



PRINCETON UNIVERSITY
Student Employment



University Employers
Supervisor Training
Manual



=Total Solution

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

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.



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

Training Outline

Access JobX & TimesheetX

Job Posting

Review and Hire Applicants

Approved for Hire

Timesheets

Questions





Access JobX & TimesheetX

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
Student Employment

Student Employees - Supervisors and Administrators -

Welcome to the Student Employment Portal

Applicants & Student Employees
Search for a job or sign up for e-mail notification about positions that interest you. Enter time and submit your timesheets!

University Employers
Post available positions, review applications, hire student employees, and manage timesheets.

Off-Campus Employers
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may apply to participate in the off-campus Federal Work-Study Program.

Princeton University JobX & TimesheetX Site:


<https://princeton.studentemployment.ngwebsolutions.com/>

University Employer Request Login

Click the 'Request Supervisor Access' link.

University Employers

Post available job positions, review applications, hire student employees, and manage time worked.



Student Employment Information

[Undergraduate Employer Information](#)
General information about undergraduate employment at Princeton.

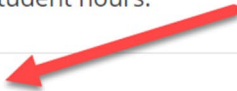
[Graduate Employer Information](#)
General information about graduate employment at Princeton.

[Supervisor Training Presentation](#)
Click here to download the JobX and TimesheetX supervisor training presentation.

Employer Tools

[JobX Login](#)
Login to post jobs, hire students, and access student applications.

[TimesheetX Login](#)
Login to review and approve student hours.

[Request Supervisor Access](#) 
Click above if you are an University Employer who has **never** logged in before.

University Employer Request Login

Complete Request Log in permission Form.

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

Request Log in permission

Request Permission To Use This Site

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

First Name *

Middle Name

Last Name *

PUID / EmplID *

Full Email Address *
Example: yourname@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website


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

Employer

Job Title

Notes
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 have applicants in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

I'm not a robot  [Privacy](#) [Terms](#)

University Employer JobX Login

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

University Employers



Post available job positions, review applications, hire student employees, and manage time worked.

Student Employment Information

[Undergraduate Employer Information](#)

General information about undergraduate employment at Princeton.

[Graduate Employer Information](#)

General information about graduate employment at Princeton.

[Supervisor Training Presentation](#)

Click here to download the JobX and TimesheetX supervisor training presentation.

Employer Tools

[JobX Login](#)

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

[TimesheetX Login](#)

Login to review and approve student hours.

[Request Supervisor Access](#)

Click above if you are a University Employer who has **never** logged in before.





Central Authentication Service

NetID

Password



LOGIN

CLEAR

Change my Password or Get Help

*By proceeding to access and use University computing and network resources through this sign-on, you agree to abide by applicable laws and University policies in your use of these resources. The University's right to access, preserve, and review information stored on or transmitted through these resources is described in the **Access to Accounts Policy**.*

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University
Employer
Login to JobX &
TimesheetX

Login utilizing your Princeton SSO 'NetID' and 'Password'.





Job Postings

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.

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Job Control Panel

Result Filters: Employer: All Available [Reset Filters](#)

-- Select Action Below --

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

Architect Lab Services - 100520		Applications: 1 (1 New)	Employer: ARC-Graduate
<input type="checkbox"/>	Job Id: 4536 Contact Person: Test On-Campus Supervisor Wage: \$12.00 - \$15.00 /hr	Status: Listed Location: PO box 5 Jacksonville FL 32216	Listed: 10/05/20 Job Type: Graduate Student Jobs <input type="button" value="Actions"/>

[Architect Lab Services](#) Applications: [0 \(0 New\)](#) Employer: ARC-Graduate

Create a Job Posting - Department

PRINCETON UNIVERSITY
Student Employment

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

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

- AAS-African American Studies
- AAS-Chair
- ARC-Graduate
- LIB-Architecture Library
- STUDENT EMPLOYMENT**

Go to next step

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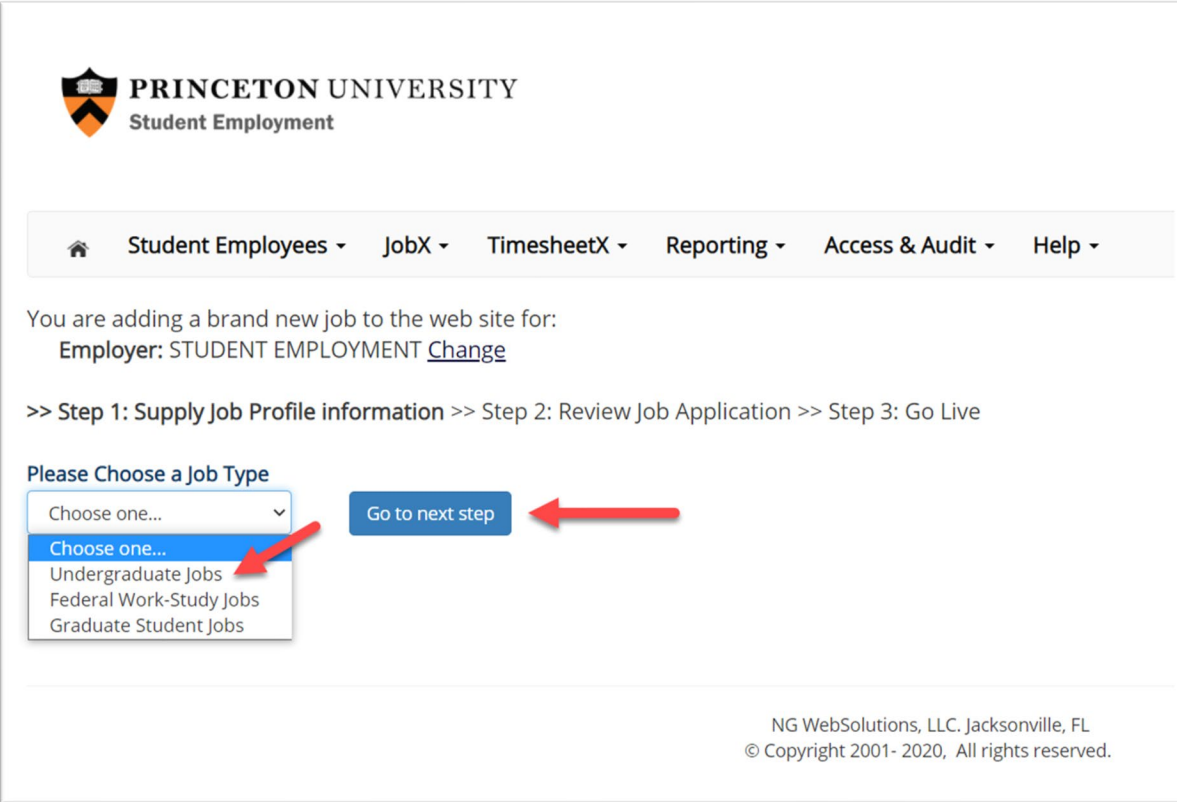
If you have posting permissions for more than one department, select the department for which you want to post a job from the **'Employer/Department Name'** drop down list.


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.



 **PRINCETON UNIVERSITY**
Student Employment

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

You are adding a brand new job to the web site for:
Employer: STUDENT EMPLOYMENT [Change](#)

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

Please Choose a Job Type

Choose one... ▾

- Choose one...
- Undergraduate Jobs
- Federal Work-Study Jobs
- Graduate Student Jobs

[Go to next step](#)

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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.

The screenshot displays the 'Complete Job Posting Template' form within the Princeton University Student Employment system. The form is titled 'You are adding a brand new job to the web site for:' and includes the following fields and sections:

- Job Category:** A dropdown menu labeled 'Choose one...'
- Job Title:** A text input field.
- Job Description:** A large text area for describing the job.
- Job Requirements:** A large text area for listing requirements.
- Required Skills:** A text input field.
- Learning Outcomes:** A text input field.
- Number of Available Openings:** A text input field.
- Hours per Week:** A dropdown menu with options 'M.S.', 'Job', and 'Course'.
- Start Date:** A date input field.
- End Date:** A date input field.
- Time Frame:** A dropdown menu labeled 'Choose one...'
- Base pay rate:** A text input field.
- Primary Contact Person:** A dropdown menu labeled 'Choose one...'. Below it is a note: 'Select a contact and the data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.'
- Phone Number:** A text input field.
- Email:** A text input field.
- Location:** A text input field.
- Secondary Contact People:** A dropdown menu with a note: 'Ctrl + click to select multiple. Select Some Options...'
- Is a resume required to complete this job application?:** A dropdown menu with 'Yes' selected.
- Is this a remote position?:** A dropdown menu with 'No' selected.
- Job Schedule:** A dropdown menu with a note: 'Ctrl + click to select multiple. Select Some Options...'
- Company/Department Logo:** A dropdown menu labeled 'Choose File: No file chosen'.
- Submit:** A blue button at the bottom left.

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.

The screenshot displays the Princeton University Student Employment system interface. At the top, the Princeton University logo and "Student Employment" text are visible. A navigation menu includes "Student Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". A welcome message for "Test On-Campus Supervisor" and a "Logout" link are present. A notification states: "The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and delete any questions you do not want. Also, you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator." A timer shows "01:59:47". The main content area is titled "Pending Job Application - STUDENT EMPLOYMENT - STUDENT EMPLOYMENT - Student Assistant Job". It features a "General" section with fields for "First name", "Middle name", "Last name", "Email" (with a note: "Please use your institutional email address (if you have one)"), and "Employee ID". There is a "Resume" section with a "Choose File" button and "No file chosen" text. Below this is the "Skills and Qualifications" section, which includes a "Save Application" button and two sub-sections: "Pick from Existing Questions" and "Create a New Question". The "Pick from Existing Questions" section shows a list of question types: "DOB", "LOR", "Test Date", "Test Multi-line Text", and "Text".

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.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to the 'Question Type' dropdown. Below this is the 'Application Behavior' section, which includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to the 'Application Section' dropdown. Below this are 'Other flags' with checkboxes for 'Application input is required?' and 'Prefill this question from previous answer?'. A red arrow points to the 'Prefill this question from previous answer?' checkbox. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to the 'Where To Add This Question?' dropdown. At the bottom of the form is an 'Add Question' button. A red arrow points to the 'Add Question' button.

Create a Job Posting – Finalize Job Posting – Step 1

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

When all the above information looks correct... [Click here to finish!](#)

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

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

When all the above information looks correct... [Click here to finish!](#)

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

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 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.

The screenshot displays the Princeton University Student Employment web application. At the top, the Princeton University logo and 'Student Employment' text are visible. A navigation bar includes links for 'Student Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. A user greeting reads 'Welcome, Test On-Campus Supervisor | Logout'. Below the navigation is a 'Job Control Panel' with various filters and controls. On the left, a sidebar shows 'Job Status' with 'Pending Approval (2)' selected, indicated by a red arrow. The main content area shows a table of job listings. The first listing is for a 'Student Assistant Job' with Job ID 4538, Status 'Pending Approval', and Location 'PO box 5 Jacksonville FL 32216'. A red arrow points to the 'Status: Pending Approval' text. A second, identical listing is shown below it. The interface also includes search bars, pagination controls, and an 'Add a job' button.

Edit a Job Posting

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

Edit a Job Posting

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | Logout

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

Job Control Panel

Employer Name: Show Jobs From All My Employers

Job Status:
 Listed Jobs (9)
 Pending Approval (2)
 Review Mode (0)
 Storage Mode (1)

Job Type:
Undergraduate Jobs

My Jobs:
 Show My Jobs Only

Result Filters: Employer: All Available
Job Type: Undergraduate jobs
Job Status: Pending Approval [Reset Filters](#)

[Add a Job](#) [Search](#)

Select/Deselect All Show 25 results per page

Job Title	Applications:
Student Assistant Job	
<input type="checkbox"/> Job Id: 4538 Contact Person: Test On-Campus Supervisor Wage: \$12.50 /hr	Status: Pending Approval Location: PO box 5 Jacksonville FL 32216 Listed: Undergrad
STUDENT EMPLOYMENT - Student Assistant Job	
<input type="checkbox"/> Job Id: 4539 Contact Person: Test On-Campus Supervisor Wage: \$12.50 /hr	Status: Pending Approval Location: PO box 5 Jacksonville FL 32216 Listed: Undergrad

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'**.

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | Logout

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

Manage Job

Job Title	Employer	Status	Job Type
Student Assistant Job	STUDENT EMPLOYMENT	Pending Approval	Undergraduate Jobs

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.

Update Status

- [Listed](#) » Click to update listing options
- [Review Mode](#) » Click to cancel approval and change to
- [Storage](#) » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

[Edit or view the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Applicant

You cannot hire employees while the job is in this status.

[Edit this job](#)

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

Student Assistant Job	
Job ID	4538
Job Type	Undergraduate Jobs



Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Job Control Panel

Result Filters: Employer: All Available [Reset Filters](#)

[Add a Job](#) Search Title, Description, [Search](#) -- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 25 of 27 | << < > >>|

Architect Lab Services - 100520	Applications: 1 (1 New)	Employer: ARC-Graduate
<input type="checkbox"/> Job Id: 4536 Contact Person: Test On-Campus Supervisor Wage: \$12.00 - \$15.00 /hr	Status: Listed Location: PO box 5 Jacksonville FL 32216	Listed: 10/05/20 Job Type: Graduate Student Jobs Actions ▾

[Architect Lab Services](#) Applications: [0 \(0 New\)](#) Employer: ARC-Graduate

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

Manage Applications

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | Log Out

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

New Job Applications - AAS-Chair - Test Federal Work-Study Job - 10/21/2020

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:
Last Name:
 Only show New?

Apply Filter(s) Clear Filter(s)

-- Select Action Below -- Apply Action

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

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	10/21/2020	Hired	📌		Resume	500.00		Actions

- 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

Select/Deselect All Show 25 results per page 1 to 2 of 2 |<< < > >>|

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Profile Video</u>	<u>Award</u>
<input checked="" type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	10/16/2020	New!				Video	50.00
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	10/16/2020	New!				Video	-666.75

Actions

-- Select Action Below --

- Select Action Below --
- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Reject Email
- Send Custom Email

Apply Action

- 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

[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

Default: Applicants selected if not greeted/interviewed or rejected.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From: teston@ngwebsolutions.com

Subject: Job: Your Institution Job Title

Body

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" 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.

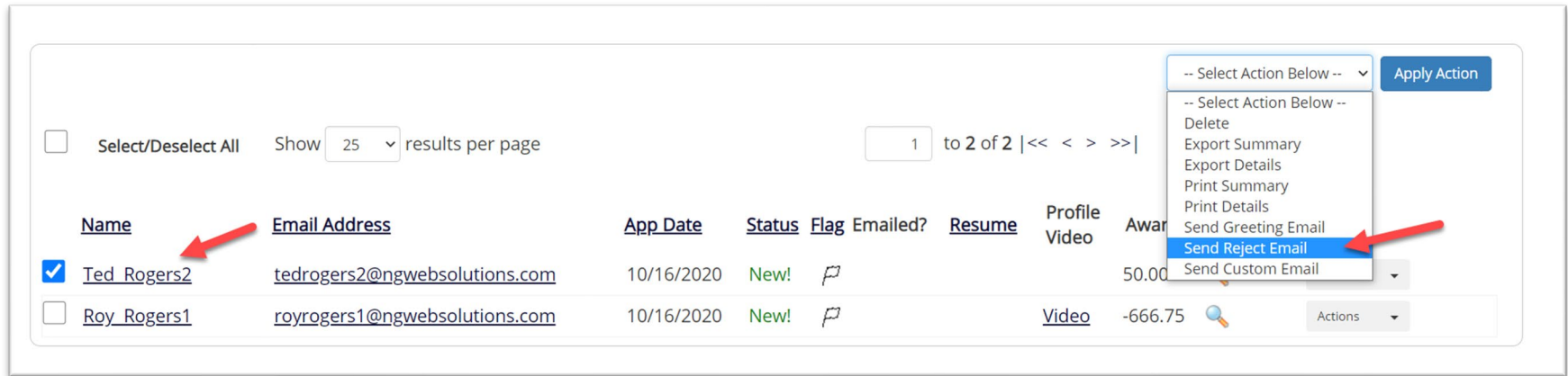
Send Cancel

- This feature is utilized to 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



The screenshot shows a web application interface for managing applicants. At the top, there is a search bar and a 'Select/Deselect All' checkbox. Below this, there is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Profile Video, Award, and Actions. Two applicants are listed: Ted_Rogers2 and Roy_Rogers1. The 'Send Reject Email' action is highlighted in a dropdown menu, and a red arrow points to it. Another red arrow points to the checkbox next to Ted_Rogers2.

<input type="checkbox"/>	Select/Deselect All	Show	25	results per page	1	to 2 of 2	<<	<	>	>>										
<input checked="" type="checkbox"/>																				

- 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.

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

Suggested use: To inform applicants that they did not get this job.

Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

Rogers1, Roy [royrogers1@ngwebsolutions.com]

New! Rogers2, Ted [tedrogers2@ngwebsolutions.com]

New! Rogers3, Frank [frankrogers3@ngwebsolutions.com]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: joe@yahoo.com, Mary@hotmail.com

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title - job NOT Available

Body

You recently submitted an on-line application for the "Your Institution Job Title" job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant

The screenshot displays the Princeton University Student Employment portal. At the top, the Princeton University logo and 'Student Employment' text are visible. A navigation bar includes links for 'Student Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. A user greeting 'Welcome, Test On-Campus Supervisor | Logout' is present. Below the navigation is a 'Job Control Panel' with a sidebar for filters (Employer Name, Job Status, Job Type, My Jobs) and a main content area. The main area shows 'Result Filters: Employer: All Available' and a search bar. A table lists job postings, with the first entry 'Architect Lab Services - 100520' highlighted. This entry shows 'Applications: 1 (1 New)' and 'Employer: ARC-Graduate'. Below the job title, details for Job Id: 4536, Status: Listed, Location: PO box 5 Jacksonville FL, Wage: \$12.00 - \$15.00 /hr, and Job Type: Graduate Student Jobs are provided. An 'Actions' dropdown menu is visible next to the job details. Two red arrows point to the 'Applications: 1 (1 New)' link and the 'Actions' dropdown menu.

- 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

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Send Reject Email

Select/Deselect All Show results per page to 3 of 3 | << < > >> | Show Deleted?

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/>	Frank_Rogers3	frankrogers3@ngwebsolutions.com	7/29/2020	New!		<input type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	Ted_Rogers2	tedrogers2@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>	Resume	Video	1268.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>

Actions

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

- 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

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Fill the job: "Student Assistant Job"

There are 10 openings for this position. Please choose an on-line applicant or type in the name of employee to hire.

Hire an on-line applicant

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

Roy a Rogers1

Ted b Rogers2

Hire a candidate who did not apply on-line

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

[Go to step 2](#)

- The 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 Student(s) Step 2: Fill Out Hire Info
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="444444444"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results

Samuel d Rogers4:

×	Awarded	Student does not have a valid Work Study Award - Warning
×	I9 Status	Student does not have a valid I9 on file.
×	W4 Status	Student does not have a valid W4 on file.

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.
Click the "Cancel" button to cancel this hire.

Hire an Applicant– Compliance Validation - Pass

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Fill Job Step 2: Verify Applicants

Employee Validation Results	
✓ Direct Deposit Form?	Direct Deposit form received
✓ Enrolled?	Employee is Enrolled
✓ I9 Status?	Student has a valid I9 on file.
✓ UnderGrad Student?	Employee is an undergrad Student
✓ Working Papers/18 years old??	Student must have working papers

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

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

[Continue to next step](#) [Cancel](#)

- 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.

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | Logout

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

Step 3: Fill Out Hire Record Info
Job Title: Student Assistant Job

First Name: Roy
Middle Name: a
Last Name: Rogers1
E-mail Address: royrogers1@ngwebsolutions.com
ID: 111111111
Wage which will be paid to Employee *: 12.50
Hours Per Week *: 10.0
Financial Department: 584
Department Name: STUDENT EMPLOYMENT

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

Employment Start Date *: 08-01-2020
Employment End Date *: 05-31-2021

Notes: [Text Area]

New Hire or a Re-Hire?: New Hire

Combo Code: [Dropdown]

Chart Fields: Department, Fund, Account, Program, Site, PCBU, Project, Activity

Primary Supervisor *: Choose one...
Secondary Supervisors: [Dropdown]

Create Hire

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Residential Assistant	STUDENT EMPLOYMENT	\$12.50	08/27/2020	12/31/2020	NextGen TimAdmin		Active
Test the commission job field as admin only for on-campus Undergrad job type only 8/21/20	STUDENT EMPLOYMENT	\$15.00	08/07/2020	02/28/2021	Test On-Campus Supervisor		Active
Test - FWS -New job Template - 08-03-2020	STUDENT EMPLOYMENT	\$14.00	08/01/2020	04/30/2021	Talge Test Employer		Active

Accruals

Accrual Type	Carried Over	Earned	Taken	Remaining
New Jersey Sick	0.00	20.00	0.00	20.00

Awards

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

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Study SKI (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

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.

Combo Code

Chart Fields

Department	Fund	Account	Program	Site	PCBU	Project	Activity
10000	A0001	5252	AC001				

The selected chart strings values are invalid.

Click [here](#) to report this issue so the Student Employment Office can investigate further.

Combo Code

Primary Supervisor *

Secondary Supervisors

Create Hire

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Chart String Issue Reporting Form

Please complete this form so the Student Employment Office can investigate your chart string hiring issue. The "Department" and "Fund" fields are required.

1. Your Name
2. Your Email Address
3. What is the specific 'Department' for the missing combo code?
4. What is the specific 'Fund' for the missing combo code?
5. What is the specific 'Account' for the missing combo code?
6. What is the specific 'Program' for the missing combo code?
7. What is the specific 'Site' for the missing combo code?
8. What is the specific 'PCBU' for the missing combo code?
9. What is the specific 'Project' for the missing combo code?
10. What is the specific 'Activity' for the missing combo code?

I'm not a robot

Send Message

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.

PRINCETON UNIVERSITY
Student Employment

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Hires Pending

JobX Home (Job Control Panel)
Hire Requests

Hires Requests - Pending Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Preview	Cancel	Email
10/26/20	Graduate Student Jobs	Architect Lab Services Grad Student ob 10/21/2020	Frank Rogers3	333333333	ARC-Graduate	Preview	Cancel	Email



Approved for Hire

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 mind 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

Review Time Sheets

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Welcome, Test On-Campus Supervisor
To Do Items

TimesheetX Employer Home (To Do Items)
Manage TimesheetX Jobs
Timesheet Control Panel
Search Student Awards and Class Schedules

Search by employee
First Name Last Name [Search Employee](#)

There are no timesheets to display.

Primary Supervisor Only
 Primary or Secondary Supervisor

Filter by timesheet status:
 Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (0)
 Resubmitted By Employee (0)
 Pending Approval (0)

- 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

The screenshot displays a web application interface for reviewing time sheets. On the left, there are three filter panels. The top panel, 'Filter by Cost center:', has a dropdown menu set to 'All Cost Centers' and radio buttons for 'All Timesheets', 'Timesheets I'm the Primary Supervisor', 'Primary Supervisor Only', and 'Primary or Secondary Supervisor'. The middle panel, 'Filter by timesheet status:', has checkboxes for 'Returned To Supervisor (0)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (4)', 'Resubmitted By Employee (0)', 'Pending Approval (0)', and 'Approved (0)'. The bottom panel, 'Date Range (Pay Period)', has input fields for 'Start' (10/5/2019) and 'End'. Two red arrows point to the 'All Cost Centers' dropdown and the 'Approved (0)' checkbox. The main area on the right has a search bar for 'Search by employee' with 'First Name' and 'Last Name' fields and a 'Search Employee' button. Below the search bar is a table of delinquent time sheets. The table has columns for 'Job', 'Total', 'Employee Deadline', and 'Last Modified'. The first row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 8/1/2020 12:00 PM and a last modified date of 7/30/2020 2:35 PM. The second row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 7/1/2020 12:00 PM and a last modified date of 'Never Started'. The third row shows a delinquent time sheet for 'Roy a Rogers1' with a deadline of 9/1/2020 12:00 PM and a last modified date of 'Never Started'. Each row has a checkbox on the left and a magnifying glass icon on the right.

- 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

Welcome, Test On-Campus Supervisor
To Do Items

Filter by Cost center:
All Cost Centers

Primary Supervisor Only
Primary or Secondary Supervisor

Filter by timesheet status:
Returned To Supervisor (0)
Incomplete By Supervisor (0)
Delinquent Timesheets (0)
Resubmitted By Employee (0)
Pending Approval (2)

Date Range (Pay Period)
Start: 7/29/2019
End: 7/29/2020
Update Date Filter

Search by employee
First Name: Last Name: Search Employee

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

Pending Approval : UAS Service Hours: TEST - UAS Payroll

	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Samuel d Rogers4 Test - JV - UAS - Test Plan - 07-28-2020	SCH 9 hrs 30 mins	7/31/2020 3:00 PM	7/29/2020 4:11 PM	Q
Pending Approval : Monthly Pay Schedule: 07/1/2020-07/31/2020					
	Job	Total	Supervisor Deadline	Last Modified	
<input type="checkbox"/>	Roy a Rogers1 Test - JV - Test Plan - 07-28-2020	FWS 3 hrs	7/31/2020 5:00 PM	7/29/2020 4:08 PM	Q

-- Select Action Below --
Approve Timesheets
Dismiss Timesheets
Reject Timesheets
Take Possession of Timesheets
Export Timesheet Summary
Export Timesheet Details
Print Timesheets
Email Students

Apply Action

- 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.

Add a New Time Sheet Entry

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

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

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:						HRS	2 hrs
Approve Return Lock							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy SKI (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

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

Then click 'save' to save the entry.

Edit an Individual Time Sheet

The screenshot displays the 'Manage Time Sheet' page for an employee named Roy a Rogers. The page includes a navigation menu, a summary of the time sheet details, a table of time sheet entries, and a class schedule. A red arrow points to the 'Edit' button in the 'Time Sheet Entries' table.

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete

Total: HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy SKI (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

- 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

Welcome, Test On-Campus Supervisor | [Logout](#)

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

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

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
					Total:	HRS	2 hrs
Approve Return Lock							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

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

Reject a Time Sheet

Welcome, Test On-Campus Supervisor | [Logout](#)

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Reject Time Sheet
Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

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

Sorry, your timesheet has been rejected.

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

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, October 01	HRS		8:00 AM	10:00 AM	--	2 hrs
	Note:					
					Total:	HRS 2 hrs

- 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

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

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

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total:						HRS	2 hrs
Approve Return Lock							

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- 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

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

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

Employee Roy a Rogers1
Job Title Student Employee
Status Pending Approval
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs	Edit	Delete
Note:							
Add New Entry							
Total: HRS 2 hrs							
Approve Return Lock							

Class Schedule

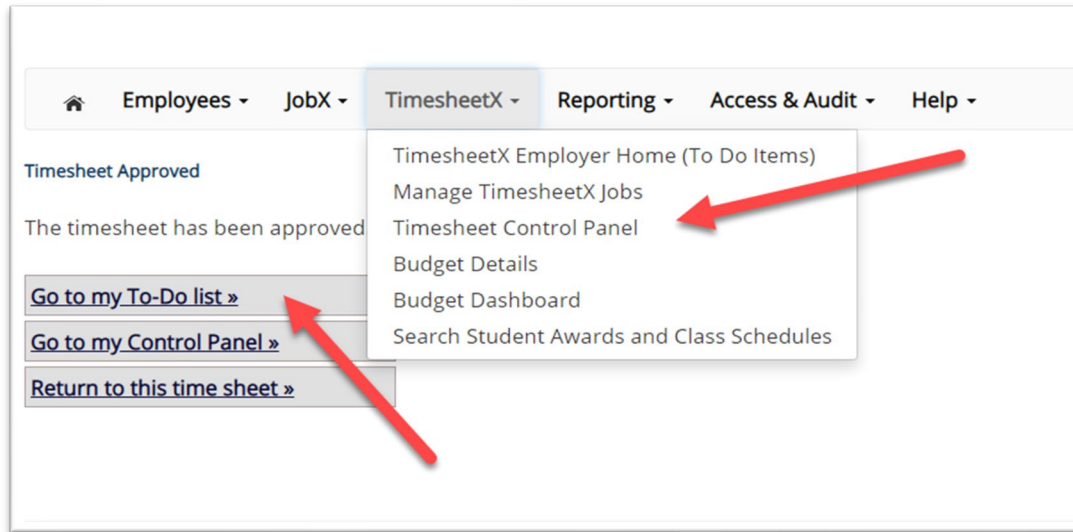
Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

- 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 screenshot shows the Supervisor Timesheet Control Panel. At the top right, it says "Welcome, Test On-Campus Supervisor | Logout". Below this is a navigation bar with links: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled "My Control Panel" and includes a welcome message, a "Cost Center" dropdown menu set to "STUDENT EMPLOYMENT", and a checkbox for "Show archived hire data?". Below this is a table with the following structure:

Jobs for which I am the primary supervisor	
Student Employee	Manage Job View Hires

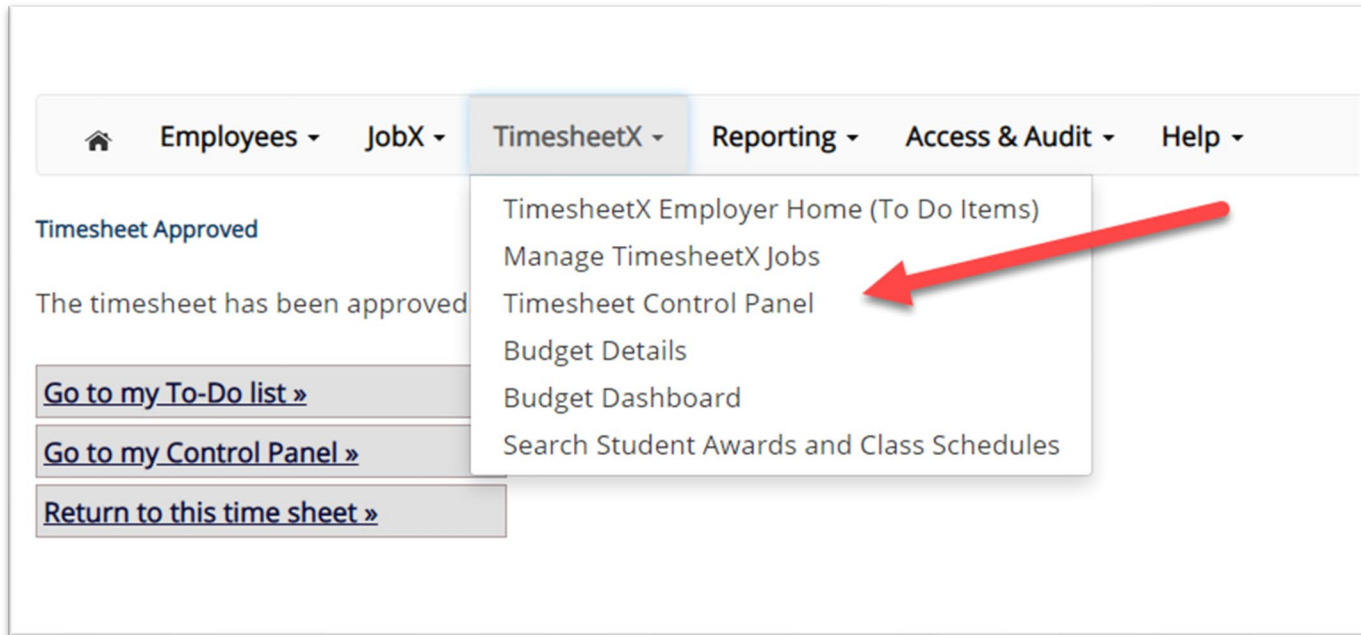
Two red arrows point to the "Manage Job" and "View Hires" buttons in the table.

- 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

Welcome, Test On-Campus Supervisor | [Logout](#)

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

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

Employee Roy a Rogers1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, October 01	HRS		8:00 AM	10:00 AM	--	2 hrs
	Note:					
					Total:	HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (det	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

10/01/2020 - 10/31/2020
Start - Thursday, October 1, 2020
End - Saturday, October 31, 2020
Employee Deadline - Sunday, November 1, 2020 (12:00PM)
Supervisor Deadline - Sunday, November 1, 2020 (5:00PM)
Pay Date - Sunday, November 15, 2020

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

View Sick Time Accrual

Student Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

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

Employee Roy a Rogers1
Job Title Student Assistant Job
Status Finalized
Pay Period 03/09/2020 - 03/22/2020

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Monday, March 16	HRS	11:00 AM	3:00 PM	--	4 hrs
	Note:				
Tuesday, March 17	NJ SICK	N/A	N/A	N/A	4.00 hrs
	Note:				
Wednesday, March 18	HRS	11:00 AM	3:00 PM	--	4 hrs
	Note:				
Thursday, March 19	NJ SICK	N/A	N/A	N/A	4.00 hrs
	Note:				
				Total:	
				HRS	8 hrs
				NJ SICK	8.00 hrs

Class Schedule
There are no current classes to display.

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

Accrual Info

Pay Code	Accrued	Taken	Notes
New Jersey Sick	0.26	8.00	

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

View Hire Information

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Employee Roy a Rogers1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs
Note:					
Total:					HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Hire Details
Title - Student Employee
Employee Classification - Standard Student Employee
Cost Center - STUDENT EMPLOYMENT
Wage - \$8.00
Hire Start - Saturday, August 1, 2020
Hire End - Monday, May 31, 2021

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

View Supervisor Information

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

Employee Roy a Rogers 1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Thursday, October 01	HRS	8:00 AM	10:00 AM	--	2 hrs
Note:					
Total:					HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

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

View Account Information

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

Employee Roy a Rogers1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, October 01	HRS		8:00 AM	10:00 AM	--	2 hrs
	Note:					
					Total:	HRS 2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

Accounting Info
Effective Saturday, August 1, 2020
Federal Work Study (FWS) FWS Academic Year 2020 - 2021 100.0% ~\$16.00

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

View Time Sheet Notes & Audit History

Welcome, Test On-Campus Supervisor | [Logout](#)

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

Employee Roy a Rogers1
Job Title Student Employee
Status Approved
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 5:00 PM

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Thursday, October 01	HRS		8:00 AM	10:00 AM	--	
Note:						
Total:					HRS	2 hrs

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

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Time Sheet Notes

[\[Add Note \]](#)

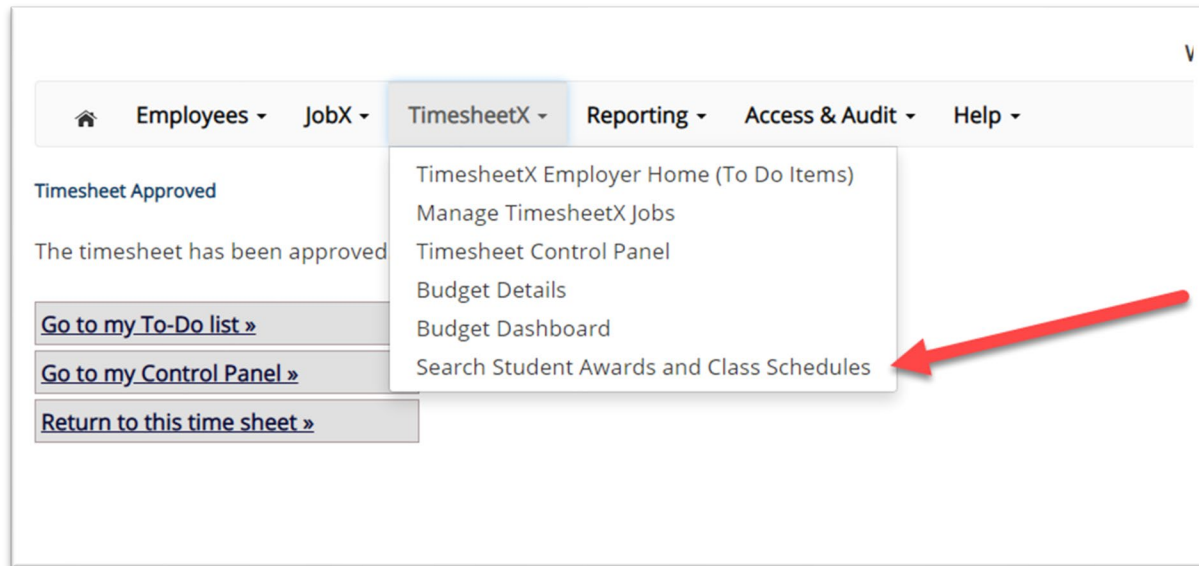
Note Type	User	Date
Time Sheet Approved	Test On-Campus Supervisor	Wednesday, October 7, 2020 10:13 AM
Time sheet Approved.		
Time Sheet Submitted	Roy a Rogers1	Wednesday, October 7, 2020 10:00 AM
Timesheet Submitted		

- 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

Supervisor Employee Search Panel

Find Employee information:

First Name:	<input type="text"/>	←
Last Name:	<input type="text"/>	←
Employee Id:	<input type="text"/>	←
<input type="button" value="Find Employees"/>		←

Search Results:

Employees
Roy a Rogers1

- 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

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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: 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

