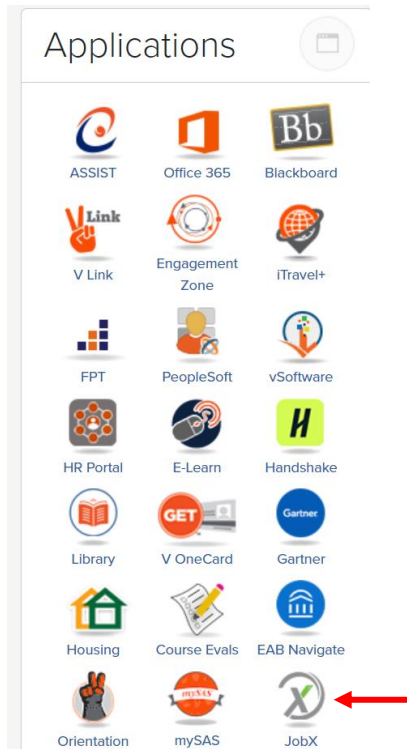
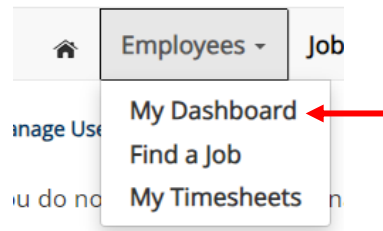


## Dynamic Forms Completion – Grants form (For Students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>



Once logged in > click on **Employees** > click on **My Dashboard**



Under **Hires Pending Action** > Locate the Grants form that shows a status of **Not Completed** > click on the “**Not Completed**” link

#### Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA
Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Demographic Form (Non Student)	Completed / NA
Demographic Form (Student)	Completed / NA
CBC Status	Completed
Credit Hours	
Awarded	Yes
Preferred Name	

Display:  Employee Information

#### Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
DW Student Assistant		\$12.00	19.00	09/01/2024	05/31/2025			Active

#### Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
WS Student Assistant		\$12.00	12.00	09/01/2024	05/31/2025		Grants Form: <b>Not Completed</b>	Incomplete - Pending Forms

Once you click on the link, you will reach the **instructions page**. Please answer the question below by selecting a choice from the dropdown list > click **Next**



---

First Name: \*   
Last Name: \*   
Employee Email:

#### Job Information

Department: \*   
Job Title: \*

#### Grant Funding Information

You have been selected for the position and department listed above. The funding of this position will require additional review, which may take additional time in the hiring process. By submitting this form, you are identifying that you intend to work within this department.

Should you not be interested in working within this department, please select decline below. This will result in you being removed as an applicant.

Do you have intent to accept this job once your hire is approved?

\* -- Please Select --

Please review the information is correct. Once you have reviewed the information, click **Next**.



First Name:   
Last Name:   
Employee Email:   
PeopleSoft Employee ID:

#### Grants and Contract Job

Type of Job:   
Job Title:   
Wage Amount (Hourly / Semimonthly):   
Timeframe Start Date:   
Timeframe End Date:   
Hours Per Week:   
Total Amount:   
Supervisor Name:   
Supervisor Title:   
Supervisor Phone:

#### Grant and Project Percent Title

Grant or Project Title	Grant or Project Number	Grant or Project Percentage
Grant or Project Number #1:	<input type="text"/>	<input type="text" value="54"/>
Grant or Project Number #2:	<input type="text"/>	<input type="text" value="46"/>
Grant or Project Number #3:	<input type="text"/>	<input type="text"/>
Grant or Project Number #4:	<input type="text"/>	<input type="text"/>

#### Grants and Contract Comments

Comments:



To submit form > **Sign your first and last name** > click **Sign Electronically**.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once the form has been submitted, the status will automatically update on **My Dashboard** to Pending Approval. For further information regarding your Grants form status, please contact the Office of Grants and Contracts.

## Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">WS Student Assistant</a>		\$12.00	19.00	09/01/2024	05/31/2025			

## Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">DW Student Academic Assistant</a>		\$12.00	19.00	09/16/2024	05/31/2025		Grants Form: Employee Section Complete, Pending Approval(s)	Incomplete - Pending Forms

You have now completed the Grants Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).