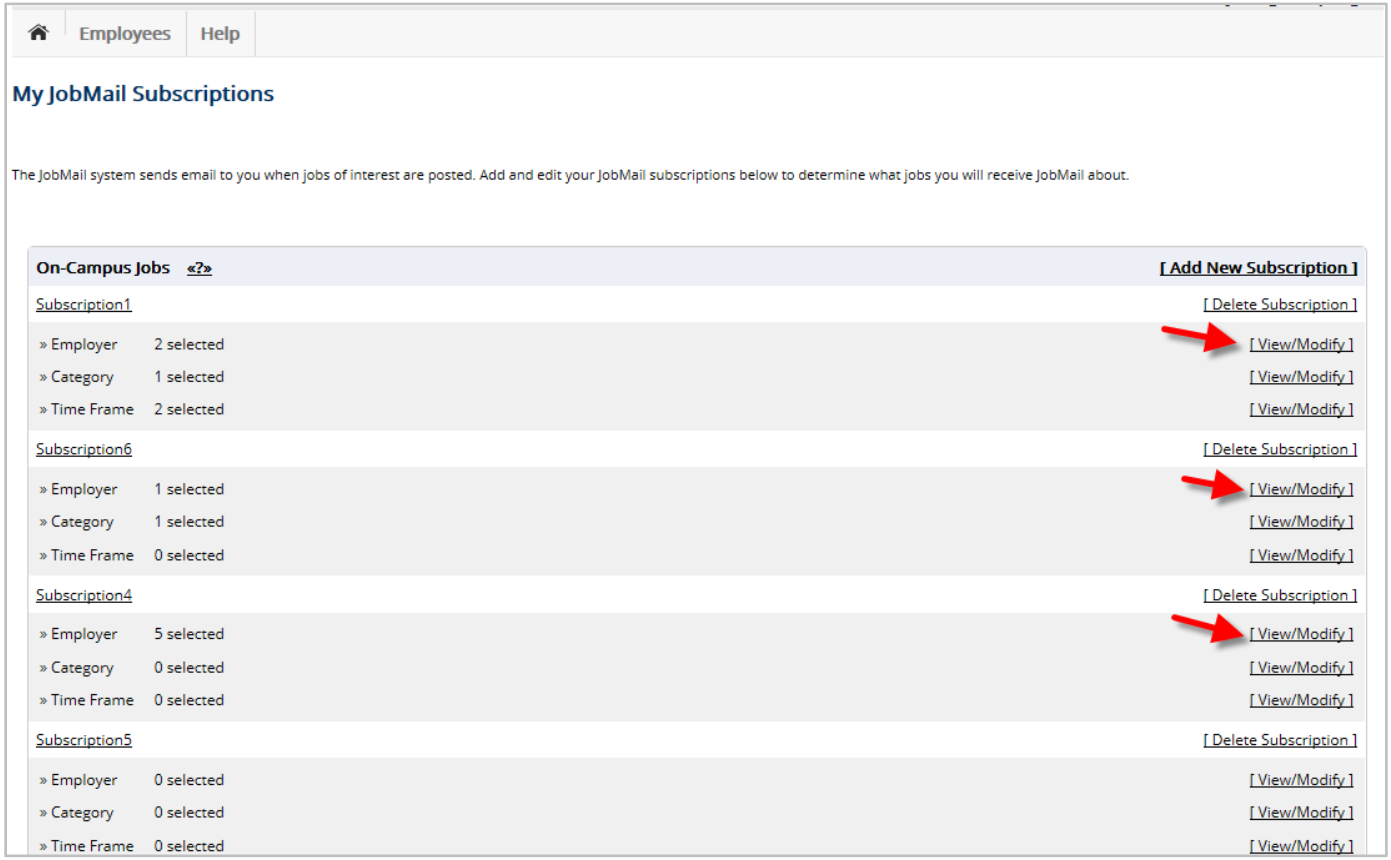
First, please navigate to the following URL and click the 'Applicants & Employees' link to access the JobX Applicants & Employees home page.

https://barnard.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6

Setting up JobMail

On the Applicants & Employees page, please click the Manage JobMail link.

Setting up JobMail



- Click ‘View/Modify’ to add preferences for each Job Type criterion.
- You may set criteria for Employers, Job Categories, and Timeframe.

Setting up JobMail

Employees | Help

My JobMail Subscriptions

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

Selected Items [Remove All]

None selected

Available Items [Add All]

A Better Chance : General (10_00_9901_000000_115703) [add]
Academy of Poli Sci : General (10_00_9902_000000_115703) [add]
Admissions Office : General (10_05_5020_000000) [add]
Africana Studies : General (10_01_1320_000000) [add]
Alumnae Magazine : General (10_06_6255_000000) [add]
Alumnae Office : Alumn Fin'l Fluency (21_06_6210_420233) [add]
Alumnae Office : General (10_06_6210_000000) [add]
Alumnae Reunion : General (10_06_6240_000000) [add]
Annual Gala : General (10_06_7055_000000) [add]
Annual Giving : General (10_06_7050_000000) [add]

[Done]

On-Campus Jobs «?»

Subscription1

» Employer 2 selected
» Category 1 selected
» Time Frame 2 selected

Subscription6

» Employer 1 selected
» Category 1 selected
» Time Frame 0 selected

Subscription4 [Delete Subscription]

» Employer 5 selected [View/Modify]
» Category 0 selected [View/Modify]
» Time Frame 0 selected [View/Modify]

Subscription5 [Delete Subscription]

» Employer 0 selected [View/Modify]
» Category 0 selected [View/Modify]

- Click ‘add’ next to each item you wish to add to your JobMail subscription.

Setting up JobMail

Employees | Help

My JobMail Subscriptions

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

Selected Items [Remove All]
A Better Chance : General (10_00_9901_000000_115703) [remove]
Academy of Poli Sci : General (10_00_9902_000000_115703) [remove]

Available Items [Add All]
Admissions Office : General (10_05_5020_000000) [add]
Africana Studies : General (10_01_1320_000000) [add]
Alumnae Magazine : General (10_06_6255_000000) [add]
Alumnae Office : Alumn Fin'l Fluency (21_06_6210_420233) [add]
Alumnae Office : General (10_06_6210_000000) [add]
Alumnae Reunion : General (10_06_6240_000000) [add]
Annual Gala : General (10_06_7055_000000) [add]
Annual Giving : General (10_06_7050_000000) [add]
Anthropology : General (10_01_1105_000000) [add]
Anthropology : General (21_02_1110_785019) [add]

[Done]

On-Campus Jobs «?»

Subscription1
- » Employer 2 selected
- » Category 1 selected
- » Time Frame 2 selected

Subscription6
- » Employer 1 selected
- » Category 1 selected
- » Time Frame 0 selected

Subscription4 [Delete Subscription]
- » Employer 5 selected [View/Modify]
- » Category 0 selected [View/Modify]
- » Time Frame 0 selected [View/Modify]

Subscription5 [Delete Subscription]
- » Employer 0 selected [View/Modify]

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

Setting up JobMail

Employees | Help

My JobMail Subscriptions

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

On-Campus Jobs «?»

Subscription1

» Employer 2 selected
» Category 1 selected
» Time Frame 2 selected

Subscription6

» Employer 1 selected
» Category 1 selected
» Time Frame 0 selected

Subscription4 [Delete Subscription]

» Employer 5 selected [View/Modify]
» Category 0 selected [View/Modify]
» Time Frame 0 selected [View/Modify]

Subscription5 [Delete Subscription]

» Employer 0 selected [View/Modify]

Selected Items [Remove All]

A Better Chance : General (10_00_9901_000000_115703) [remove]
Academy of Poli Sci : General (10_00_9902_000000_115703) [remove]

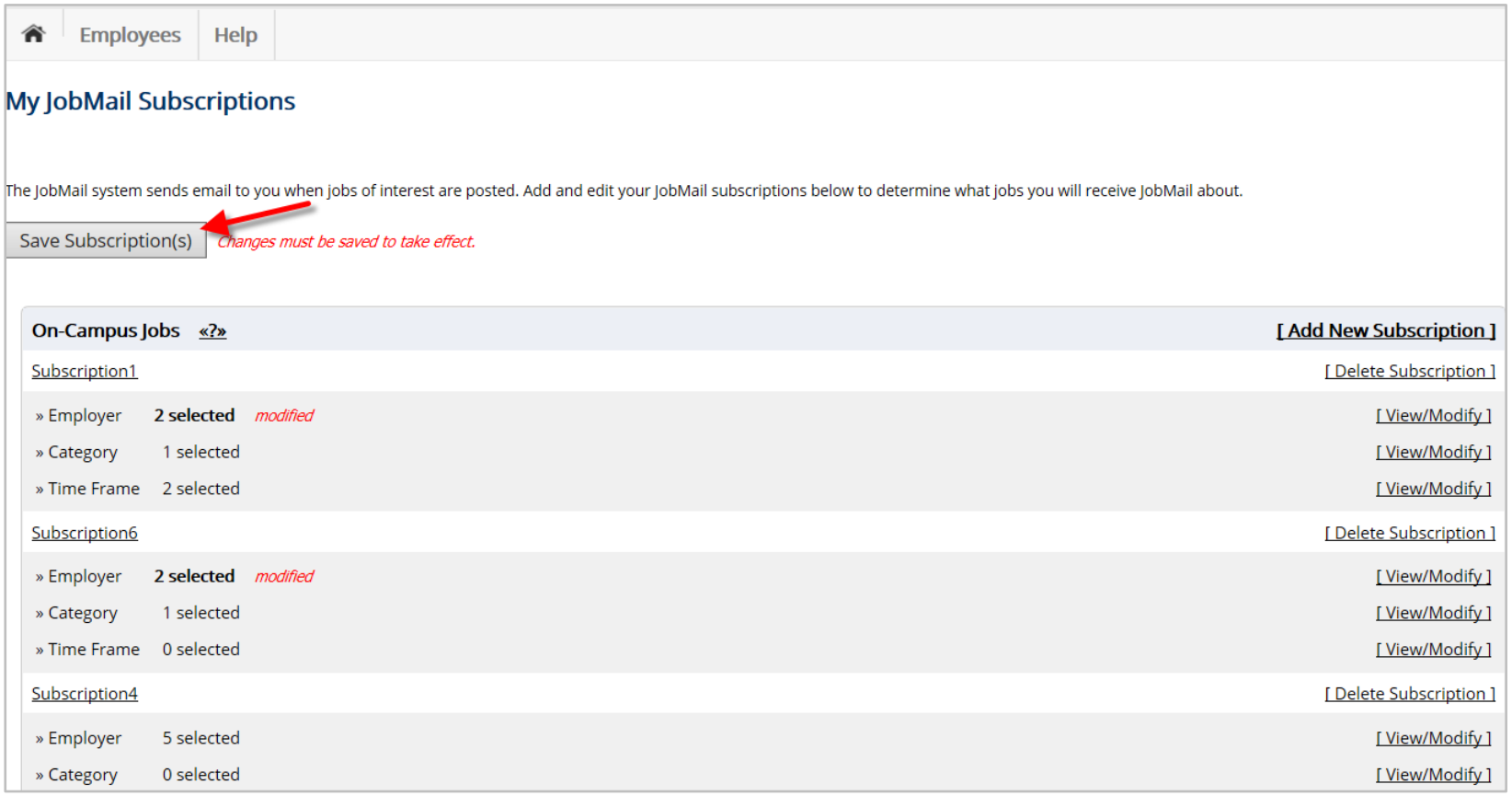
Available Items [Add All]

Admissions Office : General (10_05_5020_000000) [add]
Africana Studies : General (10_01_1320_000000) [add]
Alumnae Magazine : General (10_06_6255_000000) [add]
Alumnae Office : Alumn Fin'l Fluency (21_06_6210_420233) [add]
Alumnae Office : General (10_06_6210_000000) [add]
Alumnae Reunion : General (10_06_6240_000000) [add]
Annual Gala : General (10_06_7055_000000) [add]
Annual Giving : General (10_06_7050_000000) [add]
Anthropology : General (10_01_1105_000000) [add]
Anthropology : General (21_02_1110_785019) [add]

[Done]

- When you're finished adding search criteria, click 'Done.
- Repeat this step for each Job Type and Criterion (Employer, Category, and Time Frame).

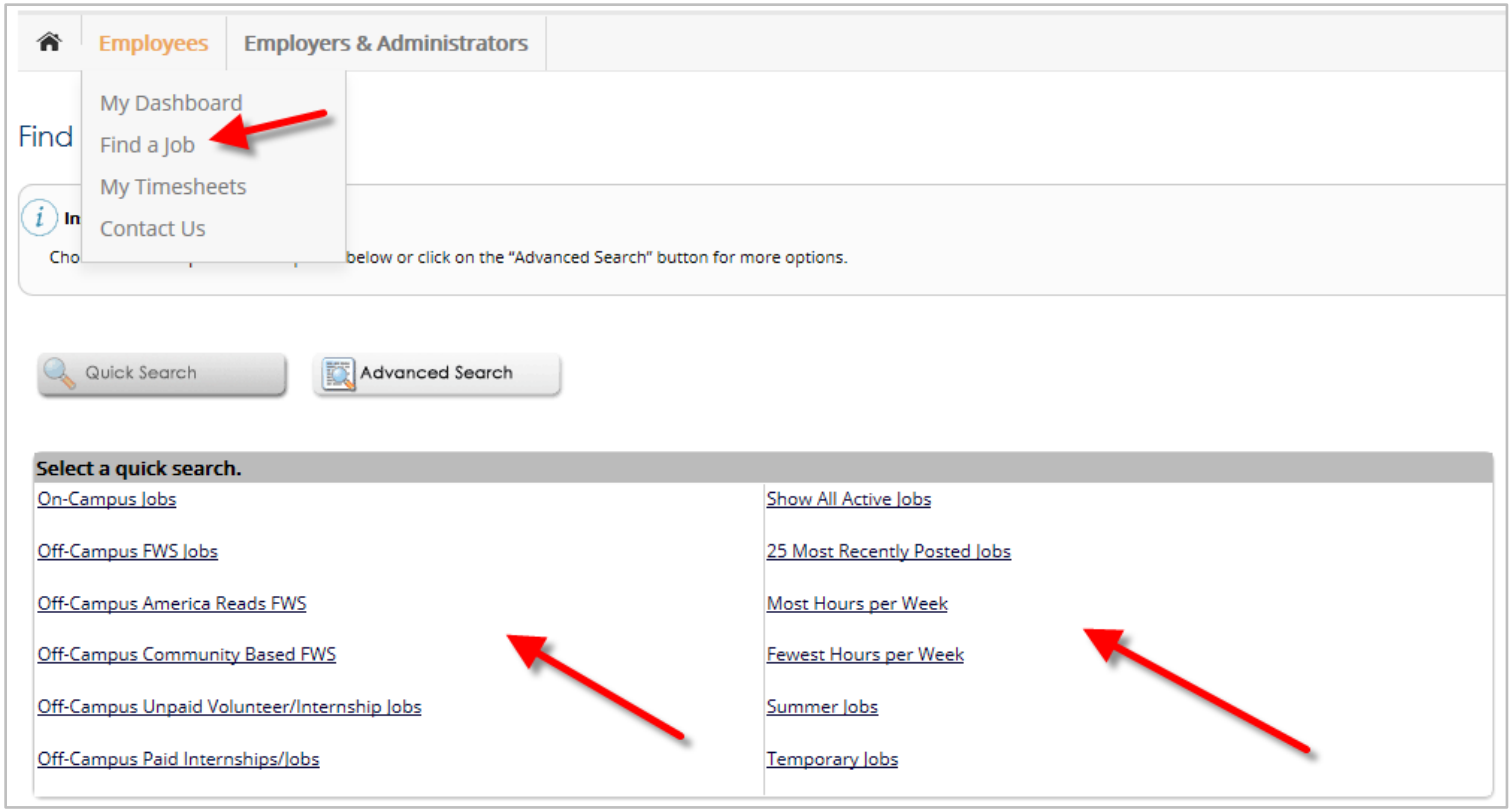
Setting up JobMail



- Click one of the ‘Save Subscription(s)’ buttons to save your subscription.

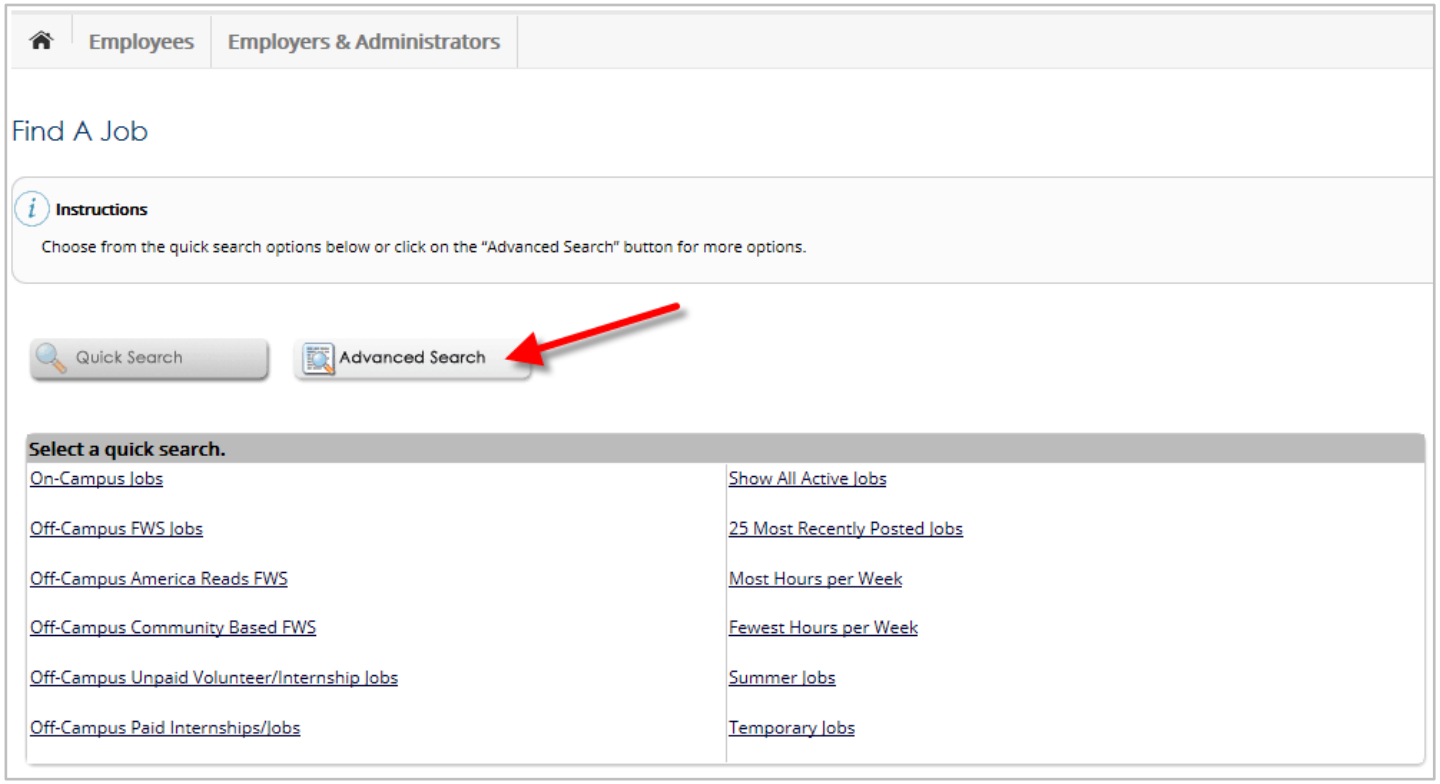
How to Find a Job

Quick Search: A search containing pre-defined criteria



- Click the 'Find a Job' function from the Employees menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, click 'Advanced Search' to define your own criteria.

Advanced Search: Define your own job criteria



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

How to Apply for a Job

Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more Barnard College Disclaimer statements.
- A Barnard College Disclaimer statement will be presented for each Job Type (On Campus, Off-Campus FWS, etc.) you select.
- After you've successfully reviewed the applicable Barnard College Disclaimer Statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type will be presented.

Find A Job

Instructions

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

In order to view available jobs, if any disclaimers are presented below, you must first click the "Agree" button for those jobs to be presented for your consideration.

[Run a New Search]

Disclaimer: Off-Campus Paid Internships/Jobs

Off-Campus Paid Internships/Jobs are ones in which the Office of Student Employment Services (SES) at Barnard College acts only as a referral service and makes no particular recommendations regarding Off-Campus Paid Internship/Job placements or organizations. SES provides no representations or guarantees of Off-Campus Paid Internship/Job placements posted by our office. SES is not responsible for safety, wages, working conditions, or other aspects of Off-Campus Paid Internship/Job placements. Due to the volume of jobs received by SES, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility and research any person or organization to which you apply. By clicking "I agree," you state that you understand the parameters of Off-Campus Paid Internship/Job.

I agree

Disclaimer: Off-Campus - FWS

Off-Campus FWS jobs are positions, usually located at Columbia, in which a student may use their Federal Work Study (FWS) award. Students who receive a Barnard College Job (BCJ) award are not eligible to use that award off campus. A student with a BCJ may request a switch to FWS by contacting the Office of Financial Aid. Financial Aid cannot guarantee that all requests will be honored. By clicking "I agree," you state that you understand the parameters of Off-Campus FWS employment.

I agree

Disclaimer: On-Campus Jobs

The On-Campus jobs included in this listing are available for students with a Federal Work-Study (FWS), a Barnard College Job (BCJ) or for Non-Aid students. A Non-Aid student is defined as a student who has not applied for and is not receiving Financial Aid. Work awards must be accepted before a financial aid recipient may start working. Students who are unsure of their status may contact the Office of Financial Aid to discuss their award. By clicking "I agree," you state that you understand the parameters of Student Employment on campus.

I agree

Disclaimer: Off-Campus - Community Based FWS Program

Off-Campus – Community Based FWS jobs are positions located at partner sites off campus. Students may use their Federal Work Study (FWS) award for these positions. Students who received a Barnard College Job (BCJ) award may be eligible to request a change to FWS by contacting the Office of Financial Aid. Financial Aid will make every attempt to change the award but cannot guarantee that all requests can be honored. By clicking "I agree," you state that you understand the parameters of Off-Campus – Community Based FWS employment.

I agree

Disclaimer: Off-Campus Unpaid Volunteer/Internship

Off-Campus Unpaid Volunteer/Internship jobs are ones in which the Office of Student Employment Services (SES) at Barnard College acts only as a referral service. SES makes no particular recommendations regarding Off-Campus Unpaid Volunteer/Internship placements or organizations. SES provides no representations or guarantees of Off-Campus - Unpaid Volunteer/Internship placements posted by our office. SES is not responsible for safety, wages, working conditions, or other aspects of Off-Campus Unpaid Volunteer/Internship placements. Due to the volume of jobs received by SES, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility and research any person or organization to which you apply. By clicking "I agree," you state that you understand the parameters of Off-Campus Unpaid Volunteer/Internship employment.

I agree

Apply for one or more jobs with one single application!

Find A Job

Instructions

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

[Run a New Search]

Apply for selected jobs

Show All Active Jobs

Show All results per page

1 to **10** of Total Rows: **10** Prev Next

Job Title: Administrative Assistant
Wage: Contact Employer
Openings: 1
Hours: 6 / week
Employer: Test Off Campus - Internship
Listed: 11/10/2016
Category: Paid Non-Barnard Job

Job Title: Library Clerk
Wage: $13.00/hr
Openings: 1
Hours: 8 / week
Employer: CU Law School : General (10_00_9826_000000_115703)
Listed: 11/10/2016
Category: Administrative

Job Title: test
Wage: $12.00/hr
Openings: 1
Hours: 10 / week
Employer: Admissions Office : General (10_05_5020_000000)
Listed: 12/01/2016
Category: Administrative

Job Title: Test
Wage: $12.00/hr
Openings: 1
Hours: 10 / week
Employer: A Better Chance : General (10_00_9901_000000_115703)
Listed: 12/05/2016
Category: Administrative

- If you find any job(s) you'd like to apply for, click the box next to each job.
- To apply for your selected jobs, simply click the "Apply for selected jobs" button.

Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any fields with a red asterisk are required.
- Some of the fields may have information pre-filled. Please be sure to review and update the information.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open.'
- Lastly, to submit your application, please click the "Submit" button.

Apply To Job

Help

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

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

Test - Admissions Office : General (10_05_5020_000000)

Applicant Information

First name	Roy	*
Middle name		
Last name	Rogers1	*
Street Address:		*
Apartment / Uniit #:		
City:		*
State:		*
Zip Code:		*
Phone:		
Email *Please use your institutional email address.*	royrogers1@ngwebsolutions.com 	* * *(re-enter to confirm)*
Date Available:		*
Barnard ID:	111111111	*
Resume	Browse...	

Academic Information

Graduation Year:		*
College Major:		*

Disclaimer

I certify that my answers are true and complete to the best of my knowledge. By agreeing to this disclaimer, I understand that my references may be contacted to verify previous employment.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

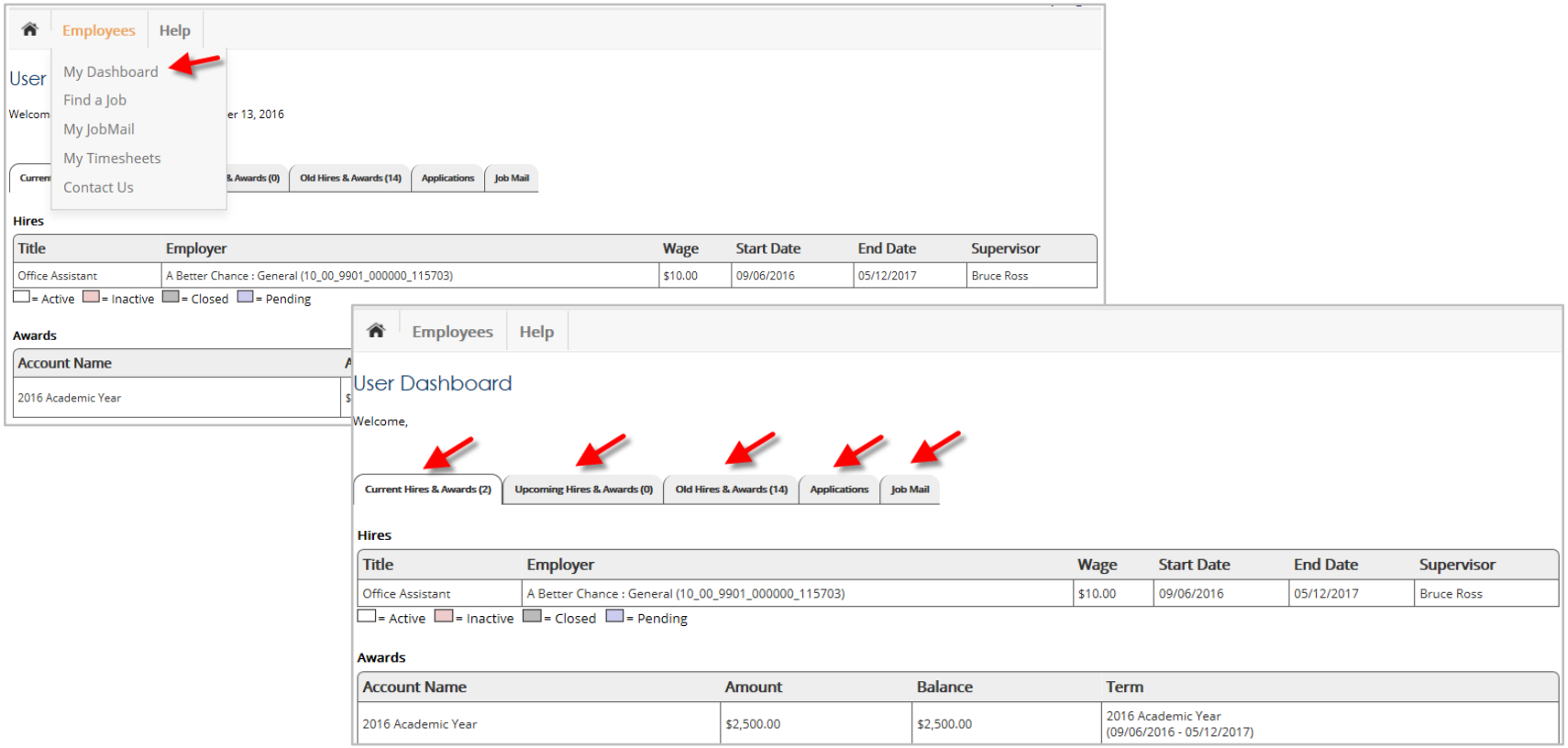
I agree to this disclaimer? Please select *

Submit

What is the JobX 'My Dashboard' Feature?

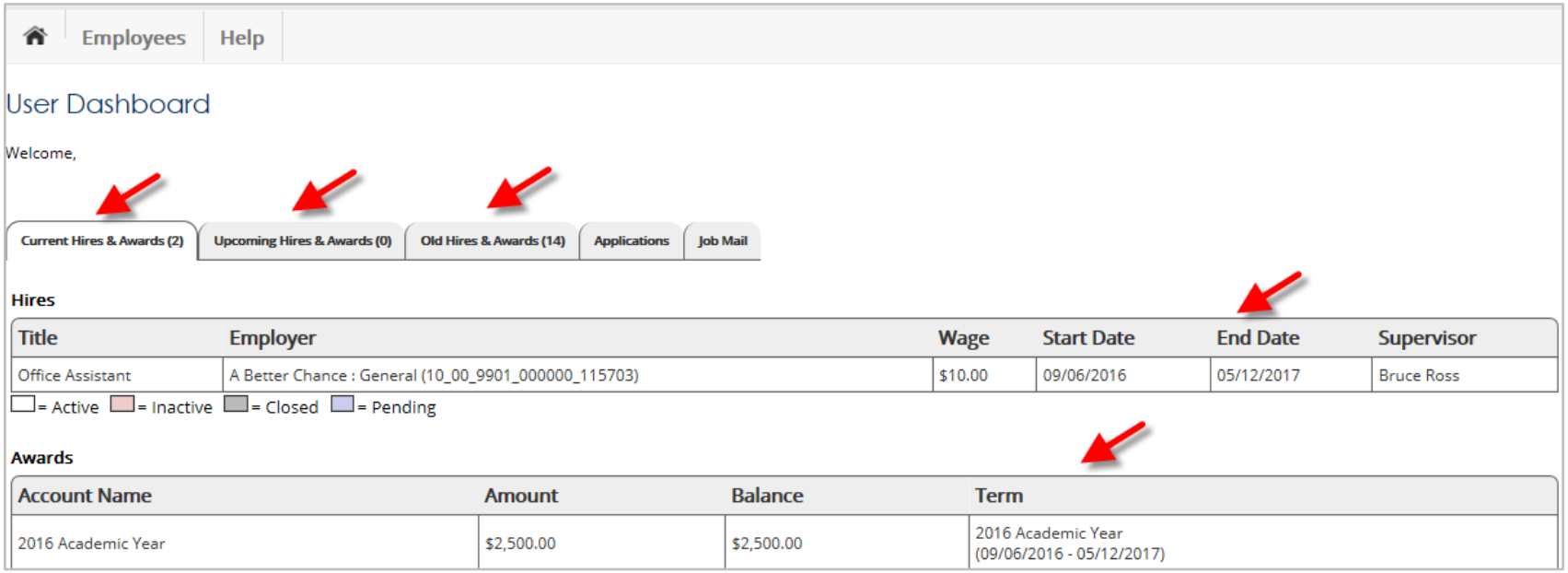
- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
  - Current / Upcoming / Old Hires and Awards
  - Applications (Status, View, Print, Withdraw)
  - JobMail Subscriptions

What is the ‘My Dashboard’ Feature?



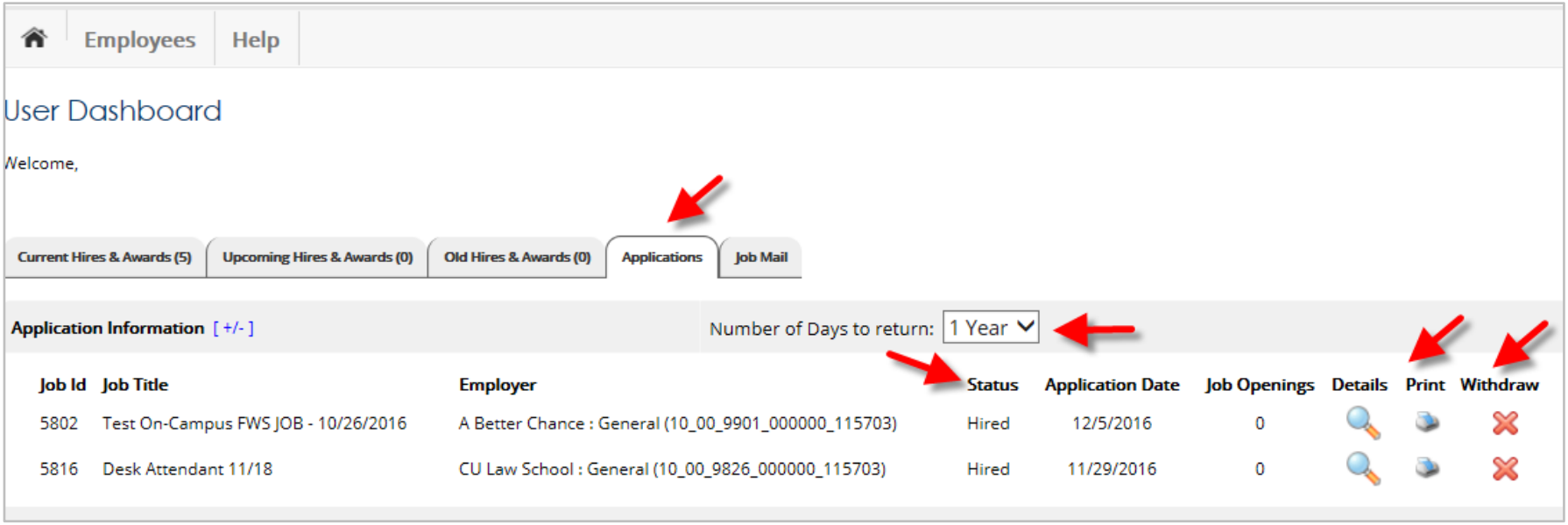
- To access your ‘My Dashboard’ feature, click the ‘My Dashboard’ feature from the Employees menu.
- To access the current/upcoming/old hire & awards, applications, and your JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?



- Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.
- 'My Dashboard' gives you your Award Amount and Award Balance at your fingertips.

What is the 'My Dashboard' Feature?



- Find out the status (submitted, pending hire, hired) of the applications you submitted. My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application. Applicants have two options when withdrawing their application:
  - Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
  - Withdraw an application without emailing the supervisor.

After You're Hired

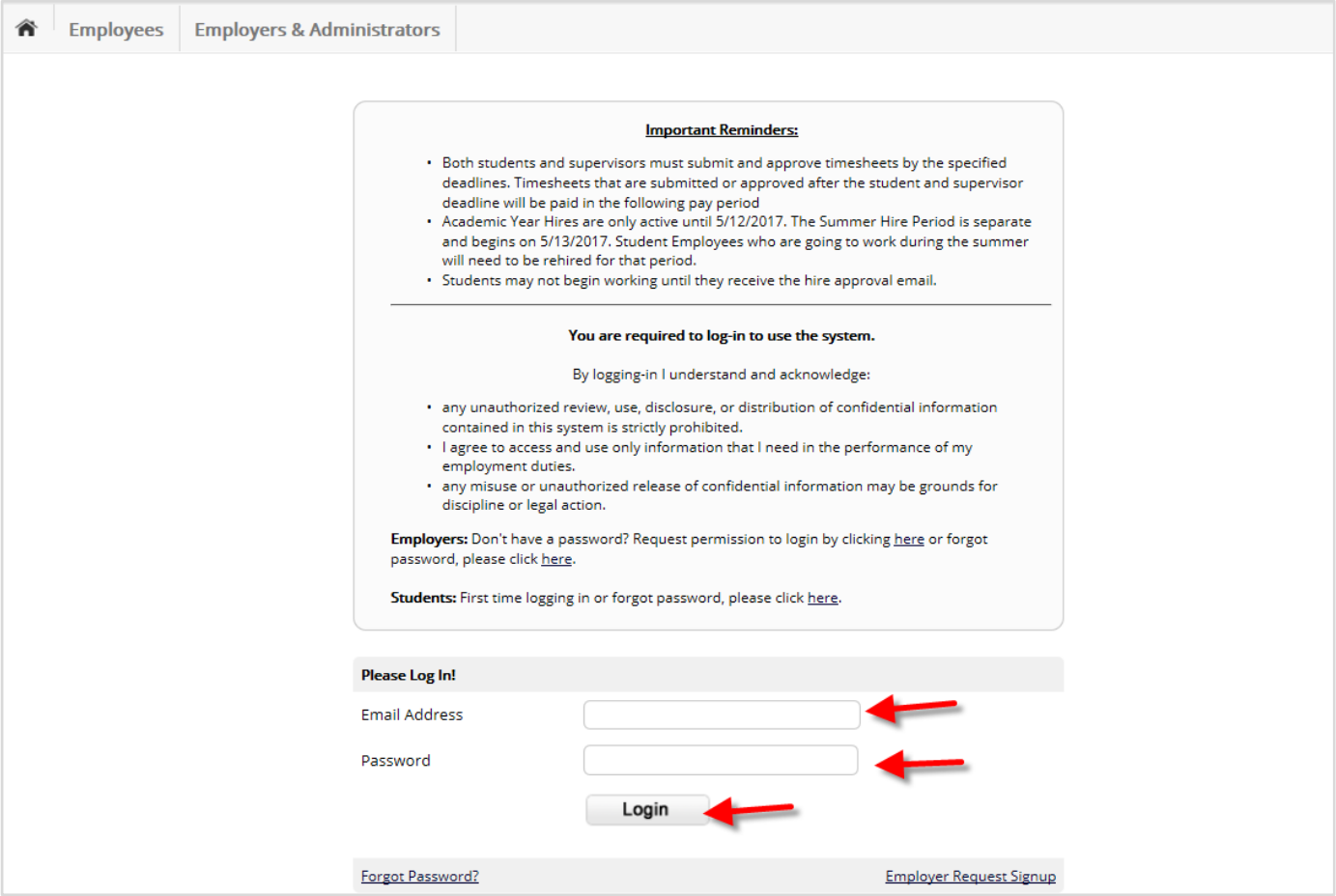
My Timesheets

To enter time worked on your timesheet, you can either click the ‘Enter your Time Sheet’ link in the middle of the Applicants & Employees Home Page

OR

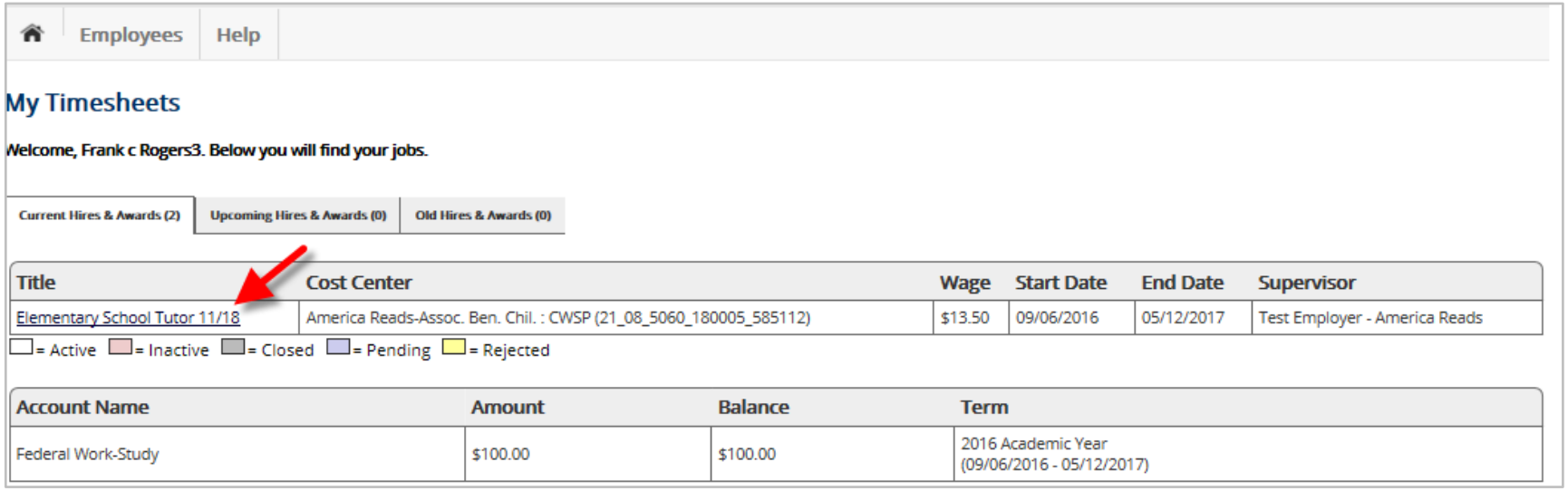
Click the ‘My Timesheets’ link found on the Employees horizontal menu at the top left section of your screen.

My Timesheets



- If you aren't already logged in, you will be prompted to login. Enter your Barnard College email address and password, then click Login.

Enter a timesheet!



- Click the Job Title link for the job you wish to access timesheets.

Enter a timesheet!

Employees | Help

Hire Time Sheets

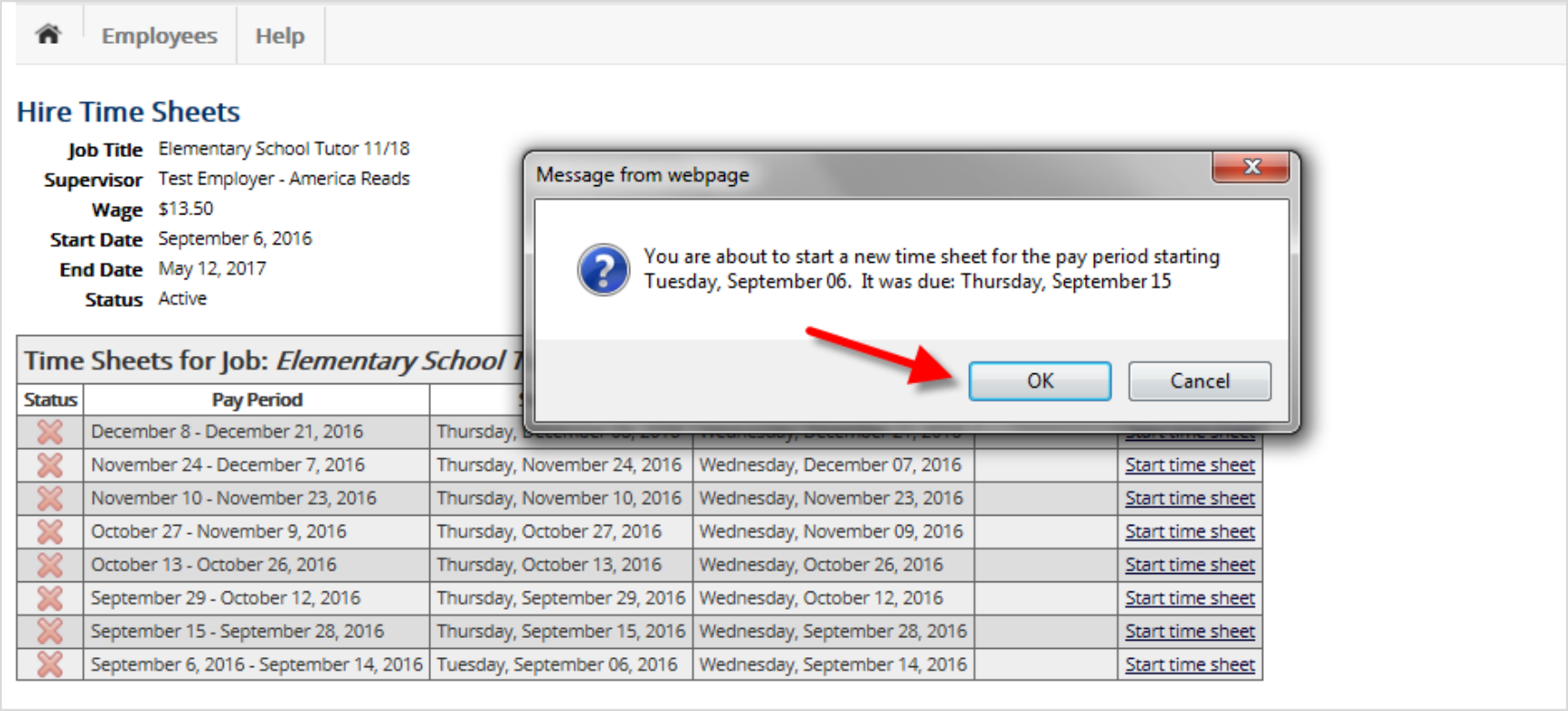
Job Title Elementary School Tutor 11/18
Supervisor Test Employer - America Reads
Wage $13.50
Start Date September 6, 2016
End Date May 12, 2017
Status Active

Time Sheets for Job: *Elementary School Tutor 11/18*

Status	Pay Period	Start Date	End Date	Actual Earnings	Time Sheet
	December 8 - December 21, 2016	Thursday, December 08, 2016	Wednesday, December 21, 2016		Start time sheet
	November 24 - December 7, 2016	Thursday, November 24, 2016	Wednesday, December 07, 2016		Start time sheet
	November 10 - November 23, 2016	Thursday, November 10, 2016	Wednesday, November 23, 2016		Start time sheet
	October 27 - November 9, 2016	Thursday, October 27, 2016	Wednesday, November 09, 2016		Start time sheet
	October 13 - October 26, 2016	Thursday, October 13, 2016	Wednesday, October 26, 2016		Start time sheet
	September 29 - October 12, 2016	Thursday, September 29, 2016	Wednesday, October 12, 2016		Start time sheet
	September 15 - September 28, 2016	Thursday, September 15, 2016	Wednesday, September 28, 2016		Start time sheet
	September 6, 2016 - September 14, 2016	Tuesday, September 06, 2016	Wednesday, September 14, 2016		Start time sheet

- If this is the first time you are entering a timesheet for the current pay period, click the ‘Start timesheet’ link to the right of the pay period you wish to enter time.

Enter a timesheet!



- If you clicked ‘Start timesheet’, then click ‘OK’ on the confirmation dialog box.

Enter a timesheet!

Employees | Help

Manage Time Sheet

Student Frank c Rogers3
Job Title Elementary School Tutor 11/18
Status Incomplete
Pay Period September 6, 2016 - September 14, 2016
Deadline *September 15, 2016 11:59 PM*

Actions
Return to hire »
Log out »

Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applica break minutes. For example, if your break start time is 10:00 a.m. and break end time is 10:30 a.m., you will select the 30 minute option from the Break Minutes drop down list.

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry						

Pay Period Info | Hire Details | Awards | Supervisors | Accounts | Notes

September 6, 2016 - September 14, 2016
Start - Tuesday, September 6, 2016
End - Wednesday, September 14, 2016
Student Deadline - Thursday, September 15, 2016 (11:59PM)
Supervisor Deadline - Friday, September 16, 2016 (11:59PM)
Pay Date - Friday, September 23, 2016

- Click ‘Add New Entry’ to enter your time.

Enter a timesheet!

Employees | Help

Manage Time Sheet

Student Frank c Rogers3
Job Title Elementary School Tutor 11/18
Status Incomplete
Pay Period September 6, 2016 - September 14, 2016
Deadline *September 15, 2016 11:59 PM*

Actions
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Log out »

Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applicable break minutes. For example, if your break start time is 10:00 a.m. and break end time is 10:30 a.m., you will select the 30 minute option from the Break Minutes drop down list.

Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Tuesday, September 6, 2016	8:00AM	8:15AM	No Break	Add Cancel

Tuesday, September 6, 2016
Wednesday, September 7, 2016
Thursday, September 8, 2016
Friday, September 9, 2016
Saturday, September 10, 2016
Sunday, September 11, 2016
Monday, September 12, 2016
Tuesday, September 13, 2016
Wednesday, September 14, 2016

Supervisors | Accounts | Notes

(11:59PM)
(11:59PM)

Pay Date - Friday, September 23, 2016

- Select the date and start time for the day you are entering time.

Enter a timesheet!

Employees | Help

Manage Time Sheet

Student Frank c Rogers3
Job Title Elementary School Tutor 11/18
Status Incomplete
Pay Period September 6, 2016 - September 14, 2016
Deadline *September 15, 2016 11:59 PM*

Please remember to enter at least a ½ hour break after working rs. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applicable break minutes. For example, if your break start time is 10:00 a.m me is 10:30 a.m., you will select the 30 minute option from the Break Minutes drop down list.

Actions
Return to hire »
Log out »

Time Sh

Date	Start	Break	Hours
There are no entries to display.			
» Click to dismiss time sheet if no hours will be worked for this p			
Tuesday, September 6, 2016	9:00AM	No Break	Add Cancel

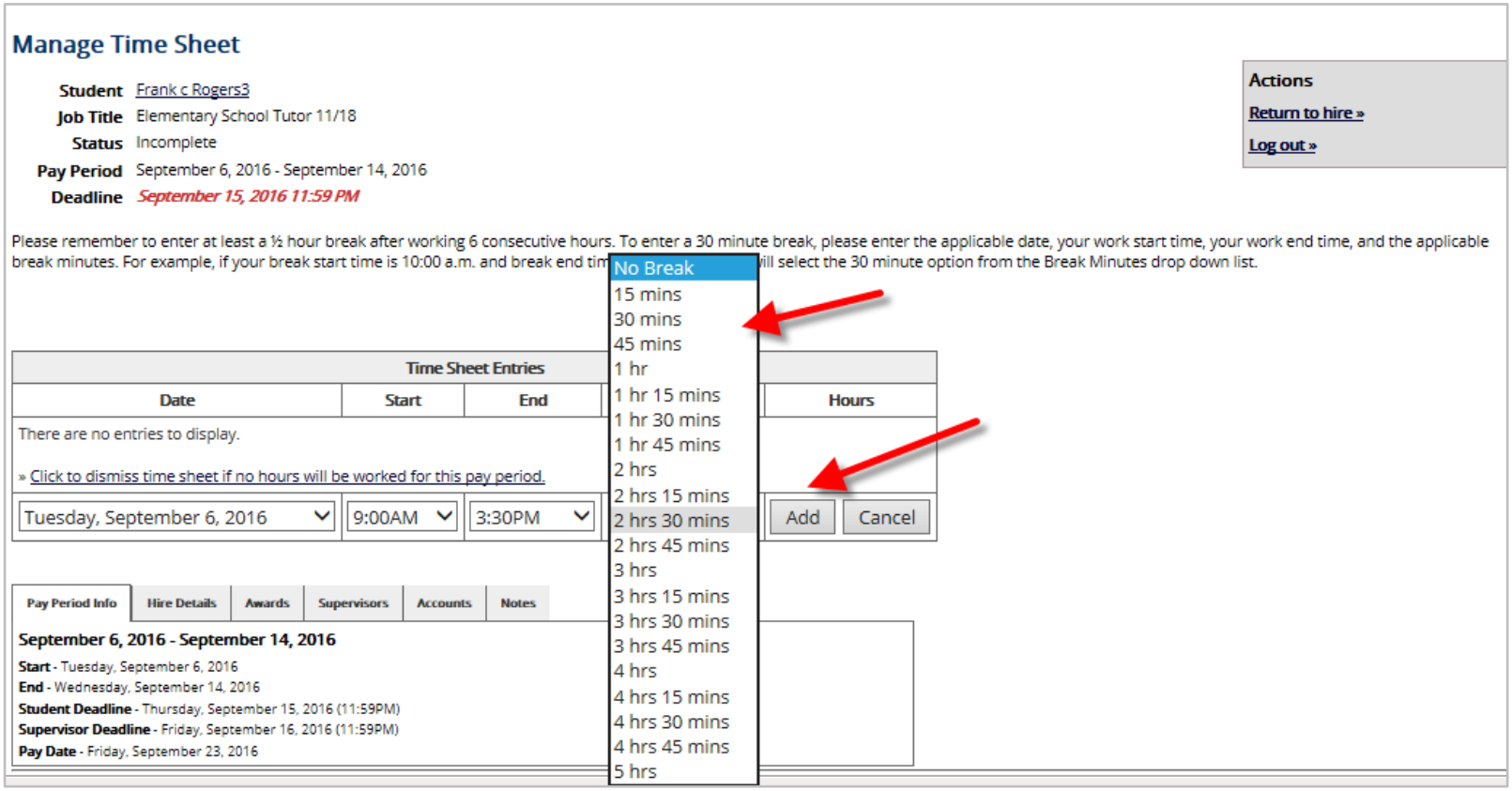
3:30AM
3:45AM
4:00AM
4:15AM
4:30AM
4:45AM
5:00AM
5:15AM
5:30AM
5:45AM
6:00AM
6:15AM
6:30AM
6:45AM
7:00AM
7:15AM
7:30AM
7:45AM
8:00AM
8:15AM
8:30AM
8:45AM
9:00AM
9:15AM
9:30AM
9:45AM
10:00AM
10:15AM
10:30AM

Pay Period Info | Hire Details | Awards | Supervisors | Accounts

September 6, 2016 - September 14, 2016
Start - Tuesday, September 6, 2016
End - Wednesday, September 14, 2016
Student Deadline - Thursday, September 15, 2016 (11:59PM)
Supervisor Deadline - Friday, September 16, 2016 (11:59PM)
Pay Date - Friday, September 23, 2016

- Select the end time for the day you are entering time.

Enter a timesheet!



- You may optionally add break minutes taken, if applicable.
- Click ‘Add’ to save your timesheet entry.

Enter a timesheet!

Employees | Help

Manage Time Sheet

Student Frank c Rogers3
Job Title Elementary School Tutor 11/18
Status Incomplete
Pay Period September 6, 2016 - September 14, 2016
Deadline *September 15, 2016 11:59 PM*

Actions
Submit time sheet »
Return to hire »
Log out »

Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applicable break minutes. For example, if your break start time is 10:00 a.m. and break end time is 10:30 a.m., you will select the 30 minute option from the Break Minutes drop down list.

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Tuesday, September 06	9:00 AM	3:30 PM	30 mins	6 hrs	Edit	Delete
» Add New Entry						
			Total:	6 hrs		

Pay Period Info | Hire Details | Awards | Supervisors | Accounts | Notes

September 6, 2016 - September 14, 2016
Start - Tuesday, September 6, 2016
End - Wednesday, September 14, 2016
Student Deadline - Thursday, September 15, 2016 (11:59PM)
Supervisor Deadline - Friday, September 16, 2016 (11:59PM)
Pay Date - Friday, September 23, 2016

- If you're finished entering time, click 'Return to hire' to return to your list of job(s).
- If you wish to log out, click the 'Log out' button and you will be returned to the BarnardWorks home page.

Submit a timesheet!

Employees | Help

Manage Time Sheet

Student Frank c Rogers3
Job Title Elementary School Tutor 11/18
Status Incomplete
Pay Period September 6, 2016 - September 14, 2016
Deadline *September 15, 2016 11:59 PM*

Actions
Submit time sheet »
Return to hire »
Log out »

Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applicable break minutes. For example, if your break start time is 10:00 a.m. and break end time is 10:30 a.m., you will select the 30 minute option from the Break Minutes drop down list.

Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete
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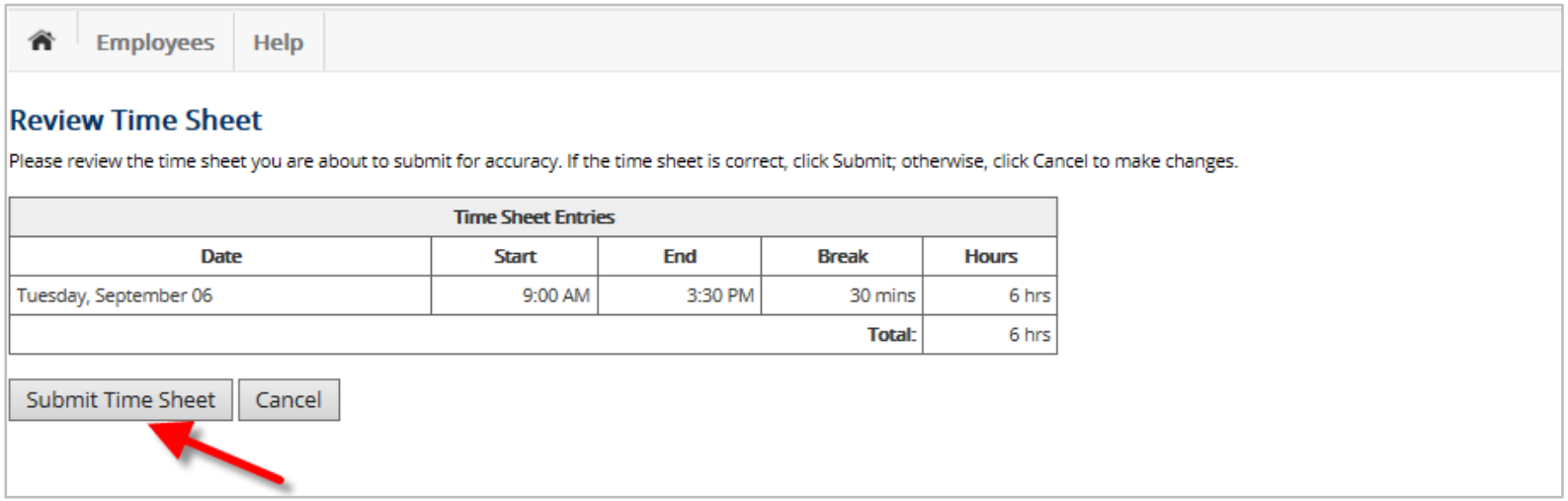
Supervisor Deadline - Friday, September 16, 2016 (11:59PM)
Pay Date - Friday, September 23, 2016

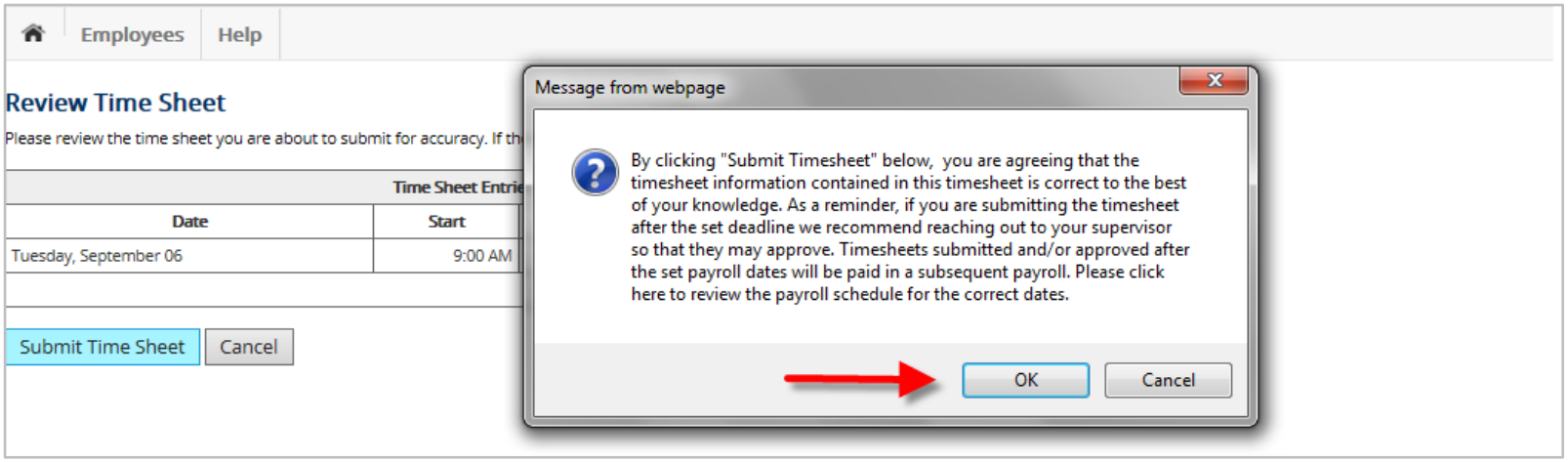
- When you are done entering time for the pay period, lick the 'Submit timesheet' link.

Submit a timesheet!



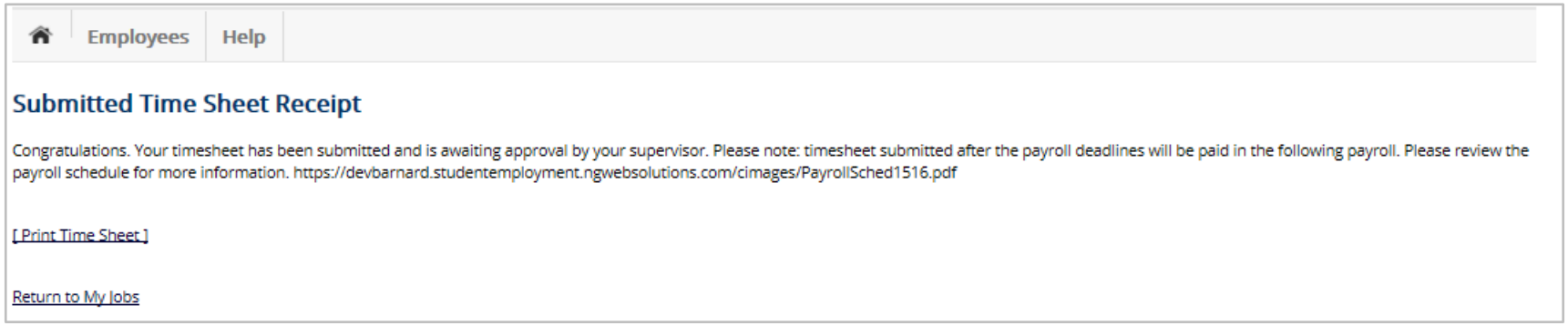
- Click the ‘Submit timesheet’ link.

Submit a timesheet!



- Click ‘OK’ to confirm.
- This step replaces the wet signature on a paper timesheet with an electronic signature on this paperless timesheet.

Submit a timesheet!



- Your timesheet has been submitted and placed in your supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your timesheet again unless your supervisor rejects it back to you during his/her review process.

Questions?

- Call or email Student Employment Services
- Studentemployment@barnard.edu
- 212-853-0770