Next Gen Web Solutions
Student Employment

Employer Training Template
Student Employment Suite

JobX + TimesheetX = Total Solution

• **JobX** helps schools automate the job posting, hiring, and reporting process for students, employers, and 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:

• Job posting control
• Custom applications
• E-mail alerts
• Streamlined hiring
• Broadcast e-mail tools for student communication
TimesheetX

Benefits for Employers:

- No math errors
- No sloppy handwriting
- No late time sheets
- Automated warnings
- Web accessibility
- Deadline reminders
- E-signature enabled
- Easy to use
School Specific

• You site has YOUR School look and feel
• Your site has YOUR School accounts & departments
• Your site has been configured to support YOUR School processes
Today’s Demo

• Employer posts job
• Employer hires student
• Employer approves time
First Time?
Request a Login
1. Navigate to [https://hunter.studentemployment.ngwebsolutions.com](https://hunter.studentemployment.ngwebsolutions.com)
2. Click ‘On-Campus Employers’
IF YOU DON’T HAVE A LOGIN YET, YOU MUST CREATE ONE

Click ‘Request a Login’
1. The following information is required:
   - First Name
   - Last Name
   - School E-mail address
   - Password
   - Employer (select your primary department from the list)
   - Title
2. If you need to be able to manage jobs and timesheets for additional departments, state which ones in the ‘Notes’ section.
3. Click ‘Submit’ to send your request to the Financial Aid Office.
THE FINANCIAL AID OFFICE WILL CONTACT YOU WHEN YOUR ACCOUNT IS APPROVED
1. Once you have received notification from the Hunter SEO office that you have a Login Id, navigate to [https://hunter.studentemployment.ngwebsolutions.com](https://hunter.studentemployment.ngwebsolutions.com) and click ‘On-Campus Employers’

2. Click ‘Job Management Login’
FORGOT YOUR PASSWORD? NO WORRIES!
Click the link in ‘Help! I forgot my password!’
1. Enter the e-mail address you used when you signed up.
2. Click ‘Submit’
Please check your email in a few minutes for instructions to reset your password.

If you have not received an email within that time, please click the BACK button and be sure:

- You do not have any typos in the email address you submitted.
- You entered the email address that you originally used to register for this site. The email addresses must match exactly.
- Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please contact the Student Employment administrator.

Check your e-mail after a few minutes.
Click the link in the e-mail.
Enter a password and click ‘Submit’
Click the link for Employers to continue to the Job Control Panel.
Post A Job
Log in with your e-mail address and password
If you only have posting permissions for one department, you will not see a ‘Filter Employers’ box. This only appears when you have posting permissions for more than one department.
Select the department for which you want to post a job
1. Click ‘Add a new job…’
2. If you only have posting permissions over one department, the ‘Filter Employers’ will not appear. Instead, click the ‘Add a new job…’ link.
1. Select the Job Category
2. Enter a job description and job requirements
3. Enter the number of available openings
4. Enter the range of hours per week that will be worked
5. Enter a Start Date and End Date for the job. You may enter text instead of a date (i.e. ASAP, End of Year, etc.)
6. Select the Time Frame for the job
1. Select the appropriate wage range for the job.
2. Select a Funding Source (if applicable). You must select at least select one.
1. Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.

2. If you wish to designate a secondary contact, select the person’s name from the list and click the ‘Add >>>’ button.

3. You may optionally enter a Phone Number, a Fax Number, an alternate E-Mail Address, and a Work Location if you wish.

4. Click ‘Submit’ to continue.
Click ‘Click here when finished’ to save the job application.
1. Select ‘As soon as possible’ from the list on question #1 if you want the job to be reviewed for approval immediately.

2. If you want to save the job for later, select ‘Later-I need to review it myself’. The job will go to Storage for later review.
1. If you want the job to be immediately listed after it has been approved, select ‘Yes, immediately.’

2. If you want the job to be approved, but not posted, select ‘No, put it in storage for me.’
1. If you want to notify students who have subscribed to JobMail, select ‘Yes, send JobMail.’ If your job matches the student’s job criteria within their JobMail subscription, they will be e-mailed immediately about your job.
2. If you do not want to send JobMail, select ‘No, do not send JobMail.’
You may choose to list your job up to 100 days (14 Weeks, 2 days)
1. **Click the button labeled ‘Click here to finish!’**
2. **Your job will be submitted to the Financial Aid Office for approval.**
You may either print your job details or click ‘Return to your control panel’ to view your job.
If you want to edit the job or view the job details, click the ‘Manage Job’ link next to your job posting.
1. You may edit your job posting, view the application, or request that the job status be changed.
2. To go back to your Job Control Panel, click ‘Job Control Panel’ in the NavBar on the left.
Your Job Is Approved!
You may hire a student one of two ways. You may hire them as a walk-in candidate by clicking ‘Manage Job’, then clicking on ‘Hire a Student’ on the ‘Manage Job’ page, or…
1. You may hire them if they applied online.
2. Click the ‘View Applicants’ link to hire an online applicant.
1. Click ‘View’ link next to the student’s name to review the application.
2. Click ‘Resume’ link next to the student’s name to review the student’s Resume.
How do I reject a student?
After selecting view applicants, click ‘Rejection’ next to the E-mail Applicants section.
This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected. Note: Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

You may change the text in the body of the e-mail, then click on the “Send” button.
How do I contact a Student if I wish to set up an interview?
After selecting view applicants, click ‘Greetings’ next to the E-mail Applicants section.
This feature is utilized to set up interview schedules. Note: Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

You may change the text in the body of the e-mail, then click on the “Send” button.
Hiring a Student
If you wish to hire the student, click ‘Hire’ next to their name.
1. The student’s name is automatically selected for you.
2. Click ‘Go to step 2’ to continue.
Click ‘Select Student’ to verify the correct student is selected.
Click ‘Continue to next step’ to continue.
1. You may edit the information prior to establishing the hire.
2. Click ‘Continue to Timesheet’ to begin establishing the timesheet.
1. If the job is not listed, click ‘Click Here to Create New Job’.
2. If the job is listed in the drop-down box, select it.
1. Select a primary supervisor and designate any secondary supervisors.
2. If you select a secondary supervisor, that person will be able to manage timesheets as well.
3. Select the Pay Schedule
4. Click on the “Create Hire” button to complete the hire process.
Click ‘Return to Job Control Panel’ to return to your jobs.
Hire Approved!

Student Completes a Timesheet!

Approve The Timesheet!
1. Navigate to http://Hunter.studentemployment.ngwebsolutions.com and click ‘On-Campus Employers’
2. Click ‘Timesheet Management Login’ to access the timesheets for jobs in your Cost Center.
1. If you approve timesheets for more than one cost center, first select a cost center from the drop-down box at the top.
2. Click ‘Review’ next to the timesheet you wish to review.
1. If you need to make changes to the timesheet, click ‘Edit’ next to the entry you wish to modify.
2. The timesheet will now be locked to you until you save your changes.
1. You may edit the Start, End, or Break hours and then click ‘Update’.
2. You may click ‘Add New Entry’ if you wish to add another entry.
If you need to reject the timesheet back to the student, click ‘Reject Time Sheet’
REJECT A TIMESHEET

1. Enter the reason you are rejecting the timesheet and click ‘Reject Time Sheet’.
2. An e-mail will be sent to the student notifying them that their timesheet has been rejected.
To approve the timesheet, click ‘Approve Time Sheet’
1. Click ‘Go to my To-Do List’ to review other timesheets
2. To view the Supervisor Control Panel, click ‘Go to my Control Panel.’
1. The Supervisor Control Panel is where Supervisors can access information about the jobs for which they are a primary supervisor.
2. Supervisors can manage their jobs and timesheets from this page.
To access timesheets, first click ‘View Hires’ to see everyone who is hired for the selected cost center.
1. To view the student's current timesheet, click ‘Go to time sheet’ under the ‘Current Time Sheet’ section.

2. To view all timesheets for the student, click ‘All time sheets’.
1. To view a history of the timesheets, as well as any notes entered by the student, click ‘Go to Timesheet’.
2. Then, click on the ‘Notes’ tab.
Details of the student’s timesheet history are displayed and any notes the student may have submitted.
WE’RE FINISHED!
QUESTIONS