Supervisor Training

BARNARD WORKS
STUDENT EMPLOYMENT SERVICES
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?cpId=6

Click the Employers link
Click the ‘Job Management Login’ link.

Enter your Email Address and Password then click Login.
How to Add/Edit a JobX Job Listing
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.
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.
Add a Job – Step 2 – Review Job Application

- 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.
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!

- 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.
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)
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.
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)

- 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)

➢ 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

- 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

- 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.
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?
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

- 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

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 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.
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.
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
Please navigate to the following URL and click the ‘Employers’ link

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

- 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

➢ 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

- 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 timesheet individually.
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.
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’.
Reject your Employee’s Timesheet

If you need to reject the timesheet back to the student, click 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.
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.’
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.
View Hire Details

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

### 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 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 option.

### Time Sheet Entries

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Break</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 24</td>
<td>8:00 AM</td>
<td>8:15 AM</td>
<td>--</td>
<td>15 mins</td>
</tr>
</tbody>
</table>

**Total**: 15 mins

### 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.
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.
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.
Search / View Award Details

- 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.
Enter the student’s last name or Employee ID.

Click the student’s name link.
Search / View Award Details

Roy a Rogers

Employee Details

Current Awards

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Amount</th>
<th>Balance</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work-Study</td>
<td>$950.00</td>
<td>$587.25</td>
<td>2016 Academic Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(09/06/2016 - 05/12/2017)</td>
</tr>
</tbody>
</table>

- Student award information will be displayed.
Questions?