



# **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**

**office of**  
**FINANCIAL AID**  
HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

WELCOME TO THE HUNTER COLLEGE  
OFFICE OF FINANCIAL AID WEBSITE

Welcome to Student Employment!

**Important Information**

**More Than Just Our Look Has Changed:**  
As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

**Job Listings Now Available:**  
To search the listings now, [click here](#).

**Students**  
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

**On-Campus Employers**  
Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.

**Off-Campus Employers**  
Off-campus employers may post job opportunities for students. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

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WEB SOLUTIONS

1. Navigate to <https://hunter.studentemployment.ngwebsolutions.com>
2. Click 'On-Campus Employers'



## IF YOU DON'T HAVE A LOGIN YET, YOU MUST CREATE ONE



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[Student Employment Home](#)

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[Log In](#)

[Request Login Permission](#)

[Contact Us](#)

[Log Out](#)

### On-Campus Employer Home Page

#### Student Employment News

Welcome to the Student Employment website!

#### Forms and Information

General information about posting jobs, hiring, and access to all University student employment forms.

#### Suggestion Box

Send us your suggestions, ideas, or concerns!

#### Employer Tools

#### Job Management Login

Login to post jobs, hire students, and access student 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.


#### User's Guide [DOC] [PDF]

Download the Web site User's



**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.



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Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us


**Request Permission To Use This Site**

You must be a registered user to post jobs on the Student Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

LDAP ID	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Full Email Address <small>Example: yourself@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Choose a Password <small>Passwords are case-sensitive.</small>	Enter Password: <input type="password"/> Re-Enter Password: <input type="password"/>

**Please choose the employer for which you work from the list below.**

Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text"/>
Notes <small>If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire students in more departments than the one you indicated with the pull-down menu above.</small>	<input style="width: 100%; height: 50px;" type="text"/>

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**Thank you for submitting a log-in request. It will be reviewed as soon as possible, and you will receive email once it is approved.**

[Student Employment Home](#)

[Students](#)

[On-Campus Employers](#)

[Off-Campus Employers](#)

[Contact Us](#)

**THE FINANCIAL AID OFFICE WILL CONTACT YOU WHEN YOUR ACCOUNT IS APPROVED**



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Student Employment  
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## On-Campus Employer Home Page

### Student Employment News

Welcome to the Student  
Employment website!

#### Forms and Information

General information about  
posting jobs, hiring, and access  
to all University student  
employment forms.

#### Suggestion Box

Send us your suggestions,  
ideas, or concerns!

### Employer Tools

#### Job Management Login

Login to post jobs, hire  
students, and access student  
applications.

#### Timesheet Management Login

Login to manage your  
timesheets.

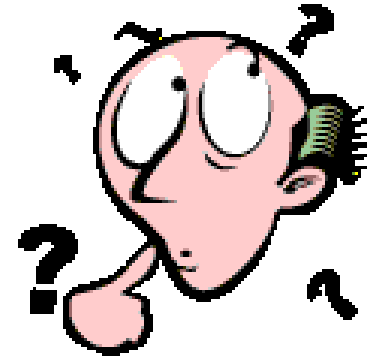
#### Request a Login

Click above if you are an On-  
Campus Employer who has  
**never** logged in before.

#### User's Guide [DOC] [PDF]

Download the Web site User's

1. Once you have received notification from the Hunter SEO office that you have a Login Id, navigate to <https://hunter.studentemployment.ngwebsolutions.com> and click 'On-Campus Employers'
2. Click 'Job Management Login'



**FORGOT YOUR PASSWORD? NO WORRIES!**





Student Employment Home

Log Out

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Please Log In!

Email Address

Password

You are required to log-in to use the system.  
Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

**Employers**, don't have a password? Request permission to post jobs by clicking [here](#).

**Help!** I forgot my password! (If so, click [here](#)).



**Click the link in 'Help! I forgot my password!'**



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**Student Employment  
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**On-Campus  
Employers**

**Off-Campus  
Employers**

**Contact Us**

**If you forgot your password...**

If you forgot your password, please enter your email address below. A link to reset your password will be sent to you by email.

**Please be sure to enter you email address carefully.** For security reasons, the system will NOT notify you if there is no matching email address. Enter in exact form the email address you used originally to register for this site.

Your email address:



Submit



- 1. Enter the e-mail address you used when you signed up.**
- 2. Click 'Submit'**



**Student Employment  
Home**

**Students**

**On-Campus  
Employers**

**Off-Campus  
Employers**

**Contact Us**

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**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.**



From:  aristalia@hunter.cuny.edu  
To: taige.haines@ngwebsolutions.com  
Cc:  
Subject: Reset your password

Sent: Thu 10/09/2008 2:06 PM

To reset your password, please click here: [https://hunter.studentemployment.nelnet.net/Chm\\_ResetPassword.aspx?UserId=16481&P=OF2F18AA0A277009BCODE50B9DD3DAEB](https://hunter.studentemployment.nelnet.net/Chm_ResetPassword.aspx?UserId=16481&P=OF2F18AA0A277009BCODE50B9DD3DAEB)

**Click the link in the e-mail.**



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**Student Employment**  
Home

**Students**

**On-Campus**  
**Employers**

**Off-Campus**  
**Employers**

**Contact Us**

**Reset your password**

Please enter a new password in the boxes below.

New password:

Confirm password:

**Enter a password and click 'Submit'**



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[Student Employment Home](#)

Your password has been reset.

[Students](#)

Employers, [Click here](#) to continue.

[On-Campus Employers](#)

[Contact Us](#)

Students, [Click here](#).

**Click the link for Employers to continue to the Job Control Panel.**





[Student Employment Home](#)

[Log Out](#)

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Please Log In!

Email Address

Password

You are required to log-in to use the system.  
Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

**Employers**, don't have a password? Request permission to post jobs by clicking [here](#).

**Help!** I forgot my password! (If so, click [here](#)).

**Log in with your e-mail address and password**

Welcome, Taige Test Employer 2  
Monday, August 08, 2011

**Filter Employers:**

Show Jobs From All My Employers

Only show "my" jobs

Show all jobs within selected employer(s)

To add a job, please select an employer.

**:: CURRENTLY LISTED JOBS**

No jobs are currently listed.

**:: Jobs which are pending approval**

**Admissions**

Ref# 4174                      Technology                      [Manage Job](#)

**:: Review Mode Jobs**

**Accounts Payable**

Ref# 3967    Clerical Assistant    [Manage Job](#)    [View Applicants \(60\) \(60 New\)](#)    Listed: 12/9/2008

**Admissions**

Ref# 4235    Clerical                      [Manage Job](#)    [View Applicants \(0\)](#)                      Listed: 3/1/2011

Ref# 3969    Other                              [Manage Job](#)    [View Applicants \(48\) \(48 New\)](#)    Listed: 3/4/2011

**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.**



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Welcome, Taige Test Employer 2  
Monday, August 08, 2011

**Filter Employers:**

Accounts Payable  
Show Jobs From All My Employers  
Accounts Payable  
Admissions

Only show "my" jobs

Show all jobs within selected employer(s)

*ts Payable*

**:: CURRENTLY LISTED JOBS**

No jobs are currently listed.

**:: Review Mode Jobs**

Ref# 3967 Clerical Assistant [Manage Job](#) [View Applicants \(60\) \(60 New\)](#) Listed: 12/9/2008

**Select the department for which you want to post a job**



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Welcome, Taige Test Employer 2  
Monday, August 08, 2011

Filter Employers:

Accounts Payable

Only show "my" jobs

Show all jobs within selected employer(s)

**Add a new job for Accounts Payable**

:: CURRENTLY LISTED JOBS

No jobs are currently listed.

:: Review Mode Jobs

Ref# 3967 Clerical Assistant [Manage Job](#) [View Applicants \(60\) \(60 New\)](#) Listed: 12/9/2008


:: Jobs in Storage

Ref# 3968 Clerical [Manage 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**



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[Log Out](#)

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

<b>Job Category</b> <small>#2</small>	Choose one... <span style="float: right;">▼</span>
<b>Job Title</b> <small>Example: Front Desk Receptionist</small>	<input style="width: 95%;" type="text"/>
<b>Job Description</b> <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Job Requirements</b> <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Number of Available Openings</b>	<input style="width: 80%;" type="text"/>
<b>Hours per Week</b>	10.0 <span style="margin: 0 5px;">to</span> Same <span style="float: right;">▼</span>
<b>Start Date</b> <small>Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "ASAP").</small>	<input style="width: 95%;" type="text"/>
<b>End Date</b> <small>Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "At completion of project").</small>	<input style="width: 95%;" type="text"/>
<b>Time Frame</b> <small>#2</small>	Choose one... <span style="float: right;">▼</span>
<b>Base pay rate:</b> <small>Choose one:</small>	<input style="width: 80%;" type="text"/>
<b>Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.</b>	
<b>Contact Person</b> <small>#2</small>	Choose one... <span style="float: right;">▼</span>
<b>Secondary Contact People</b> <small>#2</small>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="flex: 1;"> <p>John Battaglia Maura Zoehler Tape Test Employer 2</p> </div> <div style="margin-left: 10px;"> <p>Add &gt;&gt;&gt;</p> <p>&lt;&lt;&lt; Remove</p> </div> </div>
<b>Phone Number</b> <small>Leave blank if you do not wish students to see this information.</small>	<input style="width: 95%;" type="text"/>
<b>Fax Number</b> <small>Leave blank if you do not wish students to see this information.</small>	<input style="width: 95%;" type="text"/>
<b>Email Address</b> <small>Leave blank if you do not wish students to see this information.</small>	<input style="width: 95%;" type="text"/>
<b>Location</b>	<input style="width: 95%;" type="text"/>
Do you wish to collect online applications for this job?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/>	

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1. **Select the appropriate wage range for the job.**
2. **Select a Funding Source (if applicable). You must select at least select one.**

Base pay rate: Choose one:   
Every job must have a base pay rate (the next question). It may also have any number of secondary contact people.

Contact Person: Choose one:   
Undergraduate Level I (\$7.15)  
Undergraduate Level II (\$7.25)  
Undergraduate Level III (\$7.50)  
Undergraduate Level IV (\$7.75)  
Undergraduate Level V (\$8.00)  
Graduate Level (\$9.00)

Secondary Contact People [«?»](#)

Available	Selected
John Battaglia Maura Zoeller Taige Test Employer 2	<input type="button" value="Add &gt;&gt;&gt;"/> <input type="button" value="Remove &lt;&lt;&lt;"/>

Phone Number  
Leave blank if you do not wish students to see this information.

Fax Number  
Leave blank if you do not wish students to see this information.

Email Address  
Leave blank if you do not wish students to see this information.

Location

Do you wish to collect online applications for this job?

Yes  
 No

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.**



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

Contact Person [a?a](#)

Choose one...  
Choose one...  
John Battaglia  
Maura Zoeller  
Taige Test Employer 2  
Taige Test Employer 2

Add >>>  
<<< Remove

Secondary Contact People [a?a](#)

Phone Number  
Leave blank if you do not wish students to see this information.

Fax Number  
Leave blank if you do not wish students to see this information.

Email Address  
Leave blank if you do not wish students to see this information.

Location

Do you wish to collect online applications for this job?  
 Yes  
 No

Submit



Student Employment Home

Job Control Panel

Timesheet To-Do Items

Timesheet Control Panel

Log Out

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WELCOME TO THE HUNTER COLLEGE  
OFFICE OF FINANCIAL AID WEBSITE

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

**This is the online application that will be collected for your job. You may not make changes to it yourself. If you want specific questions to be asked, please contact Student Employment.**

Pending Job Application - Accounts Payable - TEST JOB - DO NOT APPLY

If you are ready:

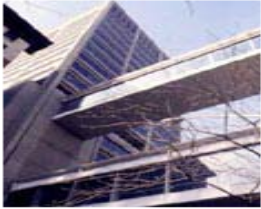
**Note:**

\* Indicates questions which must be answered by the applicant.

A gray background indicates questions which must be asked on every application.

1. First Name	<input type="text"/>
2. Middle Name	<input type="text"/>
3. Last Name	<input type="text"/>
4. E-mail Address	<input type="text"/>
5. Student ID (NetID)	<input type="text"/>

**Click 'Click here when finished' to save the job application.**



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Log Out

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](#)

**Art Education - Assistant**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

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.



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Student Employment Home

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Timesheet Control Panel

Log Out

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**

**Art Education - Assistant**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed? Yes,
4. For how many days do want the job to be listed on the site?

When all the above information looks correct...

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.'



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1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the

When all the above information looks correct...

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.'





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- Student Employment Home
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- Log Out

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](#)

**Art Education - Assistant**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

- 1 week
- 10 weeks, 1 day
- 10 weeks, 2 days
- 10 weeks, 3 days
- 10 weeks, 4 days
- 10 weeks, 5 days
- 10 weeks, 6 days
- 11 weeks
- 11 weeks, 1 day
- 11 weeks, 2 days
- 11 weeks, 3 days
- 11 weeks, 4 days
- 11 weeks, 5 days
- 11 weeks, 6 days
- 12 weeks
- 12 weeks, 1 day
- 12 weeks, 2 days
- 12 weeks, 3 days
- 12 weeks, 4 days
- 12 weeks, 5 days
- 12 weeks, 6 days
- 13 weeks
- 13 weeks, 1 day
- 13 weeks, 2 days
- 13 weeks, 3 days
- 13 weeks, 4 days
- 13 weeks, 5 days
- 13 weeks, 6 days
- 14 weeks
- 14 weeks, 1 day
- 14 weeks, 2 days

**You may choose to list your job up to 100 days (14 Weeks, 2 days)**





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

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**Art Education - Assistant**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

1. Click the button labeled 'Click here to finish!'
2. Your job will be submitted to the Financial Aid Office for approval.



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**Art Education - Assistant**

**Congratulations!** Your job is pending approval, then it will be listed.

**What would you like to do now?**

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

**You may either print your job details or click 'Return to your control panel' to view your job.**



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Welcome, Taige Test Employer 2  
Monday, August 08, 2011

**Filter Employers:**

Accounts Payable

Only show "my" jobs

Show all jobs within selected employer(s)

**Add a new job for Accounts Payable**

:: CURRENTLY LISTED JOBS

No jobs are currently listed.

:: Jobs which are pending approval

Ref# 4325	TEST JOB - DO NOT APPLY	<a href="#">Manage Job</a>
-----------	-------------------------	----------------------------

**If you want to edit the job or view the job details, click the 'Manage Job' link next to your job posting.**



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**Manage Job**

Job Title	Employer	Status
TEST JOB - DO NOT APPLY	Accounts Payable	Pending Approval

**Additional details about this job's status:**

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested **not** to be sent when the job is approved and listed.

<p><b>Update Status</b></p> <p><a href="#">Listed</a> » Click to update listing options</p> <p><a href="#">Review/Hide</a> » Click to cancel approval and change to</p> <p><a href="#">Storage</a> » Click to cancel approval and change to</p>	<p><b>Manage Application</b></p> <p>This job is configured to collect online applications. » <a href="#">View or remove the online application.</a></p>
<p><b>View Applicants</b></p> <p>No applications have been submitted for this job.</p>	<p><b>Hire Student</b></p> <p>You cannot hire students while the job is in this status.</p>

[\[Edit this Job\]](#)

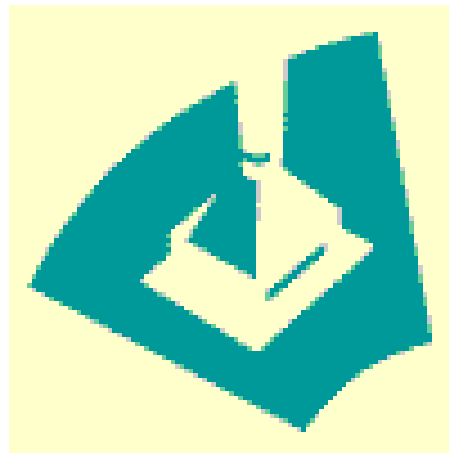
Below is a view of approximately how this job appears to students:

TEST JOB - DO NOT APPLY	
Job ID	4325
Job Type	On-Campus Jobs
Employer	Accounts Payable
Job Category	Clerical
Job Description	test
Job Requirements	test
Available Openings	5
Hours	10.0 hours per week
Hourly Rate	\$7.15/hour
Wage Notes	1
Time Frame	Academic Year
Start Date	
End Date	
Primary Contact	Talge Test Employer 2
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	

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!**



# NOW THAT YOUR JOB IS APPROVED, YOU CAN HIRE A STUDENT!



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Welcome, Taige Test Employer 2  
Monday, August 08, 2011

**Filter Employers:**

Show Jobs From All My Employers

Only show "my" jobs

Show all jobs within selected employer(s)

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Accounts Payable

Ref# 4325 TEST JOB - DO NOT APPLY [Manage Job](#) [View Applicants \(0\)](#) Listed: 8/8/2011

:: Jobs which are pending approval

Admissions

**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...**



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Welcome, Taige Test Employer 2  
Monday, August 08, 2011

**Filter Employers:**

Show Jobs From All My Employers

Only show "my" jobs

Show all jobs within selected employer(s)

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Accounts Payable

Re#	TEST JOB - DO NOT	<a href="#">Manage</a>	<a href="#">View Applicants (1)</a>	Listed:
4325	APPLY	<a href="#">Job</a>	<a href="#">(1 New)</a>	8/8/2011

:: Jobs which are pending approval

Admissions

Re# 4174	Technology	<a href="#">Manage Job</a>
----------	------------	----------------------------

1. You may hire them if they applied online.
2. Click the 'View Applicants' link to hire an online applicant.



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
Timesheet Control Panel

Log Out

**View Job Applications - Accounts Payable - TEST JOB - DO NOT APPLY**

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications									
	<a href="#">App Date</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>	
New!	08-08-2011	Rogers1	Roy	royrogers1@ngwebsolutions.com	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>	



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?**



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**View Job Applications - Accounts Payable - TEST JOB - DO NOT APPLY**

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)



Applications										
	<a href="#">App Date</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>		
New!	08-08-2011	Rogers1	Roy	royrogers1@ngwebsolutions.com	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>		

**After selecting view applicants, click 'Rejection' next to the E-mail Applicants section.**



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Job Application - Accounts Payable - TEST JOB - DO NOT APPLY

[Click here to return to reviewing applications.](#)

Suggested use: To inform students 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 applications.

**Email Applicants - Rejection**

Default: No applicants selected. You must select recipients.

New!  Rogers1, Roy

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@hotmail.com

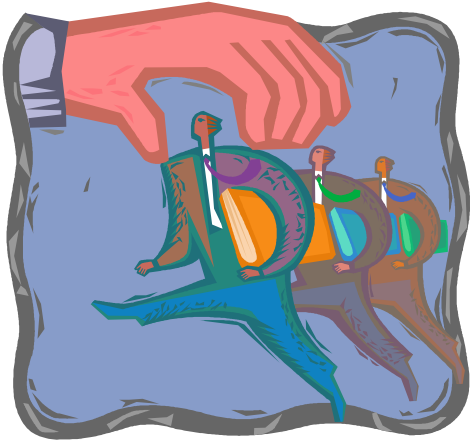
Subject: Job: TEST JOB - DO NOT APPLY - Not Available

Body  
You recently submitted an on-line application for the TEST JOB - DO NOT APPLY 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 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?**





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**View Job Applications - Accounts Payable - TEST JOB - DO NOT APPLY**

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications										
	<a href="#">App Date</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">E-mail</a>	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>		
New!	08-08-2011	Rogers1	Roy	royrogers1@ngwebsolutions.com	<a href="#">Preview</a>	<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>		

**After selecting view applicants, click 'Greetings' next to the E-mail Applicants section.**



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Job Application - Accounts Payable - TEST JOB - DO NOT APPLY

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when 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 - Greeting

Defaults: Applicants selected if not greeted or rejected.

New!  Rogers1, Roy

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@hotmail.com

Subject: Job: TEST JOB - DO NOT APPLY

Body: I am interested in meeting with you to discuss your interest in the TEST JOB - DO NOT APPLY job opening in my department.  
Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

**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





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**View Job Applications - Accounts Payable - TEST JOB - DO NOT APPLY**

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications								
<a href="#">App Date</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">E-mail</a>	Preview	View	Hire	Resume	
08-08-2011	Rogers1	Roy	royrogers1@ngwebsolutions.com		<a href="#">View</a>	<a href="#">Hire</a>	<a href="#">Resume</a>	

**If you wish to hire the student, click 'Hire' next to their name.**





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**Fill the job: "TEST JOB - DO NOT APPLY"**

There are 5 openings for this position. Please choose an on-line applicant or type in the name of student to hire.

<u>Hire an on-line applicant</u>	<u>Hire a candidate who did not apply on-line</u>			
<input type="radio"/> Hire a "walk-in" candidate. Type in candidate's info to the right.	First Name	M.I.	Last Name	Last 4 digits of SSN
<input checked="" type="radio"/> Roy Rogers1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Go to step 2

1. The student's name is automatically selected for you.
2. Click 'Go to step 2' to continue.



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**Fill Job Step 2: Verify Applicants**

The hire candidate could not be immediately verified. Below you will find a list of possible matches for the info provided. Select the correct student and continue to Step 3.

Possible Matches

Roy a Rogers1 :: (royrogers1@ngwebsolutions.com)

Select Student

Cancel

**Click 'Select Student' to verify the correct student is selected.**



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**Fill Job Step 2: Verify Applicants**

Student Validation Summary	
Already Hired:	This student IS NOT already hired. Continue the hiring process.
I-9:	The student has submitted this form.
W4:	The student has submitted this form.
Rights & Responsibilities:	The student has submitted this form.
State Tax Form:	The student has submitted this form.
At Least 6 Credit Hours:	The student has at least 6 Credit Hours.

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

Continue to next step

Cancel

**Click 'Continue to next step' to continue.**



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Step 3: Fill Out Hire Record Info

First Name	Roy
Middle Name	a
Last Name	Rogers1
E-mail Address	royrogers1@ngwebsolutions.com
Wage	<input type="text" value="7.15"/>
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"/>
Employment End Date	<input type="text"/>
Notes	<input type="text"/>
<input type="button" value="Continue to Time Sheet Creation"/> Create a JobX hire request and set up a time sheet.	

1. You may edit the information prior to establishing the hire.
2. Click 'Continue to Timesheet' to begin establishing the timesheet.



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**Create Time Sheet with Hire Request**

Now you must choose which job to hire into

Clerical ▼

Choose Job and Continue

If you do not see the correct job in the list above you may click the button below to generate a new job from the job posting system that you used to start this hiring process.

Click Here to Create New Job

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.



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**Create Time Sheet with Hire Request**

Add a Hire Instance									
Student	Roy a Rogers1								
Job	TEST JOB - DO NOT APPLY								
Primary Supervisor	Taige Test Employer 2								
Secondary Supervisors	<table border="1"><thead><tr><th>Available</th><th>Selected</th></tr></thead><tbody><tr><td>John Battaglia</td><td></td></tr><tr><td>Maura Zoeller</td><td></td></tr><tr><td>Taige Test Employer 2</td><td></td></tr></tbody></table> <p>Add &gt;&gt;&gt; &lt;&lt;&lt; Remove</p>	Available	Selected	John Battaglia		Maura Zoeller		Taige Test Employer 2	
Available	Selected								
John Battaglia									
Maura Zoeller									
Taige Test Employer 2									
Pay Schedule	Hunter College Bi-Weekly Payroll Schedule								
Wage	7.15								
Hours per Week	10.00								
Start Date	08-01-2011								
End Date	05-31-2012								
<input type="button" value="Create Hire"/> <input type="button" value="Cancel"/>									

- 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.**



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You have successfully submitted a hiring request and created a timesheet for Timothy Pettus

- [Return to Job Control Panel](#)

**Click 'Return to Job Control Panel' to return to your jobs.**



**Hire Approved!**

**Student Completes a Timesheet!**

**Approve The Timesheet!**





Student Employment Home

On-Campus Employers

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Request Login Permission

Contact Us

Log Out

## On-Campus Employer Home Page

### Student Employment News

Welcome to the Student Employment website!

#### Forms and Information

General information about posting jobs, hiring, and access to all University student employment forms.

#### Suggestion Box

Send us your suggestions, ideas, or concerns!

### Employer Tools

#### Job Management Login

Login to post jobs, hire students, and access student 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.

#### User's Guide [DOC] [PDF]

Download the Web site User's Guide in DOC or PDF format.

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.

## REVIEW YOUR TIMESHEETS



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### Time sheets that need attention

- Only show time sheets for which I am the primary supervisor  
 Show all time sheets regardless of being a primary supervisor

#### Delinquent time sheets

There are no time sheets to display.

#### Submitted time sheets awaiting review

Student Name	Job	Deadline	Hours Worked	Review
TEST 08/01/11 - 08/02/11				
Roy Rogers1	TEST JOB - DO NOT APPLY	8/9/2011 11:59 PM	7.00 Hours	<a href="#">Review</a>

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.

# MODIFY A TIMESHEET

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## Manage Time Sheet

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

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Pending Approval  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries						
Date	Start	End		Hours	Edit	Delete
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
<b>Total:</b>				7 hrs		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>TEST 08/01/11 - 08/02/11</b> <b>Start</b> - Monday, August 1, 2011 <b>End</b> - Tuesday, August 2, 2011 <b>Student Deadline</b> - Monday, August 8, 2011 (11:59PM) <b>Supervisor Deadline</b> - Tuesday, August 9, 2011 (11:59PM) <b>Pay Date</b> - Wednesday, August 10, 2011					

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.



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**Manage Time Sheet**

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

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Pending Approval  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries					
Date	Start	End	Break	Hours	Edit Delete
Monday, August 01	8:00AM	3:00PM	No Break		<input type="button" value="Update"/> <input type="button" value="Cancel"/>
<a href="#">» Add New Entry</a>					
<b>Total:</b>				7 hrs	

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>TEST 08/01/11 - 08/02/11</b> <b>Start</b> - Monday, August 1, 2011 <b>End</b> - Tuesday, August 2, 2011 <b>Student Deadline</b> - Monday, August 8, 2011 (11:59PM) <b>Supervisor Deadline</b> - Tuesday, August 9, 2011 (11:59PM) <b>Pay Date</b> - Wednesday, August 10, 2011					

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

# REJECT A TIMESHEET



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**Timesheet To-Do Items**

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[Job Control Panel](#)

[Log Out](#)

## Manage Time Sheet

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

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Pending Approval  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries						
Date	Start	End		Hours	Edit	Delete
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
» <a href="#">Add New Entry</a>						
				<b>Total:</b>	7 hrs	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>TEST 08/01/11 - 08/02/11</b>					
<b>Start</b> - Monday, August 1, 2011					
<b>End</b> - Tuesday, August 2, 2011					
<b>Student Deadline</b> - Monday, August 8, 2011 (11:59PM)					
<b>Supervisor Deadline</b> - Tuesday, August 9, 2011 (11:59PM)					
<b>Pay Date</b> - Wednesday, August 10, 2011					

**If you need to reject the timesheet back to the student, click 'Reject Time Sheet'**

## REJECT A TIMESHEET



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Manage Timesheet Jobs

Job Control Panel

Log Out

### Reject Time Sheet

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Pending Approval  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 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.

Sorry, your timesheet has been rejected.

Time Sheet Entries				
Date	Start	Hours		Break
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs
<b>Total:</b>				7 hrs

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.



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**Manage Time Sheet**

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

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Pending Approval  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries						
Date	Start	End		Hours	Edit	Delete
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">» Add New Entry</a>						
<b>Total:</b>				7 hrs		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Lock"/>						



Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>TEST 08/01/11 - 08/02/11</b> <b>Start</b> - Monday, August 1, 2011 <b>End</b> - Tuesday, August 2, 2011 <b>Student Deadline</b> - Monday, August 8, 2011 (11:59PM) <b>Supervisor Deadline</b> - Tuesday, August 9, 2011 (11:59PM) <b>Pay Date</b> - Wednesday, August 10, 2011					

**To approve the timesheet, click 'Approve Time Sheet'**



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**Timesheet Approved**

The time sheet has been approved.

[Go to my To-Do list »](#)

[Go to my Control Panel »](#)

[Return to this 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.'





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**My Control Panel**

Jobs for which I am the primary supervisor

TEST JOB - DO NOT APPLY

[Manage Job](#)

[View Hires](#)

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.



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**My Control Panel**

Jobs for which I am the primary supervisor

TEST JOB - DO NOT APPLY

[Manage Job](#)

[View Hires](#)



**To access timesheets, first click 'View Hires' to see everyone who is hired for the selected cost center.**



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**My Control Panel**

Art Education ▾

Jobs for which I am the primary supervisor			
Assistant	<a href="#">Manage Job</a>	<a href="#">View Hires</a>	
Student Name	Extras	Current Time sheet	All Time sheets
Timothy Adam Pettus	n/a	<a href="#">Go to time sheet</a>	<a href="#">All time sheets</a>

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'.



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**View Time Sheet List**  
For Roy a Rogers1 :: TEST JOB - DO NOT APPLY

**Time Sheets for Job: TEST JOB - DO NOT APPLY**

Status	Pay Period	Start Date	End Date	Time Sheet
	TEST 08/01/11 - 08/02/11	Monday, August 01, 2011	Tuesday, August 02, 2011	<a href="#">Go to time sheet</a>



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**Manage Time Sheet**

[ Print Time Sheet ]

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Approved  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries				
Date	Start	Hours		Break
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs
<b>Total:</b>				7 hrs

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>TEST 08/01/11 - 08/02/11</b>					
<b>Start</b> - Monday, August 1, 2011					
<b>End</b> - Tuesday, August 2, 2011					
<b>Student Deadline</b> - Monday, August 8, 2011 (11:59PM)					
<b>Supervisor Deadline</b> - Tuesday, August 9, 2011 (11:59PM)					
<b>Pay Date</b> - Wednesday, August 10, 2011					

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.

Student Employment Home

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Log Out

### Manage Time Sheet

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

**Student** Roy a Rogers1  
**Job Title** TEST JOB - DO NOT APPLY  
**Status** Approved  
**Pay Period** TEST 08/01/11 - 08/02/11  
**Deadline** August 9, 2011 11:59 PM

Time Sheet Entries				
Date	Start	Hours		Break
Monday, August 01	8:00 AM	3:00 PM	--	7 hrs
<b>Total:</b>				7 hrs

Pay Period Info	Hire Details	Awards	Supervisors	Accounts	Notes
<b>Time Sheet Notes</b>					
<a href="#">[ Add Note ]</a> 					
<b>Note Type</b>	<b>User</b>	<b>Date</b>			
Time Sheet Approved	Taige Test Employer 2	Monday, August 8, 2011 4:54 PM			
Time sheet Approved.					
Time Sheet Submitted	Roy a Rogers1	Monday, August 8, 2011 4:45 PM			
Timesheet Submitted					

**Details of the student's timesheet history are displayed and any notes the student may have submitted.**

**WE'RE FINISHED!**



# QUESTIONS ?

