



PRINCETON UNIVERSITY
Student Employment



Student Training Manual

JobX Hiring Portal - Benefits



Apply for multiple jobs with one application



JobMail notifications on potential jobs matches



Job searches based on skills



Accelerated online hiring process



Elimination of paper forms



Automated notices throughout the job search process



Web accessibility



24-hour service



TimesheetX – Timesheet System



Automated Reminders for timesheets



Helpful Validations ensure quality timesheet entries



Award Balance Display



Never a lost timesheet



Elimination of paper forms and timesheets



Full Employment History Access



Web accessibility



24-hour service



Login to JobX & TimesheetX

Login to JobX

Visit the [JobX/TimesheetX Portal](#)

Then click on the 'Applicants & Student Employees' link to access the area of your choice.

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/>

How to Login to JobX & TimesheetX

Step 1: Click 'Dashboard' for access to your timesheet or 'Find a Job' link to search for a job.

PRINCETON UNIVERSITY
Student Employment

Student Employees - Supervisors and Administrators -

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

Information

[Undergraduate Student Information](#)
Click here for undergraduate student employment processes and policies.

[Graduate Student Information](#)
Click here for graduate student hourly employment processes and policies.

Training

[Applicant and Student Employee Training](#)
Click here for information on how to apply for jobs and enter time using JobX and TimesheetX.

Other Links

[Dashboard](#)
Click here to review jobs you've recently applied for and to enter time using TimesheetX.

[Find a Job](#)
Conduct either quick or advanced searches for available jobs. Submit an online job application.


[Manage JobMail](#)
Be the first to know when jobs matching your criteria become available.



Central Authentication Service

NetID

Password



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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Student
Employee
Login to JobX &
TimesheetX

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



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JobMail

What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications



After JobMail setup you will receive notifications on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity



How to Access JobMail

Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Student Employees home page.

PRINCETON UNIVERSITY
Student Employment

Student Employees - Supervisors and Administrators -

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

Information

[Undergraduate Student Information](#)
Click here for undergraduate student employment processes and policies.

[Graduate Student Information](#)
Click here for graduate student hourly employment processes and policies.

Training

[Applicant and Student Employee Training](#)
Click here for information on how to apply for jobs and enter time using JobX and TimesheetX.

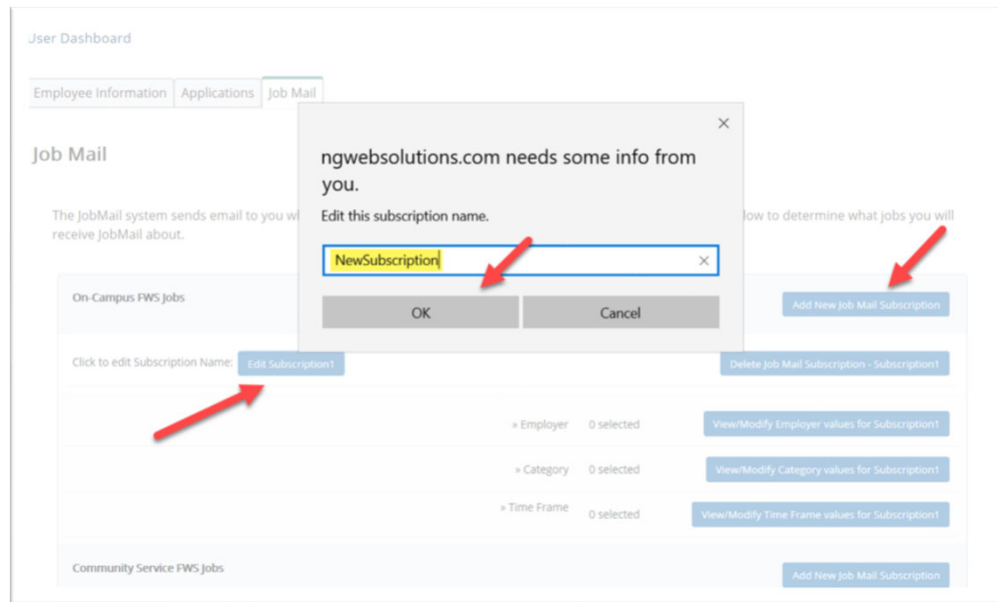
Other Links

[Dashboard](#)
Click here to review jobs you've recently applied for and to enter time using TimesheetX.

[Find a Job](#)
Conduct either quick or advanced searches for available jobs. Submit an online job application.

[Manage JobMail](#)
Be the first to know when jobs matching your criteria become available.

Configure your JobMail Subscription



- You may create multiple subscriptions and name them as desired for each Job Type (Undergraduate, Federal Work-Study, Off-Campus, etc.) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription

Choose Employer(s) [Remove All Options] Close

Selected Items
Click [remove] to remove an item to the list
None selected


Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing [add]
- Center [add]
- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Anticipatory Health [add]

Click Done when complete

[Done]



User Dashboard

Employee Information Applications **Job Mail**

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs Add New Job Mail Subscription


Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)



➤ Click 'add' next to each item you wish to add to your JobMail subscription.

Configure your JobMail Subscription

The screenshot displays the 'Choose Employer(s)' modal window. Under 'Selected Items', 'Academic Computing Center' is listed with a '[remove]' button. Under 'Available Items', a list of departments is shown, each with an '[add]' button. The main interface shows the 'Job Mail' configuration page. A 'New Subscription' form is visible, with fields for 'Employer' (3 selected), 'Category' (1 selected), and 'Time Frame' (2 selected). Each field has a 'View/Modify' button. Red arrows point to these buttons. A 'Save Subscription(s)' button is located at the bottom of the form.

➤ Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

The screenshot displays the 'User Dashboard' for 'Job Mail'. The main area shows 'On-Campus FWS Jobs' with a 'Click to edit Subscription Name' button. Below this, there are three rows of selection criteria: 'Employer' (3 selected), 'Category' (1 selected), and 'Time Frame' (2 selected). A 'Community Service FWS Jobs' section is also visible, currently empty. A modal window titled 'Choose Employer(s)' is open, showing 'Selected Items' (Academic Computing Center) and 'Available Items' (Academic Computing Center - Warrington, Academic Programs - Milton Campus, Admissions - Milton, Admissions - Warrington, Admissions and Information Center, Admissions, Health Programs, Adult Basic Education). A red arrow points to the '[Done]' button at the bottom of the modal.

- When you're finished adding search criteria, click 'Done'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).

Configure your JobMail Subscription

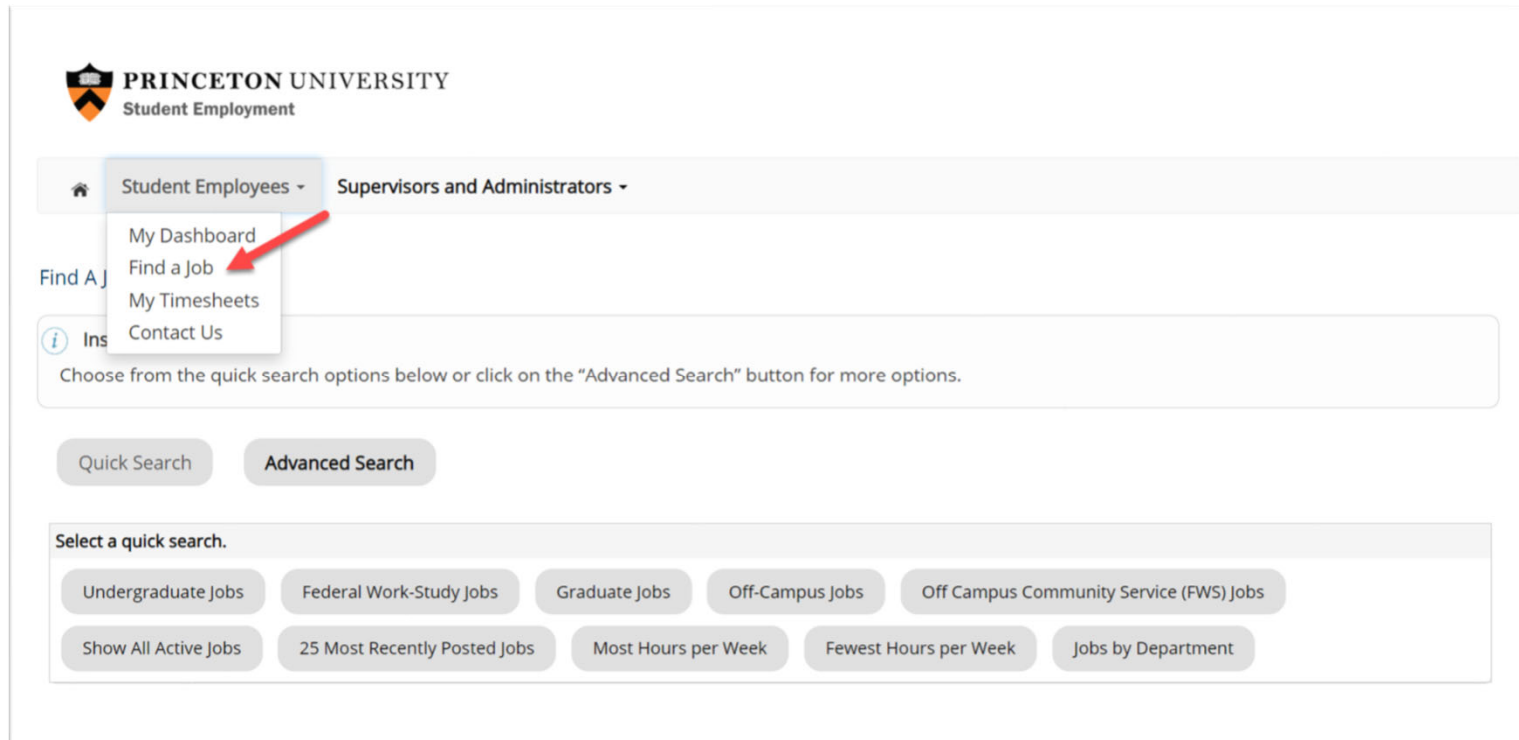
The screenshot shows a 'User Dashboard' with three tabs: 'Employee Information', 'Applications', and 'Job Mail'. The 'Job Mail' tab is active. Below the tabs, the 'Job Mail' section contains a paragraph explaining the system and a 'Save Subscription(s)' button. Below this, there are two main sections: 'On-Campus FWS Jobs' and 'Community Service FWS Jobs'. The 'On-Campus FWS Jobs' section includes an 'Add New Job Mail Subscription' button, a 'Click to edit Subscription Name:' field with an 'Edit NewSubscription' button, and a 'Delete Job Mail Subscription - NewSubscription' button. Below these are three rows of configuration options: 'Employer' (3 selected, modified) with a 'View/Modify Employer values for NewSubscription' button; 'Category' (1 selected, modified) with a 'View/Modify Category values for NewSubscription' button; and 'Time Frame' (2 selected, modified) with a 'View/Modify Time Frame values for NewSubscription' button. The 'Community Service FWS Jobs' section has an 'Add New Job Mail Subscription' button. At the bottom of the 'On-Campus FWS Jobs' section, it says 'There are no subscriptions for this job type.' Two 'Save Subscription(s)' buttons are highlighted with red boxes, one at the top and one at the bottom of the configuration area.

- Click one of the 'Save Subscription(s)' buttons to save your subscription.



Find a Job

Quick Search



- Click the 'Find a Job' function from the Student Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ❖ Search by Job Type Population (Undergraduate jobs, Graduate Jobs or Off-Campus Jobs)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

PRINCETON UNIVERSITY
Student Employment

Student Employees - Supervisors and Administrators -

Find A Job

Instructions
Select Advanced search options, and click search
[\[Run a New Search \]](#)

Quick Search **Advanced Search**

Job Type(s):
 Undergraduate Jobs Federal Work-Study Jobs Graduate Student Jobs Off-Campus Jobs Off-Campus Community Service (FWS)

[Update Job Type](#)

Narrow your search with the following options.
Selecting none for any search criteria implies all.

Keyword(s):

Click **+** and **-** to expand and collapse search criteria.

Categories
Select Job Category (Up to 3):
Select Category 1...
Select Category 2...
Select Category 3...

Employers
Select Job Employer (Up to 3):
Select Employer 1...
Select Employer 2...
Select Employer 3...

Time Frames
Select Time Frame(s):
 Academic Year
 Fall

Wage
Greater than:
Doesn't Matter

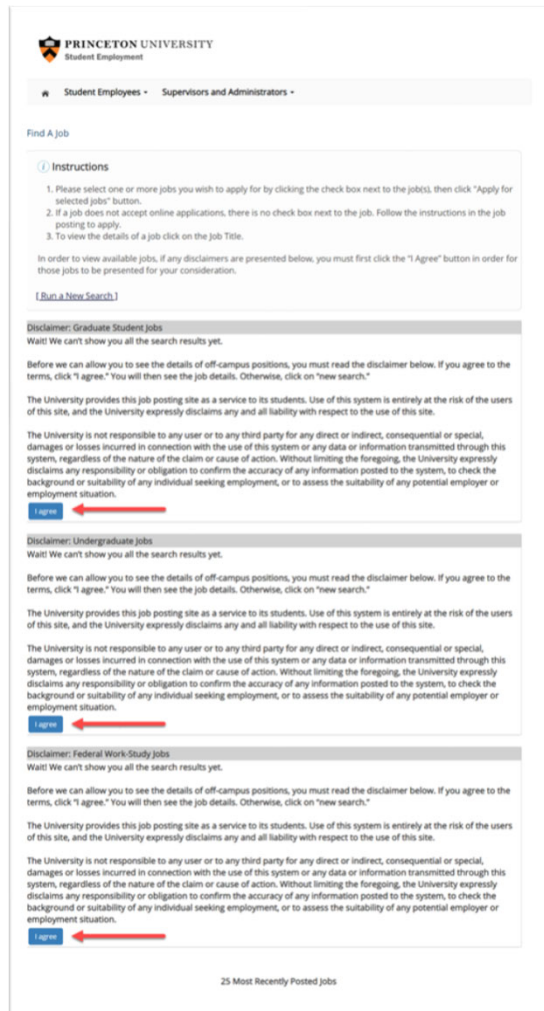
Hours per Week
Between Doesn't matter and Doesn't matter

[Search](#)



Apply for a Job

Disclaimer Statements



In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for a Job!

- Simply **click the box** next to the job you wish to submit an application.
- You may apply for more than one job by selecting multiple jobs.
- Then, **click** the 'Apply for Selected Jobs' button.

The screenshot displays a job listing interface. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. Below this, the text "25 Most Recently Posted Jobs" and "Jobs found: 13" is visible. A "Show All" dropdown menu and a "Refresh" button are also present. Two job listings are shown, each with a checked checkbox and a red arrow pointing to it. The first job is "Reserve Assistant - 100520" by Princeton University, with a wage of \$13.50/hr, 4 openings, and listed on 10/05/2020. The second job is "25th Reunion Crew - 100520" by Princeton University, with a wage of \$12.50/hr, 4 openings, and listed on 10/05/2020. Both jobs are categorized as "Customer Service" and "Undergraduate Jobs".

Job Title	Employer	Wage	Hours	Location	Category	Job Type
Reserve Assistant - 100520	LIB-Architecture Library	\$13.50/hr	10 / week	PO box 5 Jacksonville FL 32216	Customer Service	Undergraduate Jobs
25th Reunion Crew - 100520	ADV-Reunions	\$12.50/hr	10 / week		Customer Service	Undergraduate Jobs

Job Application

- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled and may not be editable.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.
- Click the 'Submit' button.

The screenshot shows a web-based application form for Princeton University Student Employment. The header includes the Princeton University logo and the text "PRINCETON UNIVERSITY Student Employment". A navigation bar shows "Student Employees" and "Help". The main content area is titled "Apply To Job" and contains an "Instructions" section with a red asterisk indicating required fields. Below this, it states "By submitting the application below, you will be applying for the following jobs:" followed by "Text - Undergraduate Application Review - 9-10-2020 - STUDENT EMPLOYMENT".

The form is divided into several sections:

- General:** Fields for First name (Roy), Middle name (A), Last name (Rogers), Email (royrogers1@princeton.edu), and Employee ID (11111111). A "Resume" field has a "Choose File" button and "No file chosen" text.
- Skills and Qualifications:** A list of skills with checkboxes, including Child Care Experience, Database Design, Development, Excellent Writing Skills, Good Customer Service Skills, Layout and Design Experience, Office Work Experience, Research Experience, Supervisory Experience, Thermodynamic Lab Experience, Tutoring Experience, Video Experience, and Web Design Proficiency. Below the list are two text boxes for describing applicable program language and software experience.
- Schedule and Availability:** A section titled "What are your hours of availability? Please check all that apply currently." with a grid of days and times (Monday Morning through Sunday Evening) for selection. A text box below asks for additional information about the schedule.
- References:** A section titled "Please do not provide any immediate family members or relatives as a reference below." with three reference entries. Each entry includes fields for Reference Name, Reference Phone Number, Reference Email Address, and Relationship to Applicant.

A "Submit" button is located at the bottom of the form.

Application Successfully Submitted

PRINCETON UNIVERSITY
Student Employment

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees ▾ Help ▾

User Dashboard

✔ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data

Applications

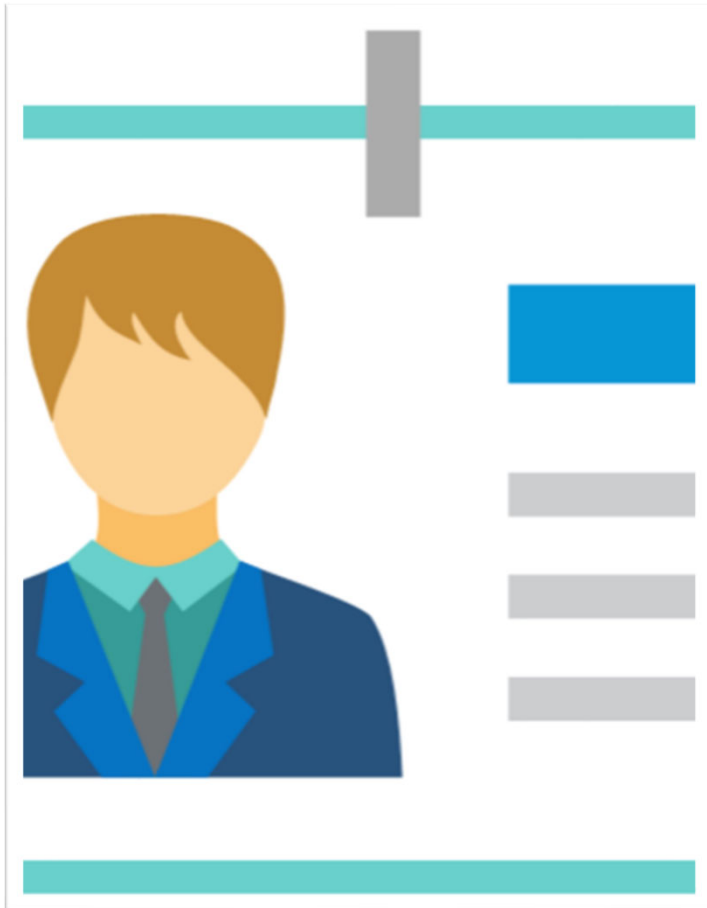
Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4506	Test - Undergraduate Application Review - 8-10-2020	STUDENT EMPLOYMENT	Submitted	10/16/2020	10			
4523	Test Computer Science Job for Hire Import	COS-Computer Sci	Hire Request Declined	9/2/2020	10			

➤ Your application is successfully submitted when you receive the Congratulations message.



My Dashboard

What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
 - ❖ **Applications:** Status, View, Print, Withdraw
 - ❖ **Hires:** Past /Current / Future
 - ❖ **JobMail Subscriptions**

My Dashboard: Access

The image displays two screenshots of the Princeton University Student Employment system. The left screenshot shows the 'Student Employees' menu with 'My Dashboard' highlighted. The right screenshot shows the 'My Dashboard' page with 'Employee Information', 'Applications', and 'Job Mail' tabs highlighted.

PRINCETON UNIVERSITY Student Employment

Student Employees - Help -

User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed

Display: Current/Future Employee Information

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	Taige 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
------------	--------	---------	------

➤ To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Student Employees* menu.

➤ To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.



My Dashboard: Application

PRINCETON UNIVERSITY
Student Employment

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data


Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4523	Test Computer Science Job for Hire Import	COS-Computer Sci	Hire Request Declined	9/2/2020	10			

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

My Dashboard: Hires

- Click on the Employee Information Tab to see the status of your jobs.
- My dashboard provides real-time self-service access to the following:
 - Employment Forms
 - Past / Current / Pending hires
 - Accrual Balances
 - Award History
 - Class Schedule


Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

User Dashboard

Employee Information | Applications | Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed

Display: Current/Future Employee Information

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 - PWS -New Job Terminate - 08-03-2020	STUDENT EMPLOYMENT	\$14.00	08/01/2020	04/30/2021	Taige 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 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	\$1,000.00	(\$666.75)	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 Reading&Stdy 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





Timesheet Entry

Enter My Time Worked

PRINCETON UNIVERSITY
Student Employment

Welcome, Roy a Rogers1 | [Logout](#)

Student Employees - Help -

My Timesheets
Find a Job
My Timesheets you will find your jobs.
Manage My Profile
Contact Us

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed

Display: Employee Information

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	Taige Test Employer		Active

- First, select 'My Timesheets' from the *Student Employees* menu.
- Next, click the 'Job Title' link to access your time sheets.

Start My Time Sheet

Welcome, Roy a Rogers1 | [Logout](#)

Home Employees Help

Hire Time Sheets

Job Title Student Employee
Supervisor Test On-Campus Supervisor
Wage \$8.00
Start Date August 1, 2020
End Date May 31, 2021
Status Active

Time Sheets for Job: Student Employee

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
✘	10/01/2020 - 10/31/2020 Thursday, October 01 - Saturday, October 31, 2020			Start time sheet
✘	09/01/2020-09/30/2020 Tuesday, September 01 - Wednesday, September 30, 2020			Start time sheet
✘	08/01/2020-08/31/2020 Saturday, August 01 - Monday, August 31, 2020			Start time sheet

This site says...
You are about to start a new time sheet for the pay period

OK Cancel

- If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time. Click 'OK' button in the pop-up window.
- **Please Note:** If a timesheet has already been started, the link will say 'Go to time sheet' instead.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

🏠 Employees ▾ Help ▾

Manage Time Sheet

Employee [Roy a Rogers1](#) [Return to Hire >](#)
Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 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

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
There are no entries to display.							

Dismiss this time sheet if no hours will be worked for this pay period.

[Add New Entry](#) [Dismiss](#)

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

➤ Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | Logout

Employees - Help -

Manage Time Sheet

Employee Roy a Rogers1
Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 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

Return to Hire »

Time Sheet Entries

Date Pay Code Start End Break Total

Thursday, October 1, 2020 Regular Hours 8:00AM 8:15AM No Break N/A Add Cancel

Enter any notes here

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

- Select the 'Date' of the time sheet entry column.
- Select the 'Start' time of the time sheet entry column.
- Select the 'End' time of the time sheet entry column.
- You may optionally add break minutes and notes, if applicable.
- You may enter a note, if desired.
- Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Worked

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Employees](#) - [Help](#) -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) [Submit Time Sheet »](#)

Job Title Student Employee [Return to Hire »](#)

Status Incomplete

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

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

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

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

- If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).
- If you wish to log out, click the 'Log out' button and you will return to the JobX TimesheetX Home page.



Submit Time Sheet

Submit Time Sheet to Supervisor

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) [Submit Time Sheet »](#) [Return to Hire »](#)

Job Title Student Employee
Status Incomplete
Pay Period 10/01/2020 - 10/31/2020
Deadline November 1, 2020 12:00 PM

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

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	

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

- At the conclusion of the Pay Period, the employee will need to click the 'Submit time sheet' link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Time Sheet to Supervisor

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Employees ▾ Help ▾

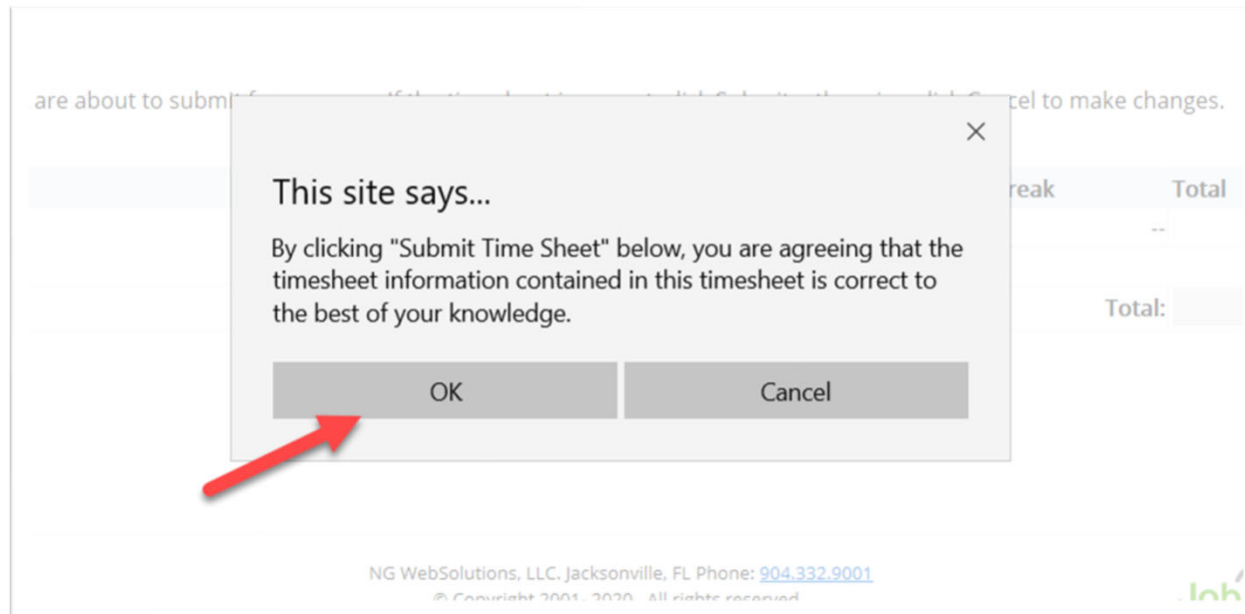
Review Time Sheet
Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries

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

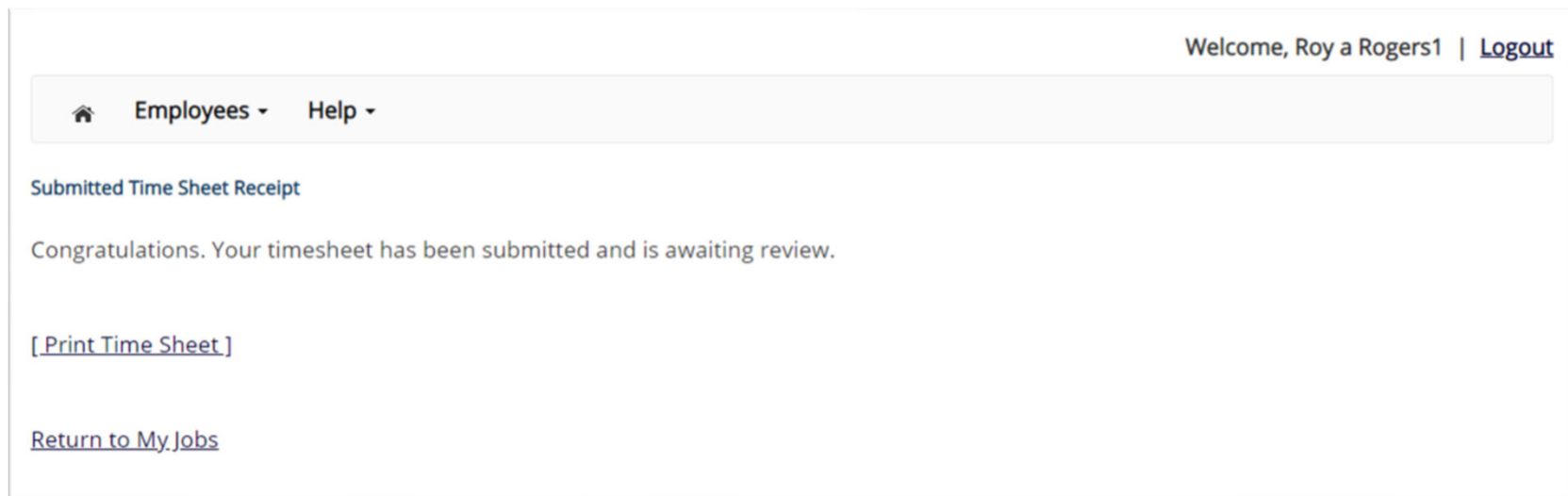
- Review the timesheet for accuracy then click the 'Submit Time Sheet' button.

Submit Time Sheet to Supervisor



- Click 'OK' to confirm. By clicking the 'OK' button, the employee is agreeing the time sheet information they've entered is correct to the best of their knowledge.
- This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

Submit Time Sheet to Supervisor



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Submitted Time Sheet Receipt

Congratulations. Your timesheet has been submitted and is awaiting review.

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

[Return to My Jobs](#)

- Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your time sheet again unless your supervisor rejects it back to you during his/her review process.

Other Time Sheet Features

WHAT ELSE CAN I VIEW IN MY TIME SHEET?



Pay Period Information

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

Employee [Roy a Rogers1](#) [Return to Hire »](#)

Job Title Student Employee

Status Approved

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 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

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

Accruals Information

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Manage Time Sheet

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

Employee [Roy a Rogers1](#)
Job Title Residential Assistant
Status Finalized
Pay Period 08/22/2020 - 08/31/2020

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

[Return to Hire >](#)

Accrual Info

Pay Code	Accrued	Taken	Notes
New Jersey Sick	0.07	8.00	

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Thursday, August 27	HRS	8:00 AM	10:00 AM	--	2 hrs
	Note:				
Friday, August 28	NJ SICK	N/A	N/A	N/A	8.00 hrs
	Note:				
Total:					
					HRS 2 hrs
					NJ SICK 8.00 hrs

Hire Details

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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 12:00 PM

[Return to Hire »](#)

[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

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

Supervisors

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

Employee [Roy a Rogers1](#) [Return to Hire »](#)

Job Title Student Employee

Status Approved

Pay Period 10/01/2020 - 10/31/2020

Deadline November 1, 2020 12:00 PM

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

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

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

Accounts

Welcome, Roy a Rogers1 | [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 12:00 PM

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

[Return to Hire »](#)

Accounting Info

Effective Saturday, August 1, 2020

Federal Work Study (FWS)	FWS Academic Year 2020 - 2021	100.0%	~\$16.00
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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

Questions?

Please contact the **Student Employment Office:**

seoffice@princeton.edu

or call us at: 609-258-3334



PRINCETON UNIVERSITY

Student Employment

