PRINCETON UNIVERSITY
Student Employment

JobX
Powered by NextGen

TimesheetX
Powered by Next Gen

University Employers Supervisor Training Manual

nextgen WEB SOLUTIONS

=Total Solution

JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.

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JobX Benefits

- Easy job posting
- Workflow job approval process ensures your jobs are reviewed timely and are compliant
- Customize job specific questions on the application to find the “most qualified” candidates in your job(s)
- Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators)
- Systematic applicant compliance checks ensures all employment eligibility requirements are met
- Broadcast e-mail tools for improved communications with your employees

=Total Solution

TimesheetX assists schools to automate the time sheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, supervisors, and administrators.

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TimesheetX Benefits

- Easy online time sheet management
- Consistent time sheet processing across all departments
- Reduced compliance issues due to powerful edits that ensure time sheet entries comply with state/federal labor laws
- Reduce math errors and illegible time sheet entries previously experienced with paper time sheets
- Deadline reminders ensure timely submissions from employees and approvals for supervisors
- Powerful Supervisor Tools: Automated Warnings, Web Accessibility, E-Signatures, and Mobile Friendly

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Training Outline

- Access JobX & TimesheetX
- Job Posting
- Review and Hire Applicants
- Approved for Hire
- Timesheets
- Questions

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Access JobX & TimesheetX

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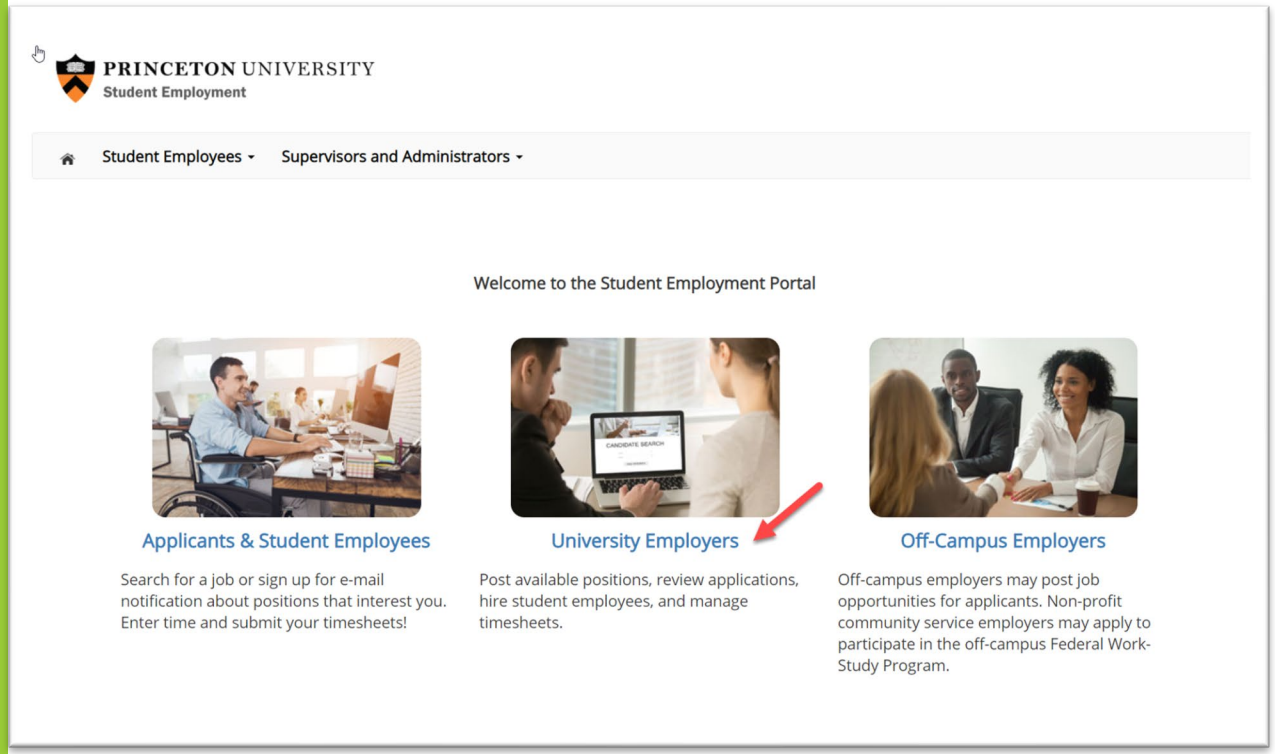
Access JobX & TimesheetX

Navigate to your school's customized JobX/TimesheetX Site, or click the portal link at www.princeton.edu/se

Then click on the 'University Employers' link.



Princeton University JobX & TimesheetX Site:
https://princeton.studentemployment.ngwebsolutions.com/

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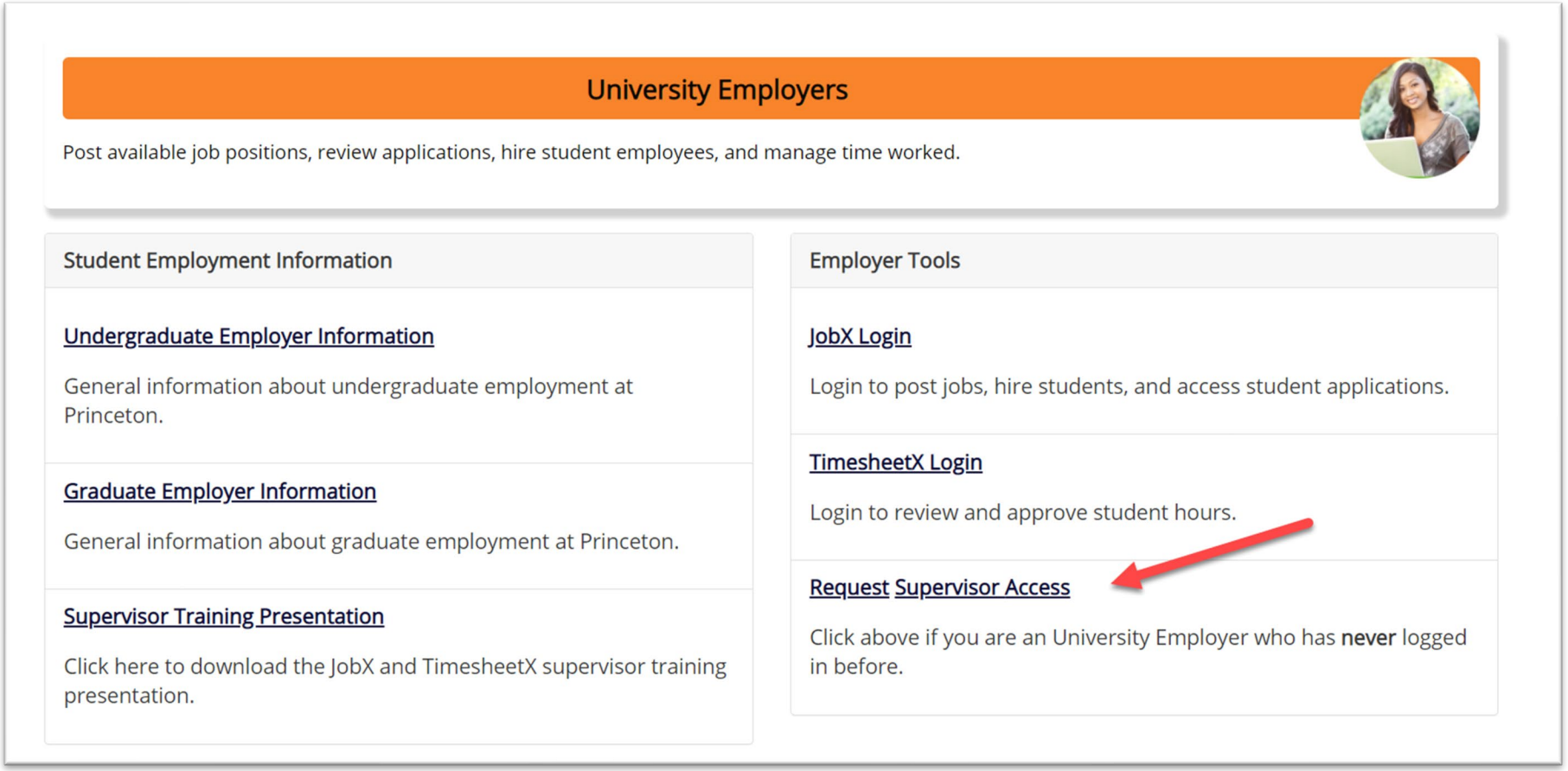
University Employer Request Login

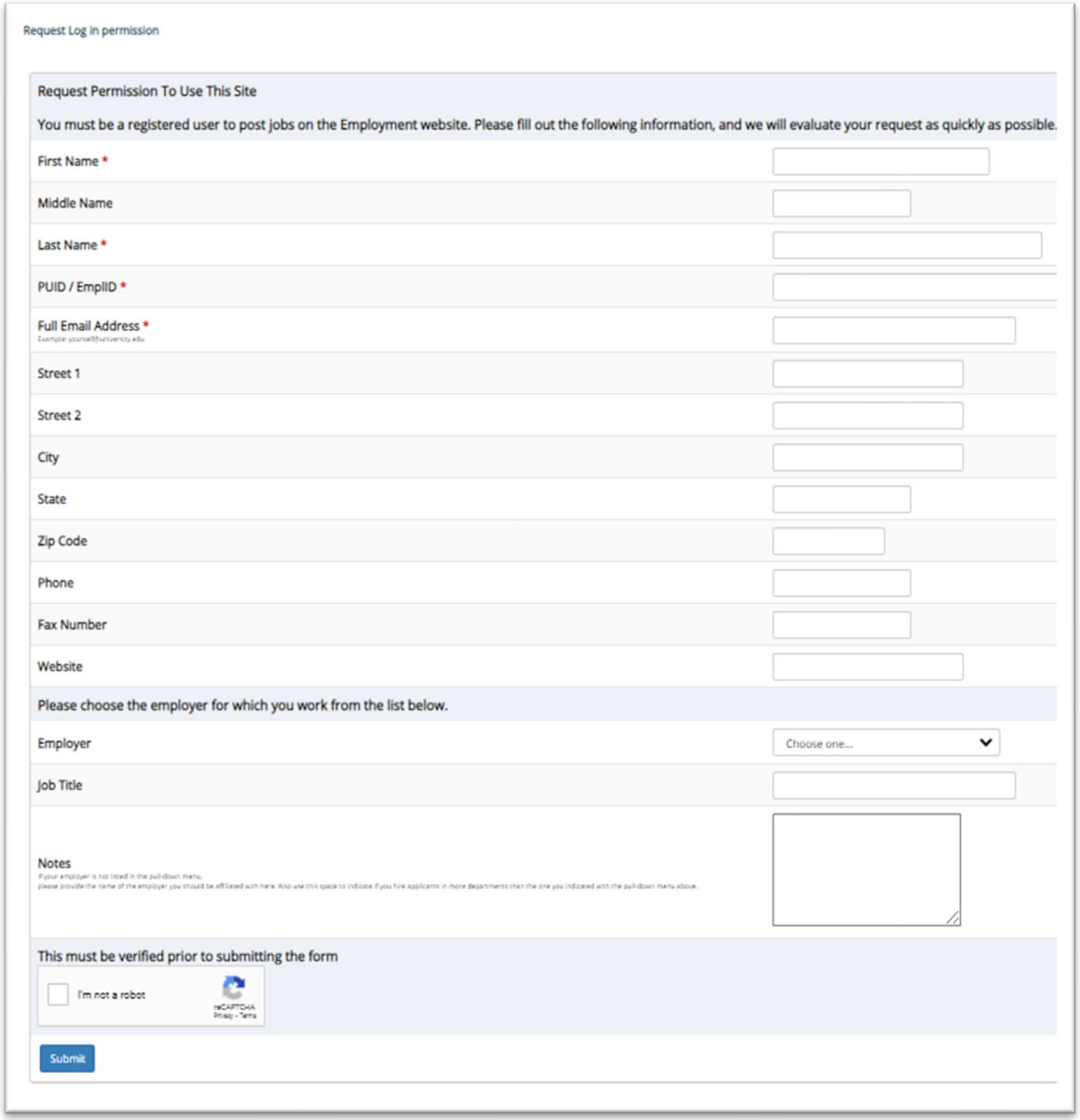
Click the ‘Request Supervisor Access’ link.



University Employer Request Login

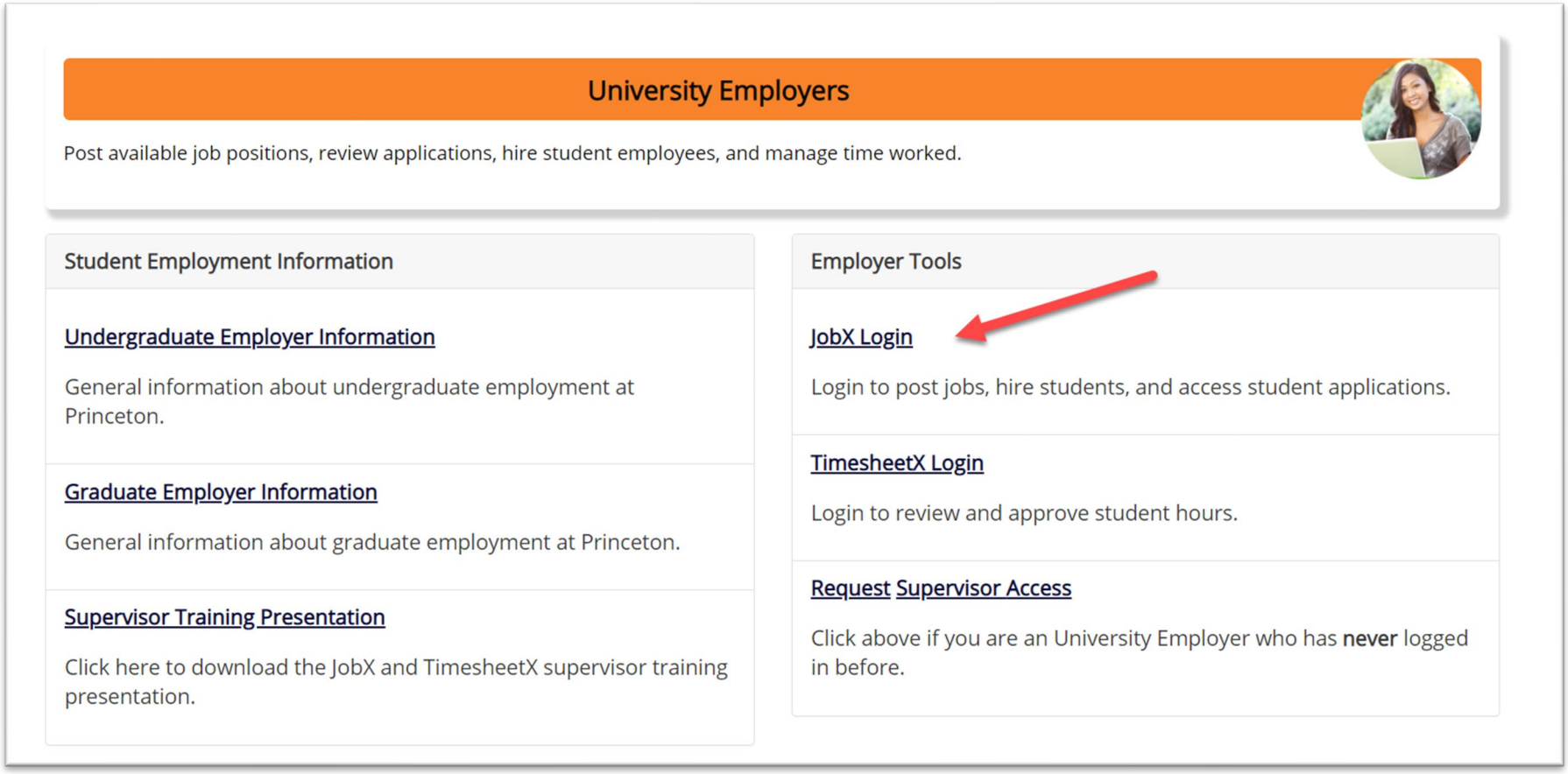
Complete Request Log in permission Form.

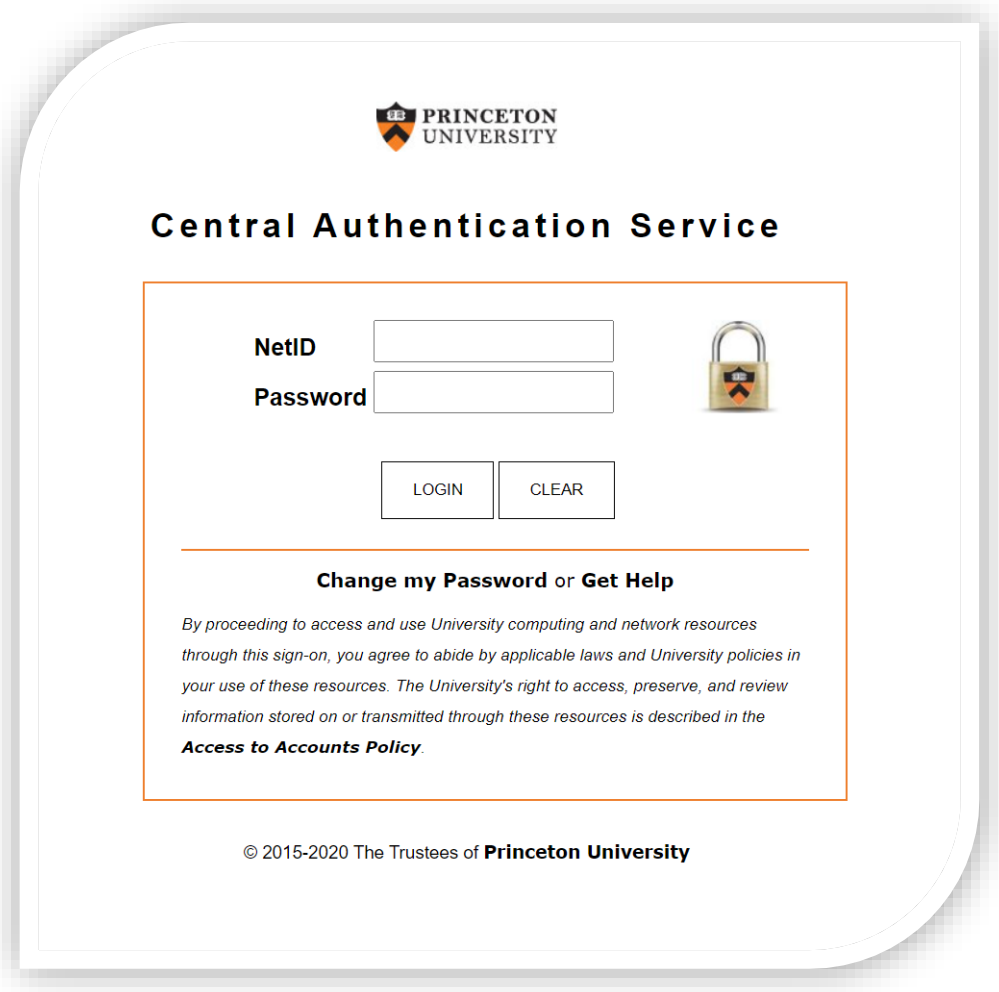
Then click ‘Submit’ button to submit your request for an approved login.



University Employer JobX Login

After your request login has been approved, click the 'JobX Login' link to login to the system.





Login utilizing your Princeton SSO ‘NetID’ and ‘Password’.

University Employer Login to JobX & TimesheetX

Job Postings

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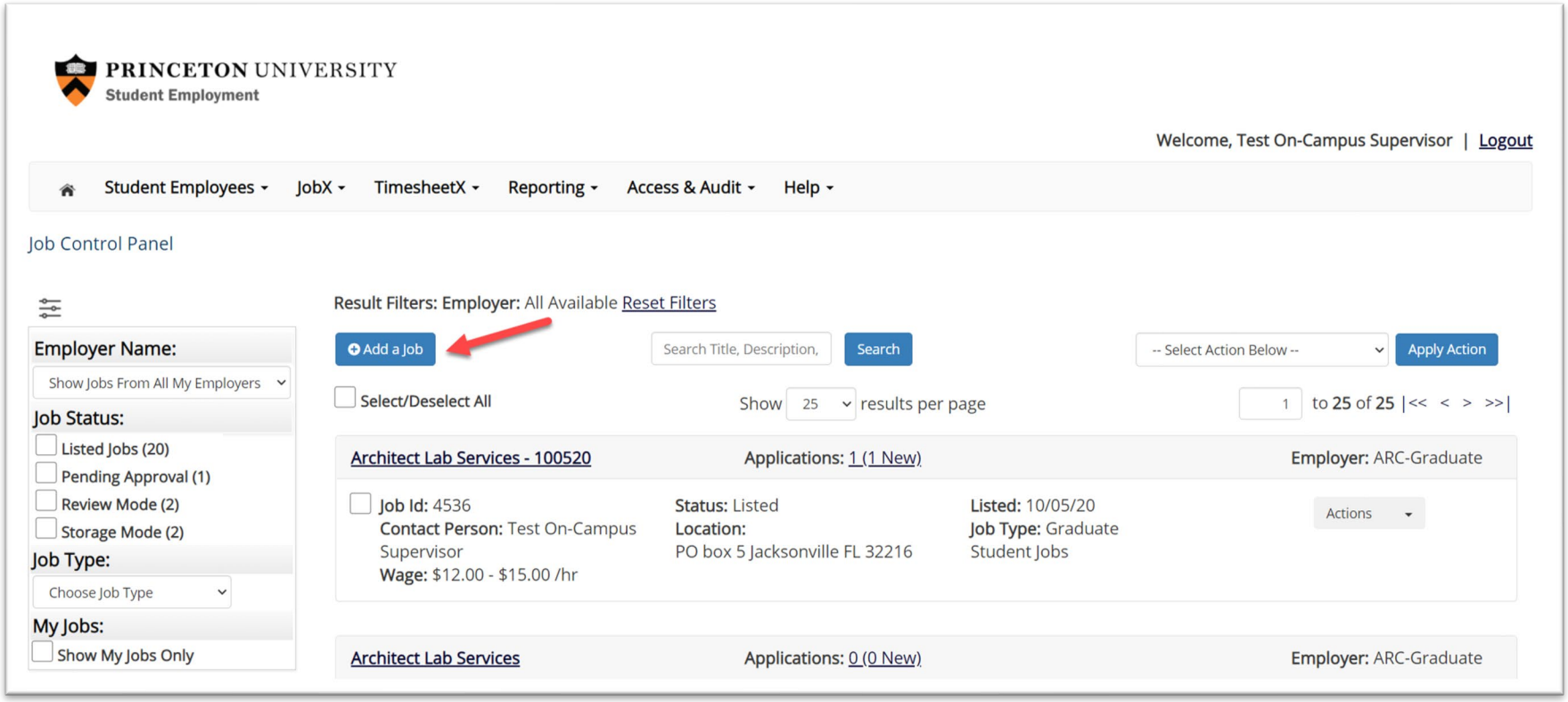
Create a Job Posting

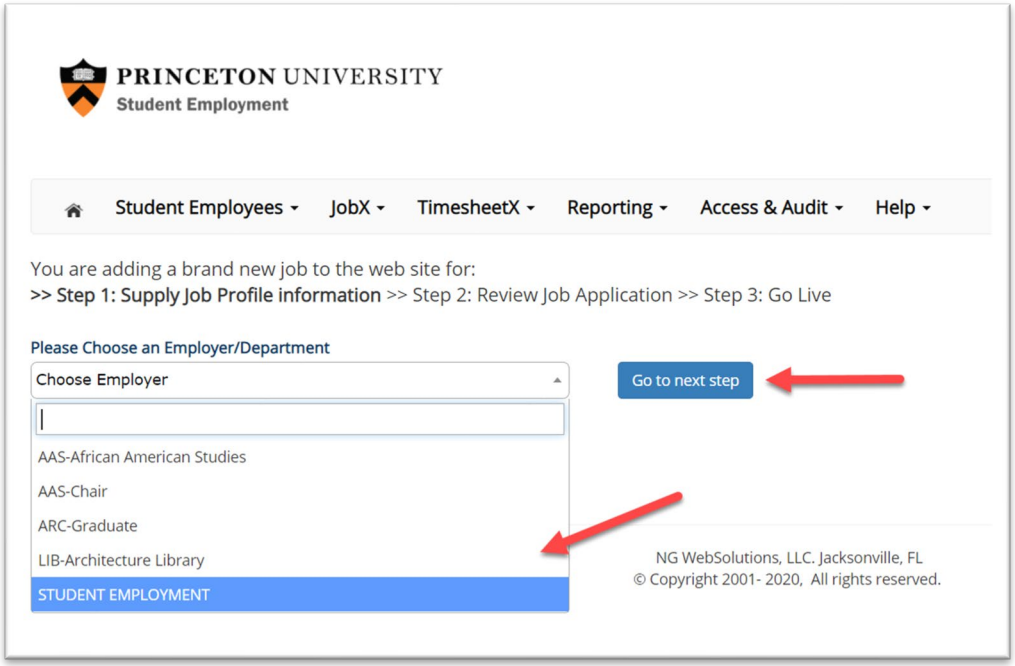
HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

On the Job Control Panel, click ‘Add a Job’ button to start the process to create a job.



Create a Job Posting - Department



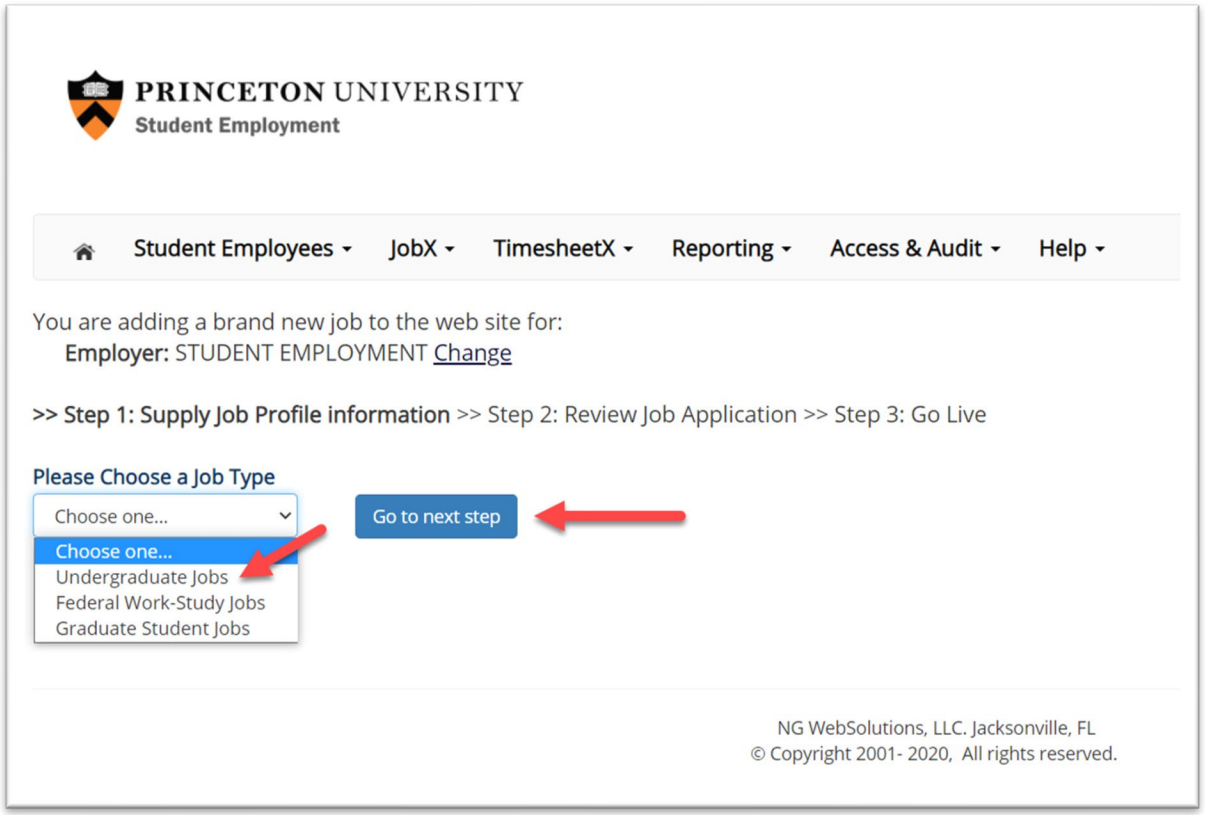
If you have posting permissions for more than one department, select the department for which you want to post a job from the '**Employer/Department Name**' drop down list.

Next click '**Go to next step**' button to proceed.

Note: If you only have permissions to post for one department, please proceed to the next slide.

Create a Job Posting – Job Type

If you have posting permissions for more than one job type, select the job type for which you want to post a job from the '**Job Type**' drop down list. Then click '**Go to next step**' to proceed.



Create a Job Posting – Complete Job Posting Template

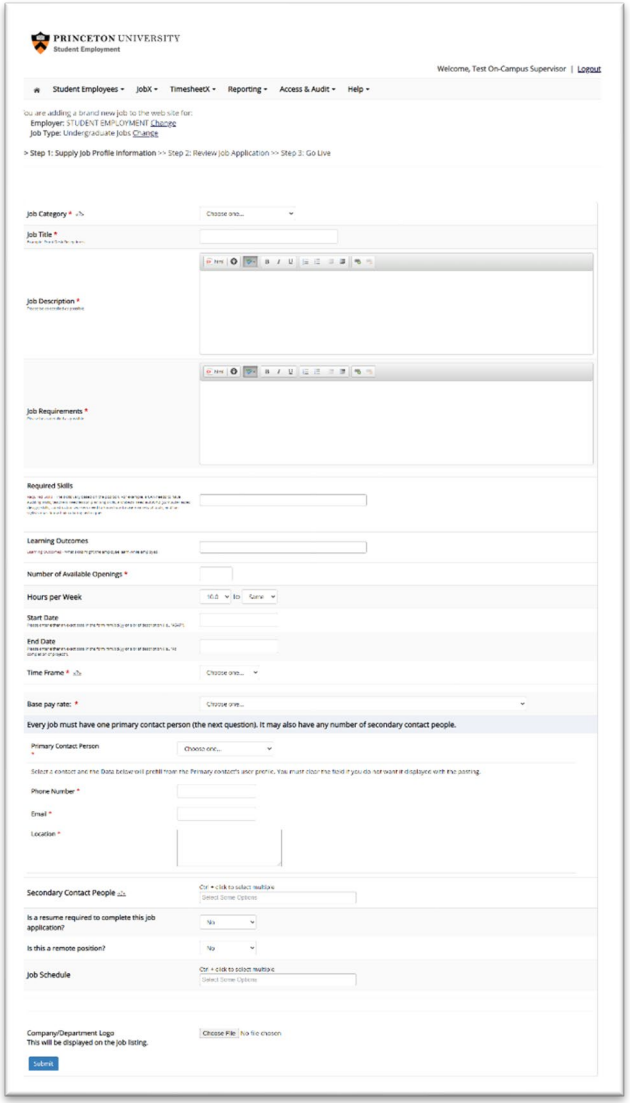
Complete the Job Posting Template.

The Job Posting Template may vary depending on the job type selected.

Fields denoted with a red * are required fields.

Lastly, click '**Submit**' to continue the next steps in the process.

Important Note: *If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.*

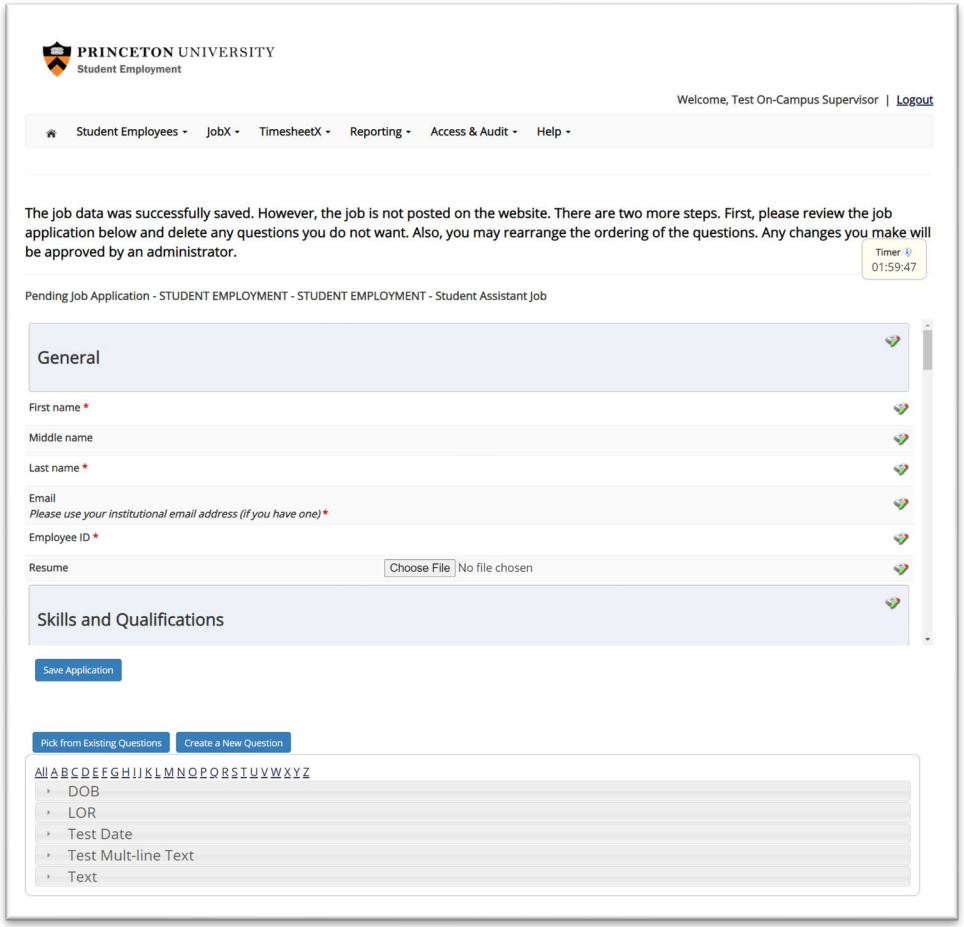


Create a Job Posting – Review Default Application

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.



Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please 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.

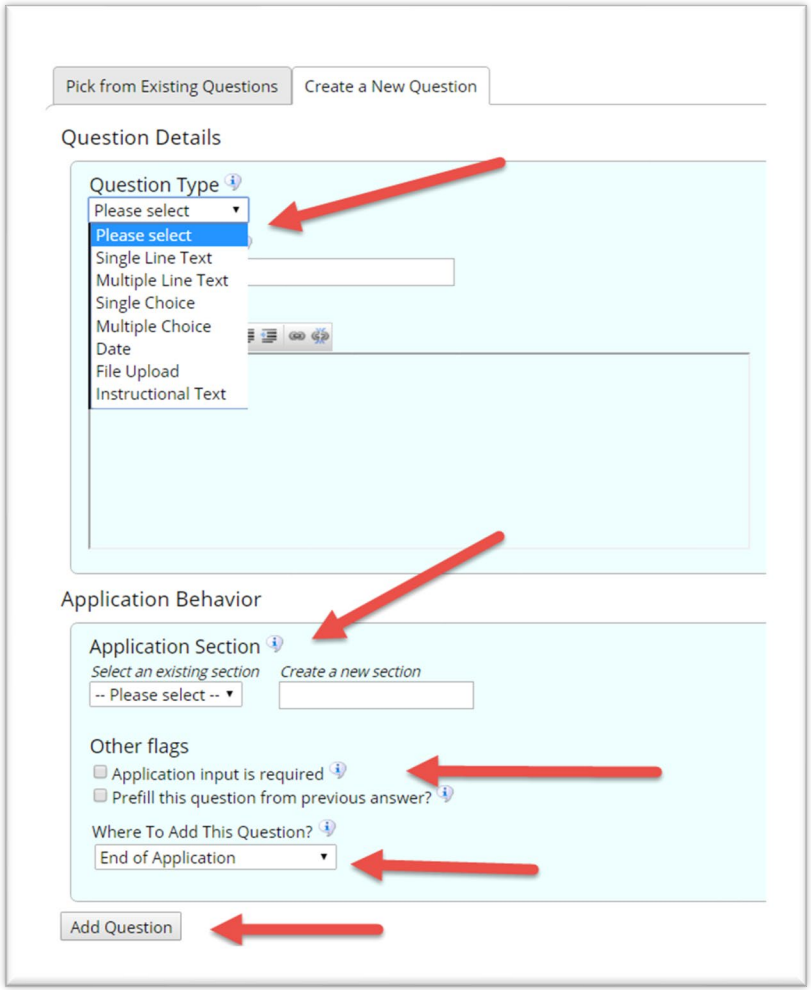
You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section' drop down list.

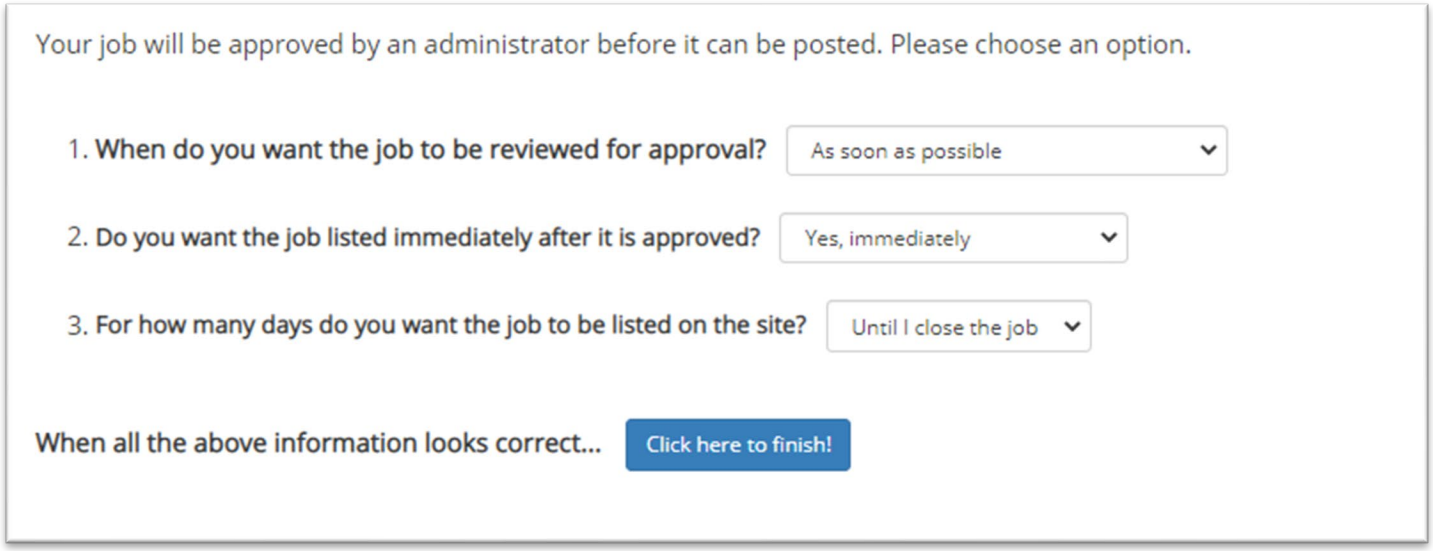
You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed 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 institutional default application will be reviewed and approved by your Site Administrator.



Create a Job Posting – Finalize Job Posting – Step 1

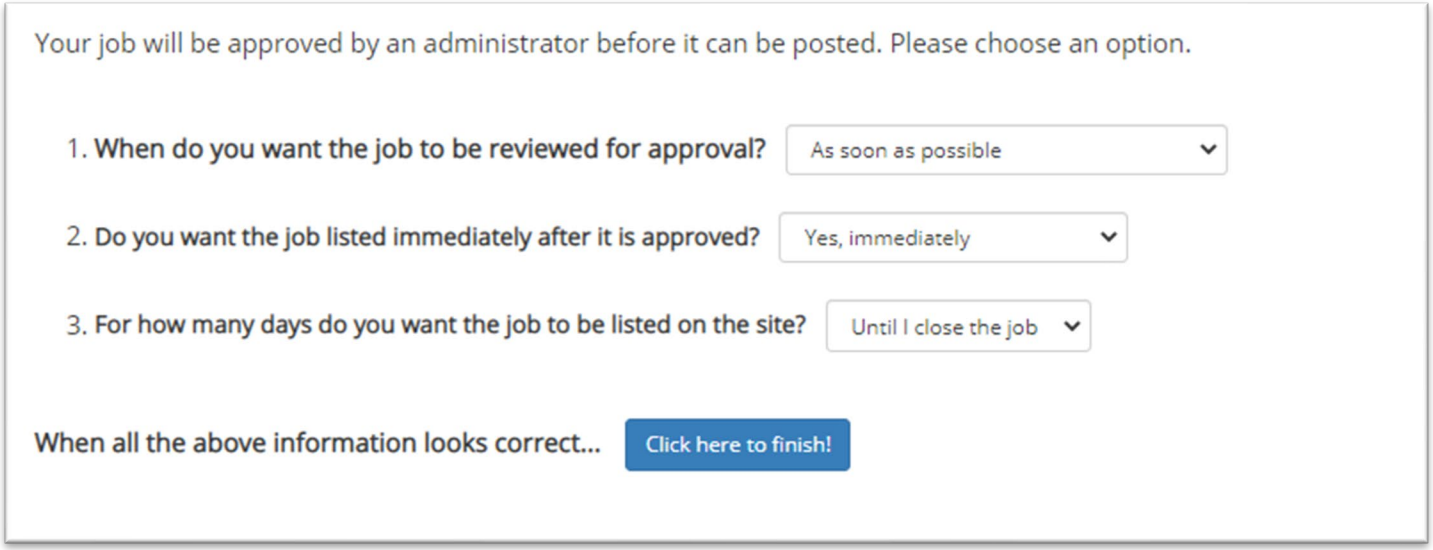


Select '**As soon as possible**' from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, **select** '**Later, I need to review it myself first**'. The job will go to Storage for later review.

Select '**Yes, immediately**', from the list on question #2 if you want the job to be listed immediately upon approval.

Create a Job Posting – Finalize Job Posting – Step 2



For the question, 'For how many days do you want the job to be listed on the site?'

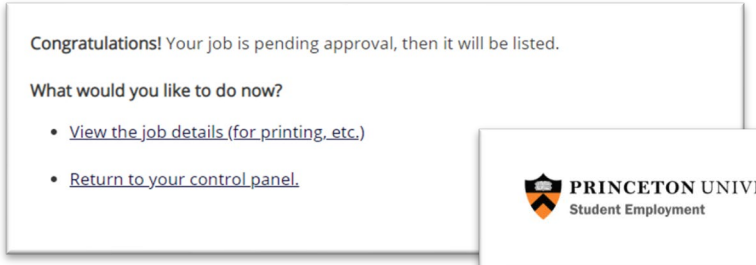
- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.

- If you want the job to be posted until you close the job, select 'Until I close the job.'

Click the "**Click here to Finish!**" button.

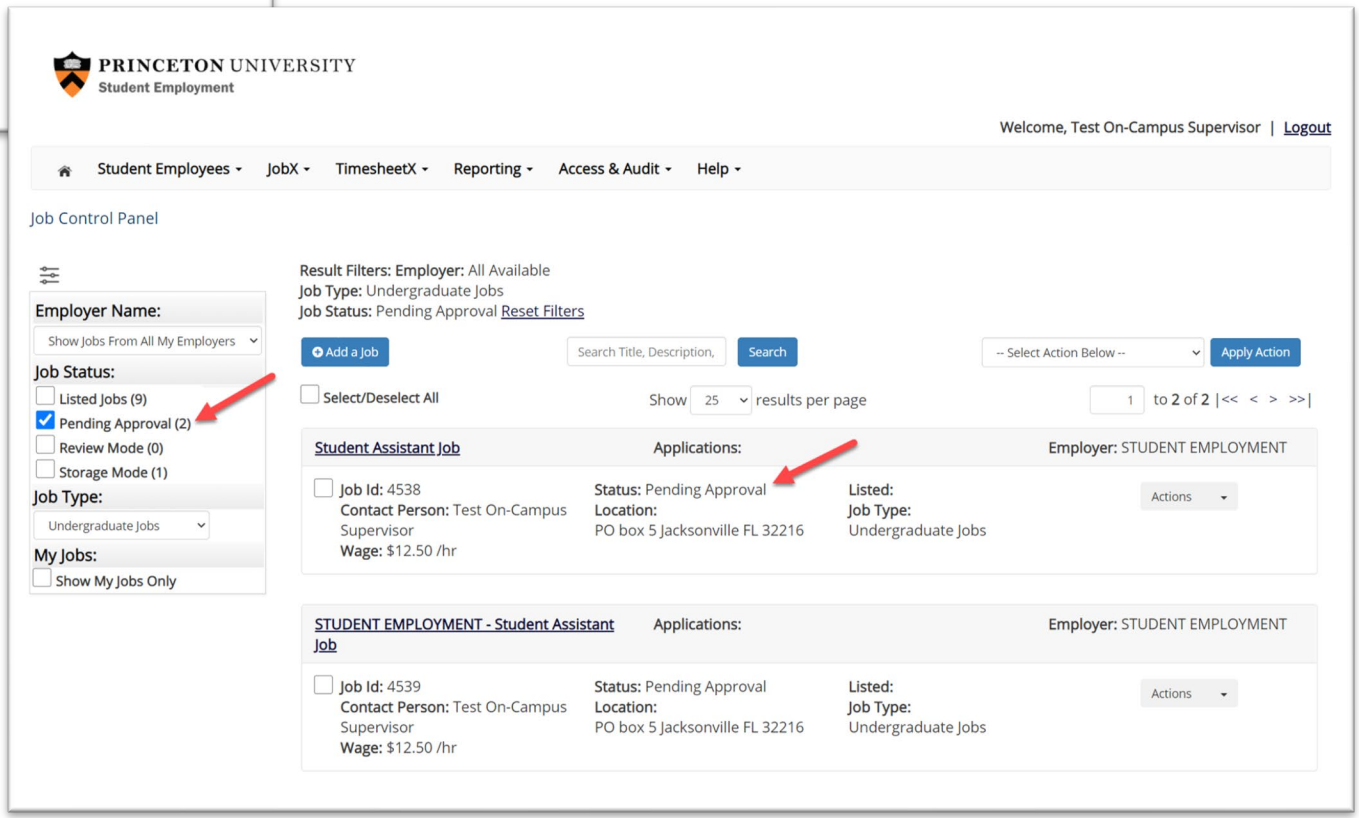
- Your job will be submitted to the Student Employment Office for review/approval.

Create a Job Posting – Pending Approval



You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

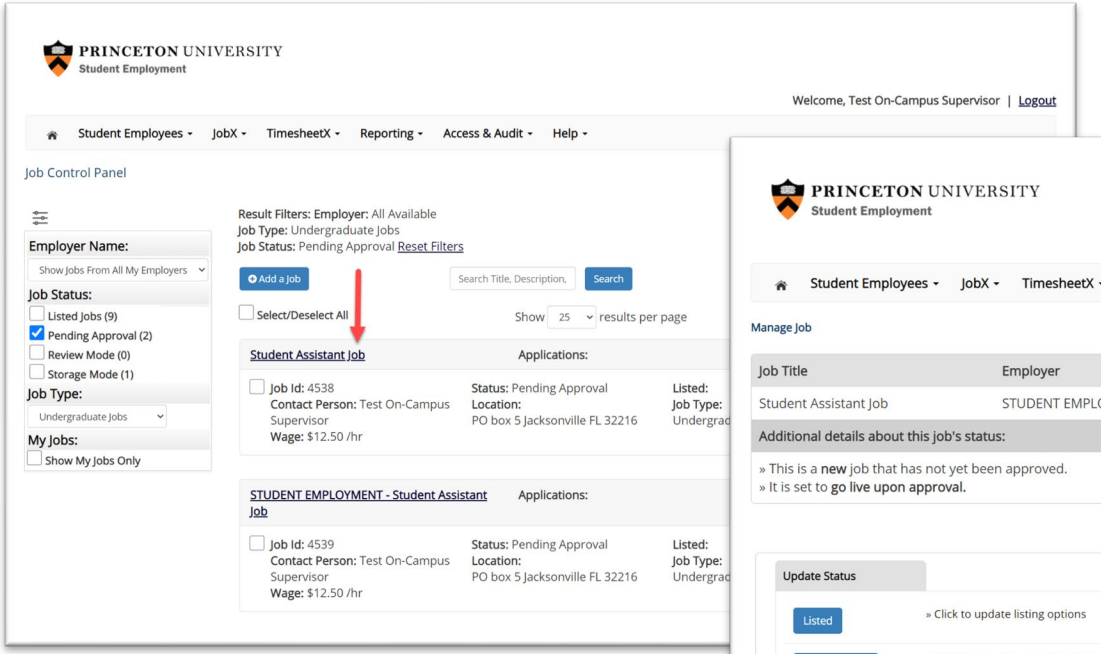
If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

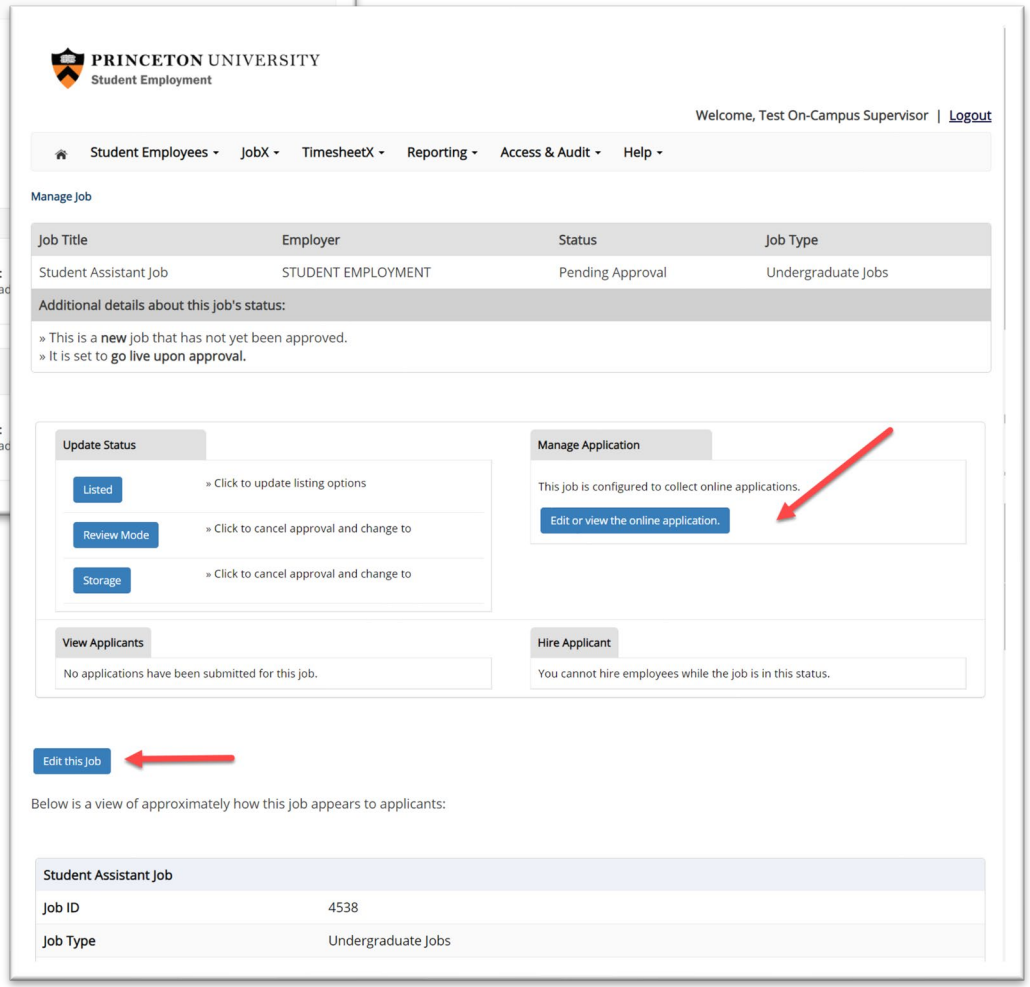


Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB POSTING NEEDS UPDATING?

Edit a Job Posting





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**' button on the 'Manage Job' page.

To edit the application tied to your job, click '**Edit or View the Online Application**'.

Review & Hire Applicant(s)

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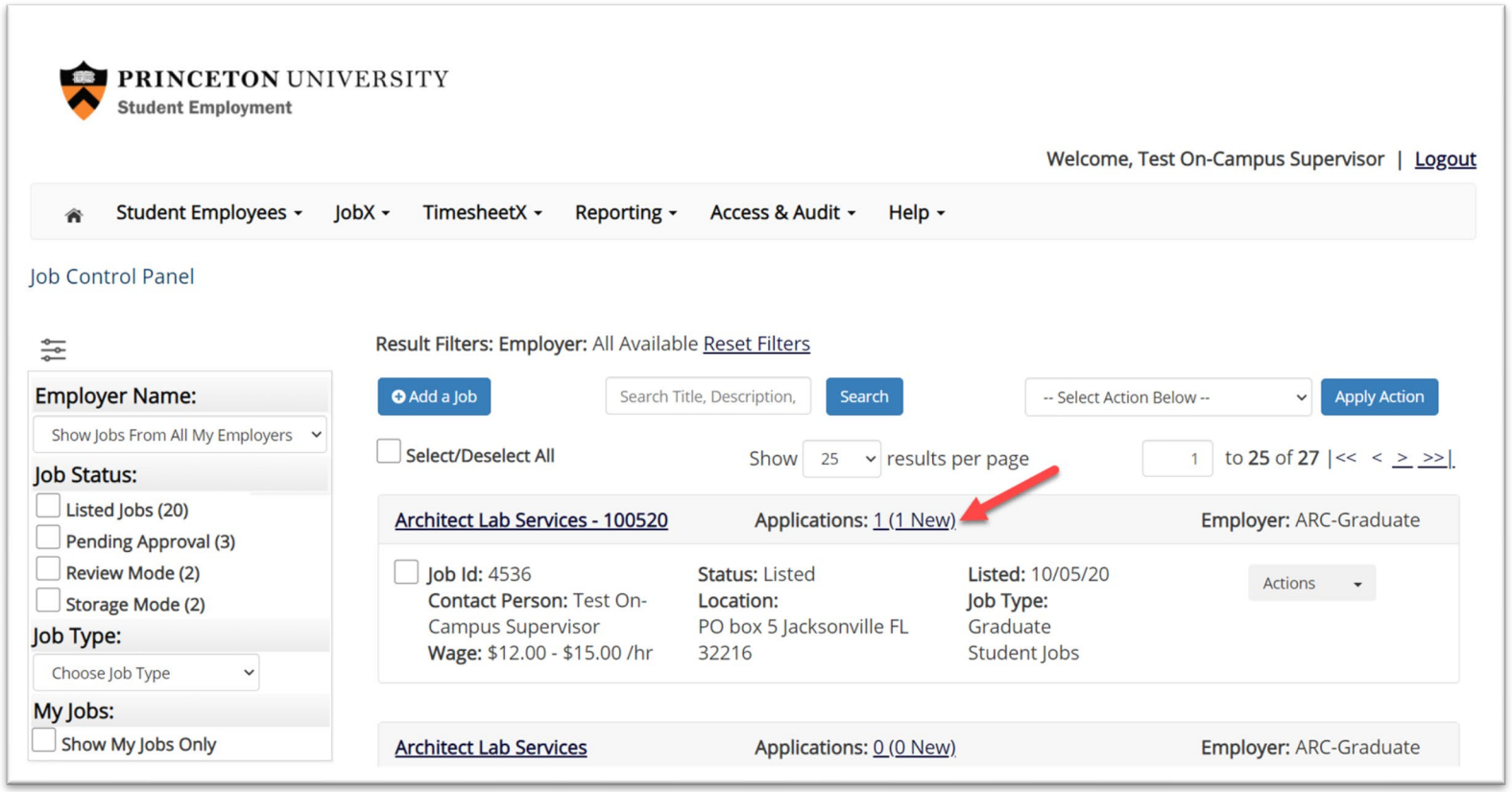
Manage Applications

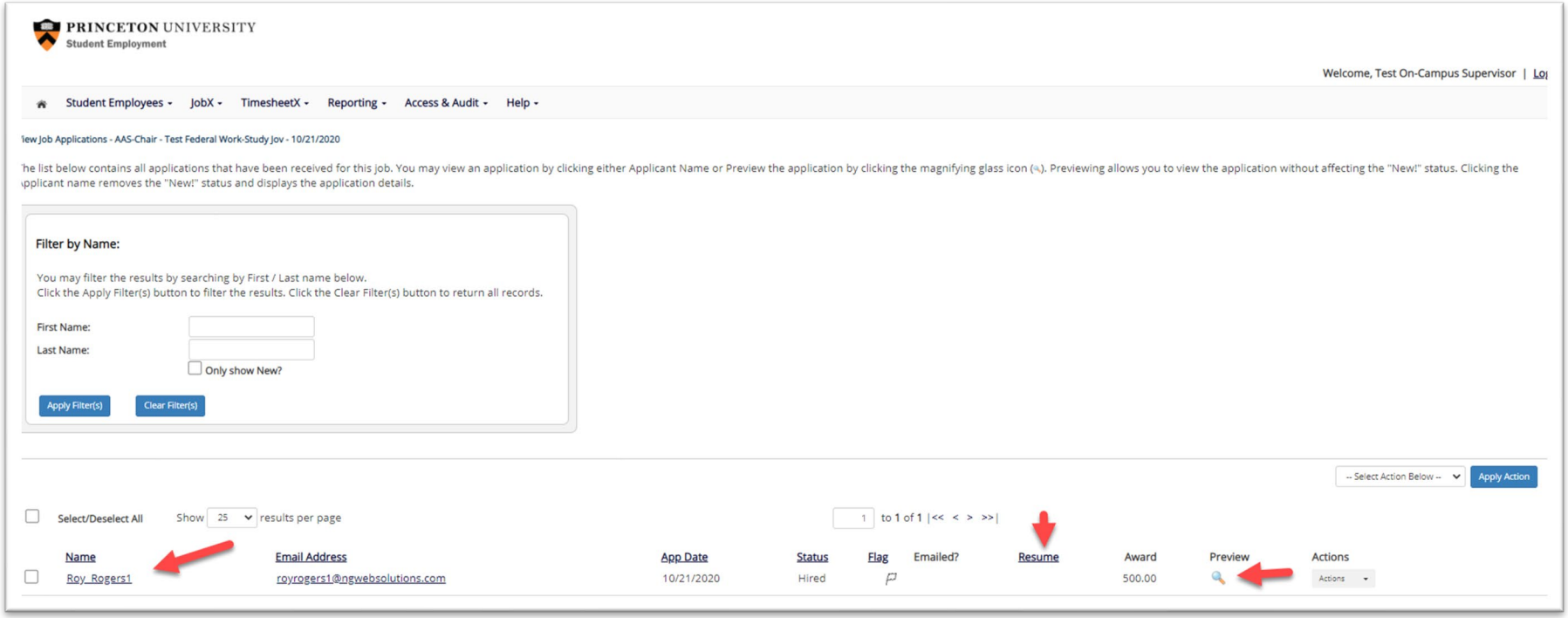
HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications



- You may review applications submitted by clicking the ‘Applications’ link next to the job title.

Manage Applications

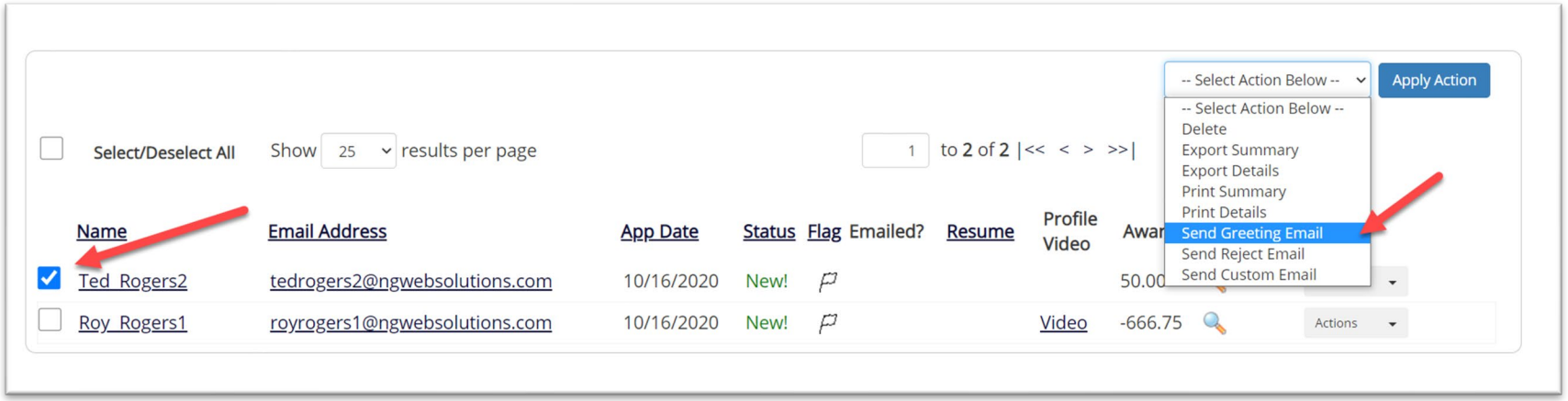


- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

Schedule an Interview

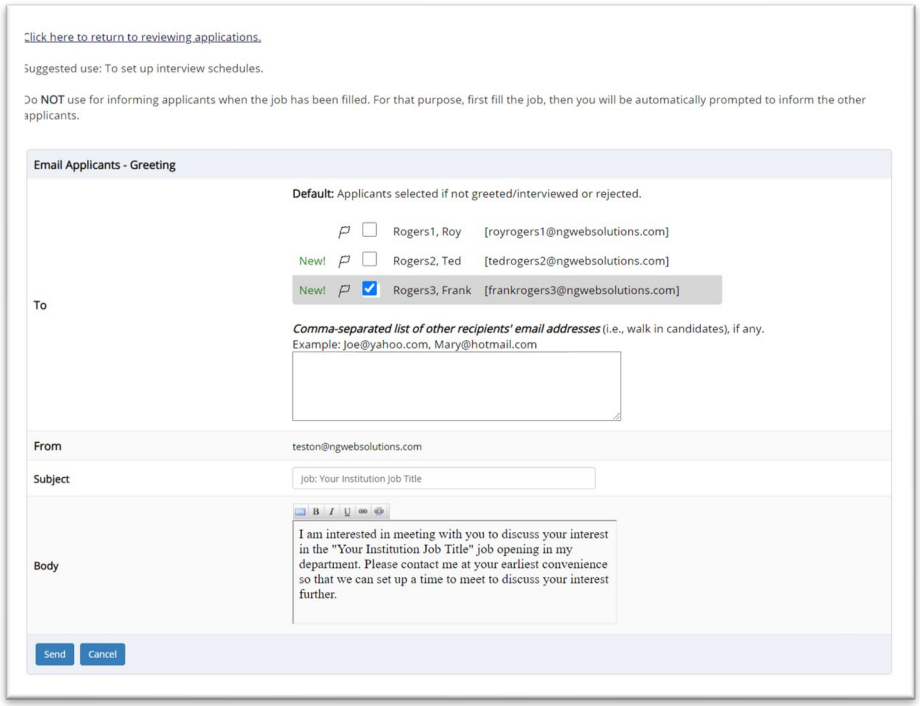


- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail 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 a future slide.*

Schedule an Interview

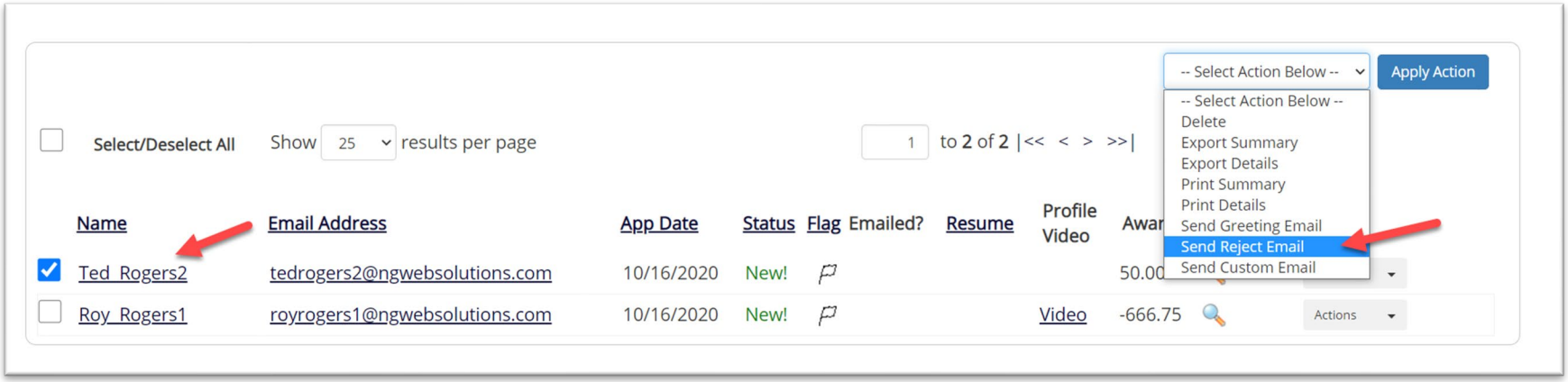


- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

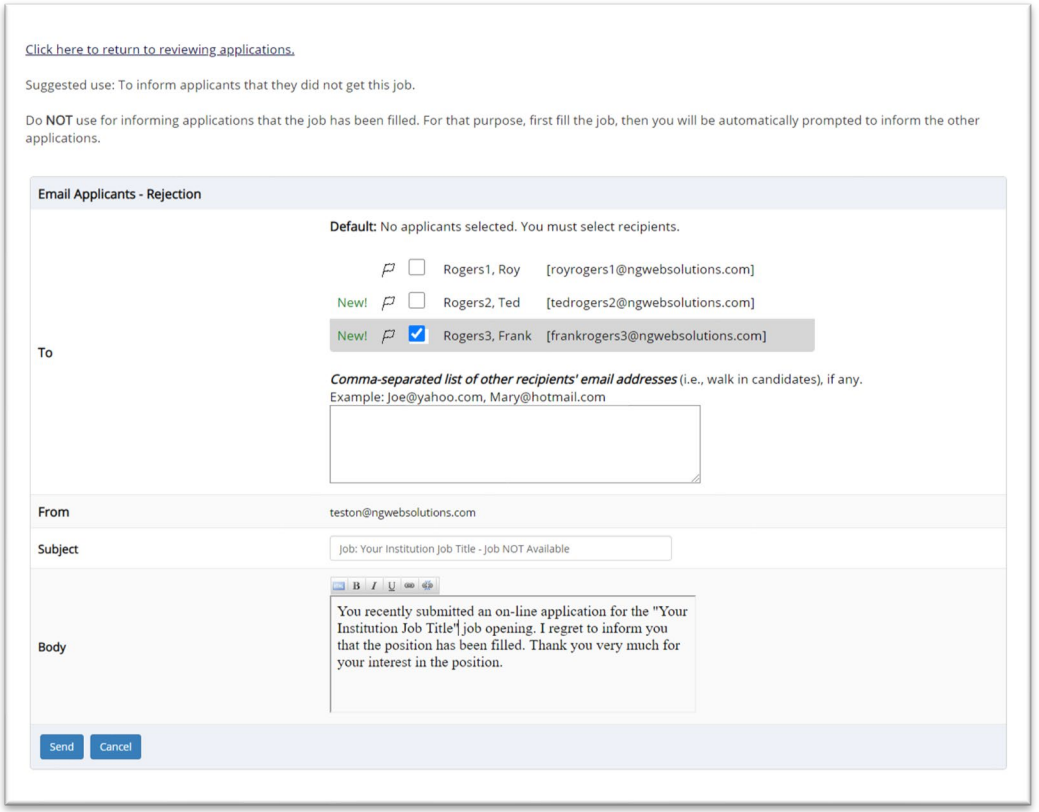
Notify applicant(s) they were NOT Selected



- Click the box next to one or more applicants you would like to send a rejection email. Next, select the '**Send Reject Email**' action. Finally click, 'Apply Action'

Notify applicant(s) they were NOT Selected

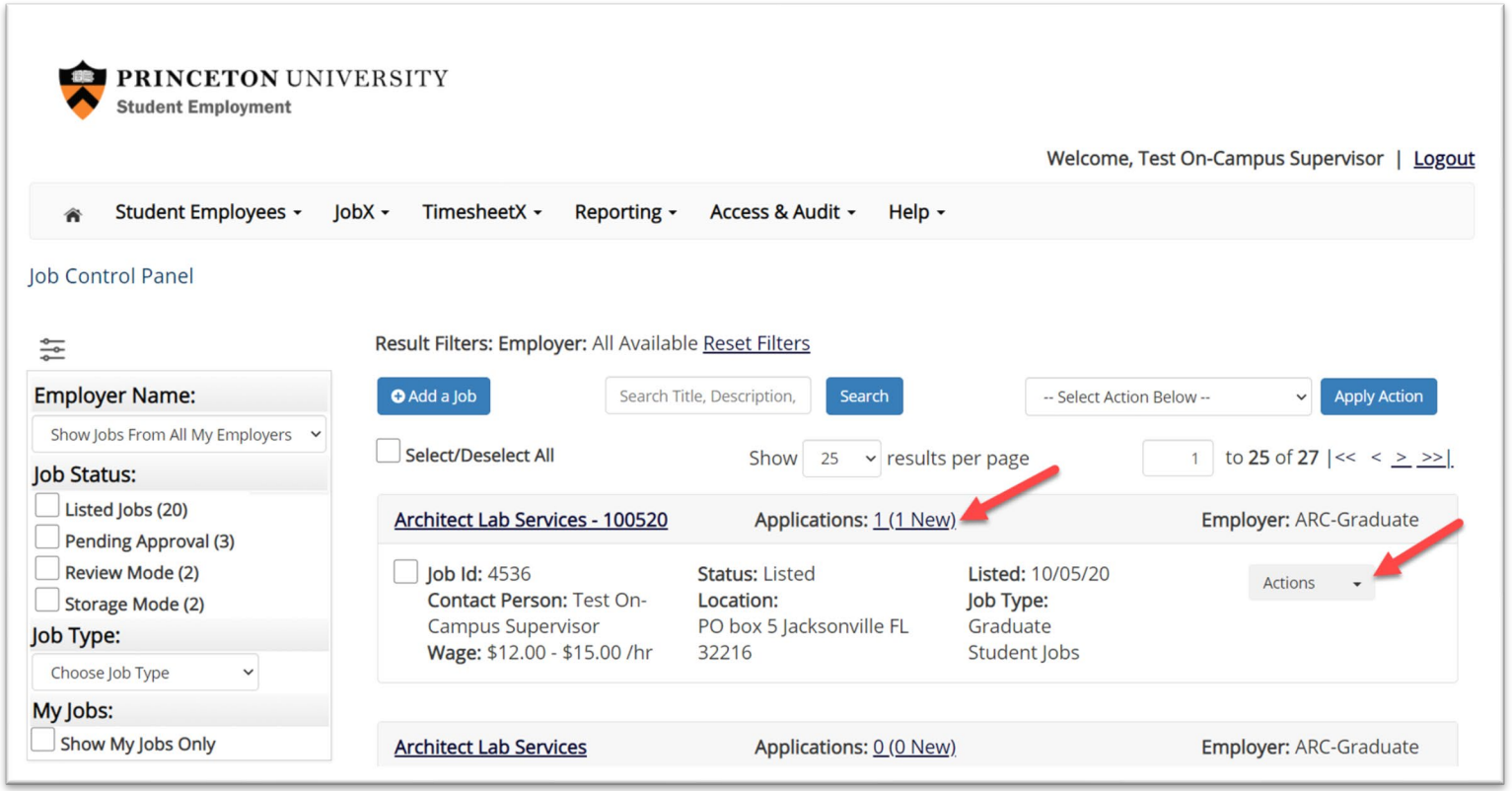
- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You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



Hire Applicants

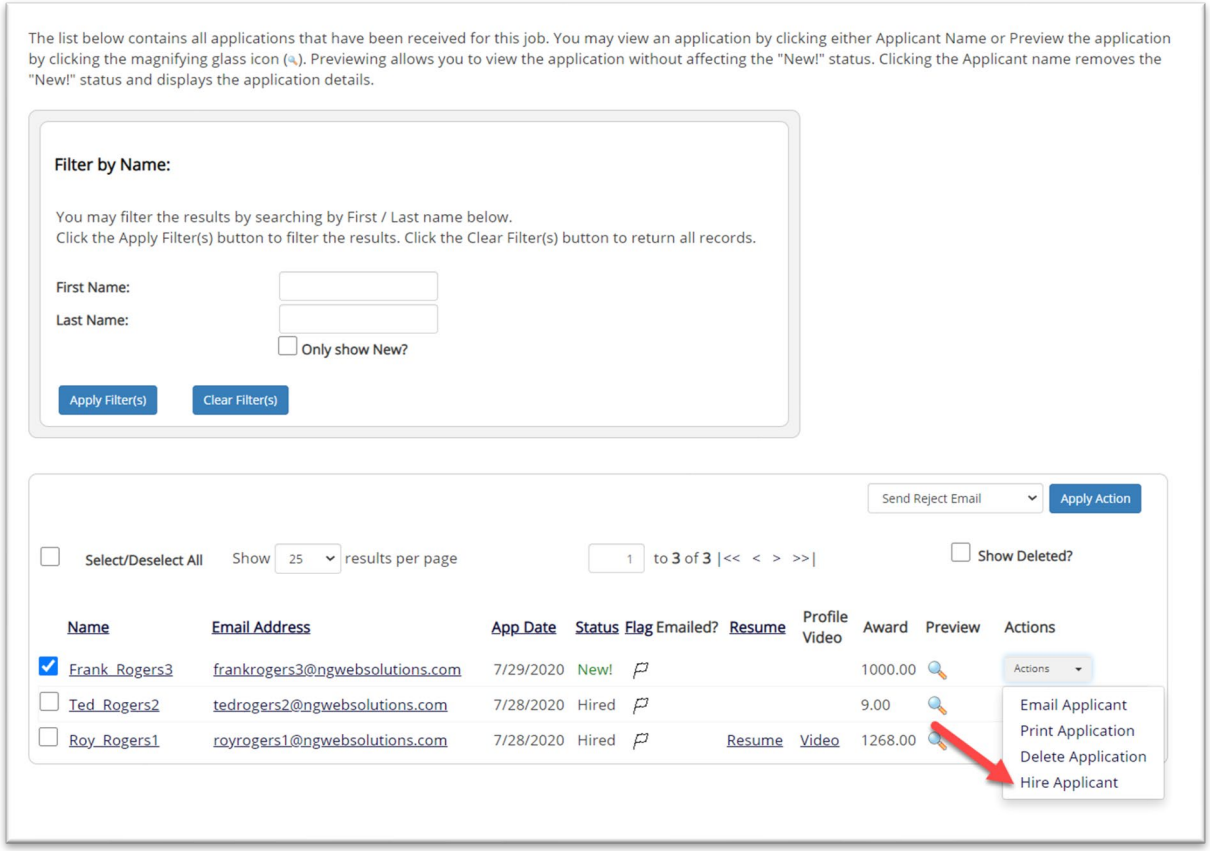
HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant



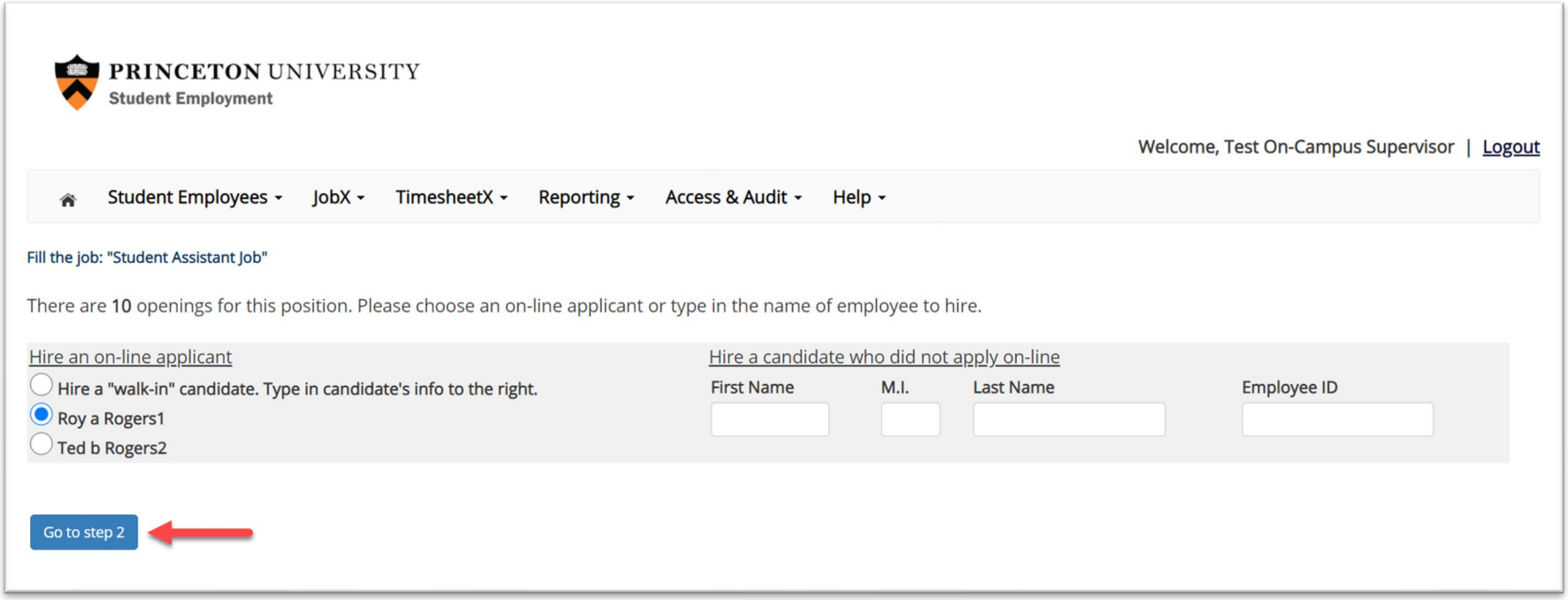
- To hire an applicant click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. The 'Hire Applicant' link from the action drop down is also used to hire or rehire an applicant that did not submit an application.

Hire an Applicant – Select Applicant who Applied



- If you wish to hire the applicant, please select ‘Hire Applicant’ from the Actions drop down list next to the applicant’s name.

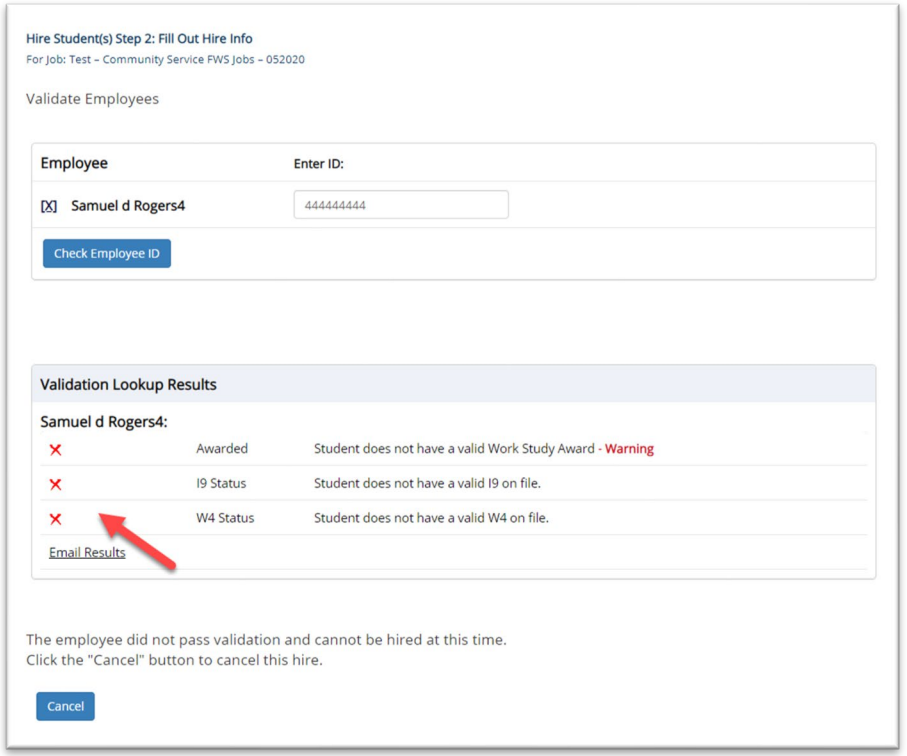
Hire an Applicant – Applied to Job Posting



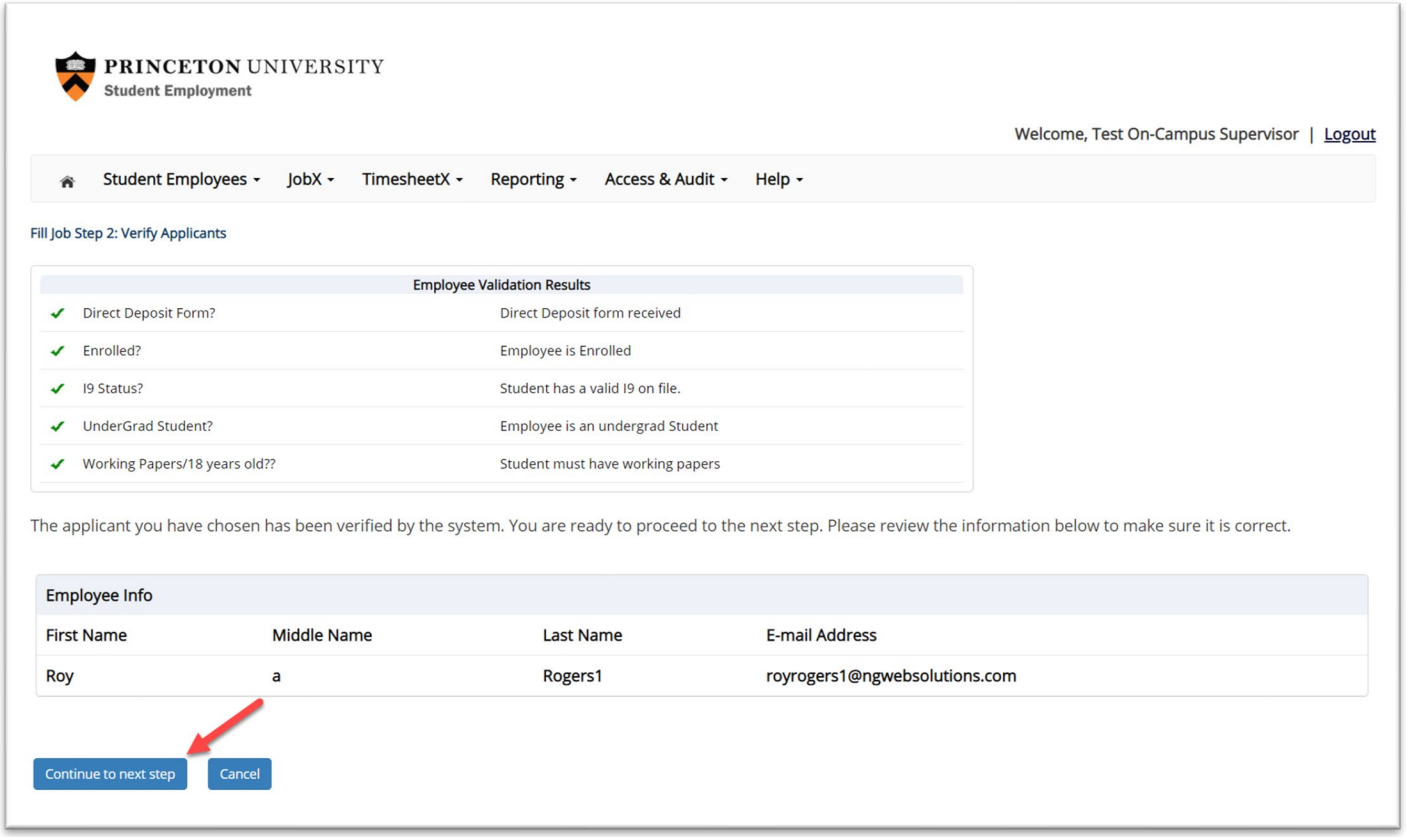
- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click 'Go to Step 2'.

Hire an Applicant– Compliance Validation - Warning

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.



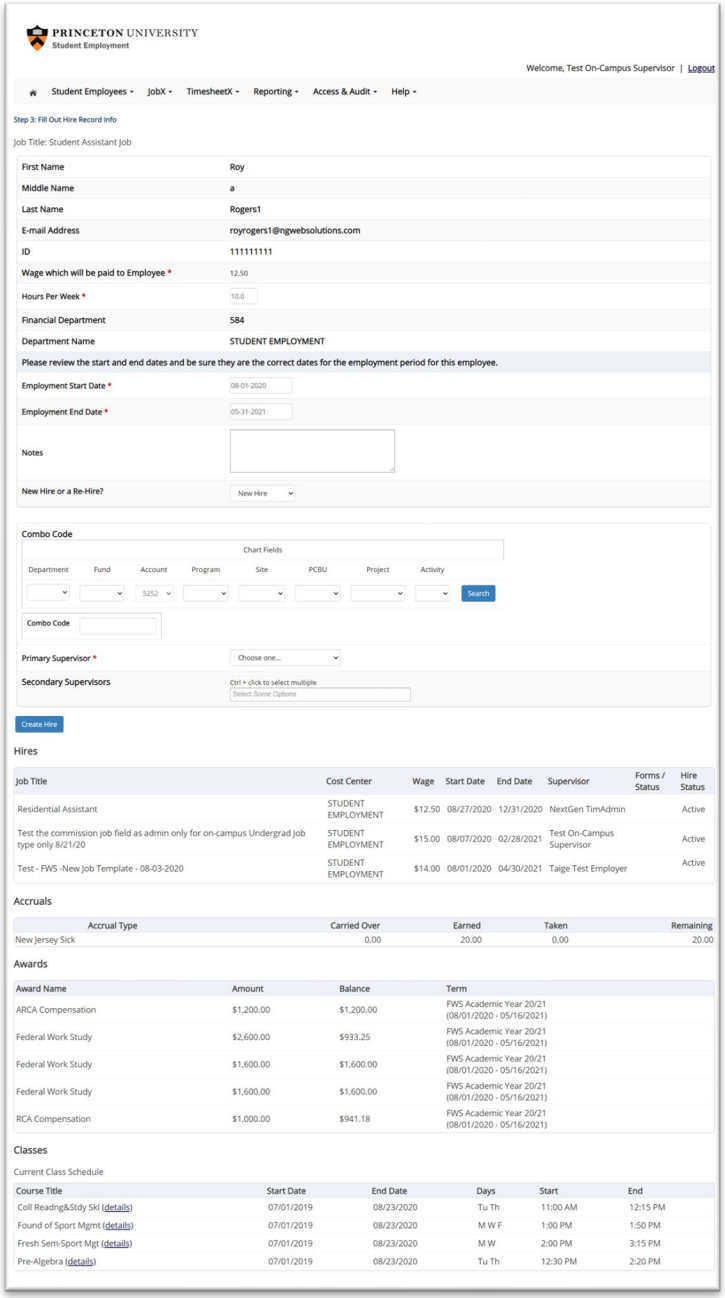
Hire an Applicant– Compliance Validation - Pass



- If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a 'Continue to next step' button will be presented to continue the hire process.

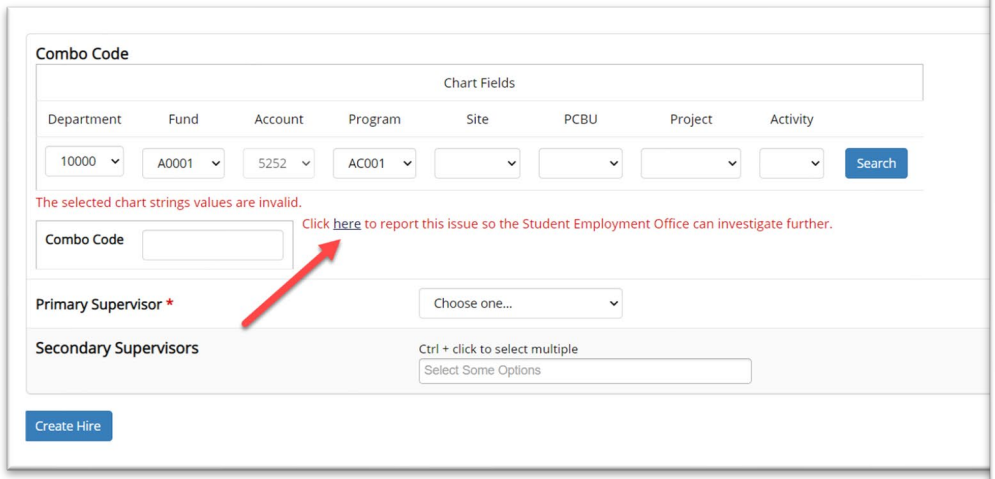
Hire an Applicant – Hire Approval Request – Undergraduate Students

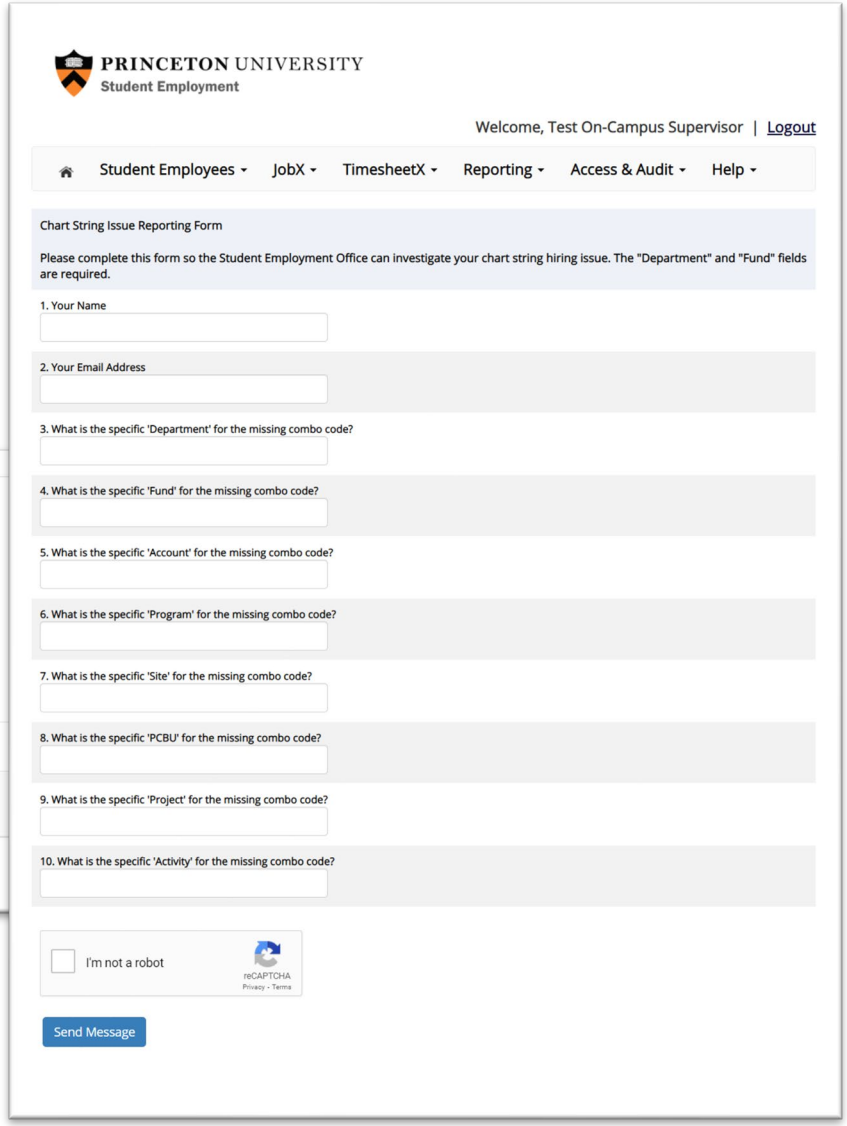
- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the "**Create Hire**" button.



Hire an Applicant – Hire Approval – Combo Code

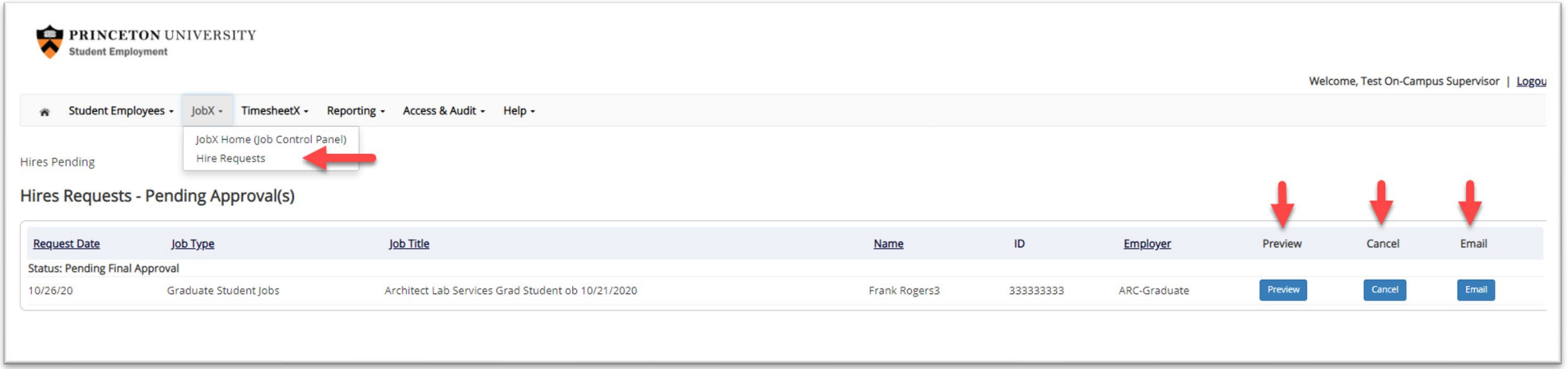
- If your combo code is invalid, you may submit a request to the student employment office to have your combo code reviewed.
- Click the link in the 'Click **here** to report this issue so the Student Employment Office can investigate further'.
- Complete the combo code form.





Hire Requests – Pending Approval

- To view pending hire requests you may click on the '**JobX**' menu drop down and select '**Hire Requests**'.
- You have the option to '**Preview'** the hire information, '**Cancel'** the hire, or send a follow-up '**Email'** to the student from this dashboard.



Approved for Hire

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Hire Approval Email – Undergraduate Students

- When the student has been approved to work by the Student Employment Office you will receive the following email.

Employer: Congratulations! Your student has been approved for work.

Employee: Congratulations! You have been approved for work.

Hire Request Details:
Student Name: Sample Student
Email Address: samplestudent@princeton.edu
Position: Student Employee
Employer Name: Princeton University
Primary Supervisor: Sample Supervisor
Dates: 08/20/2020 – 05/20/2020
Wage: $8.00

Hire Processed Email – Graduate Students

- When the student has been processed to work you will receive the following email.

Your job has been processed. For details please contact your supervisor.

As a reminder, please keep in mid any visa restrictions (if applicable) and ensure that you are in compliance with the Student Employment Policy http://gradschool.Princeton.edu/policies/employment for graduate students.

Hire Request Details:
Student Name: Sample Student
Email Address: samplestudent@princeton.edu
Position: Student Employee
Employer Name: Princeton University
Primary Supervisor: Sample Supervisor
Dates: 08/20/2020 – 05/20/2020
Wage: $8.00

Timesheets

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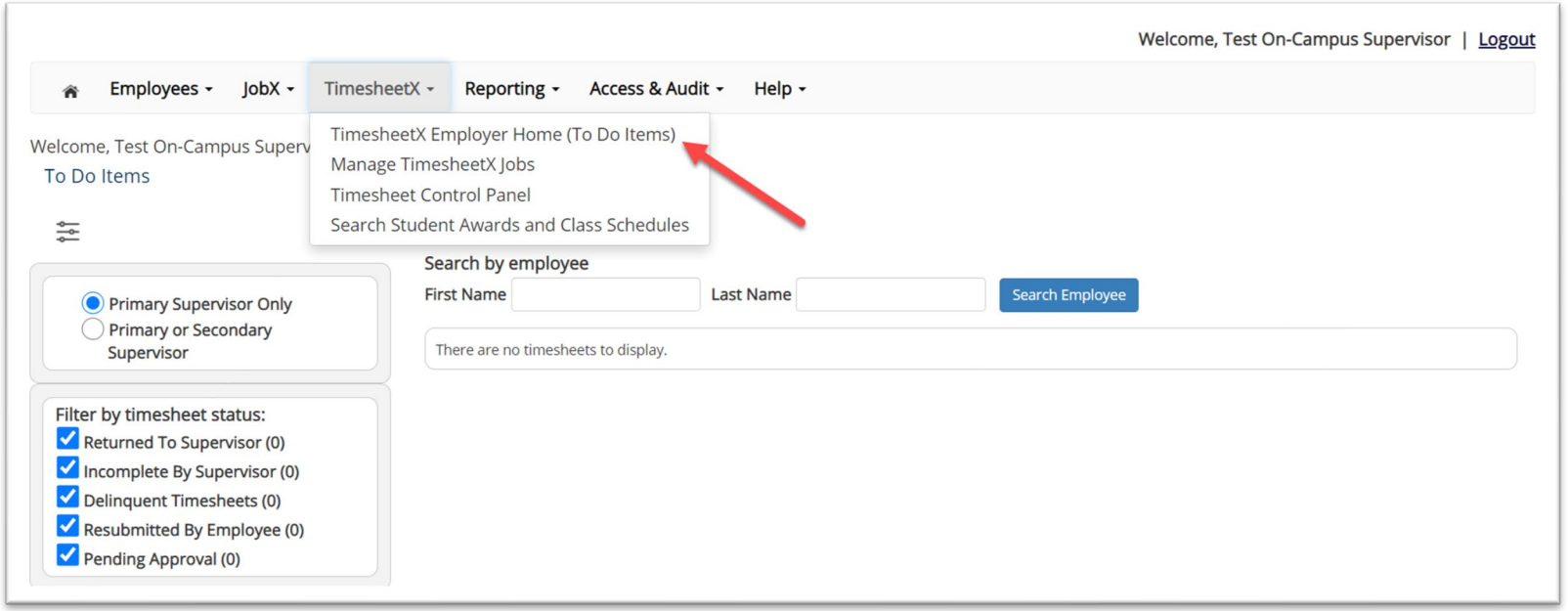
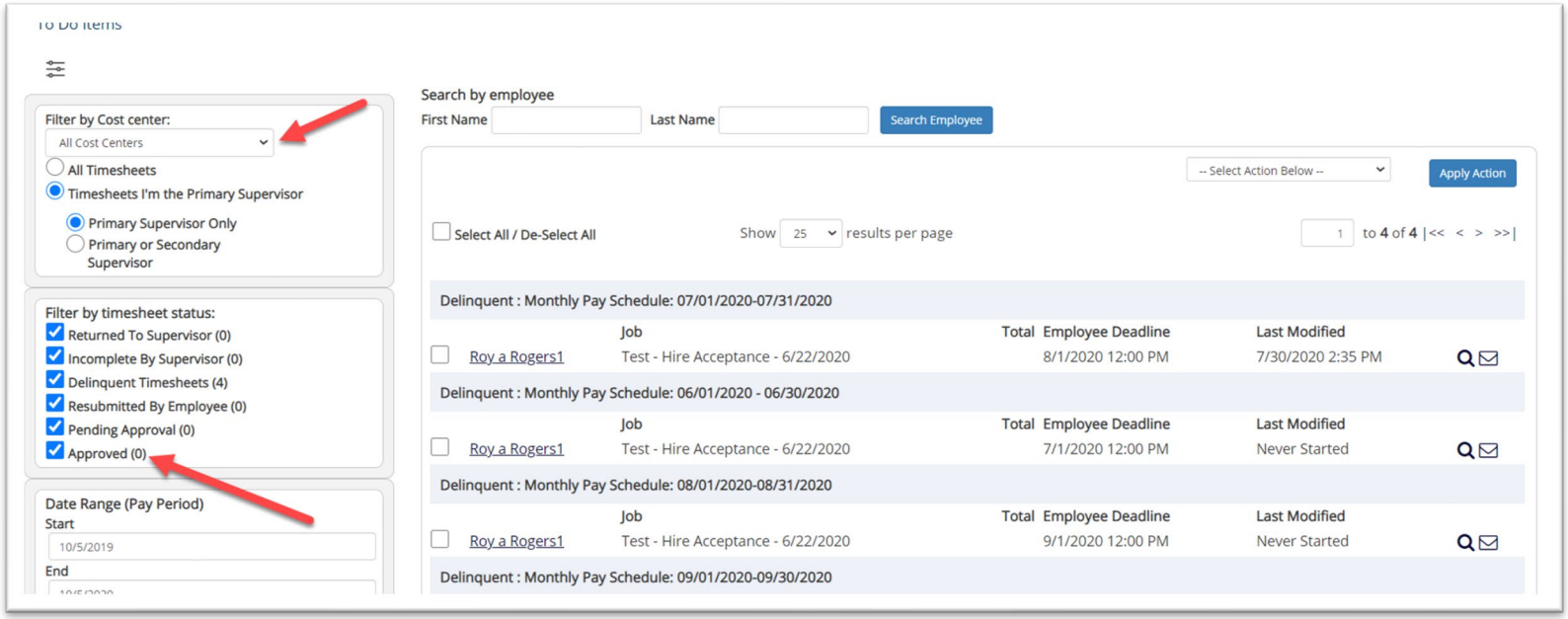
Review Time Sheets



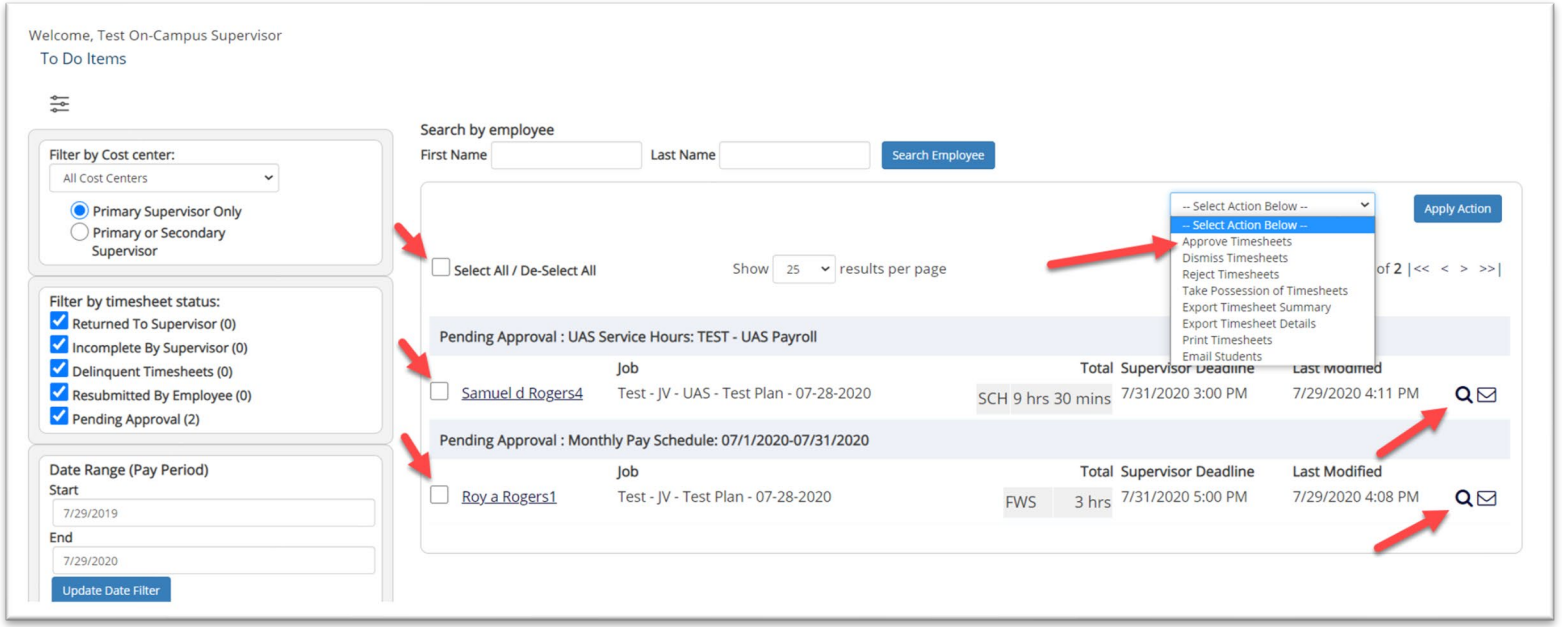
- Review Time Sheets, click '**TimesheetX To-Do Items**' from the TimesheetX Menu.
- Select a cost center from the drop-down box at the top (if you have permission to review/approve time sheets for more than one cost center).

Review Time Sheets



- To locate time sheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Time Sheets, and Resubmitted by Employee) except for the “Pending Approval” box.

Review Time Sheets

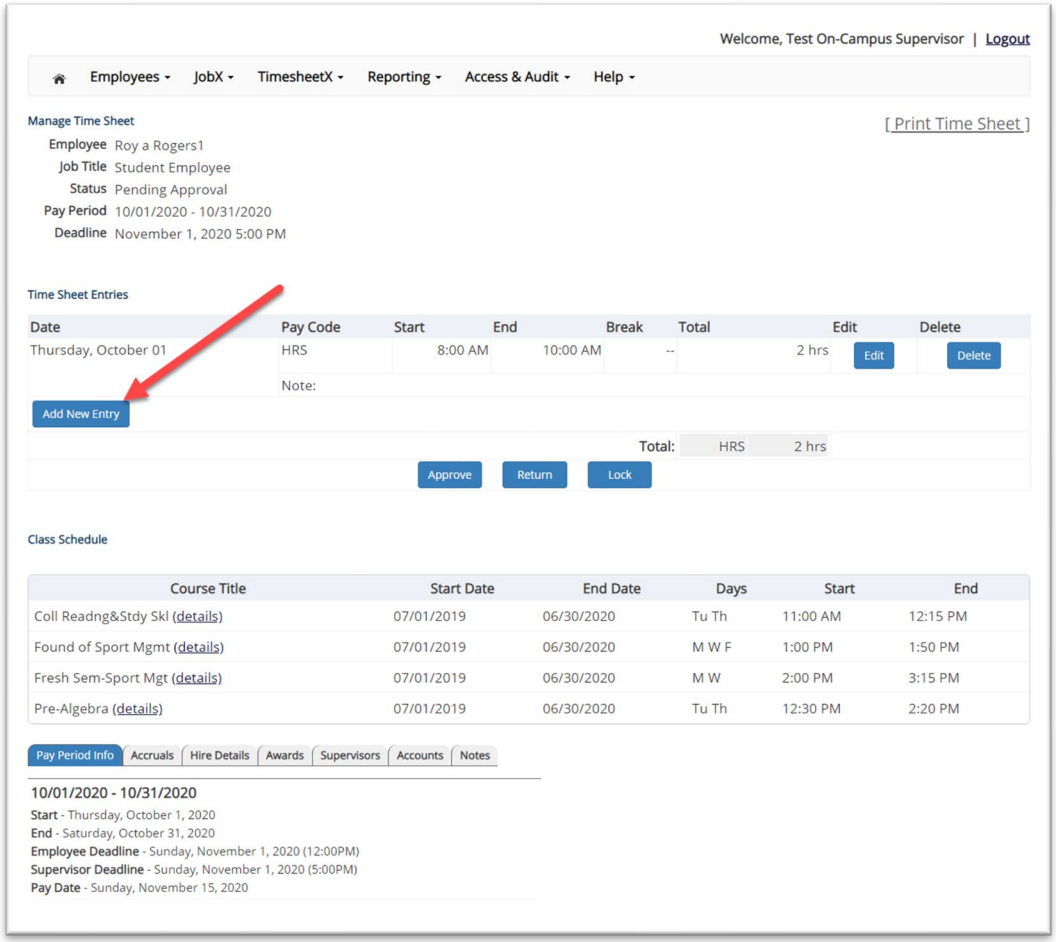


- Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.

- If you have multiple time sheets you'd like to approve, simply click the box next to each time sheet you wish to approve. Then, click the "Approve timesheets" in the Action menu.

NGWEB SOLUTIONS, LLC - CONFIDENTIAL AND PROPRIETARY - DO NOT SHARE WITHOUT PERMISSION

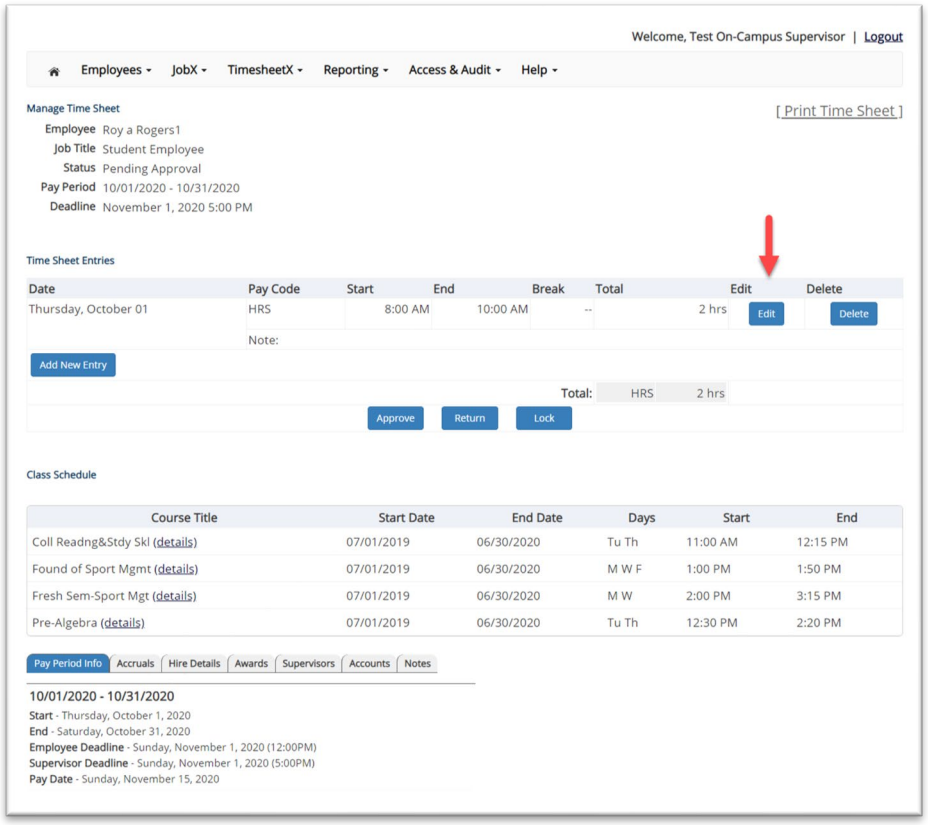
Add a New Time Sheet Entry



Click ‘Add new Entry’ if you wish to add another entry.

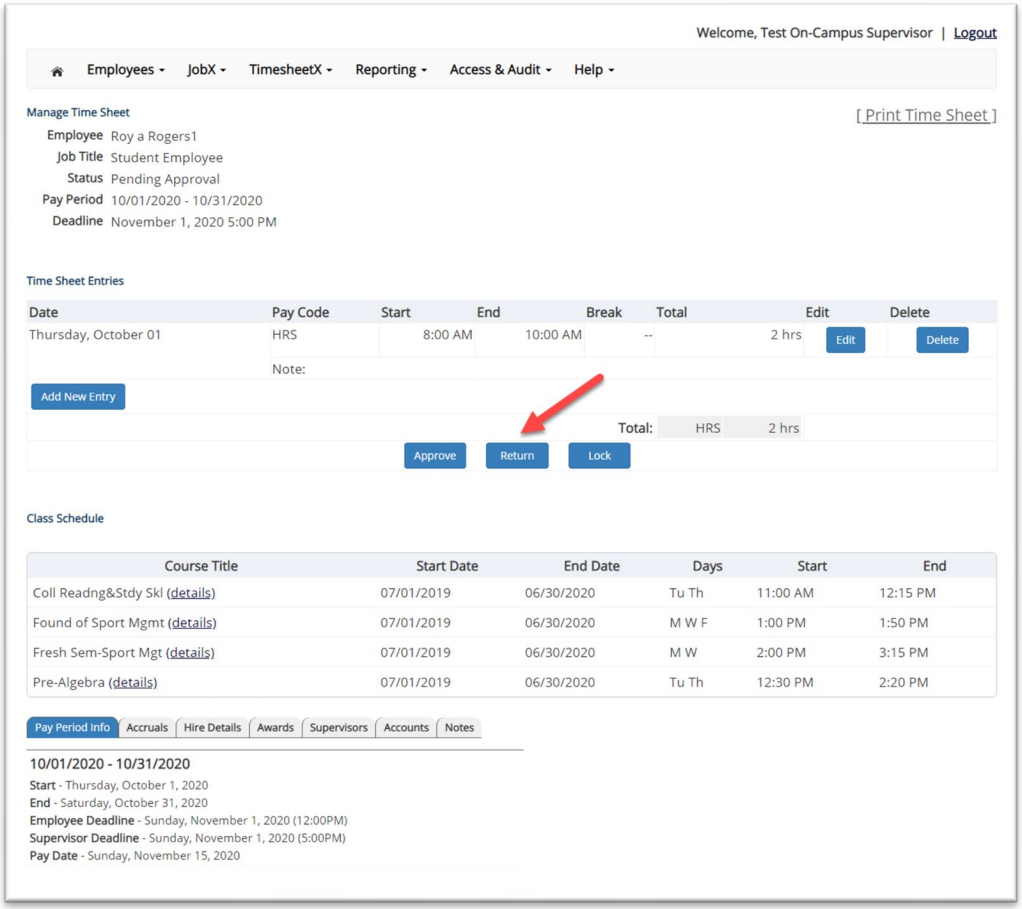
Then click ‘save’ to save the entry.

Edit an Individual Time Sheet



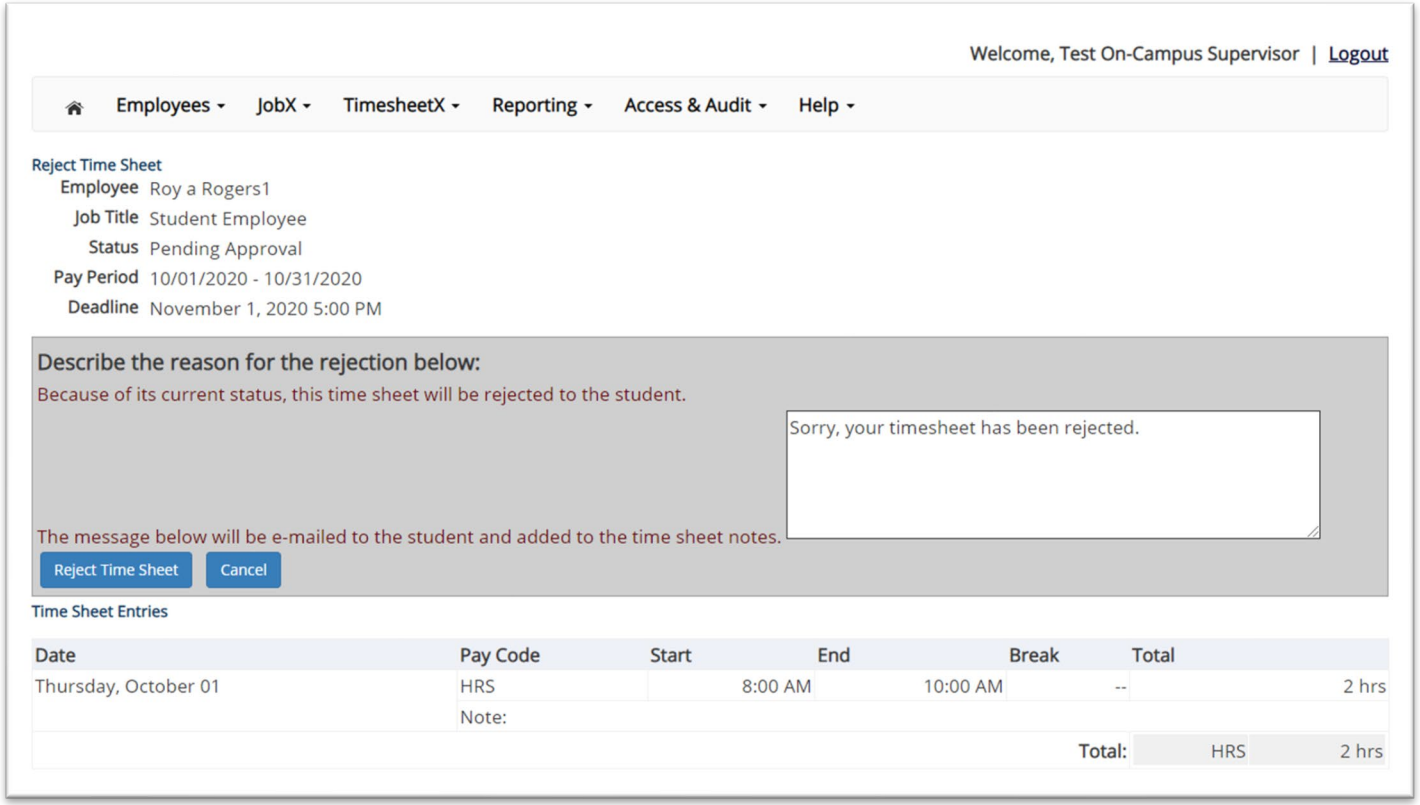
- Click ‘Edit’ next to the time sheet entry you wish to update.
- The time sheet will now be locked to you until you save your changes.

Reject a Time Sheet



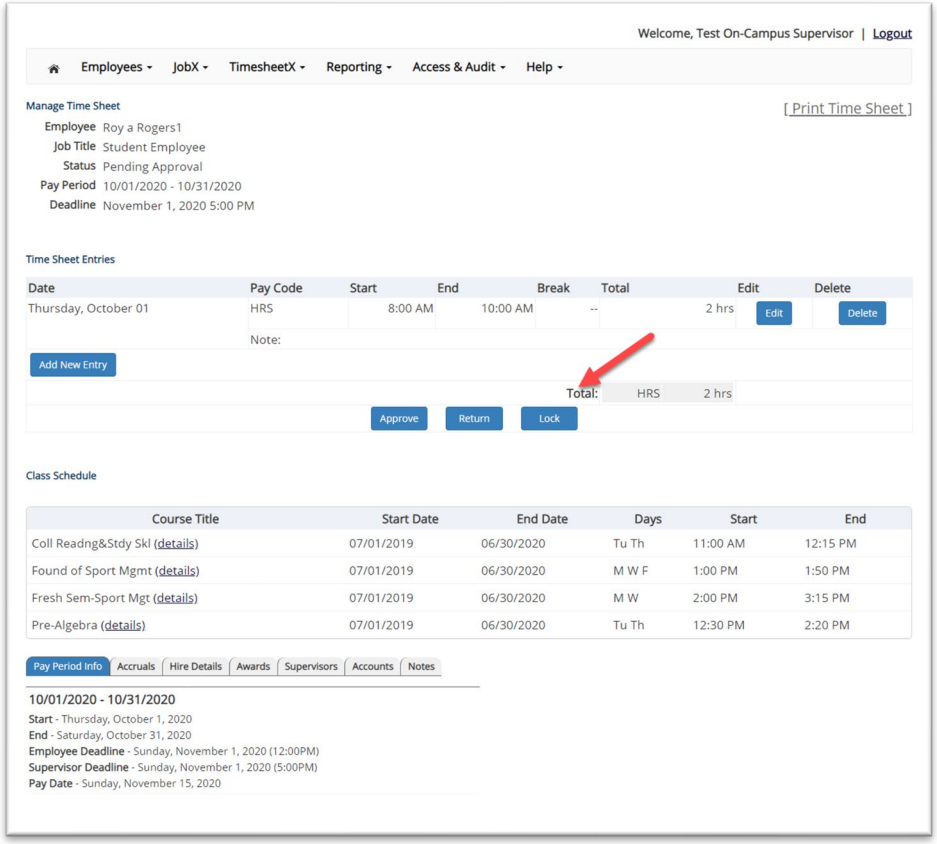
- If you need to reject the time sheet back to the employee, click the ‘Reject’ button.

Reject a Time Sheet



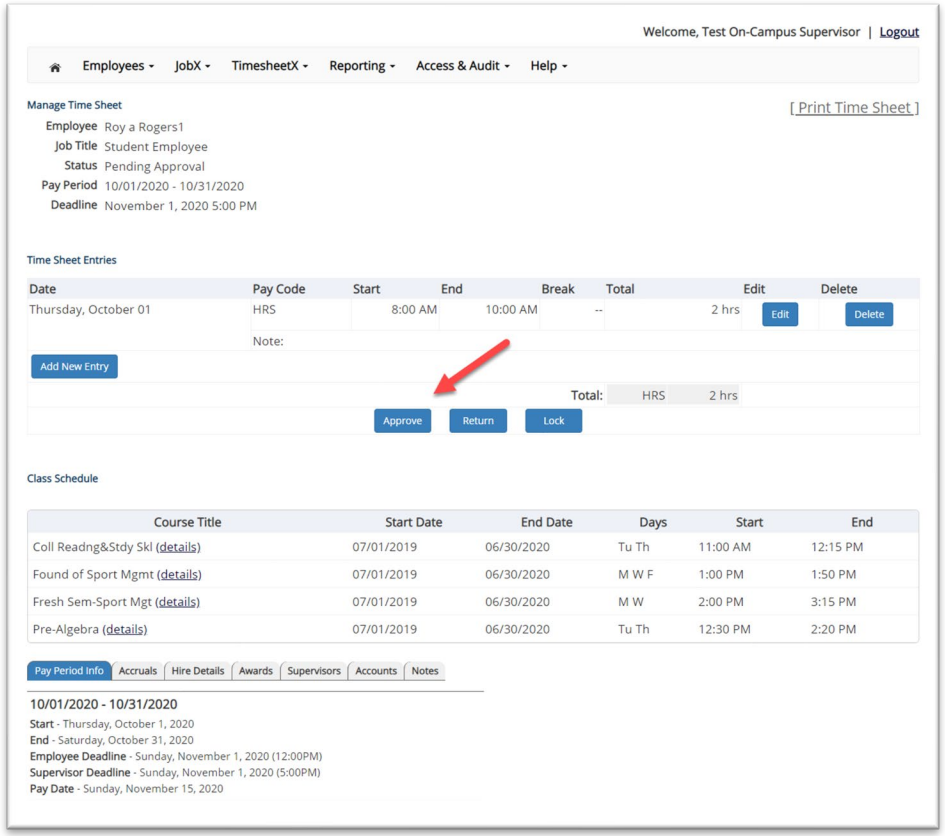
- Enter the reason you are rejecting the time sheet and click ‘Reject Time Sheet’.
- An e-mail will be sent to the employee notifying them that their time sheet has been rejected.

Lock a Time Sheet



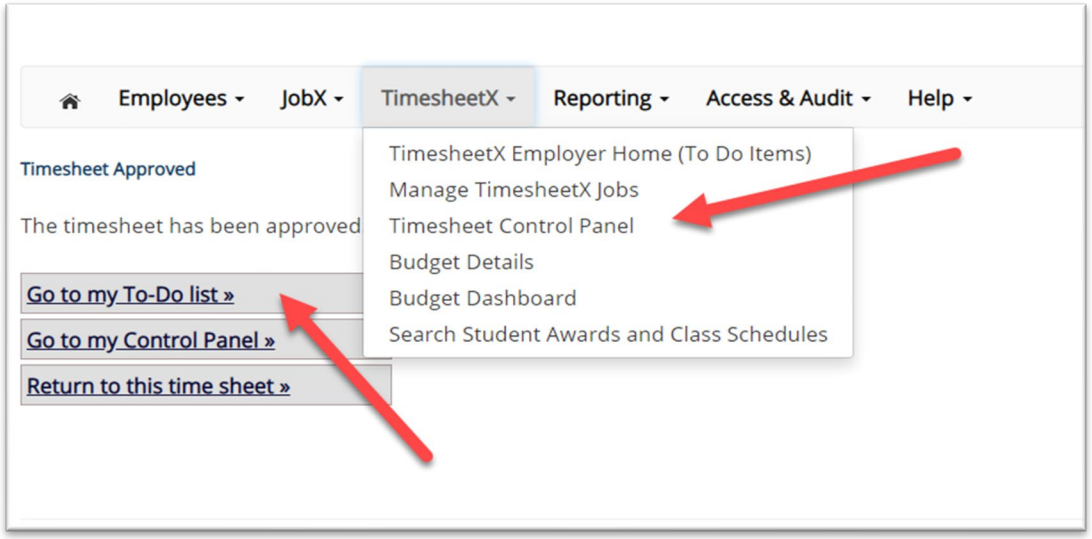
- If you need to lock the time sheet back to prevent any further edits until you collect additional information, click the 'Lock' button.

Approve a Time Sheet



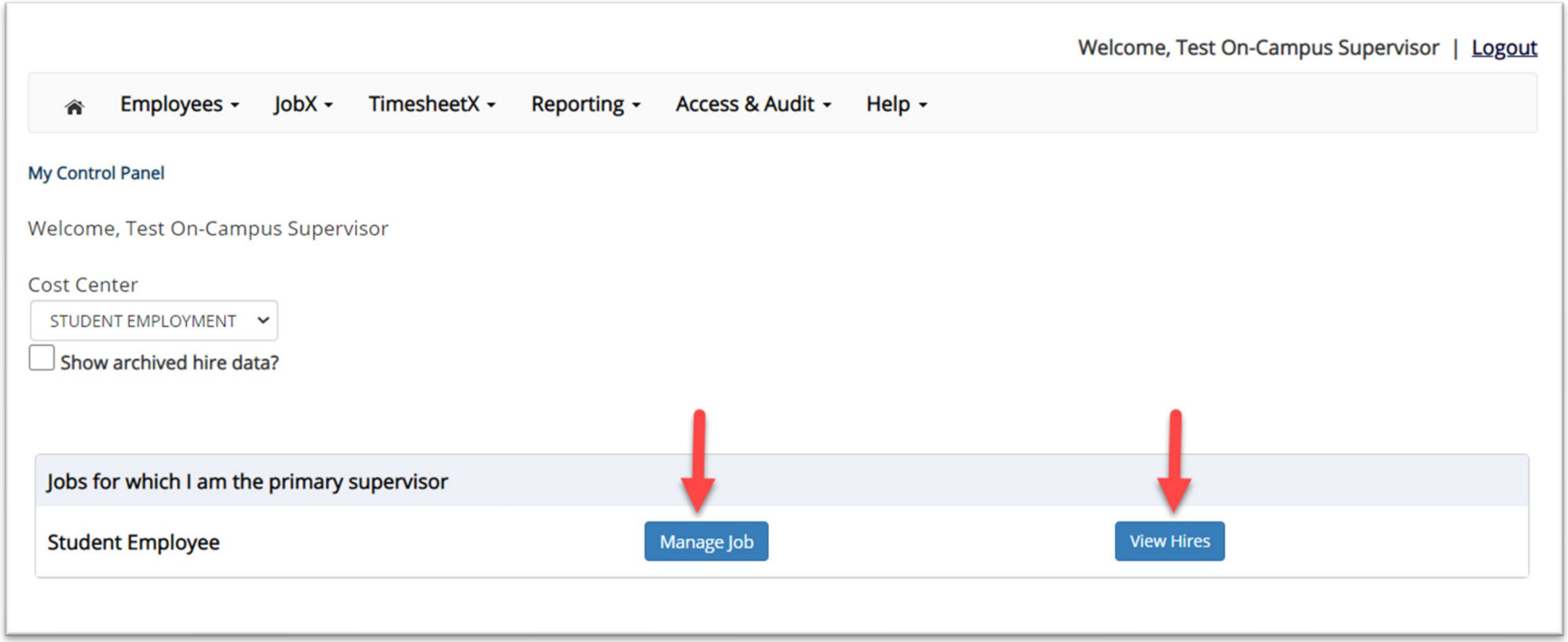
- To approve a time sheet, click the ‘Approve’ button for final approval of the time sheet.

Approve Additional Time Sheets



- Click 'Go to my To-Do List' to review other time sheets.
- To view the Supervisor Control Panel, click 'Go to my Control Panel.'

Timesheet Control Panel

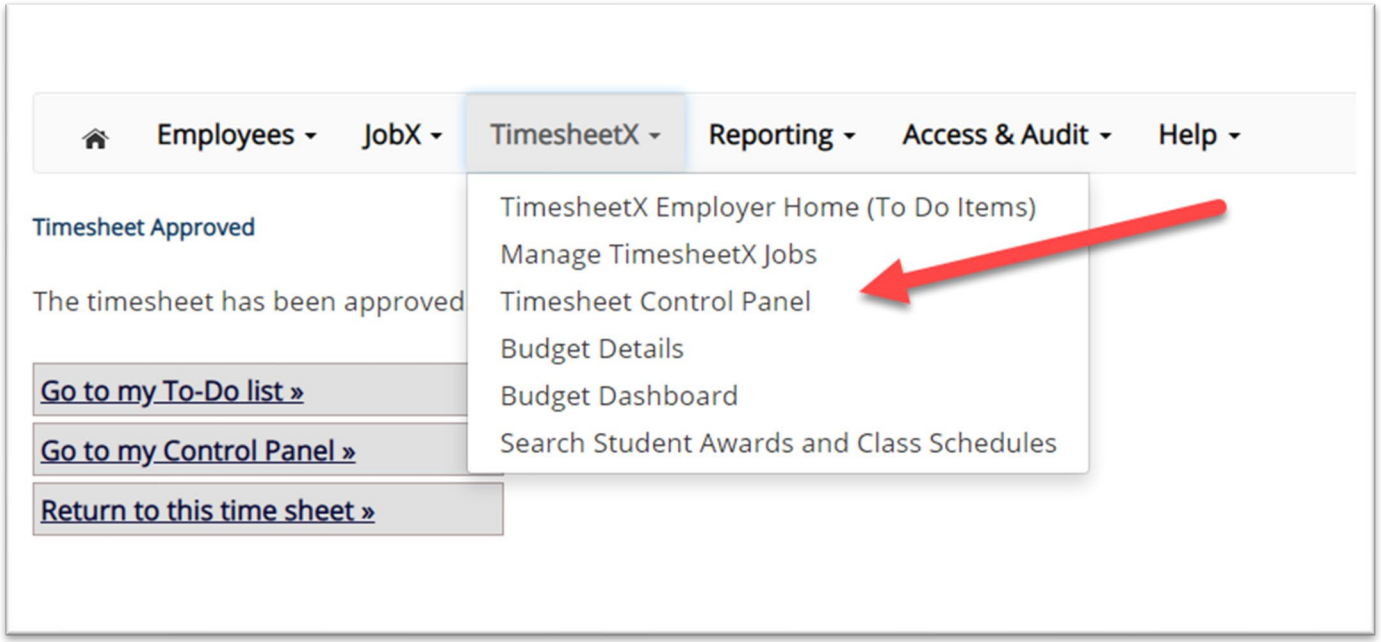


- The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a supervisor for assigned cost center(s).
- Supervisors can manage their jobs, time sheets, and view jobs from this page.

Other Time Sheet Features

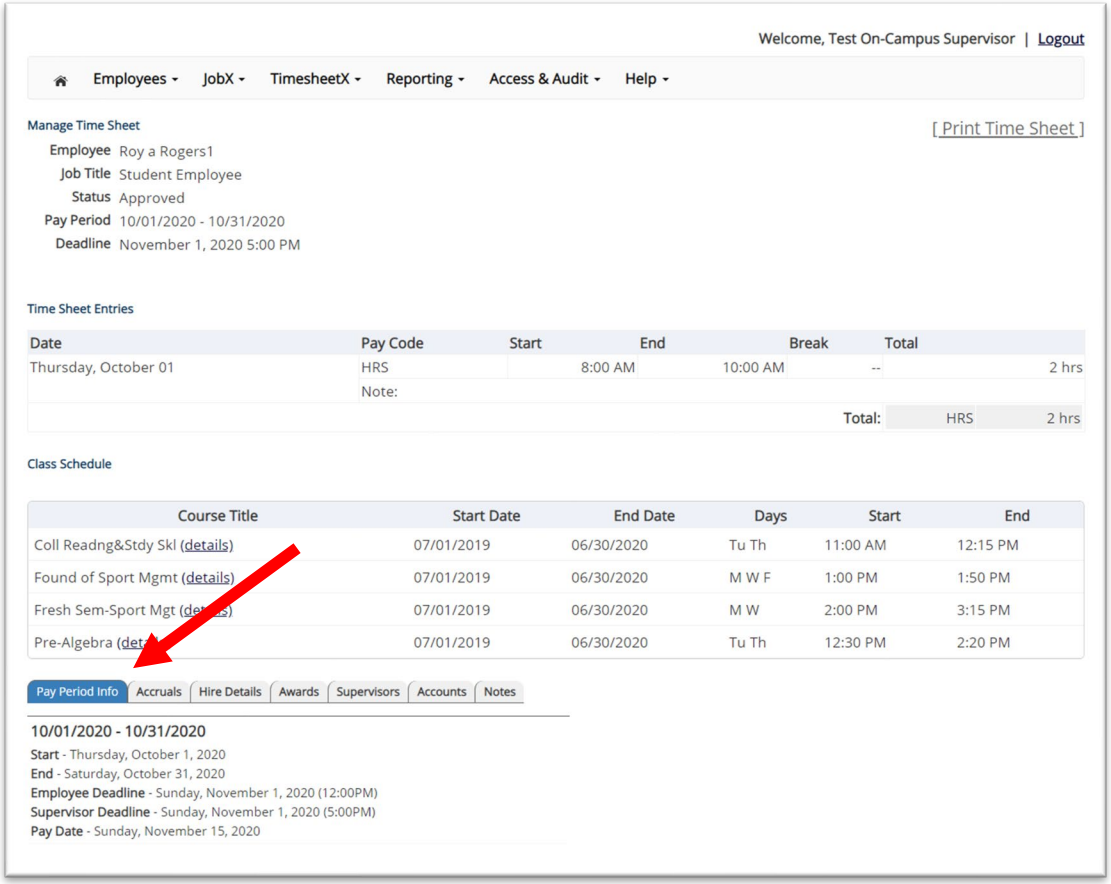
WHAT ELSE CAN I VIEW ON THE TIME SHEET?

Timesheet Control Panel



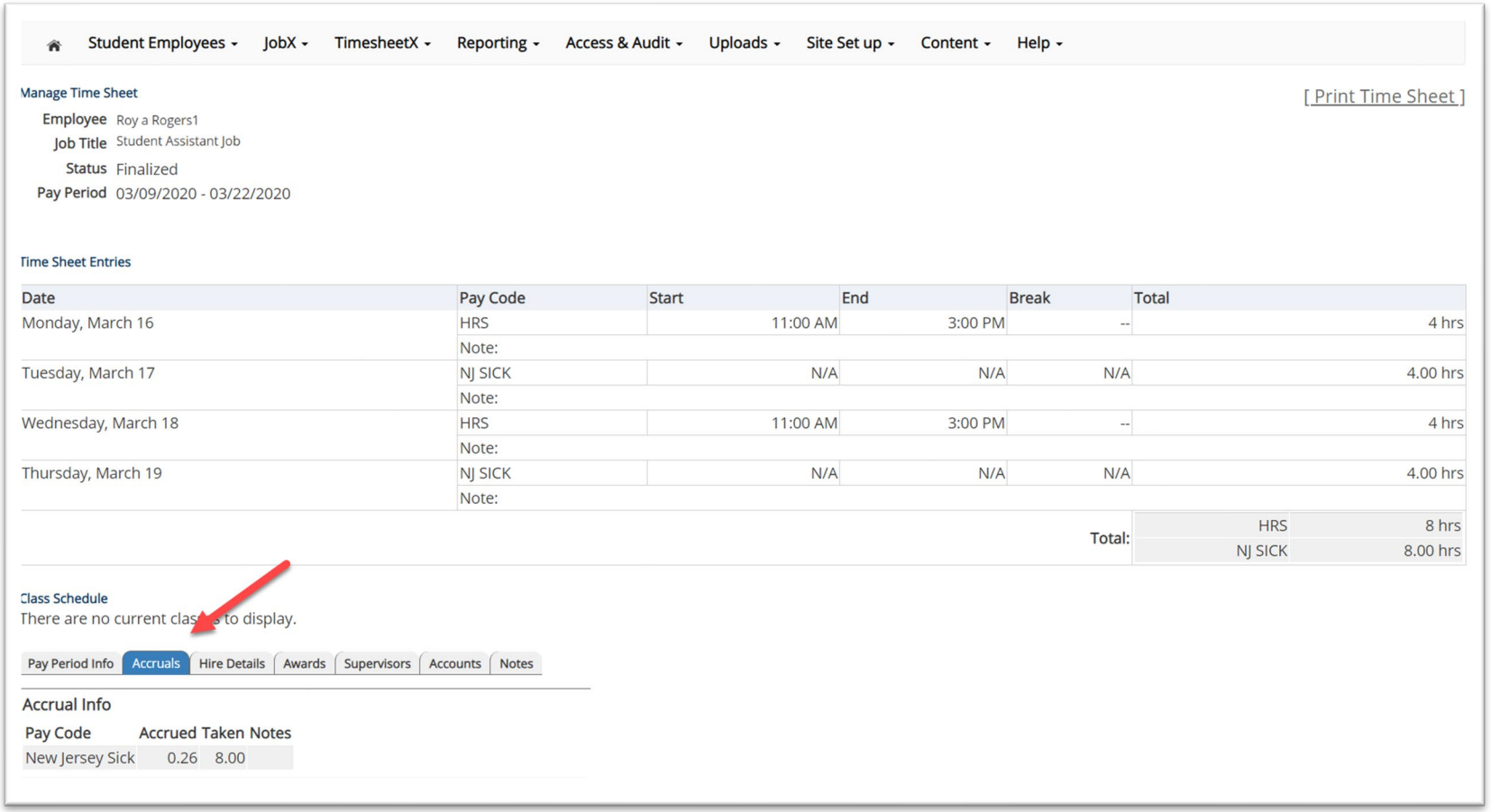
- To access the Timesheet Control Panel, select 'Timesheet Control Panel' from the TimesheetX menu at the top of your screen.

View Pay Period Information



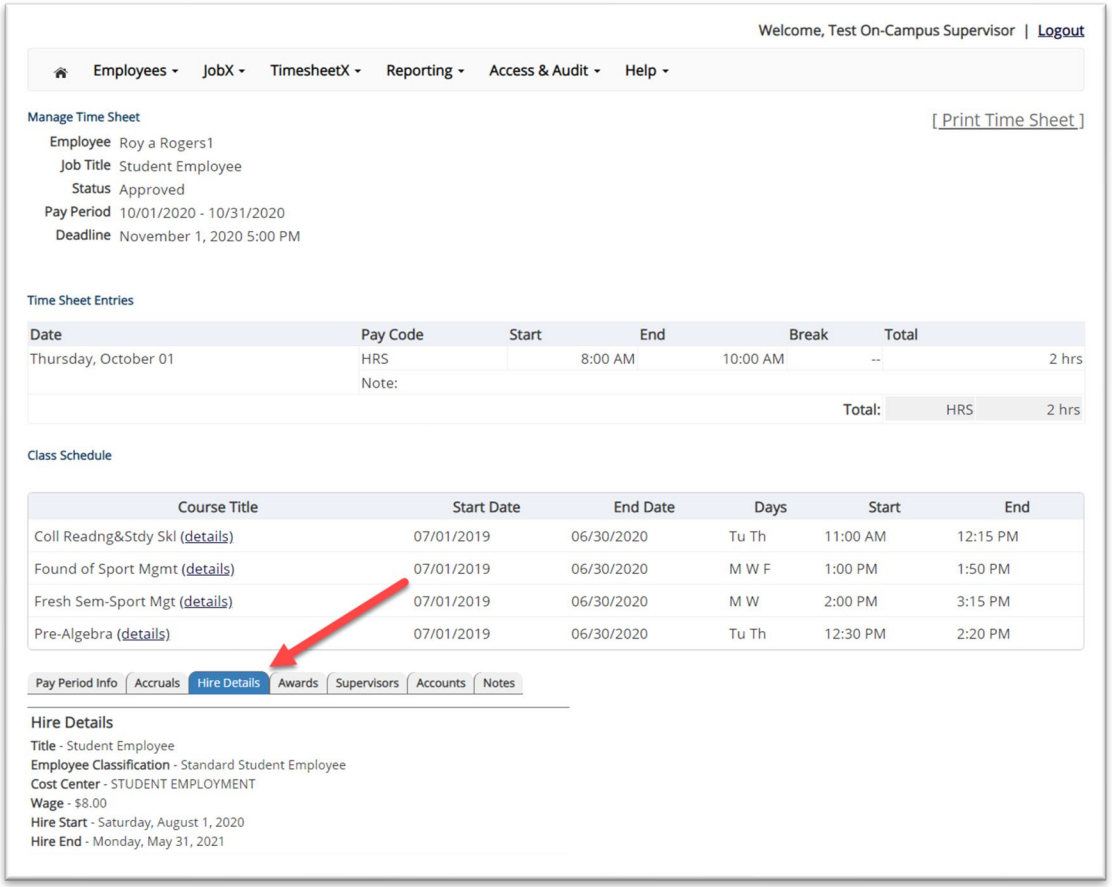
- To view Pay Period Details, click on the “Pay Period Info” tab.

View Sick Time Accrual



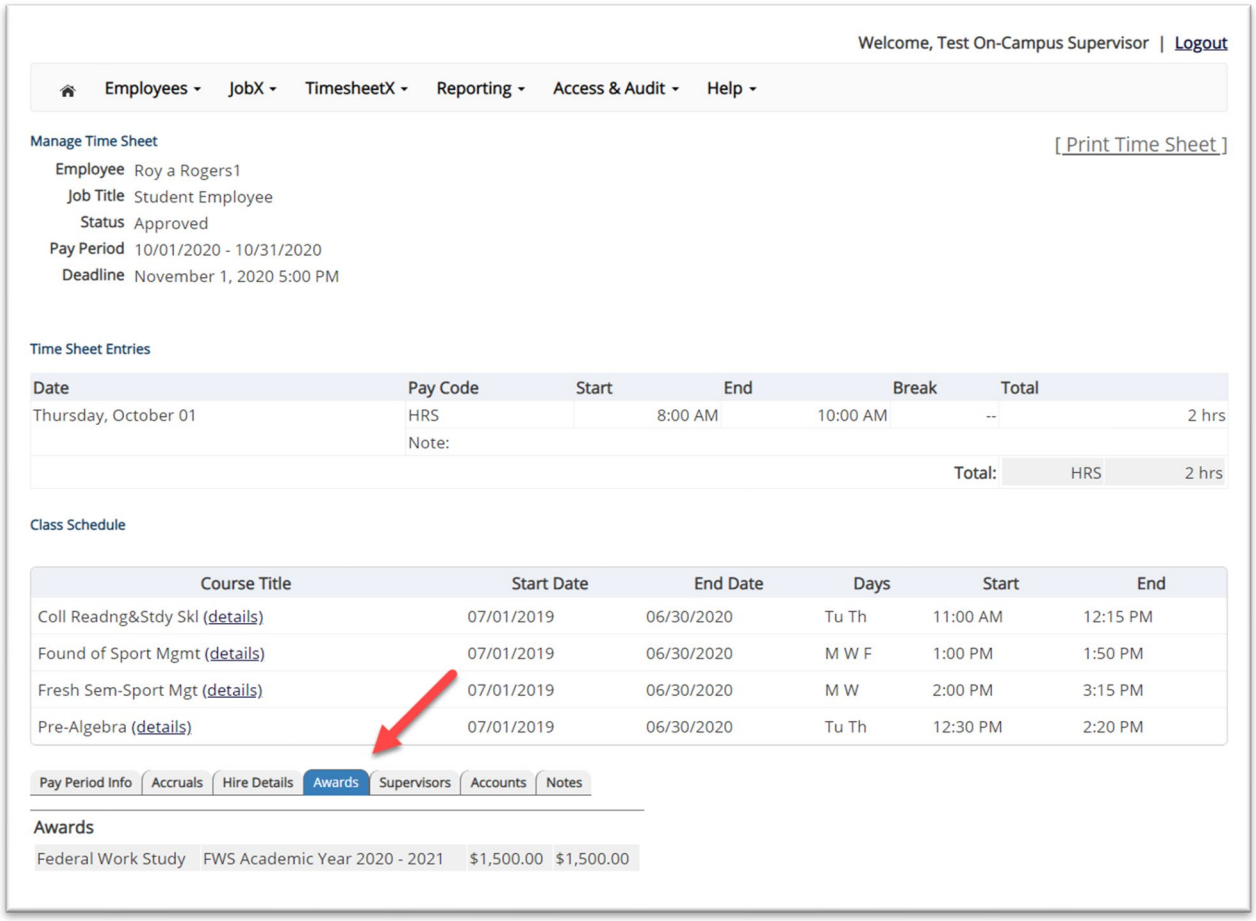
- To view Pay Period Details, click on the “Pay Period Info” tab.

View Hire Information



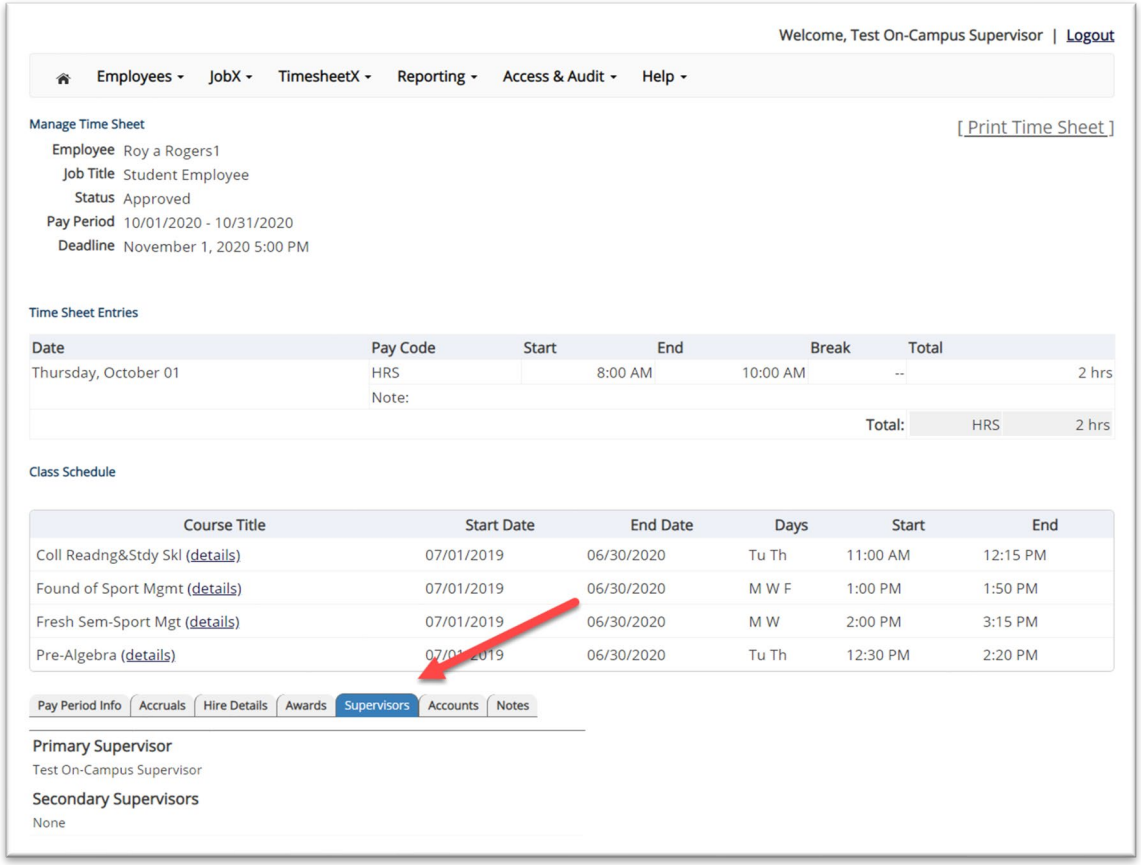
- To view an employee's Hire Details, click on the "Hire Details" tab.

View Award Information



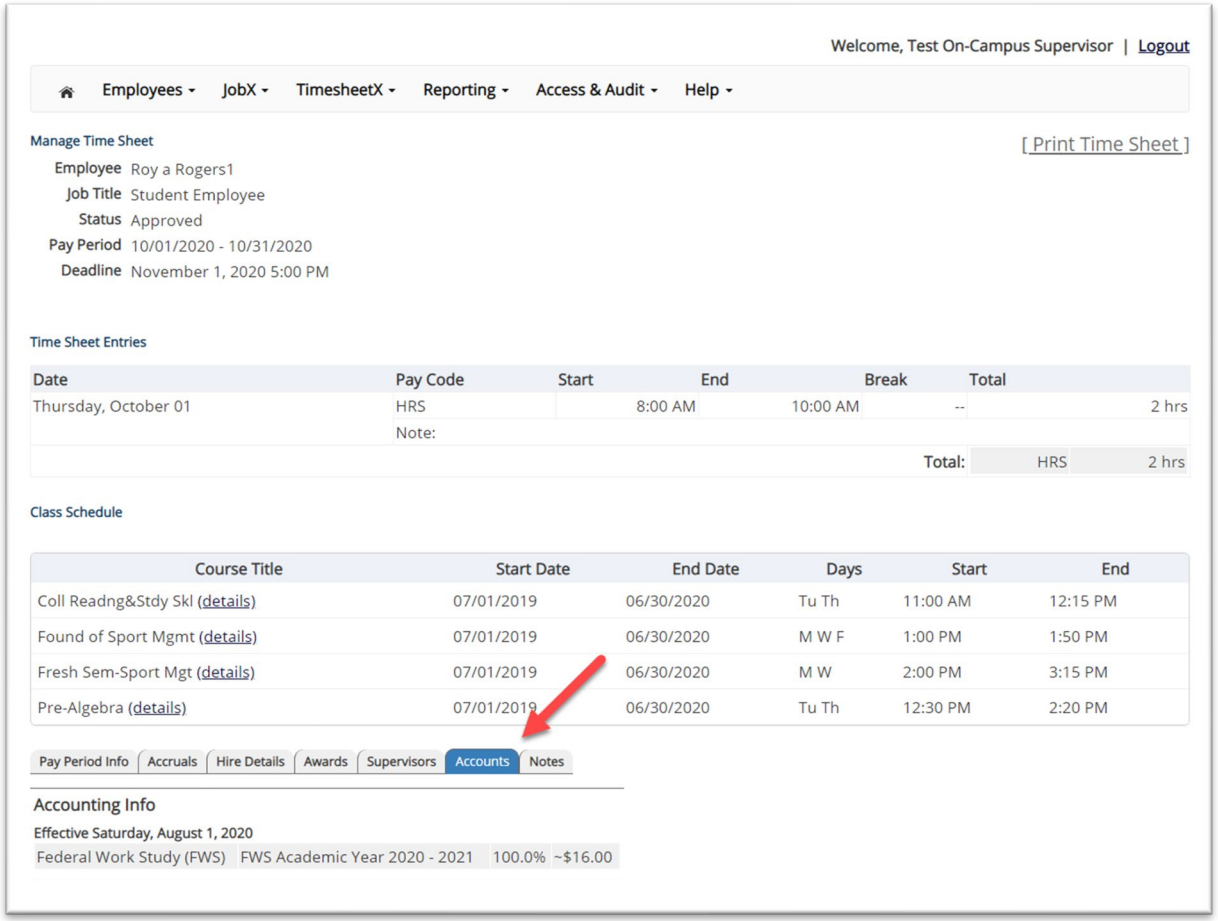
- To view an employee's Award information, click on the 'Awards' tab.

View Supervisor Information



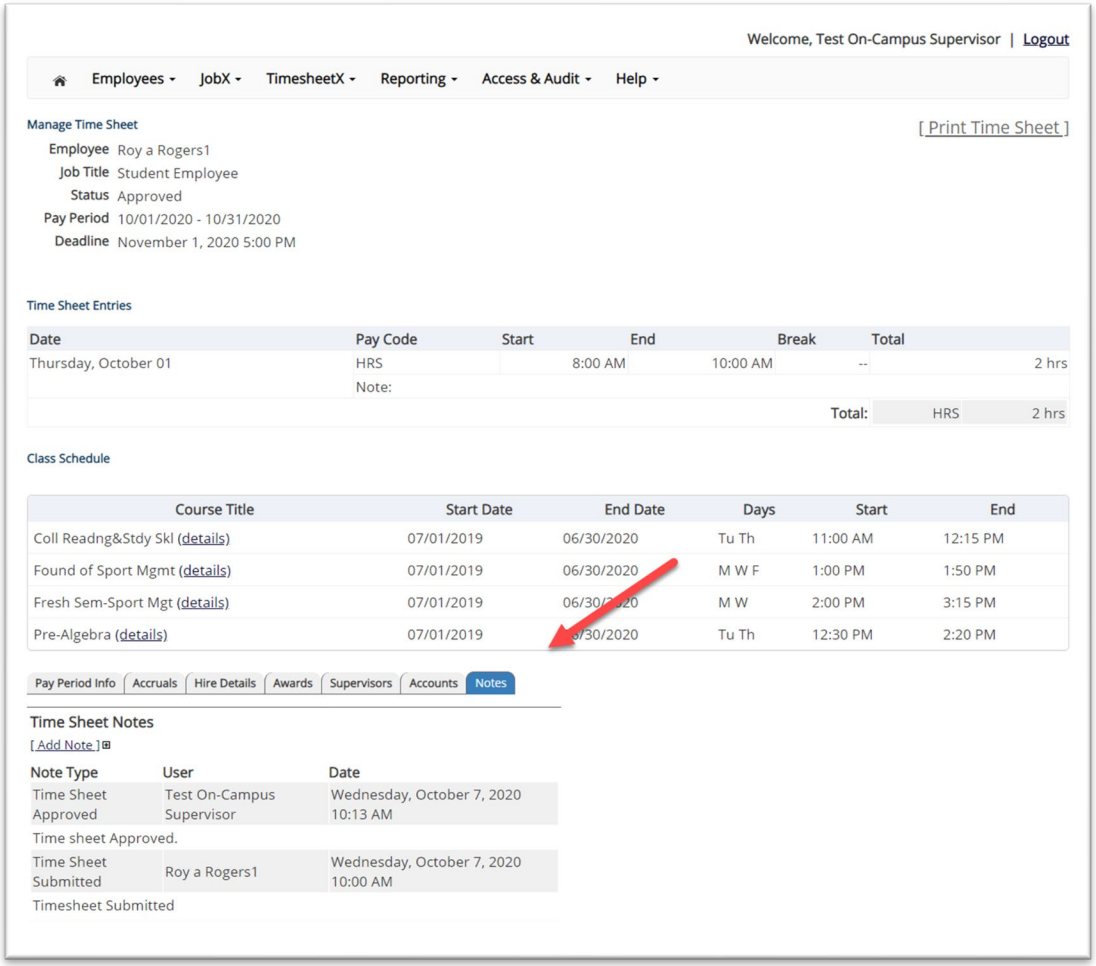
- To view an employee's Primary & Secondary Supervisor information, click on the 'Supervisors' tab.

View Account Information



- To view an employee's Account information, click on the 'Accounts' tab.

View Time Sheet Notes & Audit History

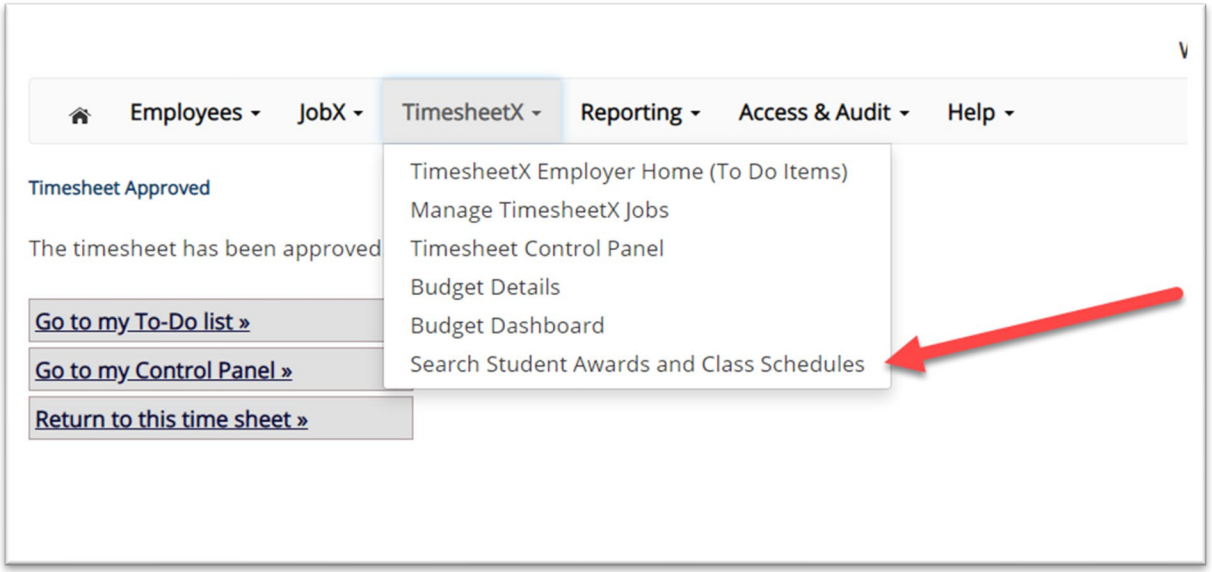


- To view an employee's notes on the applicable time sheet, click on the 'Notes' tab.

Search Students

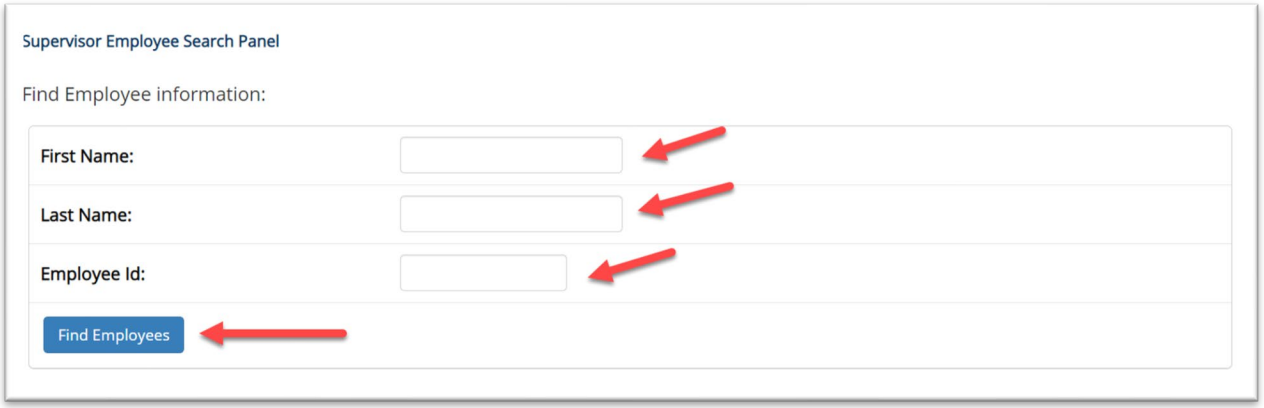
WHERE CAN I SEE STUDENT INFORMATION?

Search Student Awards & Class Schedule



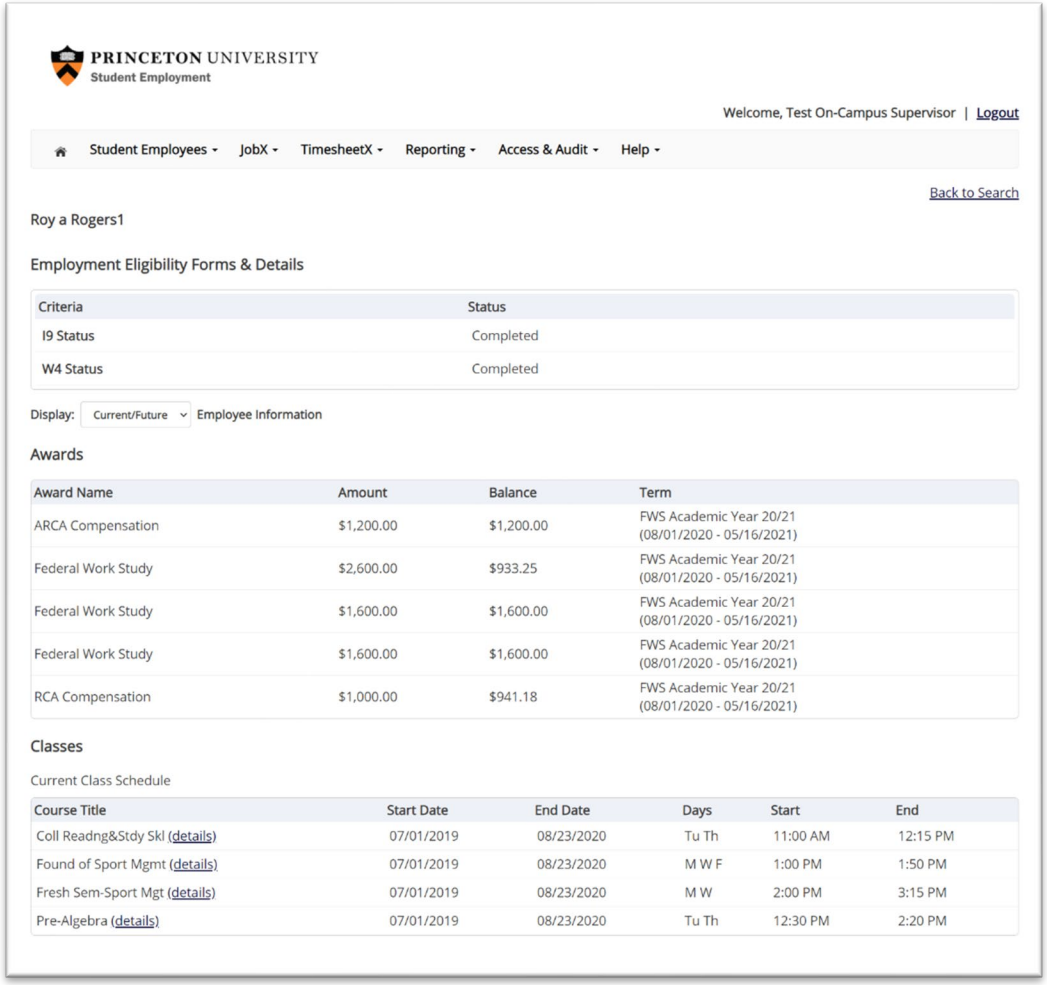
- To quickly view student's award, employment eligibility flags, and/or class schedule information, click the 'Search Student Awards & Class Schedules' feature on the TimesheetX menu at the top of the screen.

Search Student Awards & Class Schedule



- Type the employee's last name or Employee ID, then click the 'Find Employees' button.
- Next, click the Employee's name to access their account.

Search Student Awards & Class Schedule



PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | Logout

Student Employees | JobX | TimesheetX | Reporting | Access & Audit | Help

Back to Search

Roy a Rogers1

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed

Display: Current/Future Employee Information

Awards

Award Name	Amount	Balance	Term
ARCA Compensation	$1,200.00	$1,200.00	FWS Academic Year 20/21 (08/01/2020 - 05/16/2021)
Federal Work Study	$2,600.00	$933.25	FWS Academic Year 20/21 (08/01/2020 - 05/16/2021)
Federal Work Study	$1,600.00	$1,600.00	FWS Academic Year 20/21 (08/01/2020 - 05/16/2021)
Federal Work Study	$1,600.00	$1,600.00	FWS Academic Year 20/21 (08/01/2020 - 05/16/2021)
RCA Compensation	$1,000.00	$941.18	FWS Academic Year 20/21 (08/01/2020 - 05/16/2021)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	08/23/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	08/23/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	08/23/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	08/23/2020	Tu Th	12:30 PM	2:20 PM

- To view current, future, or past awards use the ‘Display’ drop down menu to select your desired results.

Questions?

For general and undergraduate questions, contact Student Employment:
seoffice@princeton.edu

609-258-3334

For graduate student-specific questions, contact Jeanette Deguire:

jdeguire@princeton.edu

609-258-2449