



Student Employee Training



STUDENT EMPLOYMENT SERVICES



+



= **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

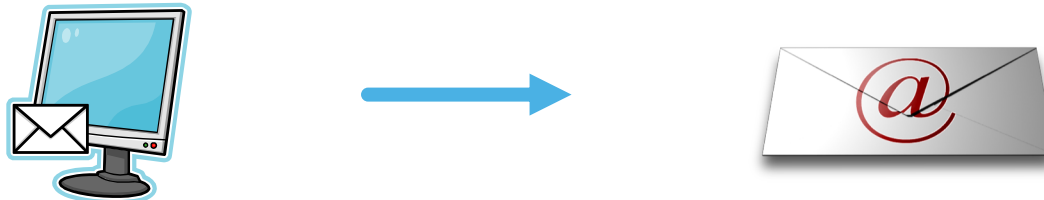
Training Topics

- 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

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES

Home Employees Employers & Administrators

If you need any additional assistance, please call Student Employment Services at 212-854-2033 or email at studentemployment@barnard.edu.

[Applicants & Employees](#)  [Employers](#)

Enter time and submit your timesheets. Please click [here](#) if you are a first time login to reset your password.

[JobX Admin Guide](#)
[JobX Employee Guide](#)
[JobX Employer Guide](#)

[TimesheetX Employee Guide](#)
[TimesheetX Supervisor Guide](#)
[TimesheetX Admin Guide](#)

Employers includes On and Off Campus Employers, America Reads Partners, Volunteer Organizations, Internship Sites, and Community Service Partners. Paid employers may manage student timesheets. All Employers have Employment guidelines and required documents are at your fingertips. Please click [here](#) if you are a first time login.

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?cpld=6

Setting up JobMail

APPLICANTS & EMPLOYEES

Welcome to the Applicant & Employee Site
Welcome! Learn about the Employment process at Barnard College.

Employee Information

- Required Forms**
Download your I-9 and W-4 forms here. These are required in order to begin work.
Additional payroll forms, policies and job registration information can be found here.
- Community Service Work Study (CSWS) Program**
The CSWS program is a Federal program which allows employees awarded a Federal Work Study Allowance (CWS) to work at a local not-for profit or public sector organization to provide services to help benefit the local community.
- Frequently Asked Questions**
Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.
- Contact Our Office**
Have questions? Click here and send us your questions, suggestions, or concerns.

Applicant & Employee Tools

- User Dashboard**
Click here to review jobs you've recently applied for and to update your JobMail Subscription.
- Find a Job**
Conduct either quick or advanced searches for available jobs. Submit an online job application.
- Manage JobMail**
Be the first to know when jobs matching your criteria become available.
- 16-17 Schedule**
Check your timesheet due dates and the dates your checks will be issued.
- Enter your Time Sheet**
Click here to access your online time sheet via TimesheetX. [How Do I enter my timesheet?](#)
- Student Employment Handbook for Students**
Click here to review a customized handbook which includes how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.

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

Setting up JobMail

Home Employees Help

My JobMail Subscriptions

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

On-Campus Jobs <?>	[Add New Subscription]
<u>Subscription1</u>	[Delete Subscription]
» Employer 2 selected	[View/Modify]
» Category 1 selected	[View/Modify]
» Time Frame 2 selected	[View/Modify]
<u>Subscription6</u>	[Delete Subscription]
» Employer 1 selected	[View/Modify]
» Category 1 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
<u>Subscription4</u>	[Delete Subscription]
» Employer 5 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
<u>Subscription5</u>	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]

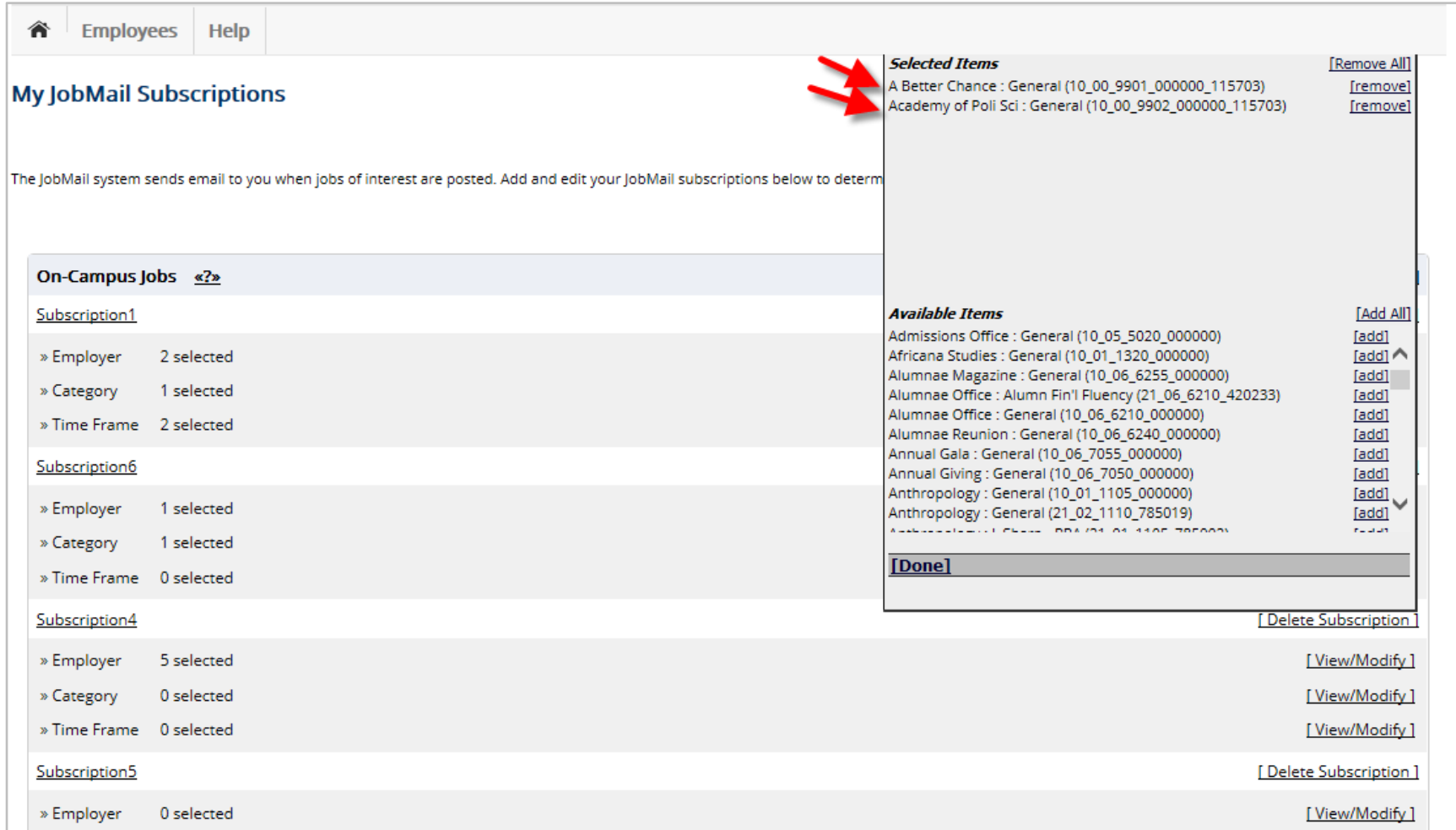
- Click 'View/Modify' to add preferences for each Job Type criterion.
- You may set criteria for Employers, Job Categories, and Timeframe.

Setting up JobMail

The screenshot displays the 'My JobMail Subscriptions' page. At the top, there are navigation tabs for 'Employees' and 'Help'. Below the title, a brief description states: 'The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine...'. The main content is divided into two columns. The left column lists existing subscriptions: 'Subscription1', 'Subscription6', 'Subscription4', and 'Subscription5'. Each subscription entry shows details for 'Employer', 'Category', and 'Time Frame' with the number of items selected. The right column, titled 'Available Items', lists various job categories with an '[add]' button next to each. A red arrow points to the first '[add]' button. At the bottom of the 'Available Items' list is a '[Done]' button. On the far right of the page, there are buttons for '[Remove All]', '[Delete Subscription]', and '[View/Modify]'.

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

Setting up JobMail



Home Employees Help

My JobMail Subscriptions

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

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

- » Employer 5 selected
- » Category 0 selected
- » Time Frame 0 selected

Subscription5

- » Employer 0 selected

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]
- Anthropology : General (21_02_1110_785019) [add]

[Done]

[Delete Subscription]

[View/Modify]

[View/Modify]

[View/Modify]

[Delete Subscription]

[View/Modify]

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

Setting up JobMail

The screenshot shows a web interface for setting up JobMail subscriptions. At the top, there are navigation links for 'Employees' and 'Help'. The main heading is 'My JobMail Subscriptions'. Below this, a brief description states: 'The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine...'. The interface is divided into two main sections: 'On-Campus Jobs' and 'Available Items'. The 'On-Campus Jobs' section contains several subscription entries, each with expandable criteria for Employer, Category, and Time Frame. A red arrow points to the 'Done' button at the bottom of the 'Available Items' list. The 'Available Items' list includes various job categories with their respective IDs and 'Add' buttons. At the bottom of the 'Available Items' list, there is a 'Done' button and a 'Delete Subscription' link.

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]
- Anthropology : General (21_02_1110_785019) [add]

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

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

Subscription5

- » Employer 0 selected [View/Modify]

[Delete Subscription]

- 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

My JobMail Subscriptions

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

Save Subscription(s) *Changes must be saved to take effect.*

On-Campus Jobs <?>		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	2 selected <i>modified</i>	[View/Modify]
» Category	1 selected	[View/Modify]
» Time Frame	2 selected	[View/Modify]
Subscription6		[Delete Subscription]
» Employer	2 selected <i>modified</i>	[View/Modify]
» Category	1 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]
Subscription4		[Delete Subscription]
» Employer	5 selected	[View/Modify]
» Category	0 selected	[View/Modify]

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

How to Find a Job

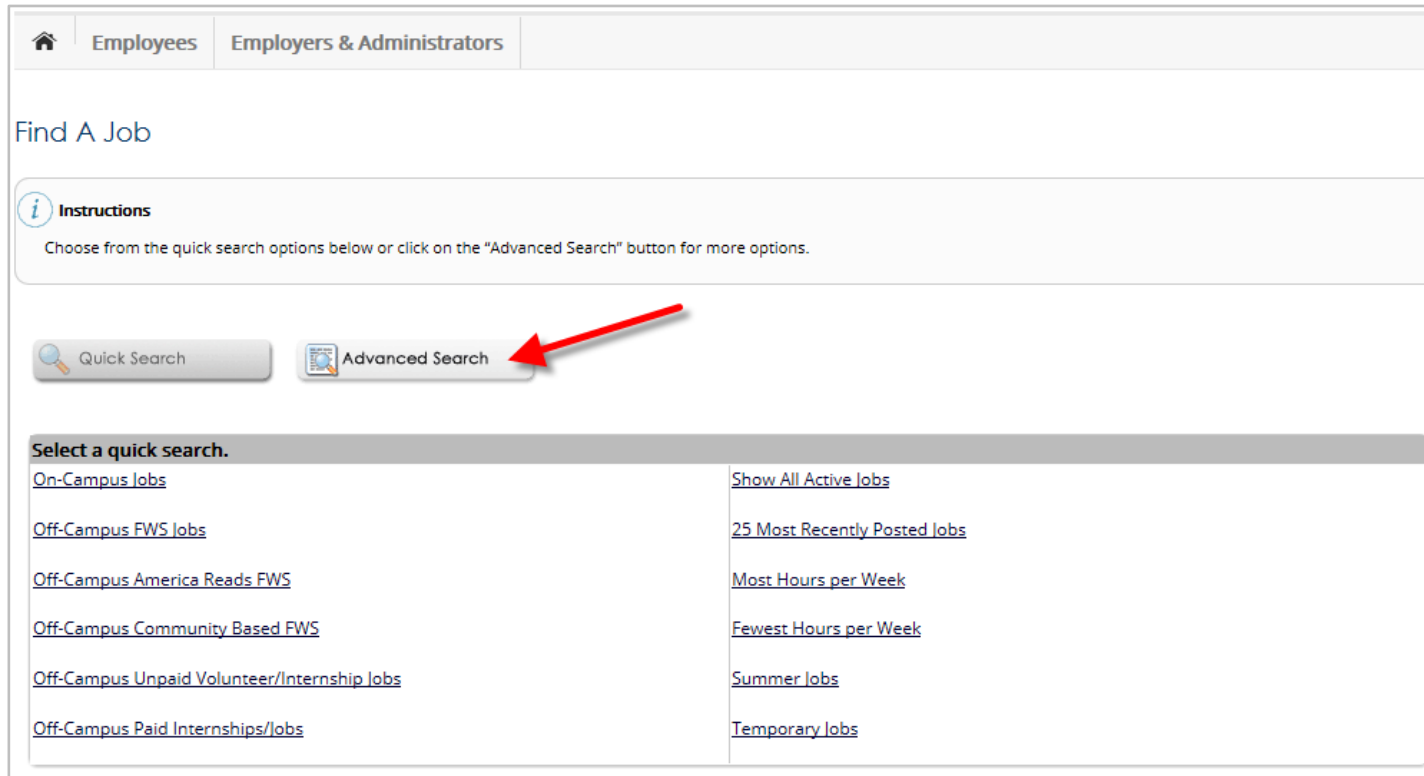


Quick Search: A search containing pre-defined criteria

The screenshot displays the JobX website interface. At the top, there are navigation tabs for 'Employees' and 'Employers & Administrators'. A 'Find' dropdown menu is open, showing options: 'My Dashboard', 'Find a Job' (highlighted with a red arrow), 'My Timesheets', and 'Contact Us'. Below the menu, there is a text prompt: 'Choose from the options below or click on the "Advanced Search" button for more options.' Two search buttons are visible: 'Quick Search' and 'Advanced Search'. Below these buttons, a section titled 'Select a quick search.' contains two columns of links. The left column includes: 'On-Campus jobs', 'Off-Campus FWS jobs', 'Off-Campus America Reads FWS', 'Off-Campus Community Based FWS' (highlighted with a red arrow), 'Off-Campus Unpaid Volunteer/Internship jobs', and 'Off-Campus Paid Internships/jobs'. The right column includes: 'Show All Active Jobs', '25 Most Recently Posted jobs', 'Most Hours per Week', 'Fewest Hours per Week' (highlighted with a red arrow), 'Summer jobs', and 'Temporary jobs'.

- 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



Find A Job

i **Instructions**
Choose from the quick search options below or click on the "Advanced Search" button for more options.

Quick Search **Advanced Search**

Select a quick search.

On-Campus jobs	Show All Active Jobs
Off-Campus FWS Jobs	25 Most Recently Posted Jobs
Off-Campus America Reads FWS	Most Hours per Week
Off-Campus Community Based FWS	Fewest Hours per Week
Off-Campus Unpaid Volunteer/Internship jobs	Summer jobs
Off-Campus Paid Internships/jobs	Temporary jobs

- 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

i 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.

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.

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.

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.

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.



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.

[\[Run a New Search \]](#)

Show All Active Jobs

Show results per page 1 to 10 of Total Rows: 10 [Prev](#) [Next](#)

<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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 / Unit #:	
City:	
State:	
Zip Code:	
Phone:	
Email <i>Please use your institutional email address.</i>	royrogers1@ngwebsolutions.com *
Date Available:	
Barnard ID:	111111111 *
Resume	<input type="button" value="Browse..."/>

Academic Information

Graduation Year:	
College Major:	

Disclaimer

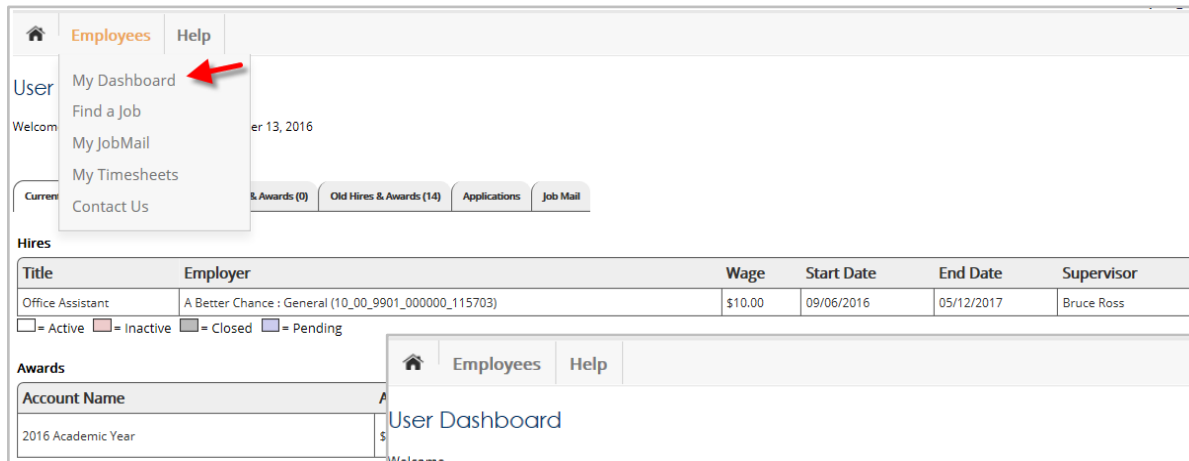
I certify that my answers are true and complete to the best of my knowledge. By agreeing to this disclaimer, I understand that my references may be contacted to verify previous employment.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I agree to this disclaimer? *

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?

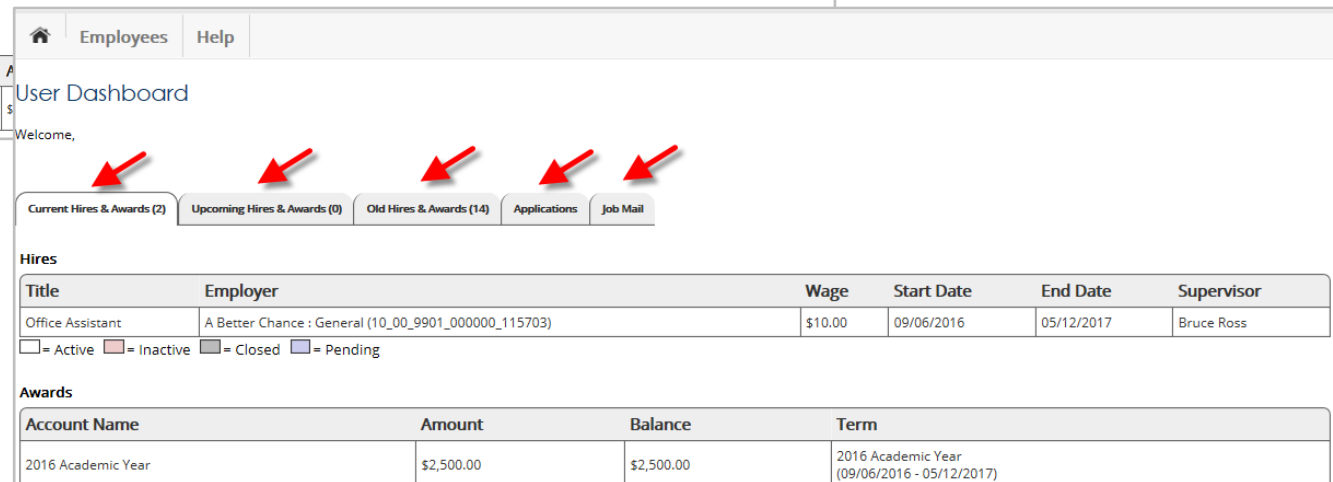


The screenshot shows the 'Employees' menu with a dropdown list. A red arrow points to the 'My Dashboard' option. Below the menu, there are several tabs: 'Current Hires & Awards (0)', 'Old Hires & Awards (14)', 'Applications', and 'Job Mail'. Below the tabs, there is a table for 'Hires' and a table for 'Awards'.

Title	Employer	Wage	Start Date	End Date	Supervisor
Office Assistant	A Better Chance : General (10_00_9901_000000_115703)	\$10.00	09/06/2016	05/12/2017	Bruce Ross

= Active = Inactive = Closed = Pending

Account Name	Amount	Balance	Term
2016 Academic Year	\$2,500.00	\$2,500.00	2016 Academic Year (09/06/2016 - 05/12/2017)



The screenshot shows the 'User Dashboard' with a navigation bar containing five tabs: 'Current Hires & Awards (2)', 'Upcoming Hires & Awards (0)', 'Old Hires & Awards (14)', 'Applications', and 'Job Mail'. Red arrows point to each of these tabs. Below the tabs, there is a 'Hires' table and an 'Awards' table.

Title	Employer	Wage	Start Date	End Date	Supervisor
Office Assistant	A Better Chance : General (10_00_9901_000000_115703)	\$10.00	09/06/2016	05/12/2017	Bruce Ross

= Active = Inactive = Closed = Pending

Account Name	Amount	Balance	Term
2016 Academic Year	\$2,500.00	\$2,500.00	2016 Academic Year (09/06/2016 - 05/12/2017)

- 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?

User Dashboard

Welcome,

[Current Hires & Awards \(2\)](#) [Upcoming Hires & Awards \(0\)](#) [Old Hires & Awards \(14\)](#) [Applications](#) [Job Mail](#)

Hires

Title	Employer	Wage	Start Date	End Date	Supervisor
Office Assistant	A Better Chance : General (10_00_9901_000000_115703)	\$10.00	09/06/2016	05/12/2017	Bruce Ross

= Active = Inactive = Closed = Pending

Awards

Account Name	Amount	Balance	Term
2016 Academic Year	\$2,500.00	\$2,500.00	2016 Academic Year (09/06/2016 - 05/12/2017)

- 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?

The screenshot shows a user dashboard with a navigation bar containing 'Employees' and 'Help'. Below the navigation bar is a 'User Dashboard' section with a 'Welcome,' message. A row of tabs includes 'Current Hires & Awards (5)', 'Upcoming Hires & Awards (0)', 'Old Hires & Awards (0)', 'Applications', and 'Job Mail'. The 'Applications' tab is selected. Below the tabs is a section for 'Application Information [+/-]' with a dropdown menu for 'Number of Days to return:' set to '1 Year'. A table lists two applications with columns for Job Id, Job Title, Employer, Status, Application Date, Job Openings, Details, Print, and Withdraw. Red arrows point to the 'Applications' tab, the 'Number of Days to return:' dropdown, the 'Status' column, and the 'Print' and 'Withdraw' buttons.

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
5802	Test On-Campus FWS JOB - 10/26/2016	A Better Chance : General (10_00_9901_000000_115703)	Hired	12/5/2016	0			
5816	Desk Attendant 11/18	CU Law School : General (10_00_9826_000000_115703)	Hired	11/29/2016	0			

- 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

The screenshot displays the 'APPLICANTS & EMPLOYEES' section of the Barnard College website. At the top left, a horizontal menu includes 'Employees' and 'Employers & Administrators'. A dropdown menu is open under 'Employees', with 'My Timesheets' highlighted by a red arrow. The main content area is titled 'APPLICANTS & EMPLOYEES' and features a 'Welcome to the Applicant & Employee Site' message. Below this, there are several sections: 'Employee Information', 'Required Forms', 'Community Service Work Study (CSWS) Program', and 'Frequently Asked Questions'. On the right side, there is a 'APPLICANT & EMPLOYEE TOOLS' section with links for 'User Dashboard', 'Find a Job', 'Manage JobMail', '16-17 Schedule', 'Enter your Time Sheet' (highlighted with a red arrow), and 'Student Employment Handbook for Students'.

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

[Home](#) | [Employees](#) | [Employers & Administrators](#)

Important Reminders:

- Both students and supervisors must submit and approve timesheets by the specified deadlines. Timesheets that are submitted or approved after the student and supervisor deadline will be paid in the following pay period
- Academic Year Hires are only active until 5/12/2017. The Summer Hire Period is separate and begins on 5/13/2017. Student Employees who are going to work during the summer will need to be rehired for that period.
- Students may not begin working until they receive the hire approval email.

You are required to log-in to use the system.

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 only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers: Don't have a password? Request permission to login by clicking [here](#) or forgot password, please click [here](#).

Students: First time logging in or forgot password, please click [here](#).

Please Log In!

Email Address

Password

[Forgot Password?](#) [Employer Request Signup](#)

- 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!

Home Employees Help

My Timesheets

Welcome, Frank c Rogers3. Below you will find your jobs.

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
Elementary School Tutor 11/18	America Reads-Assoc. Ben. Chil. : CWSP (21_08_5060_180005_585112)	\$13.50	09/06/2016	05/12/2017	Test Employer - America Reads

= Active = Inactive = Closed = Pending = Rejected

Account Name	Amount	Balance	Term
Federal Work-Study	\$100.00	\$100.00	2016 Academic Year (09/06/2016 - 05/12/2017)

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

Enter a timesheet!

Home 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!

Home 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	Action
✘	December 8 - December 21, 2016	Thursday, December 08, 2016	Wednesday, December 21, 2016	
✘	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

Message from webpage

? You are about to start a new time sheet for the pay period starting Tuesday, September 06. It was due: Thursday, September 15

OK Cancel

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

Enter a timesheet!


Home 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 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
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!

[Home](#) | [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 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 here to dismiss time sheet if no hours will be worked for this pay period.				
<div style="border: 1px solid black; padding: 2px;">Tuesday, September 6, 2016</div>	8:00AM	8:15AM	No Break	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
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				

Pay Date - Friday, September 23, 2016

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

Enter a timesheet!

Home 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 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., you will select the 30 minute option from the Break Minutes drop down list.

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

Time Sheet List:

- 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
- 10:45AM

Actions

- [Return to hire »](#)
- [Log out »](#)

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!

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 »](#)

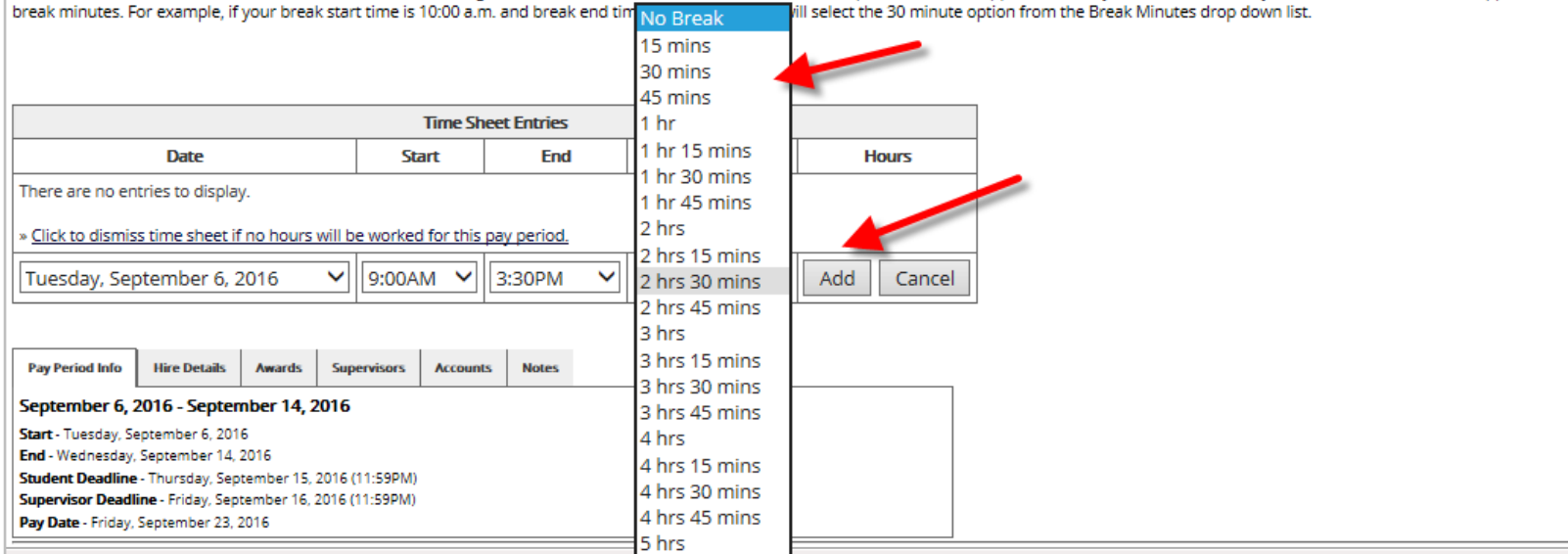
Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the applicable date, your work start time, your work end time, and the applicable break minutes. For example, if your break start time is 10:00 a.m. and break end time is 10:30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

Time Sheet Entries		
Date	Start	End
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	9:00AM	3:30PM

Hours
<input type="button" value="Add"/> <input type="button" value="Cancel"/>

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					

- No Break
- 15 mins
- 30 mins
- 45 mins
- 1 hr
- 1 hr 15 mins
- 1 hr 30 mins
- 1 hr 45 mins
- 2 hrs
- 2 hrs 15 mins
- 2 hrs 30 mins
- 2 hrs 45 mins
- 3 hrs
- 3 hrs 15 mins
- 3 hrs 30 mins
- 3 hrs 45 mins
- 4 hrs
- 4 hrs 15 mins
- 4 hrs 30 mins
- 4 hrs 45 mins
- 5 hrs



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

Enter a timesheet!

Home 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 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

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

- 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!

Home 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
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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!

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

Review Time Sheet

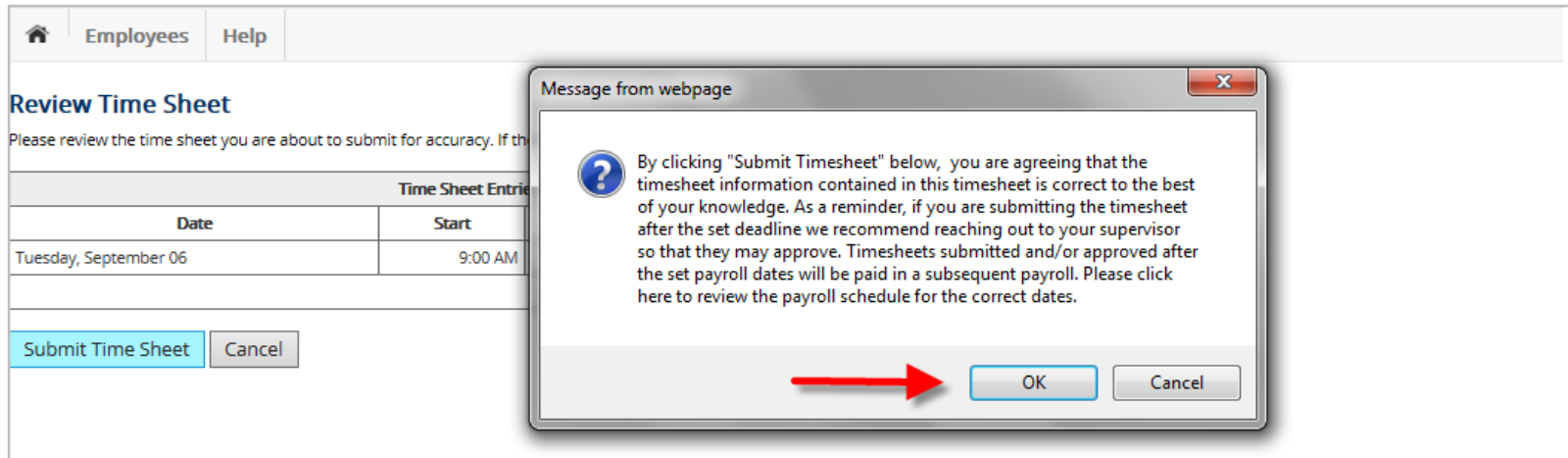
Please review the time sheet you are about to submit for accuracy. If the time sheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries				
Date	Start	End	Break	Hours
Tuesday, September 06	9:00 AM	3:30 PM	30 mins	6 hrs
Total:				6 hrs



- Click the 'Submit timesheet' link.

Submit a timesheet!



The screenshot shows a web application interface for reviewing a timesheet. At the top, there are navigation tabs for 'Employees' and 'Help'. Below this is the 'Review Time Sheet' section, which includes a warning message: 'Please review the time sheet you are about to submit for accuracy. If the...'. A table titled 'Time Sheet Entries' is visible, with columns for 'Date' and 'Start'. The first entry shows 'Tuesday, September 06' and '9:00 AM'. Below the table are two buttons: 'Submit Time Sheet' and 'Cancel'. Overlaid on this is a modal dialog box titled 'Message from webpage'. The dialog contains a question mark icon and the following text: 'By clicking "Submit Timesheet" below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge. As a reminder, if you are submitting the timesheet after the set deadline we recommend reaching out to your supervisor so that they may approve. Timesheets submitted and/or approved after the set payroll dates will be paid in a subsequent payroll. Please click here to review the payroll schedule for the correct dates.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

Date	Start
Tuesday, September 06	9:00 AM

- 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!

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

Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting approval by your supervisor. Please note: timesheet submitted after the payroll deadlines will be paid in the following payroll. Please review the payroll schedule for more information. <https://devbarnard.studentemployment.ngwebsolutions.com/cimages/PayrollSched1516.pdf>

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

[Return to My jobs](#)

- 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