



## Employee Training



= A Total Solution

- **JobX** helps schools automate the job posting, application submission/review, hire creation/approval, and reporting processes for employees, employers, and site administrators.
- **TimesheetX** helps schools automate the time sheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, Supervisors, and administrators.
- **JobX and TimesheetX** are seamlessly integrated with your UTC School information System (SIS).

# Benefits for Employees

- Apply for multiple jobs with one online application
- JobMail enables employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Automated notices throughout the JobX lifecycle
- Web accessibility
- 24-hour service

# Benefits for Employees

- Automated reminder notices to ensure timely submission of your time sheet.
- Helpful edits ensure quality time sheet entries.
- Award Balance Display
- Never a lost time sheet
- Web accessibility
- Paper Time Sheets Eliminated
- Full Work History at your Fingertips

# UTC Specific Customization

- Your site has YOUR UTC look and feel
- Your site has YOUR UTC departments
- Your site has YOUR UTC custom fields
- Your site has been configured to support YOUR custom UTC processes.

# Training Agenda

- How to Login to JobX & TimesheetX
- How to Find a Job
- How to Apply for a Job
- How to Manage your JobMail subscription
- 'My Dashboard' Feature
- How to Enter Time
- How to Turn in a Time Sheet to Supervisor

# How to Login to JobX

**THE UNIVERSITY OF TENNESSEE**  
**CHATTANOOGA**

Home Employees Employers & Administrators

**JobX Timesheet**  
Powered by NextGen

**Applicants & Employees**  
Search for a job or sign up for e-mail notification about positions you're interested in. 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!

Please navigate to the following URL and click the 'Applicants & Employees' link.

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

# How to Login to JobX

The screenshot displays the JobX website interface. At the top, the University of Tennessee Chattanooga logo is present. Below the logo, there are navigation tabs for 'Employees' and 'Employers & Administrators'. A dropdown menu is open under 'Employees', with a red arrow pointing to the 'Find a Job' option. The main content area is titled 'APPLICANTS & EMPLOYEES' and contains several sections: 'Employee Information', 'Applicant & Employee Tools', 'Required Forms', 'Break Information', and 'Applicant & Employee Training Presentation'. A red arrow points to the 'Find a Job' link in the 'Applicant & Employee Tools' section. An inset window shows the login form with fields for 'UTCID' and 'Password', a 'LOGIN' button, and a 'Warn me before logging me into other sites' checkbox. The University of Tennessee Chattanooga logo is visible in the top right of the inset.

- Step 1: Click 'Find a Job' on the JobX Applicants & Employees Home Page. Or click 'Find a Job' from the Employees menu at the top of the screen.
- Step 2: Login utilizing your UTCID and Password after clicking 'Apply for selected jobs' button.

# How to search for a job



# Quick Search: A search containing pre-defined criteria

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CHATTANOOGA

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Home Employees Help

My Dashboard  
Find a Job  
My Job Mail  
My Timesheets  
Contact Us  
Manage My Profile

Options below or click on the "Advanced Search" button for more options.

Quick Search Advanced Search

Select a quick search.

- [FWS and Academic Service Jobs](#)
- [Most Hours per Week](#)
- [Fewest Hours per Week](#)
- [Show All Active Jobs](#)
- [25 Most Recently Posted Jobs](#)
- [Jobs by Department](#)

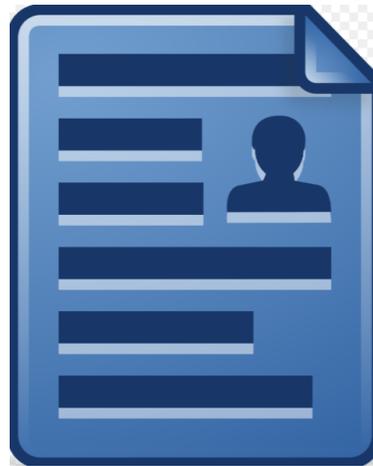
- After clicking the 'Find a Job' function, select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

# Advanced Search: Define your own custom job criteria

The screenshot displays the 'Find A Job' page on the University of Tennessee Chattanooga website. The page includes a navigation bar with 'Employees' and 'Help' links, and a user greeting 'Welcome, Roy a Rogers1 | Logout'. The main content area is titled 'Find A Job' and contains an 'Instructions' box with a link to 'Run a New Search'. Below this are 'Quick Search' and 'Advanced Search' buttons. The 'Advanced Search' section is expanded, showing options for 'FWS & Academic Service Jobs' and 'Student Employment Jobs'. It includes a 'Keywords' input field, a 'Categories' section with three dropdown menus for job categories, an 'Employers' section with three dropdown menus for employers, a 'Time Frames' section with radio buttons for 'Academic Year', 'Test 17/18 Academic Year', and 'Fall', a 'Wage' section with a dropdown for 'Greater than' and 'Doesn't Matter', and an 'Hours per Week' section with dropdowns for 'Between', 'Doesn't matter', and 'and Doesn't matter'. A 'Search!' button is located at the bottom of the form.

- 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:
  - ▶ Keyword(s) Search
  - ▶ Search by Job Type Population (FWS & Academic Service Jobs, Student Employment Jobs)
  - ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

# How to apply for a job



# UTC Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more UTC Disclaimer statements.
- A UTC Disclaimer statement will be presented for each Job Type (FWS & Academic Service Jobs) you selected.
- After you've successfully reviewed the applicable UTC 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.

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**CHATTANOOGA**

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

### Find A Job

**Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[Run a New Search\]](#)

**Disclaimer: FWS & Academic Service Jobs**  
**On-Campus Work-Study Jobs**  
These jobs are available to 2018-19 FWS students only. If you do not know your FWS status, check your financial aid awards on MyMocsNet to see if you have accepted FWS. If you have accepted your FWS offer, you may search and apply for these jobs. There are a limited number of FWS jobs, and they are available to FWS students on a first come first serve basis who are enrolled in a minimum of 6 credits. A FWS offer does not guarantee job placement. FWS jobs pay a rate \$8.00 per hour. FWS students can work up to 15 hours a week.

**Academic Service Jobs**  
These jobs are available to 2018-19 Academic Service students only. If you do not know your Academic Service status, check your financial aid awards on MyMocsNet to see if you have accepted Academic Service. If you have accepted Academic Service, you may search and apply for these jobs. Academic Service jobs are limited in number, and are available to Academic Service students who are enrolled in a minimum of 12 credits. Academic Service Jobs consist of a scholarship award and a payroll award. The scholarship award pays to your account at the beginning of the semester. The payroll award is paid biweekly at a rate of \$8.00 per hour worked. Academic Service students can work up to 125 hours each semester.

I agree

# Apply for one or more jobs with one single application!

**THE UNIVERSITY OF TENNESSEE**  
**CHATTANOOGA**

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

Home Employees Help

## Find A Job

**Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[ [Run a New Search](#) ]

**Apply for selected jobs**

[Show All Active Jobs](#)

Show  results per page  to 1 of Total Rows: 1 [Prev](#) [Next](#)

<input checked="" type="checkbox"/>	<a href="#">Job Title: Test On-Campus Job</a>	<b>Employer:</b> Academic Affairs
	<b>Wage:</b> \$8.00/hr	<b>Listed:</b> 08/01/2018
	<b>Openings:</b> 5	
	<b>Hours:</b> 10 / week	<b>Job Type:</b> FWS & Academic Service Jobs

- Simply click the box next to one or more jobs you wish to submit an application
- Then, click the 'Apply for Selected Jobs' link.

# Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any 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. Please be sure to review and update if the information is no longer accurate.
- Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the “Submit” button.

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

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

### Apply To Job

**Instructions**  
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.  
**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

By submitting the application below, you will be applying for the following jobs:

- Test On-Campus Job - Academic Affairs

#### General

First name	<input type="text" value="Roy"/>	*
Middle name	<input type="text" value="a"/>	
Last name	<input type="text" value="Rogers1"/>	*
E-mail Address <small>Please use your institutional email address @utc.edu</small>	<input type="text" value="royrogers1@ngwebsolutions.com"/>	*
Student ID	<input type="text" value="11111111"/>	*
Address	<input type="text"/>	*
City	<input type="text"/>	*
State	<input type="text"/>	*
Zip Code	<input type="text"/>	*
Home Phone	<input type="text"/>	
Cell Phone	<input type="text"/>	

#### Enrollment Data

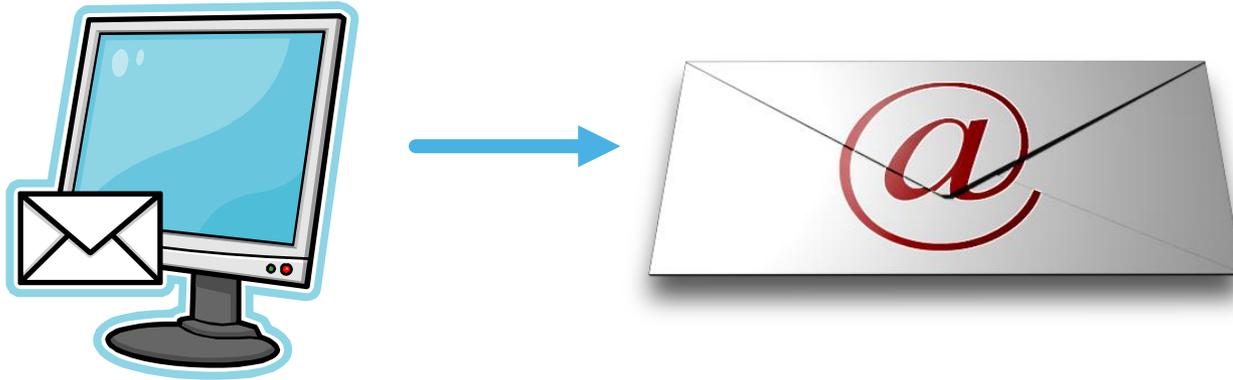
Check the semesters you plan to attend this academic year

Fall Semester \*  
 Spring Semester  
 Summer Semester

Are you interested in working over the summer whether you will be enrolled or not?

What is your program of study?

# How to Complete your JobMail Subscription

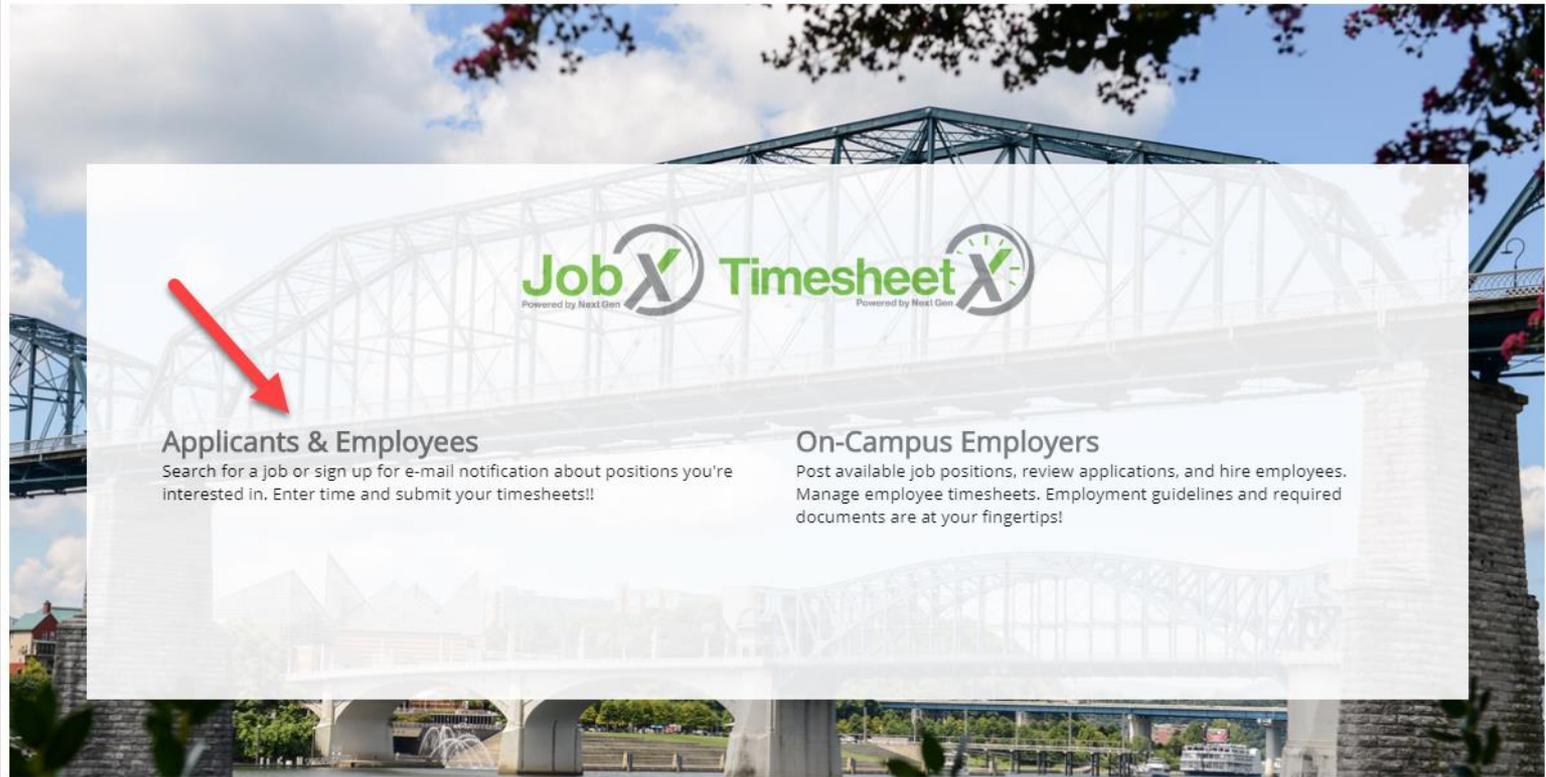


## What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.





Please navigate to the following URL and click the 'Applicants & Employees' link.

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

# How to Login to JobX JobMail

The screenshot displays the JobX JobMail interface. At the top left, the University of Tennessee Chattanooga logo is visible. Below it, there are navigation tabs for 'Employees' and 'Employers & Administrators'. A red arrow points to 'My Dashboard' in the 'Employees' menu. The main content area is titled 'APPLICANTS & EMPLOYEES' and contains two columns of links. A red arrow points to 'Manage JobMail' in the 'Applicant & Employee Tools' column. On the right, a login form titled 'Enter your UTCID and Password' has fields for 'UTCID:' and 'Password:', a checkbox for 'Warn me before logging me into other sites.', and a 'LOGIN' button. Below the button are links for 'New User? Forgot/Change Password?', 'Web Services Using CAS', and 'University of Tennessee policy on "Acceptable Use of Information Technology Resources".'

- Step 1: Click 'Manage JobMail' on the JobX Applicants & Employees Home Page. Or click 'My Dashboard' from the Employees menu at the top of the screen and then select Job Mail tab.
- Step 2: Login utilizing your UTCID and Password.

# Configure your JobMail Subscription

THE UNIVERSITY OF CHATTANOOGA

Edit this subscription name.

Academic\_Year

OK Cancel

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

Home Employees Help

### My JobMail Subscriptions

[Edit My Profile](#)

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.

FWS & Academic Service Jobs «?»	[ Add New Subscription ]
Subscription1	[ Delete Subscription ]
» Employer 0 selected	[ View/Modify ]
» Category 0 selected	[ View/Modify ]
» Time Frame 0 selected	[ View/Modify ]

Student Employment Jobs «?»	[ Add New Subscription ]
<i>There are no subscriptions for this job type.</i>	

- You may create multiple subscriptions and name them as desired for each Job Type (FWS & Academic Service Jobs, Student Employment Jobs) 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. All Year, Academic Year, etc.)

# Configure your JobMail Subscription



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

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

## My JobMail Subscriptions

[Edit My Profile](#)

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.

<b>FWS &amp; Academic Service Jobs</b> «?»	[ Add New Subscription ]
<u>Academic Year</u>	[ Delete Subscription ]
» Employer 0 selected	[ View/Modify. ]
» Category 0 selected	[ View/Modify. ]
» Time Frame 0 selected	[ View/Modify. ]
<b>Student Employment Jobs</b> «?»	[ Add New Subscription ]

*There are no subscriptions for this job type.*

Click 'View/Modify' to add preferences for each Job Type criterion.

# Configure your JobMail Subscription



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

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

## My JobMail Subscriptions

[Edit My Profile](#)

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

### FWS & Academic Service Jobs [«?»](#)

#### Academic Year

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

### Student Employment Jobs [«?»](#)

*There are no subscriptions for this job type.*

Choose Employer(s) [X]

**Selected Items** [Remove All]

*None selected*

---

**Available Items** [Add All]

- Academic Affairs [add]
- Admissions [add]
- Art [add]
- Athletics [add]
- Biology, Geology, & Environmental Science [add]
- Business: Economics [add]
- Business: Management [add]
- Business: Marketing and Entrepreneurship [add]
- Center for Advisement [add]
- Center for College & Student Success [add]
- Center for Community Career Education [add]
- Center for Global Education [add]

**[Done]**

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

# Configure your JobMail Subscription

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

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

### My JobMail Subscriptions

[Edit My Profile](#)

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

**FWS & Academic Service Jobs** «?»

Academic Year

» Employer 0 selected

» Category 0 selected

» Time Frame 0 selected

**Student Employment Jobs** «?»

*There are no subscriptions for this job type.*

**Choose Employer(s)**

**Selected Items** [Remove All]

Academic Affairs [remove]

Admissions [remove]

**Available Items** [Add All]

Art [add]

Athletics [add]

Biology, Geology, & Environmental Science [add]

Business: Economics [add]

Business: Management [add]

Business: Marketing and Entrepreneurship [add]

Center for Advisement [add]

Center for College & Student Success [add]

Center for Community Career Education [add]

Center for Global Education [add]

Center for Women & Gender Equality [add]

Challenger Center [add]

[Done]

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

# Configure your JobMail Subscription

THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

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

Home Employees Help

### My JobMail Subscriptions

[Edit My Profile](#)

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

**FWS & Academic Service Jobs** «?»

Academic Year

» Employer 0 selected

» Category 0 selected

» Time Frame 0 selected

**Student Employment Jobs** «?»

*There are no subscriptions for this job type.*

**Choose Employer(s)**

**Selected Items** [Remove All]

Academic Affairs [remove]

Admissions [remove]

**Available Items** [Add All]

Art [add]

Athletics [add]

Biology, Geology, & Environmental Science [add]

Business: Economics [add]

Business: Management [add]

Business: Marketing and Entrepreneurship [add]

Center for Advisement [add]

Center for College & Student Success [add]

Center for Community Career Education [add]

Center for Global Education [add]

Center for Women & Gender Equality [add]

Challenger Center [add]

[Done]

- 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 UNIVERSITY OF TENNESSEE**  
**CHATTANOOGA**

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

Home Employees Help

### My JobMail Subscriptions

[Edit My Profile](#)

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.*

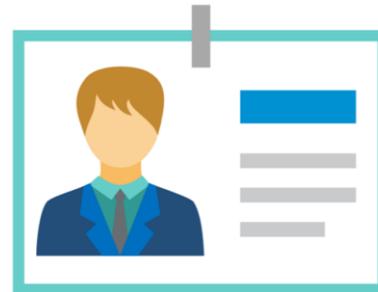
<b>FWS &amp; Academic Service Jobs</b> «?»	[ <a href="#">Add New Subscription.</a> ]
<b>Academic Year</b>	[ <a href="#">Delete Subscription.</a> ]
» Employer 2 selected <i>modified</i>	[ <a href="#">View/Modify.</a> ]
» Category 0 selected	[ <a href="#">View/Modify.</a> ]
» Time Frame 0 selected	[ <a href="#">View/Modify.</a> ]
<b>Student Employment Jobs</b> «?»	[ <a href="#">Add New Subscription.</a> ]
<i>There are no subscriptions for this job type.</i>	

*Changes must be saved to take effect.*

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

# JobX 'My Dashboard' Feature

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
  - Current / Upcoming / Old / Hires, Awards, and Class Schedule
  - Applications (Status, View, Print, Withdraw)
  - JobMail Subscriptions



# What is the 'My Dashboard' Feature?

The University of Tennessee Chattanooga

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Use

- My Dashboard
- Find a Job
- My JobMail
- My Timesheets
- Contact Us
- Manage My Profile

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test On-Campus Job	Academic Affairs	\$8.00	08/15/2017	09/21/2018	Test On Campus Supervisor

Active  Inactive  Closed  Pending

Awards

Award Name	Amount	Balance	Term
Academic Service	\$1,000.00	\$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

Classes

The University of Tennessee Chattanooga

Welcome, Roy a Rogers1 :: Wednesday, August 1, 2018

User Dashboard

The University of Tennessee Chattanooga

Welcome, Roy a Rogers1 :: Wednesday, August 1, 2018

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test On-Campus Job	Academic Affairs	\$8.00	08/15/2017	09/21/2018	Test On Campus Supervisor

Active  Inactive  Closed  Pending

Awards

Award Name	Amount	Balance	Term
Academic Service	\$1,000.00	\$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

Classes

- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Employee menu and login utilizing your UTCID and Password.
- To access the applications, and/or JobMail subscription, simply click the respective tab you wish to view.
- To control how much data is presented on the screen, select your preferred option from the 'Employee Information' display drop down list.

# JobX 'My Dashboard' Feature

The University of Tennessee Chattanooga  
Welcome, Roy a Rogers1 :: Wednesday, August 1, 2018

Employee Information Applications Job Mail

Display: Current/Future Employee Information

**Hires**

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Test On-Campus Job</a>	Academic Affairs	\$8.00	08/15/2017	09/21/2018	Test On Campus Supervisor

Active  Inactive  Closed  Pending

**Awards**

Award Name	Amount	Balance	Term
Academic Service	\$1,000.00	\$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

**Classes**

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Reading&amp;Stdy Ski (details)</a>	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgr (details)</a>	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

- Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.
- No more waiting in lines to find out your Award Amount or Award Balance – 'My Dashboard' ensures this information is at your fingertips.
- Your current class schedule will also be available for reference to ensure time is not worked during a scheduled class.

# View Applications Previously Submitted

The University of Tennessee Chattanooga  
Welcome, Roy a Rogers1 :: Wednesday, August 1, 2018

Employee Information Applications Job Mail

Display 1 Year Application Data

Applications

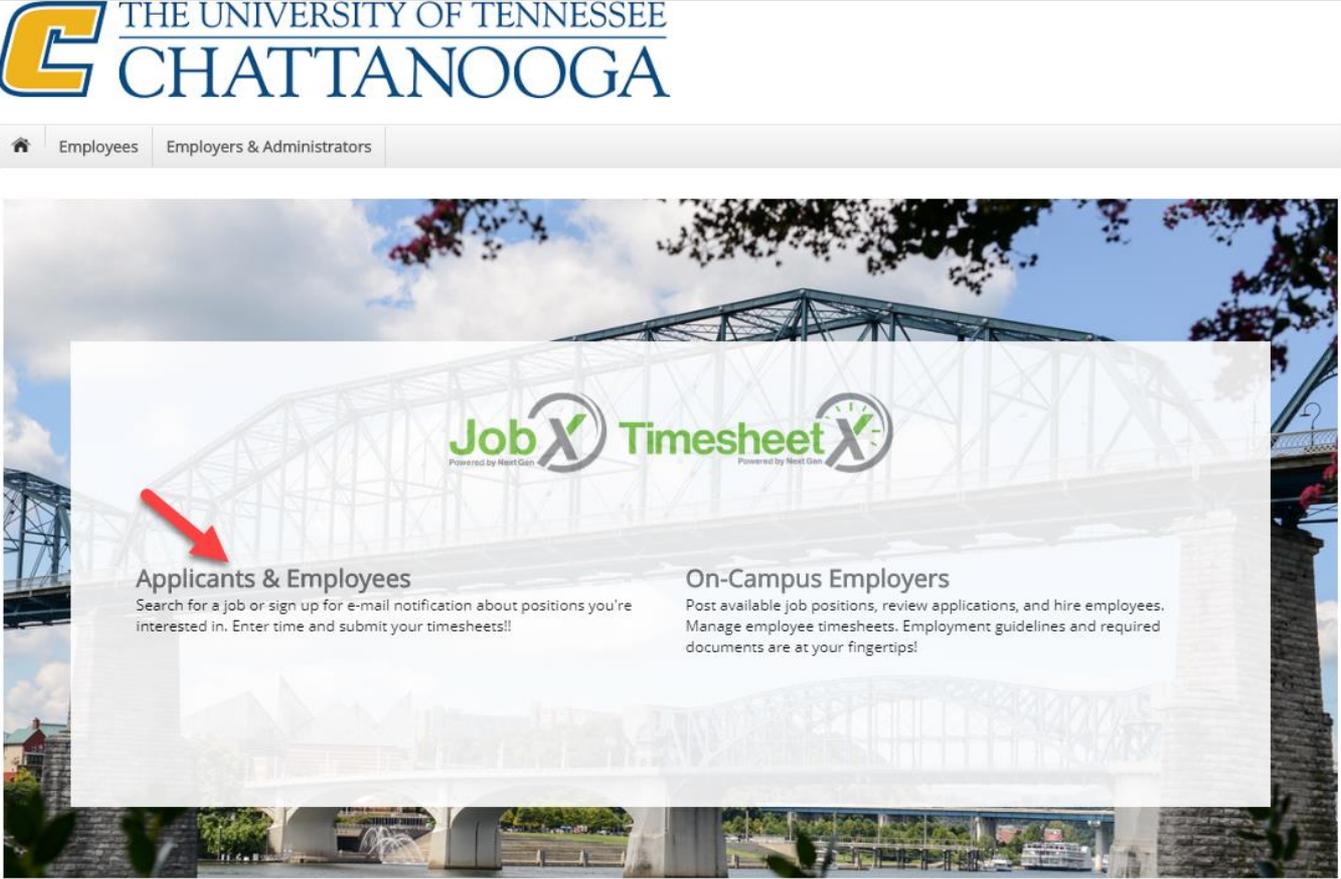
Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4562	Test On-Campus Job	Academic Affairs	Hired	8/1/2018	3			

- No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application. **Please note:** The withdraw icon will not be visible for job applications with a status of "Hired" or "Pending". Applicant's have two options when withdrawing their application.
  - ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
  - ▶ Withdraw an application without emailing the supervisor.



Once you're hired, what do you do?

# How to Login to TimesheetX



**THE UNIVERSITY OF TENNESSEE**  
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Home Employees Employers & Administrators

**JobX TimesheetX**  
Powered by Next Gen

**Applicants & Employees**  
Search for a job or sign up for e-mail notification about positions you're interested in. 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!

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# How to Login to TimesheetX

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CHATTANOOGA

Employees Employers & Administrators

- My Dashboard
- Find a Job
- My Timesheets
- Contact Us
- Manage My Profile

### APPLICANTS & EMPLOYEES

**Employee Information**

- Welcome to the Applicant & Employee Site. Welcome! Learn about the Employment process at UTC.
- Required Forms**  
Download your I-9 and W-4 forms here. These are required in order to begin work.
- Break Information**  
Click here for information regarding UTC's employment break policies.
- Applicant & Employee Training Presentation**  
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.

**Applicant & Employee Tools**

- User Dashboard**  
Click here to review jobs you've recently applied for and your JobMail Subscription.
- Find a Job**  
Conduct either quick or advanced searches for available online job applications.
- Manage JobMail**  
Be the first to know when jobs matching your criteria are available.
- 18-19 Payroll Guidelines & Schedule**  
Learn about the payroll policies and procedures. Check timesheet due dates and the dates your checks will be issued.
- Enter your Time Sheet**  
Click here to access your online time sheet via TimesheetX.
- Additional Forms and Resources**  
Additional payroll forms, policies and job registration can be found here.
- Contact Our Office**  
Have questions? Click here and send us your question or concerns.

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### Enter your UTCID and Password

UTCID:

Password:

Warn me before logging me into other sites.

**LOGIN** clear

- [New User? Forget/Change Password?](#)
- [Web Services Using CAS](#)
- [University of Tennessee policy on "Acceptable Use of Information Technology Resources"](#)

- Step 1: Click 'Enter your Time Sheet' on the JobX/TimesheetX FWS Students Home Page. Or click 'My Timesheets' from the Employees menu at the top of the screen.
- Step 2: Login utilizing your UTCID and Password.

# Enter a Time Sheet



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

## My Timesheets

Welcome, Roy a Rogers1. Below you will find your jobs.

[Current Hires, Awards & Class schedules \(3\)](#)
[Upcoming Hires & Awards \(0\)](#)
[Old Hires & Awards \(0\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
<a href="#">Test On-Campus Job</a>	Academic Affairs	\$8.00	08/15/2017	09/21/2018	Test On Campus Supervisor

= Active
  = Inactive
  = Closed
  = Pending

Account Name	Amount	Balance	Term
Academic Service	\$1,000.00	\$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

First, click the 'Job Title' link to access your time sheets.

# Start a Time Sheet



**THE UNIVERSITY OF TENNESSEE**  
**CHATTANOOGA**

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

Home Employees Help

**Hire Time Sheets**

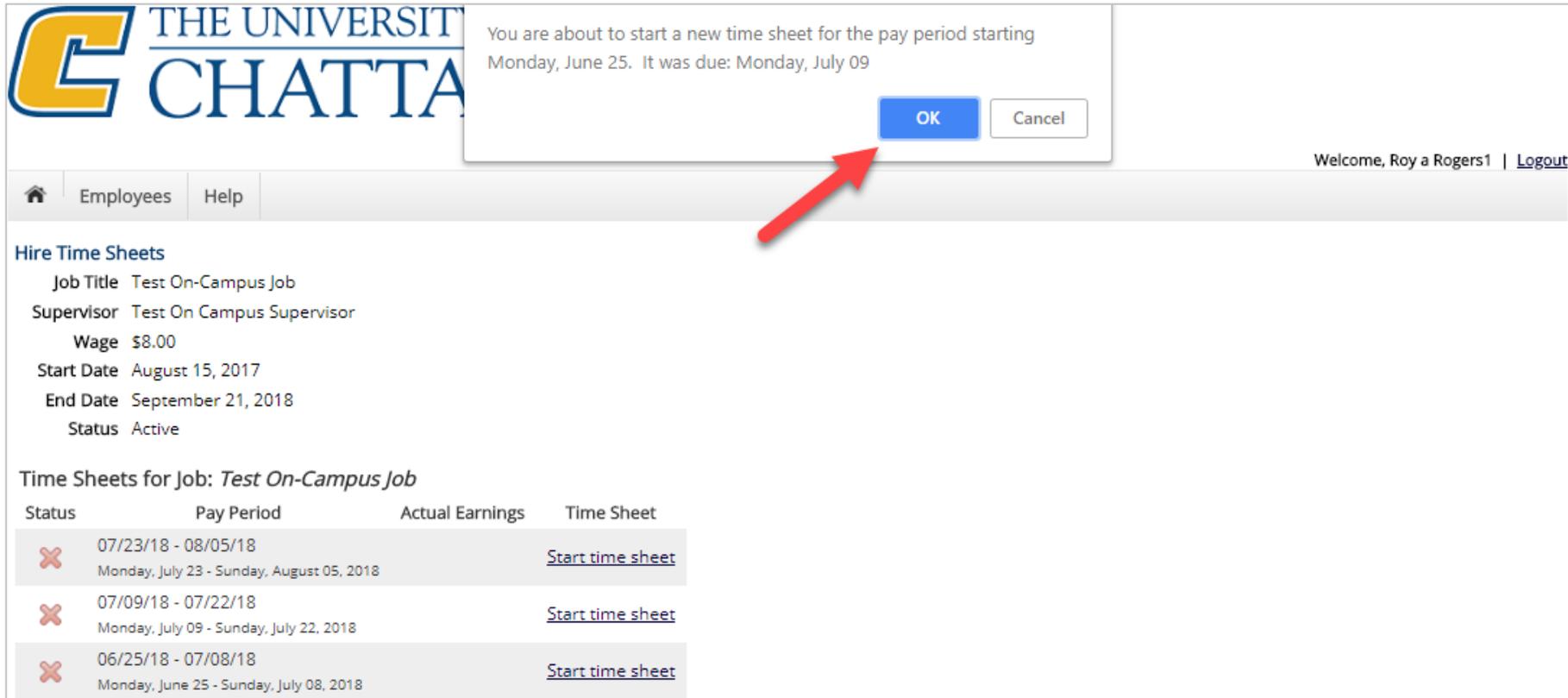
Job Title Test On-Campus Job  
Supervisor Test On Campus Supervisor  
Wage \$8.00  
Start Date August 15, 2017  
End Date September 21, 2018  
Status Active

**Time Sheets for Job: Test On-Campus Job**

Status	Pay Period	Actual Earnings	Time Sheet
✘	07/23/18 - 08/05/18 Monday, July 23 - Sunday, August 05, 2018		<a href="#">Start time sheet</a>
✘	07/09/18 - 07/22/18 Monday, July 09 - Sunday, July 22, 2018		<a href="#">Start time sheet</a>
✘	06/25/18 - 07/08/18 Monday, June 25 - Sunday, July 08, 2018		<a href="#">Start time sheet</a>

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. Please Note: If a timesheet has already been started, the link will say 'Go to time sheet' instead.

# Start a Time Sheet



The screenshot shows the University of Chattanooga HR system interface. At the top left is the university logo. A confirmation dialog box is open, displaying the message: "You are about to start a new time sheet for the pay period starting Monday, June 25. It was due: Monday, July 09". The dialog has "OK" and "Cancel" buttons. A red arrow points to the "OK" button. Below the dialog, the user is logged in as "Welcome, Roy a Rogers1" with a "Logout" link. The main content area shows navigation tabs for "Home", "Employees", and "Help". Under "Hire Time Sheets", details for a "Test On-Campus Job" are listed, including supervisor, wage, start/end dates, and status. Below that is a table of "Time Sheets for Job: Test On-Campus Job" with columns for Status, Pay Period, Actual Earnings, and Time Sheet. Three rows are shown, each with a red 'X' icon and a "Start time sheet" link.

**THE UNIVERSITY OF CHATTANOOGA**

You are about to start a new time sheet for the pay period starting Monday, June 25. It was due: Monday, July 09

OK Cancel

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

Home Employees Help

**Hire Time Sheets**

Job Title Test On-Campus Job  
Supervisor Test On Campus Supervisor  
Wage \$8.00  
Start Date August 15, 2017  
End Date September 21, 2018  
Status Active

**Time Sheets for Job: Test On-Campus Job**

Status	Pay Period	Actual Earnings	Time Sheet
X	07/23/18 - 08/05/18 Monday, July 23 - Sunday, August 05, 2018		<a href="#">Start time sheet</a>
X	07/09/18 - 07/22/18 Monday, July 09 - Sunday, July 22, 2018		<a href="#">Start time sheet</a>
X	06/25/18 - 07/08/18 Monday, June 25 - Sunday, July 08, 2018		<a href="#">Start time sheet</a>

If you clicked 'Start Time Sheet', then click 'OK' on the confirmation dialog box.

# Add a New Time Sheet Entry for Time Worked



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

Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title Test On-Campus Job  
Status Incomplete  
Pay Period 06/25/18 - 07/08/18  
Deadline **July 9, 2018 10:00 AM**

**Actions**  
[Return to hire »](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
<a href="#">» Click to dismiss time sheet if no hours will be worked for this pay period.</a>						
<a href="#">» Add New Entry</a> 						

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Reading&amp;Stdy Ski (details)</a>	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

**06/25/18 - 07/08/18**  
Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

Click 'Add New Entry' to enter your time.

# Add a New Time Sheet Entry for Time Worked

**THE UNIVERSITY OF TENNESSEE**  
**CHATTANOOGA**

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

Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title Test On-Campus Job  
Status Incomplete  
Pay Period 06/25/18 - 07/08/18  
Deadline **July 9, 2018 10:00 AM**

**Actions**  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
<a href="#">» Click to dismiss time sheet if no hours will be worked for this pay period.</a>				
Monday, June 15, 2018	8:00AM	8:15AM	No Break	Add Cancel
Monday, June 25, 2018				
Tuesday, June 26, 2018				
Wednesday, June 27, 2018				
Thursday, June 28, 2018				
Friday, June 29, 2018				
Saturday, June 30, 2018				
Sunday, July 1, 2018				
Monday, July 2, 2018				
Tuesday, July 3, 2018				
Wednesday, July 4, 2018				
Thursday, July 5, 2018				
Friday, July 6, 2018				
Saturday, July 7, 2018				
Sunday, July 8, 2018				

Start Date	End Date	Days	Start	End
06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

Select the 'Date' of the time sheet entry from the 'Date' column.

# Add a New Time Sheet Entry for Time Worked

THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee Roy a Rogers1  
Job Title Test On-Campus Job  
Status Incomplete  
Pay Period 06/25/18 - 07/08/18  
Deadline July 9, 2018 10:00 AM

Actions  
Return to hire »

Time Sheet Entries					
Date	Start	End	Break	Hours	
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Monday, June 25, 2018	8:00AM	8:15AM	No Break		

Class Schedule

Course Title	Date	End Date	Days	Start	End
Coll Reading&Study Ski (details)	17	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	17	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	17	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	17	09/15/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Accounts Notes

06/25/18 - 07/08/18  
Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee Roy a Rogers1  
Job Title Test On-Campus Job  
Status Incomplete  
Pay Period 06/25/18 - 07/08/18  
Deadline July 9, 2018 10:00 AM

Actions  
Return to hire »

Time Sheet Entries					
Date	Start	End	Break	Hours	
There are no entries to display.					
» Click to dismiss time sheet if no hours will be worked for this pay period.					
Monday, June 25, 2018	8:00AM	8:15AM	No Break		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Study Ski (details)	06/01/2017	06/01/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	06/01/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	06/01/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	06/01/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Notes

06/25/18 - 07/08/18  
Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

Select the Start and End times for the day you are entering time.

# Add a New Time Sheet Entry for Time Worked

THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

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

Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title Test On-Campus Job  
Status Incomplete  
Pay Period 06/25/18 - 07/08/18  
Deadline **July 9, 2018 10:00 AM**

Actions  
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, June 25, 2018	8:00AM	8:15AM	No Break	

Class Schedule

Course Title	Start Date	End Date	Start	End
<a href="#">Coll Reading&amp;Stdy Skl (details)</a>	06/01/2017	09/15/2018	1 hr 15 mins AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	06/01/2017	09/15/2018	1 hr 30 mins PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	06/01/2017	09/15/2018	1 hr 45 mins PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	06/01/2017	09/15/2018	2 hrs PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Note

06/25/18 - 07/08/18  
Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

1. You may optionally add break minutes taken, if applicable.
2. Click 'Add' to save your time sheet entry.

Home Employees Help

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
 Job Title Test On-Campus Job  
 Status Incomplete  
 Pay Period 06/25/18 - 07/08/18  
 Deadline **July 9, 2018 10:00 AM**

#### Actions

[Submit time sheet »](#)  
[Return to hire »](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	<a href="#">Edit</a>	<a href="#">Delete</a>
Total:				1 hr		

>> [Add New Entry](#)

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl ( <a href="#">details</a> )	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt ( <a href="#">details</a> )	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt ( <a href="#">details</a> )	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra ( <a href="#">details</a> )	06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors Accounts Notes

06/25/18 - 07/08/18

Start - Monday, June 25, 2018

End - Sunday, July 8, 2018

Employee Deadline - Monday, July 9, 2018 (10:00AM)

Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)

Pay Date - Tuesday, July 17, 2018

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

Done Entering Time?

It's time to hand your time sheet in!

# Submit Time Sheet to Supervisor



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

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

### Manage Time Sheet

Employee [Roy a Rogers1](#)  
Job Title [Test On-Campus Job](#)  
Status [Incomplete](#)  
Pay Period [06/25/18 - 07/08/18](#)  
Deadline [July 9, 2018 10:00 AM](#)

**Actions**  
[Submit time sheet »](#)  
[Return to hire »](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	<a href="#">Edit</a>	<a href="#">Delete</a>
				Total:	1 hr	

### Class Schedule

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Coll Reading&amp;Stdy Skl (details)</a>	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
<a href="#">Found of Sport Mgmt (details)</a>	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
<a href="#">Fresh Sem-Sport Mgt (details)</a>	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
<a href="#">Pre-Algebra (details)</a>	06/01/2017	09/15/2018	Tu Th	12:30 PM	2:20 PM

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

**06/25/18 - 07/08/18**  
Start - Monday, June 25, 2018  
End - Sunday, July 8, 2018  
Employee Deadline - Monday, July 9, 2018 (10:00AM)  
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)  
Pay Date - Tuesday, July 17, 2018

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



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

[Home](#) [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	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
Total:				1 hr



Click the 'Submit Time Sheet' link.

# Submit Time Sheet to Supervisor

By clicking "Submit Time Sheet" below, you are agreeing that the timesheet information contained in this timesheet is correct to the best of your knowledge.

[OK](#) [Cancel](#)

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

Home 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	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
Total:				1 hr

[Submit Time Sheet](#) [Cancel](#)

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.

### 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 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.

# Congratulations, You're Finished!



## What are the next steps?

# Next Steps....

1. Maintain eligibility for your program by meeting the GPA requirements
2. In January, you will receive an IRS form W-2 for tax filing purposes
3. If you have any questions, email [workstudy@utc.edu](mailto:workstudy@utc.edu) or visit the Mocs One Center