Student Employee Training

BARNARD WORKS
STUDENT EMPLOYMENT SERVICES
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.
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

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

Your selection(s) will appear in the top under ‘Selected Items’.
Setting up JobMail

- 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

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.

Changes must be saved to take effect.

<table>
<thead>
<tr>
<th>On-Campus Jobs</th>
<th>[Add New Subscription]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription1</td>
<td>[Delete Subscription]</td>
</tr>
<tr>
<td>Employer</td>
<td>2 selected</td>
</tr>
<tr>
<td>Category</td>
<td>1 selected</td>
</tr>
<tr>
<td>Time Frame</td>
<td>2 selected</td>
</tr>
</tbody>
</table>

| Subscription3  | [Delete Subscription]   |
| Employer       | 2 selected, modified    |
| Category       | 1 selected             |
| Time Frame     | 0 selected             |

| Subscription4  | [Delete Subscription]   |
| Employer       | 5 selected             |
| Category       | 0 selected             |

- 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.
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.

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 placements or organizations. SES provides no representations or guarantees of Off-Campus Paid Internship placements posted by our office. SES is not responsible for salary, wages, working conditions, or other aspects of Off-Campus Paid 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 Paid Internship placements.

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 Bardani College job (BC) award are not eligible to use that award off-campus. A student with a BC 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 Bardani College job (BC), 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 Bardani College job (BC) 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 and 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 salary, 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!

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.
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
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!

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!

Click ‘Add New Entry’ to enter your time.
Enter a timesheet!

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

- 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.
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.
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