

The University of Texas
Rio Grande Valley™



On-Campus
Supervisor Training




Access JobX & TimesheetX

UTRGVJobX & TimesheetX Site: <https://utrgv.studentemployment.ngwebsolutions.com/>

On-Campus Employer Request Login

On-Campus Employers

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!



Student Employment News

[Forms & Information](#)
General information about posting jobs, hiring, and access to all University student employment forms.


[On-Campus Supervisor Training](#)
Click here to access the On-Campus Supervisor Training in PDF format.

[Suggestion Box](#)
Send us your suggestions, ideas, or concerns!

Employer Tools

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

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

[Request Access to Site](#) 
Click above if you are an On-Campus Employer who has **never** been granted access to the site.

Click the **'Request Access to Site'** link if you are not already a student employment supervisor.

If you are a supervisor, your school has already provided you access to the site.

On-Campus Employer Request Login

Employees > Employers & Administrators

Request Log in permission

Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.

Choose one...
Choose one...
On Campus
Off Campus

Choose one...

Go to next step

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 *

Full Email Address *
Example: yourname@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password *
Passwords are case-sensitive.

Enter Password: *

Re-Enter Password: *

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

Employer Choose one...

Job Title Nextgen

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 the space to include if you're an applicant in their department or the area you're applying to in the pull-down menu above.

This must be verified prior to submitting the form

I'm not a robot

Submit

Select '**On-Campus**' from the dropdown menu.

Then click '**Go to next step**' button to proceed to the form.

Complete Request Login Form.

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

You should receive an email once access has been granted.



Job Postings

HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

The screenshot displays the 'Job Control Panel' interface. At the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. Below this is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled 'Job Control Panel' and includes a sidebar on the left with filters for Employer Name, Job Status, Job Type, and Wage Filter. The main area shows 'Result Filters: My Jobs Only' with a search bar and an 'Add a Job' button highlighted by a red arrow. Below the search bar, there are three job listings, each with a title, applications count, employer name, and a table of job details including Job Id, Contact Person, Status, Location, and Job Type. The first listing is 'Student Employee Admin Assistant' with 3 applications, the second is 'Baseball Student Assistant' with 4 applications, and the third is 'Student Basketball Assistant' with 3 applications.

On the Job Control Panel, click **'Add a Job'** button to start the process to create an on-campus job.

Create a Job Posting

Department:

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

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

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

Job type:

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

Then click '**Go to next step**' to proceed.

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

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

Fields denoted with a red * are required fields.

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

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

Job Category *

Job Title *

Job Description *

Job Requirements *

Number of Available Openings *

Hours per Week to

Time Frame for this Job

Base pay rate: *

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

Primary Contact Person *

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 *

Email *

Location *

Do you wish to collect online applications for this job?

Yes

No

Company/Department Logo No file chosen

This will be displayed on the job listing.

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 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.

Pending Job Application - BUSINESS OFFICE - Business Office Student Assistant

General

Employee ID *

First name *

Middle name

Last name *

Email
*Please use your institutional email address (if you have one) **

Primary Phone *

HTML
 Java
 MS Excel

[Save Application](#)

[Pick from Existing Questions](#) [Create a New Question](#)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
There were no questions found.

Create a Job Posting – Add Customized Questions

To add a question, select a question type from the 'Question Type' dropdown (e.g., 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 for a professional look

You can add to an existing general section or create a custom section by entering its name in "Create a new section." Subsequent questions in this section can be added by selecting it from the dropdown.

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 Student Employment.

The Online Help contains more details instructions for adding questions.

The screenshot shows a web form for adding a question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". Below this is the "Question Details" section, which includes a "Question Type" dropdown menu. A red arrow points to the dropdown menu, which is open and shows options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". Below the dropdown is a text input field for the question label. The "Application Behavior" section follows, with a red arrow pointing to the "Application Section" dropdown menu, which is open and shows "-- Please select --". Below this are two checkboxes: "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Where To Add This Question?" dropdown menu, which is open and shows "End of Application". At the bottom of the form is an "Add Question" button, with a red arrow pointing to it.

Create a Job Posting – Finalize Job Posting

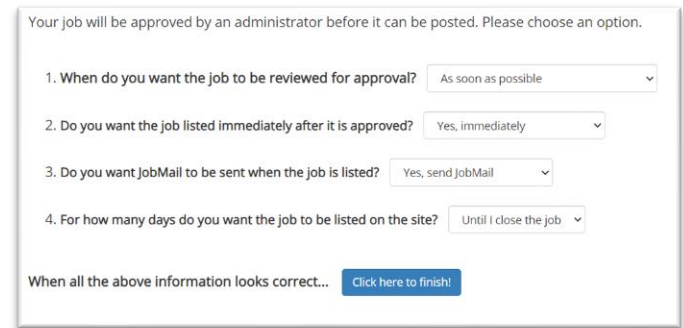
1. When do you want the job to be reviewed for approval?
 - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
 - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
 - a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed**.
 - b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive**.
 - c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed**.
3. For how many days do you want the job to be listed on the site?

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

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

Click the “**Click here to Finish!**” button.

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



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? As soon as possible
2. Do you want the job listed immediately after it is approved? Yes, immediately
3. Do you want JobMail to be sent when the job is listed? Yes, send jobMail
4. For how many days do you want the job to be listed on the site? Until I close the job

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

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 'Job Control Panel' interface. At the top, there is a navigation menu with options: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test On-Campus Supervisor'. The main content area is titled 'Job Control Panel' and features a sidebar on the left with filters for Employer Name, Job Status, Job Type, and Wage Filter. The 'Job Status' filter is set to 'Pending Approval (2)'. The main area shows a list of jobs with columns for Job ID, Contact Person, Wage, Status, Location, Listed, Job Type, and Actions. Two jobs are listed, both with a status of 'Pending Approval'. Red arrows point to the 'Pending Approval (2)' filter, the job titles 'Student Employee Assistant' and 'Lab Assistant for Social Sciences', and the 'Status: Pending Approval' field for the second job.

Job ID	Contact Person	Wage	Status	Location	Listed	Job Type	Actions
4533	Test On-Campus Supervisor	\$8.50 - \$10.50 /hr	Pending Approval	6821 Southpoint Dr. N Jacksonville FL 32216	On-Campus FWS Jobs	ADMISSIONS	Actions
4538	Test On-Campus Supervisor	\$12.00 /hr	Pending Approval	6821 Southpoint Dr. N Jacksonville FL 32216	On-Campus FWS Jobs	SOCIAL SCIENCES	Actions

Edit a Job Posting

Welcome, Test On-Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

Job Control Panel

Result Filters:
My Jobs Only
Job Status: Pending Approval

Employer Name: [Dropdown]
Show Jobs From All My Employers

Job Status:
 Active, Listed Jobs (10)
 Pending Approval (2)
 Active, Not Listed (14)
 Inactive (2)

Job Type:
Choose Job Type
 Show My Jobs Only

Wage Filter:
Low Wage: [Input]
High Wage: [Input]
Wage Range: [Input] To [Input]
Search

Student Employee Assistant * Applications:
 Job Id: 4533 Status: Pending Approval
Contact Person: Test On-Campus Supervisor Location: 6821 Southpoint Dr. N Jacksonville FL 32216
Wage: \$8.50 - \$10.50 /hr

Lab Assistant for Social Sciences Applications:
 Job Id: 4538 Status: Pending Approval
Contact Person: Test On-Campus Supervisor Location: 6821 Southpoint Dr. N Jacksonville FL 32216
Wage: \$12.00 /hr

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'.

Welcome, Test On-Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

Manage Job

Job Title	Employer	Status	Job Type
Lab Assistant for Social Sciences	SOCIAL SCIENCES	Pending Approval	On-Campus FWS 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**.
- » JobMail has been requested to be sent when the job is approved and Active, Listed.

Update Status

- » Click to update listing options.
- » Click to cancel approval and change to
- » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

View Applicants

No applications have been submitted for this job.

Hire Applicant

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

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

Lab Assistant for Social Sciences



Review & Hire Applicant(s)

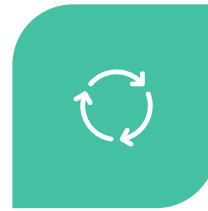
Job Posting Approved - Next Steps



MANAGE
APPLICATIONS



INTERVIEW
AND SELECTION



DECLINE
APPLICATION



HIRE
APPLICANT

Manage Applications

The screenshot displays the 'Job Control Panel' interface. At the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. Below this is a navigation bar with links for 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area is titled 'Job Control Panel' and includes a 'Result Filters' section with 'My Jobs Only' and a 'Reset Filters' button. There is an 'Add a job' button and a search bar for 'Search Title, Description, Requirements, Contact or Job ID'. A dropdown menu shows 'Select Action Below' and an 'Apply Action' button. The main table lists job applications with columns for job title, applications count, status, location, listed date, job type, and employer. A red arrow points to the 'Applications: 3 (3 New)' link for the 'Student Employee Admin Assistant' job.

Job Title	Applications	Status	Location	Listed	Job Type	Employer
Student Employee Admin Assistant	Applications: 3 (3 New)	Active, Listed	6821 Southpoint Dr. N Jacksonville FL 32216	01/30/23	On-Campus Non-FWS Jobs	ACADEMIC AFFAIRS
Baseball Student Assistant	Applications: 4 (4 New)	Active, Listed	6821 Southpoint Dr. N Jacksonville FL 32216	01/30/23	On-Campus Non-FWS Jobs	ATHLETICS - BASEBALL
Student Basketball Assistant	Applications: 3 (3 New)	Active, Listed	6821 Southpoint Dr. N Jacksonville FL 32216	07/31/22	On-Campus FWS Jobs	ATHLETICS - BASKETBALL
Business Office Student Assistant	Applications: 3 (3 New)	Active, Listed	6821 Southpoint Dr. N Jacksonville FL 32216	01/30/23	On-Campus FWS Jobs	BUSINESS OFFICE

- You may hire an online applicant by clicking the '**Applications**' link next to the job title or 'Hire Applicant' from the action drop down menu.

Manage Applications

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/Deselect All Show results per page to 2 of 2 | << < > >> | [Apply Action](#)

<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>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	Frank Rogers3	frankrogers3@ngwebsolutions.com	9/24/2020	New!	P		Resume	940.00		Actions
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	9/24/2020	New!	P		Resume	2500.00		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.

Schedule an Interview

The screenshot shows a web interface for managing applicants. At the top, there are controls for selecting/deselecting all, showing 25 results per page, and a pagination bar showing 1 to 6 of 6. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy Rogers1 (Pending, Greeted) and Larry Rogers6 (New!). A red arrow points to the checkbox next to Roy Rogers1. To the right, an 'Actions' dropdown menu is open, showing options like Delete, Export Summary, Print Summary, and Send Greeting Email. A red arrow points to the 'Send Greeting Email' option.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
Roy Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- 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.
- 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.

The screenshot shows the 'Email Applicants - Greeting' form. It includes a 'Default' note, a list of applicants with checkboxes, a 'To' field for additional recipients, a 'From' field (teston@ngwebsolutions.com), a 'Subject' field (Job: Your Institution Job Title), and a 'Body' field with a text area containing a sample email message. 'Send' and 'Cancel' buttons are at the bottom.

Email Applicants - Greeting

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

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

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

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.

Notify applicant(s) they were NOT Selected

The screenshot shows an applicant management interface. At the top, there are controls for 'Select/Deselect All', 'Show 25 results per page', and a pagination bar showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy_Rogers1 (Pending, Greeted) and Larry_Rogers6 (New!). A dropdown menu is open over the 'Pre' column, showing actions like 'Send Reject Email' and 'Apply Action'. A red arrow points to the 'Send Reject Email' option.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- 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'**
- 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.

The screenshot shows the 'Email Applicants - Rejection' form. It has a 'Default' message: 'No applicants selected. You must select recipients.' Below this is a list of applicants with checkboxes: Rogers1, Roy (unchecked), Rogers2, Ted (unchecked), and Rogers3, Frank (checked). There is a 'To' field for additional recipients. The 'From' field is 'teston@ngwebsolutions.com'. The 'Subject' field is 'job: Your Institution Job Title - Job NOT Available'. The 'Body' field contains a pre-written rejection message. At the bottom are 'Send' and 'Cancel' buttons.

Hire an Applicant – Select Applicant

Welcome, Test On-Campus Supervisor | Logout

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 6 of 6 | << < > >> |

Job Title	Applications	Employer
Student Office Assistant	Applications: 2 (2 New)	Employer: ALUMNI RELATIONS
<input type="checkbox"/> Job Id: 4495 Contact Person: Test On-Campus Supervisor Wage: \$9.51 - \$11.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/17/20 Job Type: On-Campus Non-FWS Jobs Actions
Help Desk Assistant	Applications: 2 (2 New)	Employer: MANAGEMENT INFORMATION SYSTEMS
<input type="checkbox"/> Job Id: 4494 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/18/20 Job Type: On-Campus FWS Jobs Actions

- To hire an applicant, click on the **'Applications'** link or select **'Hire Applicant'** from the action drop down menu. This 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 dropdown list next to the applicant's name you wish to hire.

Hire an Applicant – Applied to Job Posting (TimesheetX Hires)

Fill the job: "Test On-Campus Direct Wage"

There are 3 openings for this position. Please choose an on-line applicant or type in the name of student to hire.


There are 2 pending hires for this job.

Student	Cancel Request
Frank c Rogers3	Cancel Request
Emily j Rogers10	Cancel Request

Hire On-line Applicant

Hire from Previous Hire.

Hire a candidate who did not apply.

Travis Rogers12 

Hire Previously Hired Applicants

There were not any previous hires.

Hire a candidate who did not apply on-line

First Name	M.I.	Last Name	Email Address
<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 – JobX Only Hires

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test AmeriCorps - 11/16/23

Validate Employees

Student	Enter Email Address:
<input checked="" type="checkbox"/> Travis Rogers12	<input type="text" value="travisrogers12utrgv@ngwebsolutions."/>
<input type="button" value="Validate Hiring Eligibility"/>	

- For AmeriCorps and Research Assistant Jobs, they have a different workflow because they will not use TimesheetX.
- For these jobs, you will need to click '**Validate Hiring Eligibility**' on the next page.

Hire an Applicant– Compliance Validation – Warning or Fail

- 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.
- If the employee has warning or fail validations, you may click the 'Email' button to inform the student of the validation results.

Fill Job Step 2: Verify Applicants

Results for Travis Rogers12

Validation Results	
✗ CBC?	WARNING - The Student does not meet this requirement.
✗ CreditFlag?	WARNING - The Student does not meet this requirement.
✓ CreditLess19Flag?	Credit hours less than 19 Validated
✗ Enrolled?	WARNING - The Student does not meet this requirement.
✗ I9 Status?	WARNING - The Student does not meet this requirement.
✓ InternationalForm?	Form Completed / NA
✓ PersonellStudentForm?	Form Completed / NA
✓ VoluntaryDemographicStudentFor?	Form Completed / NA

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.

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Travis		Rogers12	travisrogers12utrgv@ngwebsolutions.com

[Continue to next step](#) [Cancel](#) [Email Travis Rogers12](#)

Hire an Applicant– Compliance Validation - Pass

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

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

Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Awarded?	Student has a valid Work Study Award
✓ I9 Status?	Student has a valid I9 on file.
✓ Outstanding Requirements Met?	Outstanding Requirements are met
✓ Satisfactory Academic Progress?	Student has a valid Satisfactory Academic Progress
✓ Student Hired?	Student is not already hired.

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](#)

NG WebSolutions, LLC, Jacksonville, FL
© Copyright 2001- 2020, All rights reserved.

JobX TimesheetX
Powered by NextGen

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

Hire an Applicant – Hire Request for Approval For Both Workflow

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

Hire an Applicant JobX Only Hires with Missing Forms

Email Hire - Forms Needed

Email Hire - Forms Needed

Select e-mail recipients:

Hire requestor


Student

Both

Do not send e-mail

To: travisrogers12utrgv@ngwebsolutions.com

CC: studentemployment@utrgv.edu



Travis Rogers12, you have been recommended for hire for the following job:

Department Name: Student Employment - Test
Job Title: Test AmeriCorps - 11/16/23

Before you can start employment, you must meet certain requirements or criteria. Below, you will find a red X on the item or items that may prevent you from being hired.

Be on the lookout for an email with specific instructions on how to complete any pending requirements.

To access all required forms on your JobX User Dashboard, please click [here](#).

Please contact the Financial Aid Office or the Student Employment Office should you have any questions or need further assistance.

Additional recipients (Separate emails using commas). Additional job contacts listed below.

- For AmeriCorps and Research Assistant Jobs, they have a different workflow because they will not use TimesheetX.
- For the next step, when the student or non-student has missing forms, you will receive the email screen. Click '**Email Hire – Forms Needed**' button to send the email to the student.

Hire Requests – Pending Approval

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

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

Hires Pending

Filter by employer:
All Employers ▾

Requests I've Submitted
 Requests for my employer(s)

Search by employee
First Name

Last Name

Hires Requests - Pending Forms & Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Pending Final Approval							
02/08/23	On-Campus Non-FWS Jobs	Baseball Student Assistant	Roy Rogers1	111111111	ATHLETICS - BASEBALL		Actions ▾

Approved Hires - Pending Acceptance

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Pending Acceptance							
03/03/23	On-Campus FWS Jobs	Student Office Assistant	Ted Rogers2	222222222	ACADEMIC AFFAIRS		Actions ▾

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



Approved for Hire

Hire Approval Email – Pending Acceptance

- When the student has been approved to work you will receive the following email.
- The student will need to accept the offer before they are officially hired.
- You may follow up with these students on acceptance of the position through the '**JobX**' menu item '**Hire Requests**'

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

Employee: Congratulations! You have been approved for work.

Please be sure to login to your [dashboard](#). You have to accept or decline the hire by clicking 'Accept/Decline'.

Hire Request Details:

Student Name: Sample Student

Email Address:

Position: Student Employee

Employer Name:

Primary Supervisor: Sample Supervisor

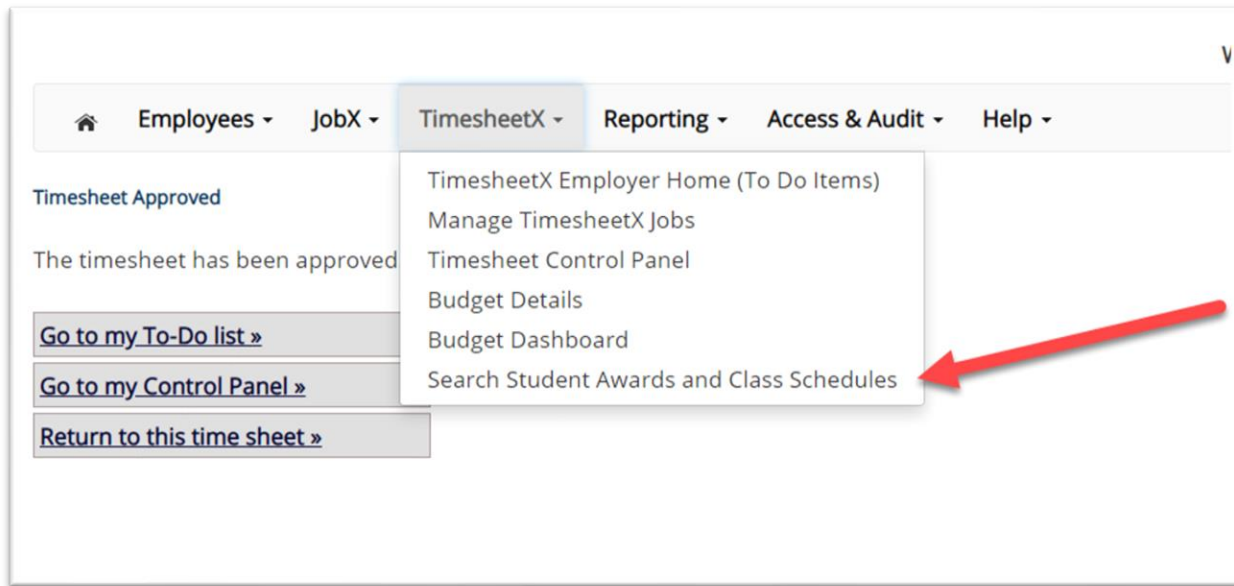
Dates: 08/20/2020 – 05/20/2020

Wage: \$8.00



Search Students

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:

Last Name:

Employee Id:

[Find Employees](#)

Search Results:

Employees

[Roy a Rogers1](#)

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

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
Direct Deposit Status	Completed
Net ID	rrogers1

Display: [Current/Future](#) Employee Information

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,500.00	\$2,500.00	A1FCOM202040 (07/01/2020 - 12/04/2020)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Early United States History (details)	07/01/2020	12/10/2020	W	10:00 AM	11:00 AM
English Composition II (details)	07/01/2020	12/10/2020	M	9:30 AM	11:30 AM
Intro to Sociology (details)	07/01/2020	12/10/2020	Tu	8:30 AM	10:30 AM

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



Online Help

Online Help



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



Welcome to the Student Employment Portal



Applicants & Employees

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



On-Campus Employers

Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!



Off-Campus Employers

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

JobX & TimesheetX Manuals

0 articles
JobX - Administrators Online Help

21 articles
JobX - Supervisors Online Help

7 articles
JobX - Employee / Student Online Help

0 articles
TimesheetX - Administrator Online Help

7 articles
TimesheetX - Supervisor Online Help

5 articles
TimesheetX - Employee / Student Online Help

Click the **'Help'** menu after you login and select **'Online Help'**.

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



Questions?

Please contact Student
Employment at
studentemployment@utrgv.edu.

For Work-Study related questions,
please contact
workstudy@utrgv.edu.

