



Supervisor Training

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES



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= **BarnardWorks**

- **JobX** helps Barnard automate the job posting, application submission, application review, hiring and reporting process for students, employers, and site administrators.
- **TimesheetX** helps schools automate the time sheet submission and approval process for students, employers, and administrators.
- JobX and TimesheetX are **seamlessly integrated**.

JobX Benefits for Employers

- Easy job listing creation
- Customize job specific questions on the application to get “best fit” candidates in your job(s).
- Systematic email alerts ensure thorough and timely communications amongst all involved parties (e.g., employees, supervisors, site administrators).
- Streamlined applicant submission and hiring with systematic compliance checks.
- Broadcast email tools for improved communications with your employees.

TimesheetX Benefits for Employers

- No math errors
- No sloppy handwriting
- Automated warnings
- Web accessibility
- Deadline reminders
- E-signature enabled
- Easy to use

Training Agenda

- How to log in to JobX
- How to add and edit a JobX job listing
- How to manage JobX applicants
- How to hire employees via JobX
- How to review/approve a student's time sheet

Login



- Navigate to https://barnard.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=6
- Click the Employers link

Employer Login to JobX

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES

Home Employees Employers & Administrators

Employer Home Page

Employment News

- Forms and Information for Employers**
General information about posting jobs, hiring, and access to all barnardWorks forms for Employers.
- Student Employment Handbook for Employers**
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.

Employer Tools

- Job Management Login**
Login to post jobs, hire employees, and access applications.
- Timesheet Management Login**
Login to manage your timesheets.
- Request a [unclear]**
Click above if you logged in before.
- 2016-2017 [unclear]**
Click above to Schedule.

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

Login

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

- Click the 'Job Management Login' link.
- Enter your Email Address and Password then click Login.

How to Add/Edit a JobX Job Listing

Add a Job

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

Search Title, Description, Contact or Job
Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Employers

A Better Chance : General (10_00_9901_000000_115703)

Admissions Office : General (10_05_5020_000000)

Biological Sciences : Hughes Curric Dev (21_04_0505_420493_592712)

Pending Approval (0)

Review Mode (6)

Storage Mode (11)

[Approve External Jobs](#)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 19 of 19 | << < > >>

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

Ref #	Title	Contact	Job Type	App #	Listed	Actions
	A Better Chance : General (10_00_9901_000000_115703)					
	Test On Campus Employer	On-Campus Jobs	2 (2 New)	10/26/16		
Admissions Office : General (10_05_5020_000000)						
Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	5825 test	Test On Campus Employer	On-Campus Jobs	0 (0 New)	12/01/16	

REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)

A Better Chance : General (10_00_9901_000000_115703)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	5815 Office Assistant 11/18	Test On Campus Employer	On-Campus Jobs	1 (0 New)	11/18/16	
<input type="checkbox"/>	5796 Test On-Campus FWS Job - 09/26...	Test On Campus Employer	On-Campus Jobs	0 (0 New)	09/26/16	
<input type="checkbox"/>	5808 Test On-Campus FWS Job - 11/09...	Bruce Ross	On-Campus Jobs	0 (0 New)	11/09/16	

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

Add a Job

The screenshot displays the JobX web application interface. At the top, there is a navigation menu with tabs for 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. Below the navigation, a header bar contains the text 'Add a new job for A Better Chance : General (10_00_9901_000000_115703)' and a search box. A red arrow points to the 'Add a new job for' button. On the left side, there are sections for 'Your Selections' (with a 'Reset' link), 'Job Filters Applied' (showing 'Employer: A Better Chance : General (10_00_9901_000000_115703)' and 'Job Status: Show All'), and 'Job Filters' (including 'My Jobs: +', 'Employer Name: -', and 'Job Status: -'). The main content area is titled 'Job Actions:' and includes icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', along with a dropdown menu for selecting actions and an 'Apply Action' button. Below this, there is a table of jobs. The table is divided into two sections: 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)' and 'REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)'. The 'LISTED' section shows a job with Ref # 5802, Title 'Test On-Campus FWS IOB - 10/26...', Contact 'Test On Campus Employer', Job Type 'On-Campus Jobs', App # '2 (2 New)', and Listed date '10/26/16'. The 'REVIEW' section shows a job with Ref # 5815, Title 'Office Assistant 11/18', Contact 'Test On Campus Employer', Job Type 'On-Campus Jobs', App # '1 (0 New)', and Listed date '11/18/16'.

- Click the 'Add a new job for [Your Department Name will be Prefilled here]' button.

Add a Job – Step 1 – Supply Job Profile

- Enter the Job Profile information below. Any fields denoted with a red * below are required and must be completed before the profile can be saved.
 - ▶ Select the Job Category *
 - ▶ Enter Job Title *, Description * and Requirements *
 - ▶ Enter the number of available openings *
 - ▶ Enter the min and max hours for this job
 - ▶ Select the Time Frame for the job *
 - ▶ Select the Wage *
 - ▶ Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.
 - ▶ If you wish to designate a secondary contact, click one or more individuals' names from the list and click the 'Add >>>' button.
 - ▶ Select whether or not you would like to collect online applications for this job.
 - ▶ Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

You are adding a brand new job to the web site. ⓘ

>> Step 1: Supply Job Profile >>> Step 2: Review Job Application >> Step 3: Go Live

Job Category ⓘ Choose one... ▾

Job Title ⓘ
Example: Front Desk Receptionist

Job Description ⓘ
Please be as detailed as possible.

Job Requirements ⓘ
Please be as detailed as possible.

Number of Available Openings

Hours per Week 10.0 ▾ to Same ▾

Time Frame for this Job Choose one... ▾

Wage Please do not include commas and/or dollar signs (\$).

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: Choose one... ▾

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Fax Number

Email

Location

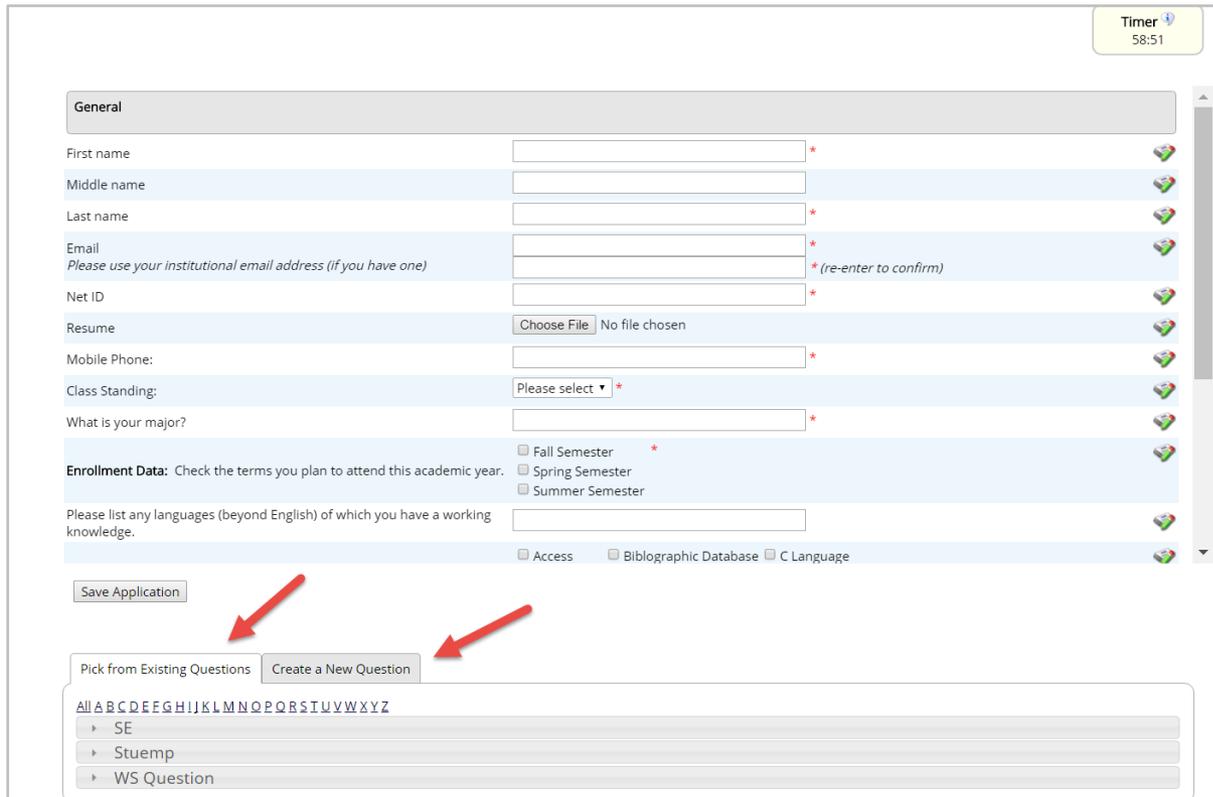
Secondary Contact People ⓘ

Adeline Medeiros
Bruce Ross
Clara Hannum
Hiraida Crespo
Jason Howie

↑ ↓ Add >>> <<< Remove

Submit

Add a Job – Step 2 – Review Job Application



The screenshot shows a web application interface for reviewing a job application. At the top right, there is a 'Timer' showing 58:51. The main form is titled 'General' and contains several input fields: 'First name', 'Middle name', 'Last name', 'Email' (with a note to use institutional email and a confirmation asterisk), 'Net ID', 'Resume' (with a 'Choose File' button and 'No file chosen' text), 'Mobile Phone:', 'Class Standing:' (with a dropdown menu), and 'What is your major?'. Below these is an 'Enrollment Data' section with radio buttons for 'Fall Semester', 'Spring Semester', and 'Summer Semester'. There is also a field for 'Please list any languages (beyond English) of which you have a working knowledge.' with checkboxes for 'Access', 'Bibliographic Database', and 'C Language'. At the bottom left, there is a 'Save Application' button. At the bottom center, there are two buttons: 'Pick from Existing Questions' and 'Create a New Question', both highlighted with red arrows. Below these buttons is a list of questions with a search bar and a list of items: 'SE', 'Stuemp', and 'WS Question'.

- You may insert questions to the default application to ensure you get a “best fit” candidate for your job.
- To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new question.

Add a Job-Specific Application Question

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

The screenshot shows the 'Create a New Question' interface. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. The main form is divided into two sections: 'Question Details' and 'Application Behavior'. In the 'Question Details' section, the 'Question Type' dropdown menu is open, showing options like 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to this dropdown. Below it, there is a text input field for the question label. In the 'Application Behavior' section, there are two sub-sections: 'Application Section' and 'Other flags'. The 'Application Section' sub-section has a dropdown for 'Select an existing section' (currently showing '-- Please select --') and a text input for 'Create a new section'. A red arrow points to the dropdown. The 'Other flags' sub-section has two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the first checkbox. Below this is a dropdown for 'Where To Add This Question?' (currently showing 'End of Application'). A red arrow points to this dropdown. At the bottom of the form, there is an 'Add Question' button. A red arrow points to this button.

Add a Job – Step 3 – Go Live

Home Employees JobX TimesheetX Reporting Access & Audit Help

You are adding a brand new job to the web site. ⓘ

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

A Better Chance : General (10_00_9901_000000_115703) - Test

Please choose an option

1. When do you want to list the job on the web site?

2. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

- Select 'Right Now' from the dropdown on question #1 if you want the job to be listed immediately. However, If you want to save the job for later, select 'Sometime Later' or 'On a specific date in the future.' The job will go to Storage. If you chose 'On a specific date in the future,' the system will automatically list the job on the date you specify.
- If you chose 'Right Now' or 'On a specific date in the future' on question #1, you will be asked "For how many days do you want the job to be listed on the site?"
 - ▶ Designate a specified period of time the job should be posted by selecting the applicable duration from the drop down list.
- Click the "Click here to finish!" button.

Add a Job – Completed!

A Better Chance : General (10_00_9901_000000_115703) - Test

Congratulations! Your job is listed on the web site.

What would you like to do now?

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

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl ▾

Job Status: -

- Listed Jobs (2)
- Pending Approval (0)
- Review Mode (6)
- Storage Mode (11)

[Approve External Jobs](#)

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

Search Title, Description, Contact or Job

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 19 of 19 | << < > >>

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

A Better Chance : General (10_00_9901_000000_115703)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5802	Test On-Campus FWS IOB - 10/26...	Test On Campus Employer	On-Campus Jobs	2 (2 New)	10/26/16	

Admissions Office : General (10_05_5020_000000)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5825	test	Test On Campus Employer	On-Campus Jobs	0 (0 New)	12/01/16	

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

Edit a Job

The screenshot displays a web interface for managing jobs. On the left, a 'Job Actions' panel includes icons for Delete, Export, Print, and Email Supervisors, along with a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. Below this is a table of jobs under the heading 'PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Student Employment Office)'. The table has columns for Ref #, Title, Contact, and Job Type. Two jobs are listed: one with Ref # 4319, Title 'test', Contact 'Taige Test Employer', and Job Type 'On Campus Fed'; and another with Ref # 4315, Title 'gfgf', Contact 'Taige Test Employer', and Job Type 'Off Campus Fed'. The main content area shows details for the job with Title 'test', Employer 'Student Employment Office', Status 'Pending Approval', and Job Type 'On Campus Federal Work Study'. It includes a section for 'Additional details about this job's status' with three bullet points. Below this are several management buttons: 'Update Status' (with sub-links for 'Listed', 'Review Mode', and 'Storage'), 'View Applicants', 'Manage Application', and 'Hire Applicant'. A red arrow points to the 'Manage Application' button, which contains the text 'This job is configured to collect online applications. » Edit or view the online application.' Another red arrow points to the 'Update Status' button. A third red arrow points to the '[Edit this job]' link. Below this link is a preview of how the job appears to applicants, with a table listing details such as Job ID (4319), Job Type (On Campus Federal Work Study), Employer (Student Employment Office), Job Category (Auxiliary Enterprises), Job Field (Academic Support), Job Description (test), Job Requirements (test), Professional Track (Professional Track), Available Openings (10), and Hours (10.0 hours per week).

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

Your Job is Listed!

Next: Review and Respond to Online Applicant(s)

Manage Applicants

The screenshot shows a web application interface for managing applicants. At the top, there is a navigation bar with tabs for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the navigation bar, there is a search box with the placeholder text "Search Title, Description, Contact or Job" and a "Search" button. A message states: "To add a job, please select an employer from the employer dropdown list presented in the filters to the left." On the left side, there are several filter sections: "Your Selections" with a "Reset" link, "Job Filters Applied" showing "Employer: All Available" and "Job Status: Show All", "Job Filters" with a "My Jobs:" section, "Employer Name:" with a dropdown menu, and "Job Status:" with checkboxes for "Listed Jobs (3)", "Pending Approval (0)", "Review Mode (6)", and "Storage Mode (11)". The main content area is titled "Job Actions:" and contains icons for "Delete", "Export", "Print", and "Email Supervisors", along with a dropdown menu for selecting an action and an "Apply Action" button. Below the job actions, there is a table of jobs. The table has columns for "Ref #", "Title", "Contact", "Job Type", "App #", "Listed", and "Actions". The table is divided into sections: "LISTED - Jobs Currently Listed with Applicant Data (if applicable)", "A Better Chance : General (10_00_9901_000000_115703)", and "Admissions Office : General (10_05_5020_000000)". A red arrow points to the "App # 0 (0 New)" link in the first row of the "A Better Chance" section.

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -
Show Jobs From All My Empl

Job Status: -
 Listed Jobs (3)
 Pending Approval (0)
 Review Mode (6)
 Storage Mode (11)
[Approve External Jobs](#)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 20 of 20

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

A Better Chance : General (10_00_9901_000000_115703)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5826	Test	Test On Campus Employer	On-Campus Jobs	0 (0 New)	12/05/16	
<input type="checkbox"/> 5802	Test On-Campus FWS IOB - 10/26...	Test On Campus Employer	On-Campus Jobs	2 (2 New)	10/26/16	

Admissions Office : General (10_05_5020_000000)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5825	test	Test On Campus Employer	On-Campus Jobs	0 (0 New)	12/01/16	

- You may hire an online applicant by clicking the 'App #' link next to the applicable job. This # indicates how many applicants you have for that particular job.

Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

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?

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 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	ward	Delete	Hire
<input type="checkbox"/> Taige Test Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	F	Custom	Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		F	Greeted	Resume	2800.00	<input type="checkbox"/>	<input type="checkbox"/>

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

Schedule an Interview with Applicant(s)

Welcome, Taige Test Employer | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

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?

Select/Deselect All Show 25 results per page 1 to 4 of 4 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	<input type="button" value="Delete"/>	<input type="button" value="Hire"/>
<input type="checkbox"/>	Taige Test Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	P	Custom	<input type="button" value="🔍"/> <input type="button" value="📄"/>		<input type="button" value="🗑️"/> <input type="button" value="🗑️"/>	<input type="button" value="🗑️"/> <input type="button" value="🗑️"/>
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		P	Greeted	<input type="button" value="🔍"/> <input type="button" value="📄"/>	2800.00	<input type="button" value="🗑️"/> <input type="button" value="🗑️"/>	<input type="button" value="🗑️"/> <input type="button" value="🗑️"/>

- Click the box next to one or more applicants to whom you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.
- This feature is utilized to set up interviews for applicants. If you don't wish to interview an applicant, be sure the box next to that applicant is not checked.

Schedule an Interview with Applicant(s)

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

[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 application...

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

Name	Email	Status
New! Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New! Test Employer, Taige	[taige.haines@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: taige.haines@ngwebsolutions.com

Subject: Job: AB Tech - 061516 - Not Available

Body: You recently submitted an on-line application for the AB Tech - 061516 job opening.
I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

- You may change the text in the subject or body of the email 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 the following slides.



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

Welcome, Talge Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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 limit 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?

Select/Deselect All Show 25 results per page 1 to 3 of 3 << < > >>

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				Delete	Hired
<input type="checkbox"/> Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				Delete	Hired
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	Delete	Hired

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

Notify applicant(s) they did NOT get the Job

Welcome, Taige Test Employer | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

[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 applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New!	<input checked="" type="checkbox"/>	Test Employer, Taige	[taige.haines@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: taige.haines@ngwebsolutions.com

Subject: Job: AB Tech - 061516 - Not Available

Body

You recently submitted an on-line application for the AB Tech - 061516 job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

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

Manage Applicants

View Job Applications - A Better Chance : General (10_00_9901_000000_115703) - Test On-Campus FWS JOB - 10/26/2016

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 limit 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 2 of 2 << > >>

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Delete	Hire
<input type="checkbox"/>	Ted_Rogers2	tedrogers2@ngwebsolutions.com	12/5/2016	New!	P	Greeted			
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	12/5/2016	New!	P	Rejected			

- Once you have sent a Greeting or Reject email to an applicant, the Emailed? column will indicate the type of email sent.
- If you would like to delete an application, click the box next to one or more applicants then click the Delete icon. Or you can click the Delete link on the individual applicants row.
- You can export summary or details to Excel by clicking the box next to one or more applicants and then clicking the Export Summary or Export Details icons.
- You can print summary or details by clicking the box next to one or more applicants and then clicking on the Print Summary or Print Details icons.

How do you hire an employee?

Hire an Employee

Home Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - A Better Chance : General (10_00_9901_000000_115703) - Test On-Campus FWS JOB - 10/26/2016

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 limit 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 2 of 2 | << < > >> |

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Delete</u>	<u>Hire</u>
<input type="checkbox"/>	Ted_Rogers2	tedrogers2@ngwebsolutions.com	12/5/2016	New!	🚩	Greeted	🔍 📧 🖨️	Delete	Hire
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	12/5/2016	New!	🚩	Rejected	🔍 📧 🖨️	Delete	Hire

- If you wish to hire the student, after clicking the “App #” link next to the job on your control panel, please click the ‘Hire’ link next to the applicant’s name.

Hire an Employee

Home Employees JobX TimesheetX Reporting Access & Audit Help

Fill the job: "Test On-Campus FWS JOB - 10/26/2016"

There is **one** opening for this position. Please choose an on-line applicant or type in the name of student to hire.

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

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

Roy Rogers1

Ted b Rogers2 

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

Go to step 2

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

Hire an Employee

Home Employees JobX TimesheetX Reporting Access & Audit Help

Fill Job Step 2: Verify Applicants

Job: Test On-Campus FWS JOB - 10/26/2016

Student Validation Summary

✓ Duplicate Hire Check	Validation Passed
✓ W4 check	Validation Passed
✓ WTPA Year check	Validation Passed
✓ I9 check	Validation Passed
✓ Award check	Validation Passed
✓ Enrolled?	Validation Passed

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Student Info

First Name	Middle Name	Last Name	E-mail Address
Ted	b	Rogers2	tedrogers2@ngwebsolutions.com

Continue to next step Cancel Email Ted Rogers2

- The system will validate the student's account to ensure they are eligible to be hired.
- If all the validation requirements have been met, green check marks will be appear next to each requirement and a "Continue to next step" button will be presented.
- If the student is NOT eligible to be hired, the system will present a red X next to each eligibility requirement not met. You can either choose to email the student or click the 'Cancel' button.

Hire an Employee

- Data from the original job listing will be pre-filled in the Hire request form to streamline your hiring process. You may edit the “Hours Per Week” and “Employment Start Date” and “Employment End Date.”
- Establish the hire by clicking the “Continue to timesheet” button.
- You can view the student’s other hires and awards.

Home
Employees
JobX
TimesheetX
Reporting
Access & Audit
Help

Step 3: Fill Out Hire Record Info

Job Title: Test On-Campus FWS JOB - 10/26/2016

First Name	Ted
Middle Name	b
Last Name	Rogers2
E-mail Address	tedrogers2@ngwebsolutions.com
Wage	12.00
Hours Per Week	<input type="text" value="10.0"/>

Please review the start and end dates and be sure they are the correct dates for the employment period for this student.

Employment Start Date	<input type="text" value="09-06-2016"/>
Employment End Date	<input type="text" value="05-12-2017"/>

Notes

Create a JobX hire request and set up a timesheet.

Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Desk Attendant 11/18	CU Law School : General (10_00_9826_000000_115703)	\$12.00	09/06/2016	05/12/2017	Test Off Campus Columbia Employer

= Active
 = Inactive
 = Closed
 = Pending
 = Rejected

Current Awards

Award Name	Amount	Balance	Term
Federal Work-Study	\$500.00	\$350.00	2016 Academic Year (09/06/2016 - 05/12/2017)

Hire an Employee

- Select a primary supervisor and designate any secondary supervisors. If you select a secondary supervisor, that person will be able to manage timesheets as well.
- Click the “Create Hire” button. This will create the student’s hire in TimesheetX.

🏠
Employees
JobX
TimesheetX
Reporting
Access & Audit
Help

Create Time Sheet with Hire Request

Add a Hire Instance

Student: Ted b Rogers2

Job: Test On-Campus FWS JOB - 10/26/2016

Primary Supervisor: Choose one...

Secondary Supervisors

Available

- Adeline Medeiros
- Bruce Ross
- Hiraida Crespo
- Katy Martineau
- Korinne Peterson

Add >>>
<<< Remove

Selected

Wage: 12.00

Hours per Week: 10.00

Start Date: 09-06-2016

End Date: 05-12-2017

Employee Details

Current Hires

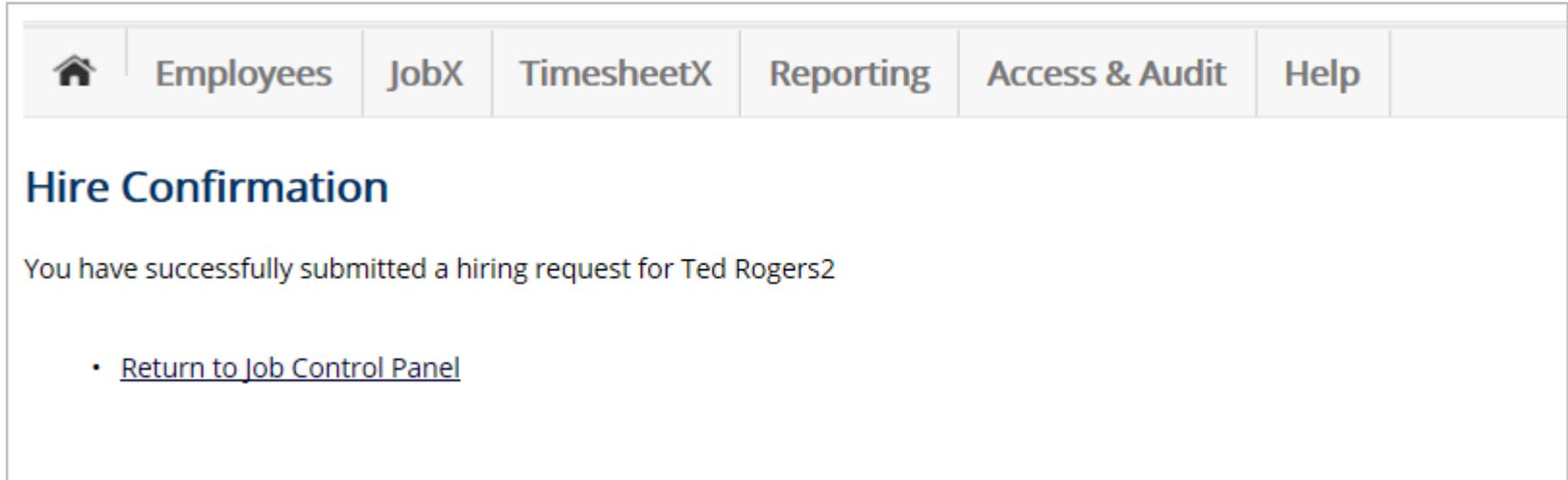
Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Desk Attendant 11/18	CU Law School : General (10_00_9826_000000_115703)	\$12.00	09/06/2016	05/12/2017	Test Off Campus Columbia Employer

= Active
 = Inactive
 = Closed
 = Pending
 = Rejected

Current Awards

Award Name	Amount	Balance	Term
Federal Work-Study	\$500.00	\$350.00	2016 Academic Year (09/06/2016 - 05/12/2017)

Hire an Employee



The screenshot shows a web application navigation bar with the following items: Home (house icon), Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the navigation bar, the main content area displays the heading 'Hire Confirmation' in bold. Underneath, a message states: 'You have successfully submitted a hiring request for Ted Rogers2'. A single bullet point below the message contains a link: 'Return to Job Control Panel'.

- Your hire request will be sent to a Student Employment Administrator for approval.
- Upon successful approval of your hire request, you'll receive a Hire Approval email with the hire related details.
- You can either choose to Return to the Job Control Panel to hire more students or Logout of the site by clicking on the Logout link on the upper right side of the screen.

Managing Timesheets

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES



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](#)

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



[Employers](#)

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.

Please navigate to the following URL and click the 'Employers' link

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

TimesheetX Employer Home (To Do Items)

BARNARD WORKS

STUDENT EMPLOYMENT SERVICES

Home Employees **Employers & Administrators**

- JobX Home (Job Control Panel)
- TimesheetX Employer Home (To Do Items)
- Timesheet Control Panel

Employer Home Page

Employment News

- Forms and Information for Employers**
General information about posting jobs, hiring, and access to all barnardWorks forms for Employers.
- Student Employment Handbook for Employers**
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.

Employer Tools

- Job Management Login**
Login to post jobs, hire employees, and access applications.
- Timesheet Management Login**
Login to manage your timesheets.
- Request a Login**
Click above if you are an On-Campus Employer who has **never** logged in before.
- 2016-2017 Payroll Schedules**
Click above to see the Barnard 2015-2016 academic year Payroll Schedule.

To approve your employee(s) timesheets, you can either click the 'Timesheet Management Login' link in the middle of the Employer Home Page

OR

Click the 'TimesheetX Employer Home (To Do Items)' link found on the Employers & Administrators horizontal menu at the top left section of your screen.

Review Your Employee's Timesheet

- You will be placed on the TimesheetX 'To-Do Items' page.

Welcome, Test On Campus Employer

To Do Items

Cost center

- All Cost Centers
- A Better Chance : General (10_00_9901_000000_115703)
- Admissions Office : General (10_05_5020_000000)
- Biological Sciences : Hughes Curric Dev (21_04_0505_420493_592712)

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 (21)
- Resubmitted By Employee (0)
- Pending Approval (0)

Filter by employee

First Name

Last Name

Select All / De-Select All

Show 25 results per page

1 to 21 of 21 | << < > >> |

- Select a cost center from the dropdown (if you have permission to complete time sheets for more than one cost center).
- You may need to click on the radio button 'Show all time sheets regardless of being a primary supervisor' to view time sheets you may be designated as the secondary supervisor.

Filter Timesheets by Employee

Welcome, Test On Campus Employer

To Do Items

Cost center: A Better Chance : General (10_00_9901_000000_115703)

Only show time sheets for Jobs I supervise
 Show all time sheets in the selected Cost Center

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 (9)
 Resubmitted By Employee (0)
 Pending Approval (0)

Filter by employee

First Name: R
Last Name: Rogers1

Currently filtering by name: *r rogers1* ([remove name filter](#))

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 9 of 9 | << > >>

Timesheet Status: Delinquent

September 6, 2016 - September 14, 2016

Name	Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> Roy a Rogers1	Test On-Campus FWS Job - 11/09/16			9/15/2016 11:59 PM	Never Started

➤ To filter all time sheets on your 'To Do Items' page for one specific employee, simply enter the initial of the employee's first name and entire last name. Then, click the 'Filter by Employee' button. All their time sheets not currently finalized will be presented to the Supervisor/Administrator user.

➤ If you wish to remove this filter to see all employees on your 'To Do Items' again, click the 'Remove Name Filter' link.

Review Your Employee's Timesheet

Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Employer

To Do Items

Cost center: All Cost Centers

Only show time sheets for Jobs I supervise
 Show all time sheets in the selected Cost Center

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 (1)
 Delinquent Timesheets (20)
 Resubmitted By Employee (0)
 Pending Approval (1)

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 << < > >>

- When entering into this screen, all the timesheet status boxes will be checked. This will ensure all timesheets (in any status) are being presented to the supervisor.
- To locate time sheets requiring approval, you can uncheck the other timesheet status boxes and leave the box checked next to the 'Pending Approval' status only.

Review Your Employee's Timesheet

- Once you've located the timesheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.

Mouse over:

Student Roy a Rogers1
Cost Center A Better Chance : General (10_00_9901_000000_115703)
Job Title Office Assistant 11/18
Status Pending Approval
Pay Period November 10 - November 23, 2016
Deadline *November 23, 2016 11:59 PM*

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 10, 2016	8:00 AM	8:15 AM	0	0.25
Total:				0.25 hrs

Details:

Student Roy a Rogers1
Job Title Office Assistant 11/18
Status Pending Approval
Pay Period November 10 - November 23, 2016
Deadline *November 28, 2016 12:00 PM*

Please remember to enter at least a 1/2 hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the 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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Thursday, November 10	8:00 AM	8:15 AM	--	15 mins	Edit	Delete
Total:				15 mins		

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

Welcome, Test On Campus Employer

To Do Items

Cost center All Cost Centers

Only show time sheets for Jobs I supervise
 Show all time sheets in the selected Cost Center

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 (1)
 Delinquent Timesheets (20)
 Resubmitted By Employee (0)
 Pending Approval (1)

Filter by employee
 First Name:
 Last Name:

Select All / De-Select All
 Show 25 results per page

Timesheet Status: Pending Approval

November 10 - November 23, 2016

Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/> Roy a Rogers1	Office Assistant 11/18	0.25	0	11/28/2016 12:00 PM	12/6/2016 8:49 AM

Approve Your Employee's Timesheet

- 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.

The screenshot displays the TimesheetX web application interface. At the top, there is a navigation menu with options: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the menu, a welcome message reads "Welcome, Test On Campus Employer".

The main content area is titled "To Do Items". It features a "Cost center" dropdown menu set to "A Better Chance : General (10_00_9901_000000_115703)". Below this are two sets of radio buttons for filtering timesheets:

- Only show time sheets for Jobs I supervise
- Show all time sheets in the selected Cost Center
- Only show time sheets for which I am the primary supervisor
- Show all time sheets regardless of being a primary supervisor

There are also filter sections for "Filter by timesheet status" and "Filter by employee". The "Filter by timesheet status" section includes checkboxes for "Returned To Supervisor (0)", "Incomplete By Supervisor (1)", "Delinquent Timesheets (8)", "Resubmitted By Employee (0)", and "Pending Approval (1)". The "Filter by employee" section includes input fields for "First Name" and "Last Name", and a "Filter by employee" button.

A toolbar contains several icons: "Export Summary", "Export Details", "Print Timesheets", "Approve Timesheets" (highlighted with a red arrow), "Reject Timesheets", "Dismiss Timesheets", "Take Possession", and "Email Students". Below the toolbar, there is a "Select All / De-Select All" checkbox, a "Show 25 results per page" dropdown, and a pagination control showing "1 to 1 of 1".

The main data area is titled "Timesheet Status: Pending Approval" and shows a table of timesheets for the period "November 10 - November 23, 2016". A red arrow points to a checkbox in the first row of the table.

	Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Roy a Rogers1	Office Assistant 11/18	0.25	0	11/28/2016 12:00 PM	12/6/2016 8:49 AM	

Edit Your Employee's Timesheet

- Before approving the timesheet, if you need to make changes, click 'Edit' after clicking on the magnifying glass on the To-Do Items page.
- The timesheet will now be locked to you until you approve your changes.
- You can also delete or add new entries.
- After changes are completed, you may approve the timesheet by clicking 'Approve'.

Manage Time Sheet

Student Roy a Rogers1
Job Title Office Assistant 11/18
Status Pending Approval
Pay Period November 10 - November 23, 2016
Deadline *November 28, 2016 12:00 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 appl 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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Thursday, November 10	8:00 AM	8:15 AM	--	15 mins	Edit	Delete
» Add New Entry				Total:	15 mins	

Reject your Employee's Timesheet

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

The screenshot shows a web application interface for managing time sheets. At the top, there is a navigation bar with tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the navigation bar, the page title is 'Manage Time Sheet'. The main content area displays the following information:

- Student:** Roy a Rogers1
- Job Title:** Office Assistant 11/18
- Status:** Pending Approval
- Pay Period:** November 10 - November 23, 2016
- Deadline:** *November 28, 2016 12:00 PM*

Below this information, there is a paragraph of instructions: "Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the appl 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".

The main part of the interface is a table titled 'Time Sheet Entries' with the following structure:

Date	Start	End	Break	Hours	Edit	Delete
Thursday, November 10	8:00 AM	8:15 AM	--	15 mins	Edit	Delete
» Add New Entry						
				Total:	15 mins	

At the bottom of the interface, there are three buttons: 'Approve', 'Reject', and 'Lock'. A red arrow points to the 'Reject' button.

Reject your Employee's Timesheet

- You may utilize the default reject reason text or make any updates then click 'Reject Time Sheet.'
- An e-mail will be sent to the student notifying them their time sheet has been rejected.

Home Employees JobX TimesheetX Reporting Access & Audit Help

Reject Time Sheet

Student Roy a Rogers1
Job Title Office Assistant 11/18
Status Pending Approval
Pay Period November 10 - November 23, 2016
Deadline *November 28, 2016 12:00 PM*

Describe the reason for the rejection below:
Because of its current status, this time sheet will be rejected to the student.

The message below will be e-mailed to the student and added to the time sheet notes:

Your timesheet had been sent back (rejected) due to one of these issues:

- You requested the timesheet be returned to allow for additional time entries or corrections.
- You supervisor has requested the timesheet be returned to allow for additional time entries or corrections.
- Your hire request has just been approved and your timesheet are being

Reject Time Sheet Cancel

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 10	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

Timesheet Control Panel

The screenshot shows a web application interface with a navigation menu at the top containing: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below the menu is the 'My Control Panel' section, which includes a welcome message for 'Test On Campus Employer'. A 'Cost Center' dropdown menu is set to 'Admissions Office : General (10_05_5020_000000)'. Two radio buttons are present: 'Only show time sheets for Jobs I supervise.' (selected) and 'Show all time sheets in the selected Cost Center.'. Below this is a section titled 'Jobs for which I am the primary supervisor' containing a table with one row: 'Test On Campus Job', with links for 'Manage Job' and 'View Hires'.

- The Timesheet Control Panel is where Supervisors can access/manage job and hire information for which they are a primary supervisor.
- The Timesheet Control Panel can be accessed by clicking on the Timesheet Control Panel option under TimesheetX on the menu bar.

Timesheet Control Panel

- Click on View Hires link.
- To view the student's current time sheet, click 'Go to time sheet' under the 'Current Time Sheet' section.
- To view all time sheets for the student, click 'All time sheets'.

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

My Control Panel

Welcome, Test On Campus Employer

Cost Center
 Admissions Office : General (10_05_5020_000000) ▼

Only show time sheets for Jobs I supervise.
 Show all time sheets in the selected Cost Center.

Jobs in the selected cost center(s)

Admissions Fellow	Manage Job	View Hires
Test On Campus Job	Manage Job	View Hires

My Control Panel

Welcome, Test On Campus Employer

Cost Center
 Admissions Office : General (10_05_5020_000000) ▼

Only show time sheets for Jobs I supervise.
 Show all time sheets in the selected Cost Center.

Jobs for which I am the primary supervisor

Test On Campus Job [Manage Job](#) [View Hires](#)

Student Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Roy a Rogers1	Details	Go to time sheet	All time sheets	950.00	587.25	7/1/2016 - 5/12/2017	10.00	Active

Manage Hire Details

My Control Panel

Welcome, Test On Campus Employer

Cost Center
Admissions Office : General (10_05_5020_000000)

Only show time sheets for Jobs I supervise.
 Show all time sheets in the selected Cost Center.

Jobs for which I am the primary supervisor

Test On Campus Job

Student Name	Extras	Current Time sheet	All Time sheets
Roy a Rogers1	Details	Go to time sheet	All time sheets

Edit this Hire Instance

Status : Active

Wage 10.00

Expected Hours Per Week 10.00

Hire Start Date 07-01-2016

Hire End Date 05-12-2017

Pay Schedule Barnard Bi-Weekly

Primary Supervisor Test On Campus Employer

Secondary Supervisors

- Aaron Winston Kinard
- Abby Boeke
- Abby G Lee
- Abigail Beshkin
- Abigail Feder-Kane

Add >>> <<< Remove

Submit Cancel

- To manage hire details (e.g., primary/secondary supervisors, expected hours p/week, hire start/end date, etc.) via the Timesheet Control Panel, click on the employee's name. Then, edit the applicable hire data and click the 'Submit' button to save your entries.
- **Important Note:** Supervisors are not authorized to manage an employee's wage or pay schedule. These changes must be made by an authorized Barnard College TimesheetX Administrator.

View Pay Period Information

- Once inside a specific timesheet, to view Pay Period Details, click on the 'Pay Period Info' tab.

Home Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

Student Roy a Rogers1
Job Title Test On Campus Job
Status Approved
Pay Period November 24 - December 7, 2016
Deadline December 9, 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 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 op

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

Pay Period Info Hire Details Awards Supervisors Accounts Notes

November 24 - December 7, 2016
Start - Thursday, November 24, 2016
End - Wednesday, December 7, 2016
Student Deadline - Thursday, December 8, 2016 (11:59PM)
Supervisor Deadline - Friday, December 9, 2016 (11:59PM)
Pay Date - Friday, December 16, 2016

View Hire Details

- Once inside a specific time sheet, to view Hire Details, click on the 'Hires Details' tab.

Home Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

Student Roy a Rogers1
Job Title Test On Campus Job
Status Approved
Pay Period November 24 - December 7, 2016
Deadline December 9, 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 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 op

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

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

Hire Details

Title - Test On Campus Job
Cost Center - Admissions Office : General (10_05_5020_000000)
Wage - \$10.00
Hire Start - Friday, July 1, 2016
Hire End - Friday, May 12, 2017

View Award Information

- Once inside a specific time sheet, to view Award Details, click on the 'Awards' tab. The award details will include the award type, award period, original award amount and remaining award balance.

The screenshot displays the 'Manage Time Sheet' interface. At the top, there is a navigation bar with tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below this, the 'Manage Time Sheet' section shows details for a student named Roy a Rogers1, with a job title of 'Test On Campus Job', status of 'Approved', pay period from November 24 to December 7, 2016, and a deadline of December 9, 2016 at 11:59 PM. A note below states: 'Please remember to enter at least a ½ hour break after working 6 consecutive hours. To enter a 30 minute break, please enter the appropriate 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.' Below the note is a 'Time Sheet Entries' table with columns for Date, Start, End, Break, and Hours. The table shows an entry for Thursday, November 24, from 8:00 AM to 8:15 AM with a 15-minute break. A 'Total' row shows 15 minutes. Below the table is a tabbed interface with tabs for Pay Period Info, Hire Details, Awards, Supervisors, Accounts, and Notes. A red arrow points to the 'Awards' tab. The 'Awards' section shows a table with columns for Amount, Original Amount, Award Period, and Award Type. The table contains one row: \$587.25, \$950.00, 2016 Academic Year, and Federal Work-Study.

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

Amount	Original Amount	Award Period	Award Type
\$587.25	\$950.00	2016 Academic Year	Federal Work-Study

View Supervisor and Account Information

- Once inside a specific time sheet, to view Supervisor and Accounts, click on the 'Supervisors' or 'Accounts' tab.
- The Accounts tab will present gross earnings for any time entered on that time sheet, to date.

Home Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

Student Roy a Rogers1
Job Title Test On Campus Job
Status Approved
Pay Period November 24 - December 7, 2016
Deadline December 9, 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 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 minutes.

Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

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

Primary Supervisor
Test On Campus Employer

Secondary Supervisors
None

Home Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

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Time Sheet Entries				
Date	Start	End	Break	Hours
Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

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

Accounting Info
Effective Friday, July 1, 2016

Amount	Account	Description	Rate
~\$2.50	2016 Academic Year	Federal Work-Study (FWS)	100.0%

View Time Sheet Notes and Audit History

- To view Time Sheet Notes and Audit History, click on the 'Notes' tab.
- A Supervisor, Administrator, or Employee may enter a manual note by clicking the 'Add Note +' link.
- Once the note has been entered, click the 'Add Note' to save the entry.

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Employees
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Reporting
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Help

Manage Time Sheet

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Thursday, November 24	8:00 AM	8:15 AM	--	15 mins
Total:				15 mins

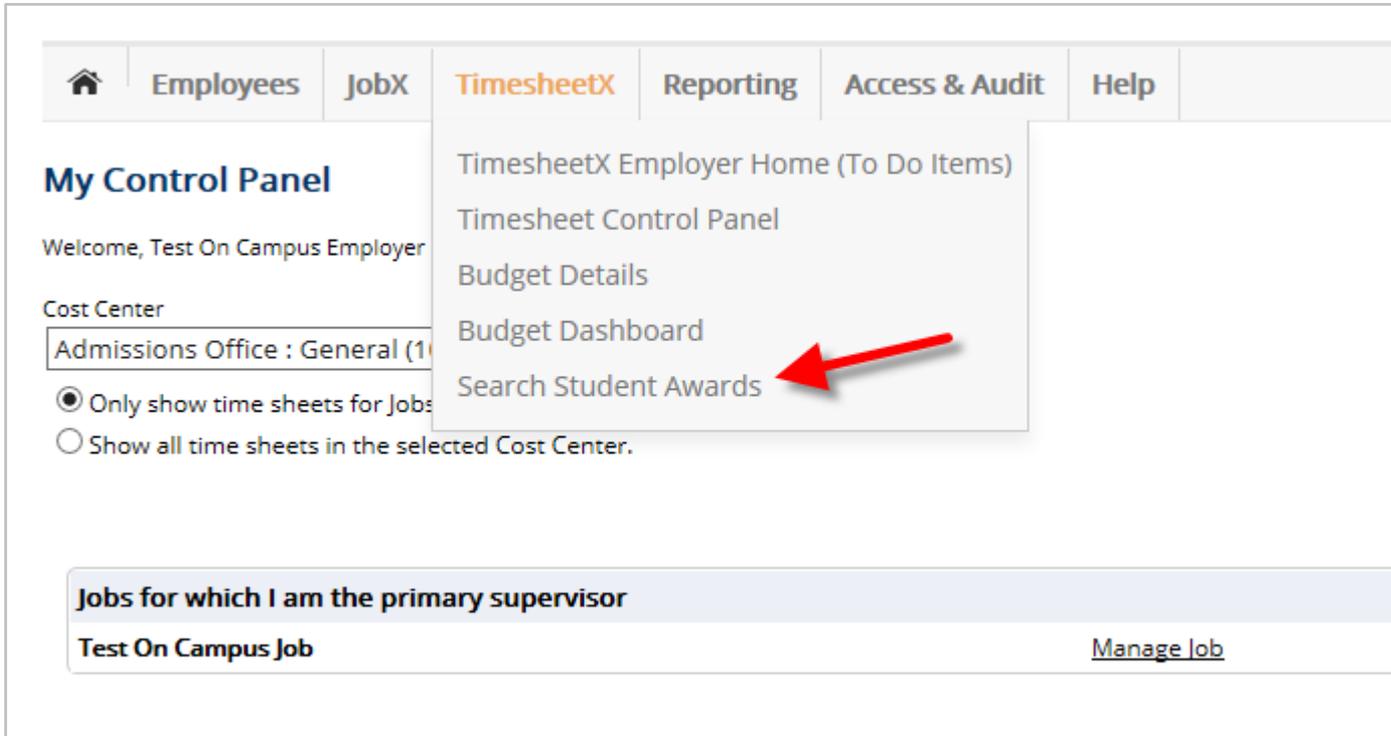
Pay Period Info
Hire Details
Awards
Supervisors
Accounts
Notes

Time Sheet Notes

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

Note Type	User	Date
Time Sheet Approved	Tuesday, December 6, 2016 10:46 AM	Test On Campus Employer
Time sheet Approved.		
Entry Added	Tuesday, December 6, 2016 10:46 AM	Test On Campus Employer
Timesheet Entry Added		
Unknown Type	Tuesday, December 6, 2016 10:46 AM	Test On Campus Employer
The time sheet was started by a supervisor or administrator.		

Search / View Award Details



The screenshot displays the TimesheetX web application interface. At the top, there is a navigation menu with tabs for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The TimesheetX tab is active, and a dropdown menu is open, showing options: TimesheetX Employer Home (To Do Items), Timesheet Control Panel, Budget Details, Budget Dashboard, and Search Student Awards. A red arrow points to the 'Search Student Awards' option. Below the navigation menu, the 'My Control Panel' section is visible, including a welcome message for 'Test On Campus Employer', a 'Cost Center' dropdown menu set to 'Admissions Office : General (1)', and radio buttons for 'Only show time sheets for Jobs' (selected) and 'Show all time sheets in the selected Cost Center.' At the bottom, there is a section titled 'Jobs for which I am the primary supervisor' with a table listing 'Test On Campus Job' and a 'Manage job' link.

- Supervisors have a fast and easy way to view a specific student's award information.
- Click the 'Search Student Awards' from the TimesheetX menu option at the top of your screen.

Search / View Award Details

Welcome: Taige Test Employer | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Supervisor Employee Search Panel

Find Employees, Awards and Class Schedules:

First Name:

Last Name:

Employee Id:

Search Results:

Employees Roy a Rogers1

- Enter the student's last name or Employee ID.
- Click the student's name link.

Search / View Award Details

Home Employees JobX TimesheetX Reporting Access & Audit Help

Roy a Rogers1
Employee Details

Current Awards

Award Name	Amount	Balance	Term
Federal Work-Study	\$950.00	\$587.25	2016 Academic Year (09/06/2016 - 05/12/2017)

- Student award information will be displayed.

Questions?

