



On-Campus Supervisor 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 Employers

- Easy job listing creation.
- Workflow job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
- Customize job specific questions on the application to get “best fit” candidates in your job(s).
- Systematic E-mail alerts ensure thorough and timely communications amongst all involved parties (e.g. employees, supervisors, site administrators).
- Systematic applicant and hire compliance checks ensures all employment eligibility requirements are met.
- Broadcast e-mail tools for improved communications with your employees.
- Mobile friendly



Benefits for Supervisors

- Easy to manage online time sheets
- Consistent time sheet processing across all departments
- No compliance issues due to powerful edits that ensure time sheet entries comply with state/federal labor laws.
- No math errors and illegible time sheet entries previously experienced with paper time sheets
- Deadline reminders ensure timely submissions from employees and approvals for supervisors.
- Automated warnings
- Web accessibility
- E-signature enabled
- Mobile friendly

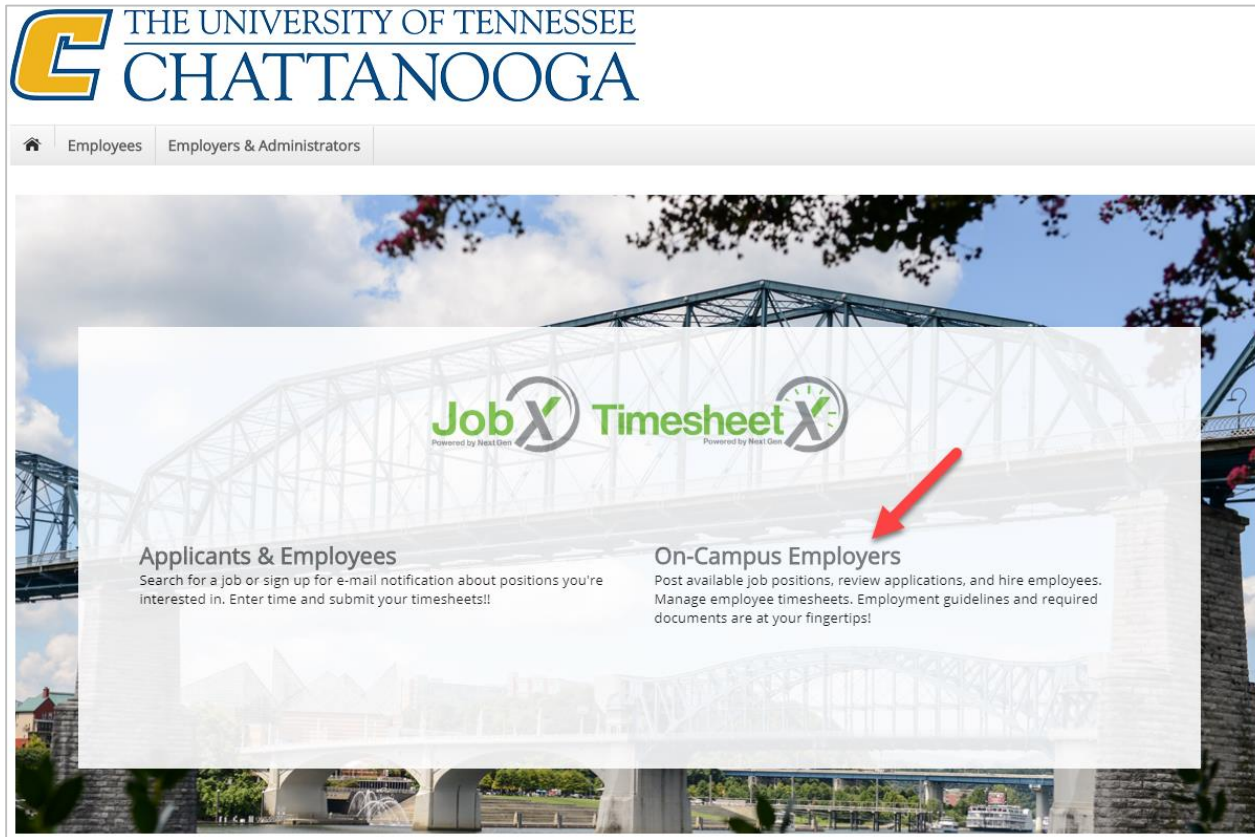
UTC Customization

- Your JobX & TimesheetX sites have YOUR UTC look and feel
- Your JobX & TimesheetX sites have YOUR UTC On-Campus Employers.
- Your JobX & TimesheetX sites have been customized to support YOUR UTC business processes.

Training Agenda

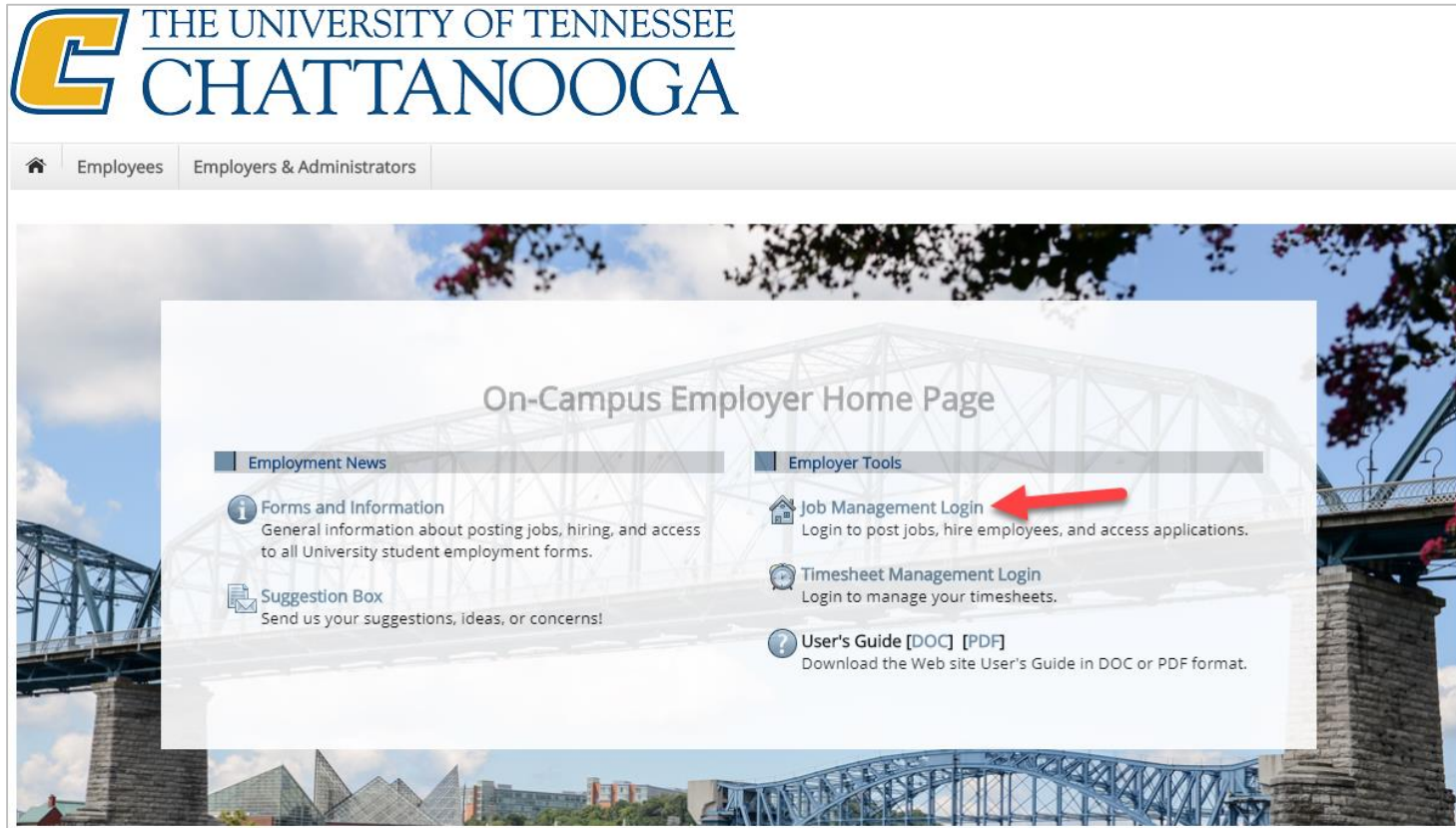
- How to Login to JobX & TimesheetX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants
- How to Hire Applicants into JobX and TimesheetX
- How to Approve an Employee's Time Sheet

Login to JobX directly



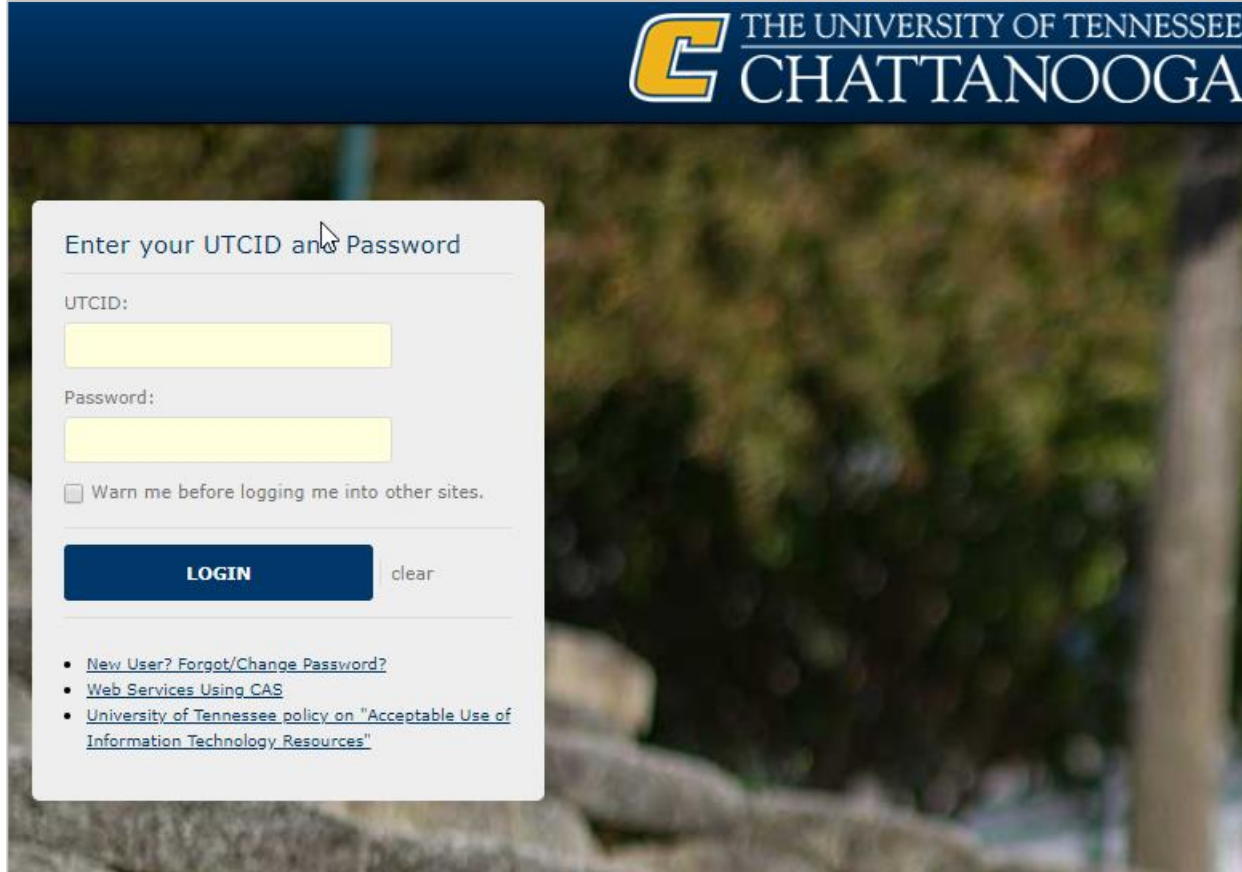
- First, please navigate to <https://utc.studentemployment.ngwebsolutions.com/>
- Click the 'On-Campus Employers' link.

On-Campus Employer Login to JobX



Click the 'Job Management Login' link.

On-Campus Employer Login to JobX



The screenshot shows the login interface for JobX at The University of Tennessee Chattanooga. At the top, the university's name and logo are displayed. The main login area is a white box with a light gray background. It contains the title "Enter your UTCID and Password", two input fields for "UTCID:" and "Password:", a checkbox for "Warn me before logging me into other sites.", a blue "LOGIN" button, and a "clear" link. Below the login box, there are three links: "New User? Forgot/Change Password?", "Web Services Using CAS", and "University of Tennessee policy on 'Acceptable Use of Information Technology Resources'".

Enter your UTCID and Password

UTCID:

Password:

☐ Warn me before logging me into other sites.

LOGIN clear

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

Login utilizing your 'UTCID' and 'Password'.

How to Add or Edit a JobX Job Listing



Add a Job

The screenshot shows the 'Add a Job' interface of the JobX system. At the top is the University of Tennessee Chattanooga logo. A navigation bar includes links for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. A user greeting 'Welcome, Test On Campus Supervisor' and a 'Logout' link are in the top right. A central instruction states: 'To add a job, please select an employer from the employer dropdown list presented in the filters to the left.' To the right of this is a search bar for 'Title, Description, Contact or Job'. Below the instruction, the 'Your Selections' section shows 'Job Filters Applied: Employer: All Available' with a 'Reset' link. The 'Job Filters' section on the left contains an 'Employer Name' dropdown menu, which is open and shows options: 'Show Jobs From All My Empl', 'Show Jobs From All My Employers' (highlighted), 'Academic Affairs', and 'Admissions'. Below these are checkboxes for 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)'. A 'Job Type' dropdown with a '+' icon is at the bottom of the filters. To the right of the filters is the 'Job Actions' section, which includes icons for 'Delete', 'Export', 'Print', and 'Email Supervisors'. It also features a dropdown menu set to '-- Select Action Below --' and an 'Apply Action' button. A red arrow points to the 'Show Jobs From All My Employers' option in the 'Employer Name' dropdown.

If you have posting permissions for more than one department, please select the department from the 'Employer Name' drop down list you wish to post a job. If you only have permissions to post for one department, please proceed to the next slide.

Add a Job

The screenshot displays the HR system interface for The University of Tennessee Chattanooga. At the top, the university's logo and name are visible. Below the header, a navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. A user greeting 'Welcome, Test On Campus Supervisor | Logout' is on the right. A red arrow points to the 'Add a new job for Academic Affairs' button. To the right of this button is a search bar with the placeholder text 'Search Title, Description, Contact or Job' and a 'Search' button. On the left side, there is a 'Your Selections:' section with a 'Reset' link, showing 'Job Filters Applied: Employer: Academic Affairs'. Below this is a 'Job Filters' section with dropdowns for 'Employer Name' (set to 'Academic Affairs') and 'Job Status'. Under 'Job Status', there are four checkboxes: 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)'. At the bottom of the filters is a 'Job Type:' dropdown with a plus sign. To the right of the filters is a 'Job Actions:' section containing icons for 'Delete', 'Export', 'Print', and 'Email Supervisors'. Below these icons is a dropdown menu with the text '-- Select Action Below --' and an 'Apply Action' button.

Click the 'Add a new job for {Your Department Name will be Prefilled here}' button.

Add a Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

- Enter Job Title *, Description *, Requirements *
- Enter the number of available openings *
- Enter the min and max hours for the job
- Select the Time Frame for the job *
- Select the Base pay rate for the job *
- Select the Primary Supervisor * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- Select an Secondary Contact People Please Note: The Secondary Contact must be different than the Primary Contact. To select a Secondary Contact, place your cursor in the field to view all users approved to be a JobX Supervisor for the applicable department you are creating the job. Then, simply click an individual's name you wish to be the Secondary contact. If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.

Important Note: To prevent Supervisors from getting multiple emails, please ensure a Supervisor is NOT set up to be both a Primary AND Secondary Contact. They should only be set up to be one or the other, but NOT both.

- Upload a Company/Department Logo, if applicable
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows the 'Add a Job' interface for The University of Tennessee Chattanooga. The header includes the university logo and navigation tabs: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. A message states: 'You are adding a brand new job to the web site.' Below this, a progress bar shows: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'.

The main form area contains the following sections:

- Job Title:** A text field with a red asterisk and a placeholder example: 'Front Desk Receptionist'.
- Job Description:** A rich text editor with a toolbar (html, B, I, U, list, link, unlink, undo, redo) and a placeholder: 'Please be as detailed as possible.'
- Job Requirements:** Another rich text editor with the same toolbar and placeholder: 'Please be as detailed as possible.'
- Number of Available Openings:** A text field with a red asterisk.
- Hours per Week:** A dropdown menu showing '10.0' to 'Same'.
- Time Frame for this job:** A dropdown menu with 'Choose one...'.
- Base pay rate:** A text field with a red asterisk.
- Primary Contact Person:** A dropdown menu with 'Choose one...'.
- Contact Information:** Fields for Phone Number, Fax Number, Email, and Location.
- Secondary Contact People:** A section with a note 'Ctrl + click to select multiple' and a button 'Select Some Options'.
- Company/Department Logo:** A section with a 'Choose File' button and a note 'No file chosen'.

At the bottom, there is a 'Submit' button.

Add a Job – Step 2 – Review Job Application

The screenshot shows the 'Review Job Application' page for The University of Tennessee Chattanooga. At the top is the university's logo and name. A navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. A user greeting 'Welcome, Test On Campus Supervisor' and a 'Logout' link are on the right. A message states: 'The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and delete any questions you do not want. Also, you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.' Below this, the job title 'Pending Job Application - Academic Affairs - Test On-Campus Job' is shown. A 'Timer' box indicates 44:49. The main section is titled 'General' and contains a list of fields for personal information: First name, Middle name, Last name, E-mail Address (with a note to use institutional email), Student ID, Address, City, State, Zip Code, Home Phone, and Cell Phone. Each field has a text input box, a red asterisk indicating a required field, and a small icon for editing or deleting the question. Below the 'General' section is an 'Enrollment Data' section, also with a red asterisk and an icon. At the bottom left is a 'Save Application' button.

You may add questions to the institutional default application, if approved by your JobX Site Administrator, to ensure you get a “best fit” candidate for your job.

To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new question using a sophisticated application designer.

Add a Job Specific Application Question

- When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.
- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.
- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.
- Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.
- You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.
- When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows a web form for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Create a New Question" tab is active. Below the tabs is the "Question Details" section, which contains a "Question Type" dropdown menu. A red arrow points to this dropdown, 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 "Question Details" section is the "Application Behavior" section. It contains an "Application Section" dropdown menu with options "Select an existing section" and "Create a new section". A red arrow points to this dropdown. Below it is a "Where To Add This Question?" dropdown menu with the option "End of Application". A red arrow points to this dropdown. At the bottom of the form is an "Add Question" button. A red arrow points to this button. There are also red arrows pointing to the "Other flags" section, which includes checkboxes for "Application input is required" and "Prefill this question from previous answer?".

Pick from Existing Questions Create a New Question

Question Details

Question Type ⓘ

Please select

Single Line Text

Multiple Line Text

Single Choice

Multiple Choice

Date

File Upload

Instructional Text

Application Behavior

Application Section ⓘ

Select an existing section Create a new section

-- Please select --

Other flags

☐ Application input is required ⓘ

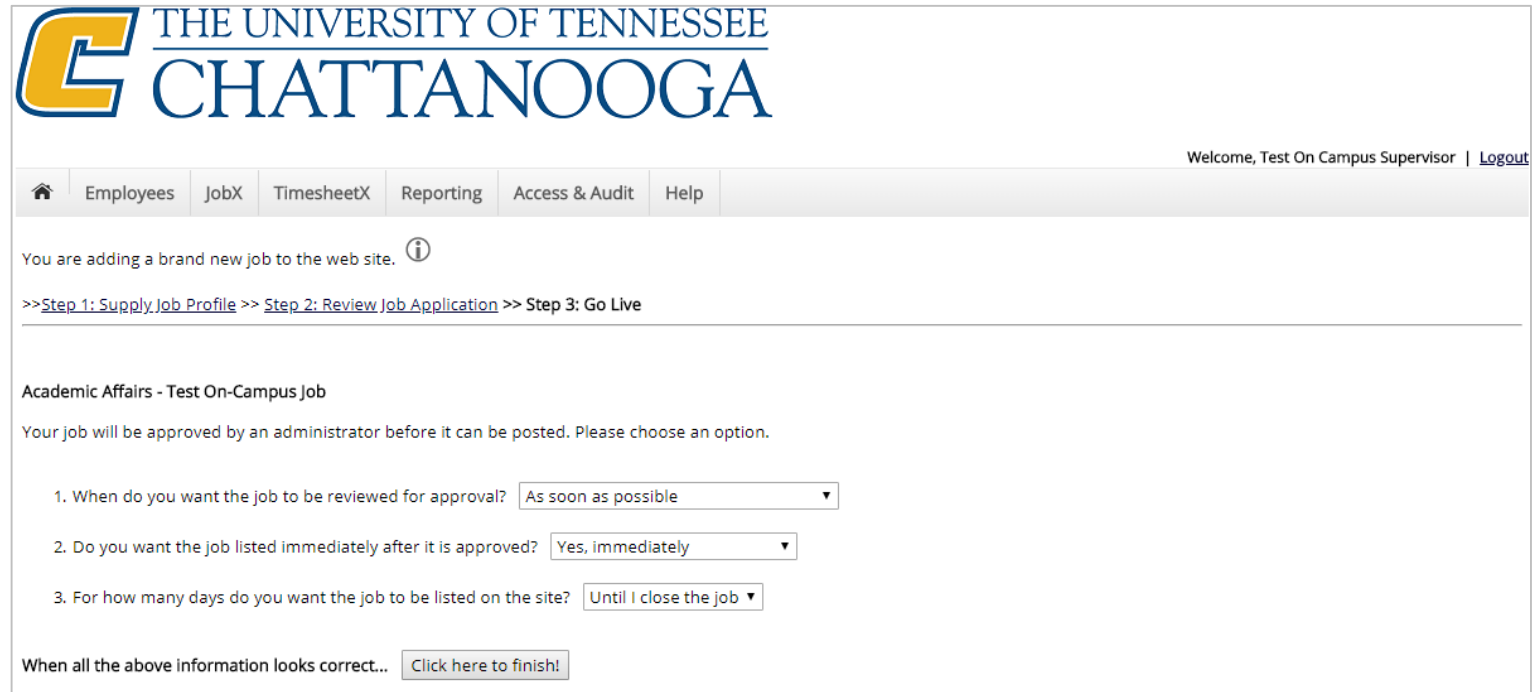
☐ Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ

End of Application

Add Question

Add a Job – Step 3 – Go Live



The screenshot shows the University of Tennessee Chattanooga JobX system interface. At the top is the university's logo and name. A navigation bar includes links for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test On Campus Supervisor'. The main content area indicates the user is adding a new job and provides links for Step 1 (Supply Job Profile), Step 2 (Review Job Application), and Step 3 (Go Live). The job title is 'Academic Affairs - Test On-Campus Job'. A message states the job requires administrator approval. Three questions with dropdown menus are presented: 1. Review for approval (selected: 'As soon as possible'), 2. Listed after approval (selected: 'Yes, immediately'), and 3. Listed on site (selected: 'Until I close the job'). A 'Click here to finish!' button is at the bottom.

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

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

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

You are adding a brand new job to the web site. [i](#)

>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Academic Affairs - Test On-Campus Job

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

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

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

Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

Add a Job – Step 3 – Go Live

The screenshot shows the University of Tennessee Chattanooga's job posting system. At the top is the university's logo and name. A navigation bar includes links for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test On Campus Supervisor'. The main content area indicates the user is adding a new job and shows the progress: Step 1 (Supply Job Profile), Step 2 (Review Job Application), and Step 3 (Go Live). The job title is 'Academic Affairs - Test On-Campus Job'. A message states the job needs administrator approval. Three questions with dropdown menus are presented: 1. Review for approval (selected: 'As soon as possible'), 2. List immediately after approval (selected: 'Yes, immediately'), and 3. List duration (selected: 'Until I close the job'). A 'Click here to finish!' button is at the bottom.

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

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

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

You are adding a brand new job to the web site. ⓘ

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Academic Affairs - Test On-Campus Job

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

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

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

- For the question, “For how many days do you want the job to be listed on the site?”
- If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
- If you want the job to be posted until your close the job, select ‘Until I close the job.’
- Click the “Click here to Finish!” button.
- Your job will be submitted to the Administrator for review/approval.

Add a Job – Completed!

The screenshot displays the JobX interface for The University of Tennessee Chattanooga. The top navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled 'Academic Affairs - Test On-Campus Job' and shows a confirmation message: 'Congratulations! Your job is pending approval, then it will be visible in the Pending Approval queue.' Below this, a sidebar offers two options: 'View the job details (for printing, etc.)' and 'Return to your control panel.' A red arrow points to the 'Return to your control panel' link. The main panel shows a list of jobs under the 'PENDING APPROVAL' section, with one job listed: 'Test On-Campus Job' (Ref # 4562) assigned to 'Test On Campus Supervisor' under the 'FWS & Academic Service Jobs' category. The job status is 'Pending Approval (1)'. A red arrow also points to the 'Pending Approval (1)' status in the sidebar.

THE UNIVERSITY OF TENNESSEE CHATTANOOGA

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

Home Employees JobX TimesheetX Reporting Access & Audit Help

Academic Affairs - Test On-Campus Job

Congratulations! Your job is pending approval, then it will be visible in the Pending Approval queue.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available

Job Filters

Employer Name: --
Show Jobs From All My Empl ▼

Job Status: --

- ☐ Listed Jobs (0)
- ☒ Pending Approval (1)
- ☐ Review Mode (0)
- ☐ Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- [Apply Action](#)

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

PENDING APPROVAL – Jobs Currently Pending Administrator Approval (* - Application updated)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4562	Test On-Campus Job	Test On Campus Supervisor	FWS & Academic Service Jobs			

- 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.

Edit a Job

THE UNIVERSITY OF TENNESSEE CHATTANOOGA

Welcome, Test On Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

Manage Job

Job Title	Employer	Status	Job Type
Test On-Campus Job	Academic Affairs	Pending Approval	FWS & Academic Service 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.

Job Actions:

Delete Export Print Email Supervisors

☐ Select/Deselect All Show 25 results per page

PENDING APPROVAL – Jobs Currently Pending Administration

Ref #	Title	Contact
4562	Test On-Campus Job	Test On Campus

Update Status

- Listed
- Review Mode
- Storage

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

View Applicants

No applications have been submitted for this job.

Manage Application

This job is configured to collect online applications.
[Edit or view the online application.](#)

Hire Applicant

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

[\[Edit this Job\]](#)

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

Test On-Campus Job	
Job ID	4562
Job Type	FWS & Academic Service Jobs
Employer	Academic Affairs
Job Category	
Community Service?	No
Job Description	Test

- 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' link on the 'Manage Job' page.
- To edit the application tied to your job, click 'Edit or view the online application'.




Your Job is Approved!

What's Next???

Review and Respond to Online Applicant(s)!!!

Manage Applicants



THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

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

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

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available

Job Filters

Employer Name: —





Show Jobs From All My Empl ▼


Job Status: —

☐ Listed Jobs (1)
☐ Pending Approval (0)
☐ Review Mode (0)
☐ Storage Mode (0)


Job Type: +

Job Actions:




 Delete  Export  Print  Email Supervisors

 -- Select Action Below --

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

 LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Academic Affairs

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4562	Test On-Campus Job	Test On Campus Supervisor	FWS & Academic Service Jobs	1 (1 New)	08/01/18	  

You may hire an online applicant by clicking the ‘# (# New)’ link located under the ‘App #’ column next to the applicable job.

Manage Applicants



Welcome, Test On Campus Supervisor | Logout

Home Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - Academic Affairs - Test On-Campus Job

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:

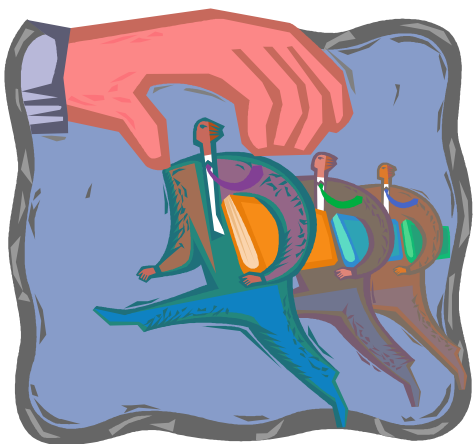
☐ Only show New?

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

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

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	8/1/2018	New!	P			Video	856.00		Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the employee's name to get a quick view format of the application.
- If the applicant has provided a resume, click on the "Resume" link next to their name.



Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?



Schedule an Interview with Applicant(s)

The screenshot shows the JobX interface for The University of Tennessee Chattanooga. At the top, there's a navigation bar with links like Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. Below this, a section titled 'View Job Applications - Academic Affairs - Test On-Campus Job' provides instructions on how to view and filter applications. A 'Filter by Name' box allows users to search by first or last name, with an 'Only show New?' checkbox. Below the filter box, a toolbar contains icons for various actions: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting (highlighted with a red arrow), Reject Applicants, and Email Applicants. Below the toolbar, a table lists applications. The first row shows an application for 'Roy Rogers1' with a status of 'New!'. A red arrow points to the checkbox next to the applicant's name. The table columns include Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Profile Video, Award, Preview, and Actions.

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	8/1/2018	New!				Video	856.00		Actions

This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

Schedule an Interview with Applicant(s)

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

Welcome, Test On Campus Supervisor | Logout

Home Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - Academic Affairs - Test On-Campus Job

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)

Actions: Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

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

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/>	 Roy Rogers1	royrogers1@ngwebsolutions.com	8/1/2018	New!	P			Video	856.00		Actions

Click the box next to one or more applicants you wish to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

Notify applicant(s) you wish to interview

The screenshot shows the 'Email Applicants - Greeting' form in the University of Tennessee Chattanooga Job Application system. The form is titled 'Email Applicants - Greeting' and includes a 'Default' note: 'Applicants selected if not greeted/interviewed or rejected.' Below this, there is a list of applicants with checkboxes. The first applicant, 'Rogers1, Roy [royrogers1@ngwebsolutions.com]', has a checked box. The 'To' field is a text box for entering email addresses, with a note: 'Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com'. The 'From' field is 'teston@ngwebsolutions.com' and the 'Subject' field is 'Job: Test On-Campus Job'. The 'Body' field contains the text: 'I am interested in meeting with you to discuss your interest in the Test On-Campus Job 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.' The form has 'Send' and 'Cancel' buttons at the bottom.

- This feature is utilized to reach out to one or more applicants. If you select more than one applicant to interview, individual e-mails will be sent to each applicant 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.



Now that you've reviewed the online applications for your job, how do you reject an applicant?



Notify applicant(s) they did NOT get the Job

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Welcome, Test On Campus Supervisor | Logout

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - Academic Affairs - Test On-Campus Job

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)

Actions: Delete Export Summary Export Details Print Summary Print Details Send Greeting **Reject Applicants** Email Applicants

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

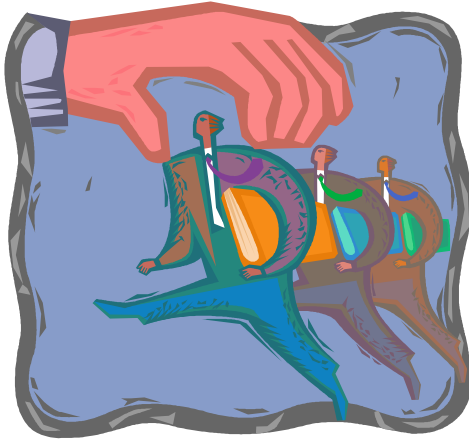
	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/>	 Roy Rogers1	royrogers1@ngwebsolutions.com	8/1/2018	New!	P			Video	856.00		Actions

Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Reject Applicants' button.

Notify applicant(s) they did NOT get the Job

The screenshot shows the 'Email Applicants - Rejection' form in the University of Tennessee Chattanooga Job Application system. The form is titled 'Email Applicants - Rejection' and includes a 'Default' message: 'No applicants selected. You must select recipients.' Below this, there is a list of applicants with a 'New!' icon and a checkbox next to 'Rogers1, Roy [royrogers1@ngwebsolutions.com]'. The 'To' field is empty, with a placeholder text: 'Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com'. The 'From' field is 'teston@ngwebsolutions.com' and the 'Subject' is 'Job: Test On-Campus Job - Not Available'. The 'Body' field contains a pre-written rejection message: 'You recently submitted an on-line application for the Test On-Campus Job job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.' The form has 'Send' and 'Cancel' buttons at the bottom.

- This feature is utilized to inform one or more applicants they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each applicant 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.



How to hire an employee into  & 

Hire an Employee



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To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available

Job Filters

Employer Name:

Show Jobs From All My Empl

Job Status:

☐ Listed Jobs (1)
☐ Pending Approval (0)
☐ Review Mode (0)
☐ Storage Mode (0)

Job Type:

Job Actions:

-- Select Action Below --

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

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

Academic Affairs

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4562	Test On-Campus Job	Test On Campus Supervisor	FWS & Academic Service Jobs	1 (1 New)	08/01/18	<input type="button" value="v"/>


Resume Profile Video Award Preview Actions

Video 856.00

Email Applicant
Print Application
Delete Application
Hire Applicant

If you wish to hire the employee, after clicking the “# Applicants” link next to the job on your control panel, please select ‘Hire Applicant’ from the Action dropdown list next to the applicant’s name you wish to hire.

Hire an Employee

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Fill the job: "Test On-Campus Job"

There are 5 openings for this position. Please choose an on-line applicant or type in the name of employee to hire.

Hire an on-line applicant
☐ Hire a "walk-in" candidate. Type in candidate's info to the right.
☒ Roy a Rogers1

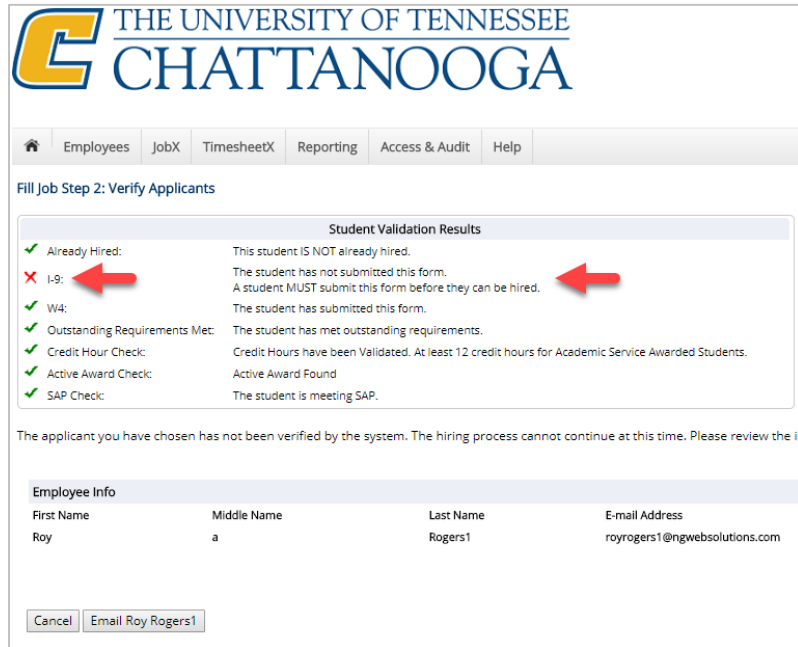
Hire a candidate who did not apply on-line

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

Go to step 2

- The employee's name will be automatically selected for you.
- Next, click 'Go to Step 2' to launch the hire validation engine.

Hire an Employee Flow – Fail Validation



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Fill Job Step 2: Verify Applicants

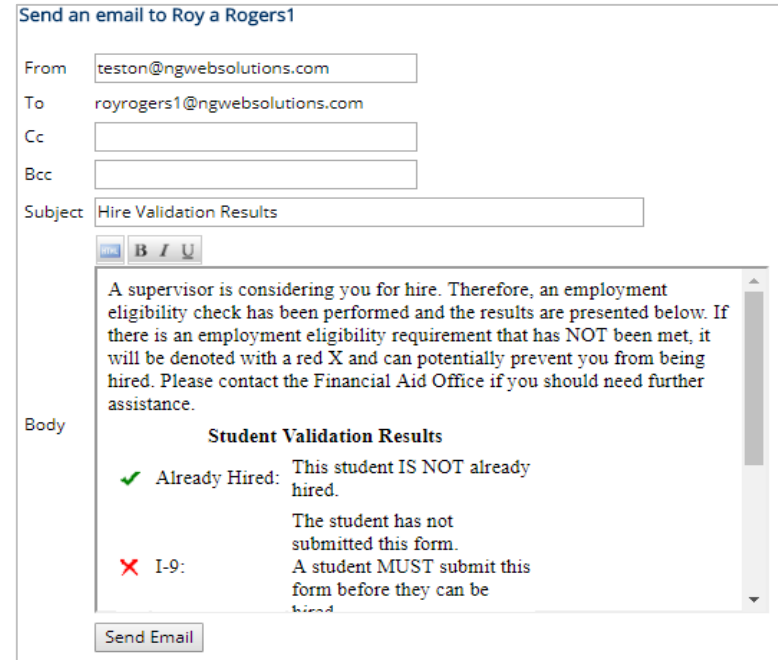
Student Validation Results

- ✓ Already Hired: This student IS NOT already hired.
- ✗ I-9: The student has not submitted this form. A student MUST submit this form before they can be hired.
- ✓ W4: The student has submitted this form.
- ✓ Outstanding Requirements Met: The student has met outstanding requirements.
- ✓ Credit Hour Check: Credit Hours have been Validated. At least 12 credit hours for Academic Service Awarded Students.
- ✓ Active Award Check: Active Award Found.
- ✓ SAP Check: The student is meeting SAP.

The applicant you have chosen has not been verified by the system. The hiring process cannot continue at this time. Please review the information.

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

Cancel Email Roy Rogers1



Send an email to Roy a Rogers1

From: teston@ngwebsolutions.com

To: royrogers1@ngwebsolutions.com

Cc:

Bcc:

Subject: Hire Validation Results

Body

A supervisor is considering you for hire. Therefore, an employment eligibility check has been performed and the results are presented below. If there is an employment eligibility requirement that has NOT been met, it will be denoted with a red X and can potentially prevent you from being hired. Please contact the Financial Aid Office if you should need further assistance.


Student Validation Results

- ✓ Already Hired: This student IS NOT already hired.
- ✗ I-9: The student has not submitted this form. A student MUST submit this form before they can be hired.

Send Email

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the employee did not meet. The hire request will be prevented and you will need to click the 'Cancel' button.
- 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 [Employee Name Prefilled Here]' 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.

Hire an Employee Flow – Pass Validation

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Fill Job Step 2: Verify Applicants

Student Validation Results

✓

Already Hired:This student IS NOT already hired.

✓

I-9:The student has submitted this form.

✓

W4:The student has submitted this form.

✓

Outstanding Requirements Met:The student has met outstanding requirements.

✓

Credit Hour Check:Credit Hours have been Validated. At least 12 credit hours for Academic Service Awarded Students.

✓

Active Award Check:Active Award Found

✓

SAP Check:The student is meeting SAP.

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

Email Roy Rogers1

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

Hire an Employee – JobX

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Employees JobX TimesheetX Reporting Access & Audit Help

Step 3: Fill Out Hire Record Info

Job Title: Test On-Campus Job

First Name: Roy
Middle Name: a
Last Name: Rogers1
E-mail Address: royrogers1@ngwebsolutions.com
Wage which will be paid to Employee: 8.00
Hours Per Week: 10.0

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

Employment Start Date: 08-15-2017
Employment End Date: 09-21-2018

Notes:

Primary Supervisor: Test On Campus Supervisor
Secondary Supervisors:

By clicking yes to the 'I agree' question below, you are agreeing that you will:

- Train your student and assign and oversee their tasks and duties.
- Develop a weekly work schedule with your student employee and have him/her follow that schedule, ensuring that the work schedule does not exceed hours as noted on this contract.
- Keep accurate records of time worked to assist you when approving the time sheet on TimesheetX at the end of the pay period.
- Approve the student's time sheet in TimesheetX by 10:00 a.m. the following Tuesday after a pay period end date.
- Verify student's pay each biweekly period via the IRIS Check Register.
- Communicate with student employee to develop and encourage work habits and ethics and to promote the campus goal of experiential learning.

I agree: Yes

[Create Hire](#)

Awards

Award Name	Amount	Balance	Term
------------	--------	---------	------

- If the employee has received any awards or is currently hired in any other jobs, this information will be presented for your consideration when completing this step of the hiring process.
- 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. Lastly, to save this hire information into JobX, please click on the “Create Hire” button.



Your hire will be reviewed by a UTC Site Administrator for approval!

Upon completion of their review, you will receive an approval or rejection email depending on the results of the UTC Site Administrator's review.

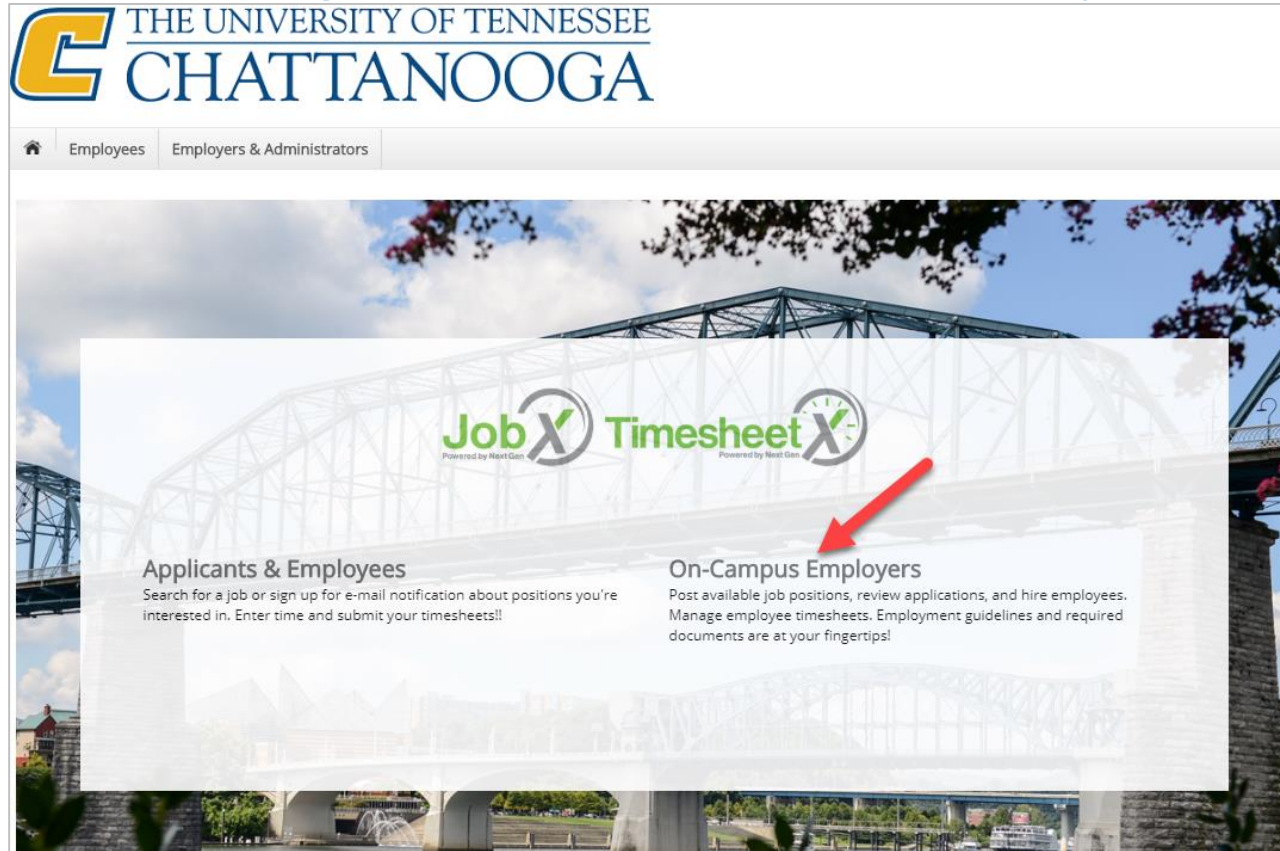


Hire has been Approved! ✓

Employee has completed their time sheet and turned it into you, their Supervisor! ✓

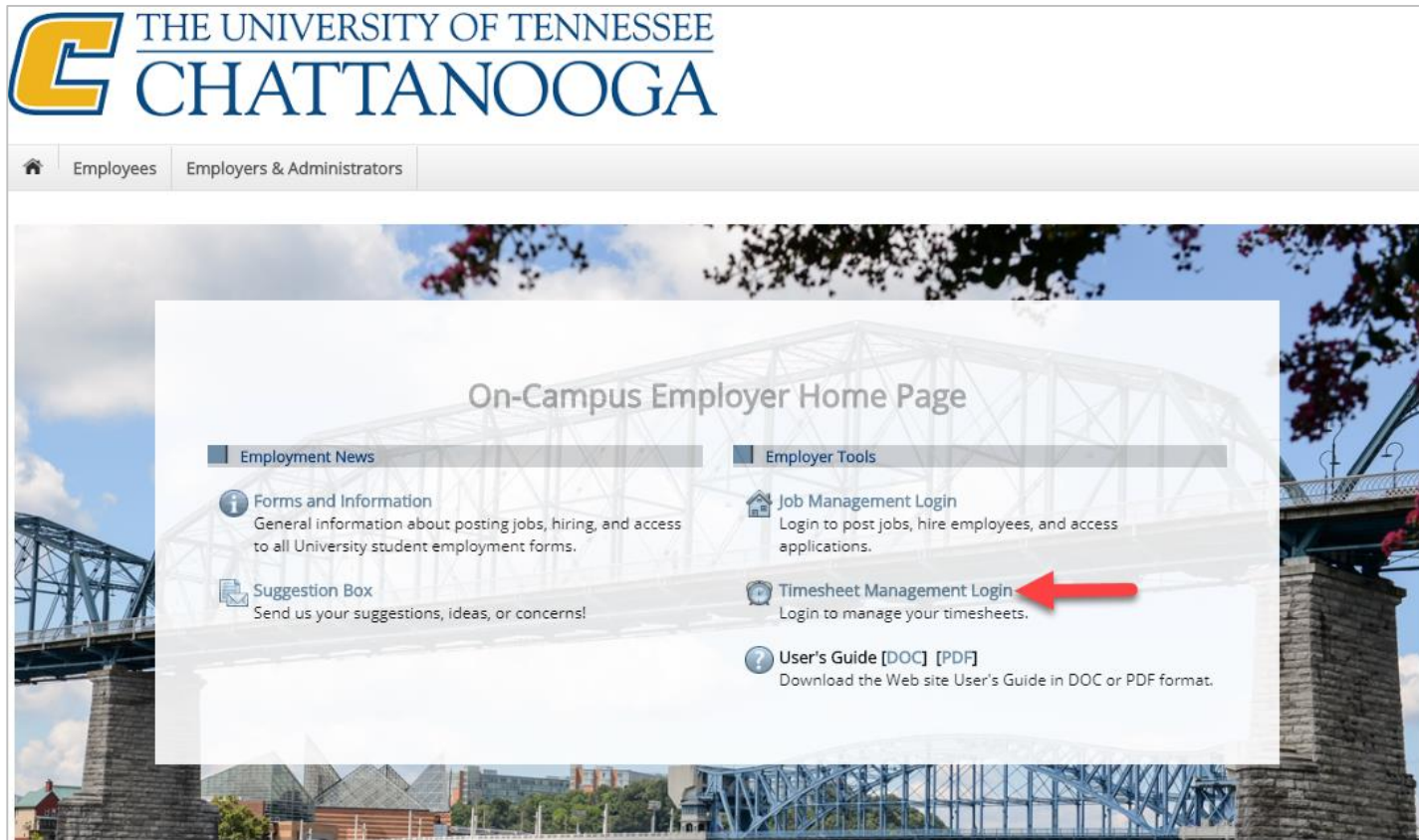
Now, it's time for you to approve their time sheet!

Login to TimesheetX directly



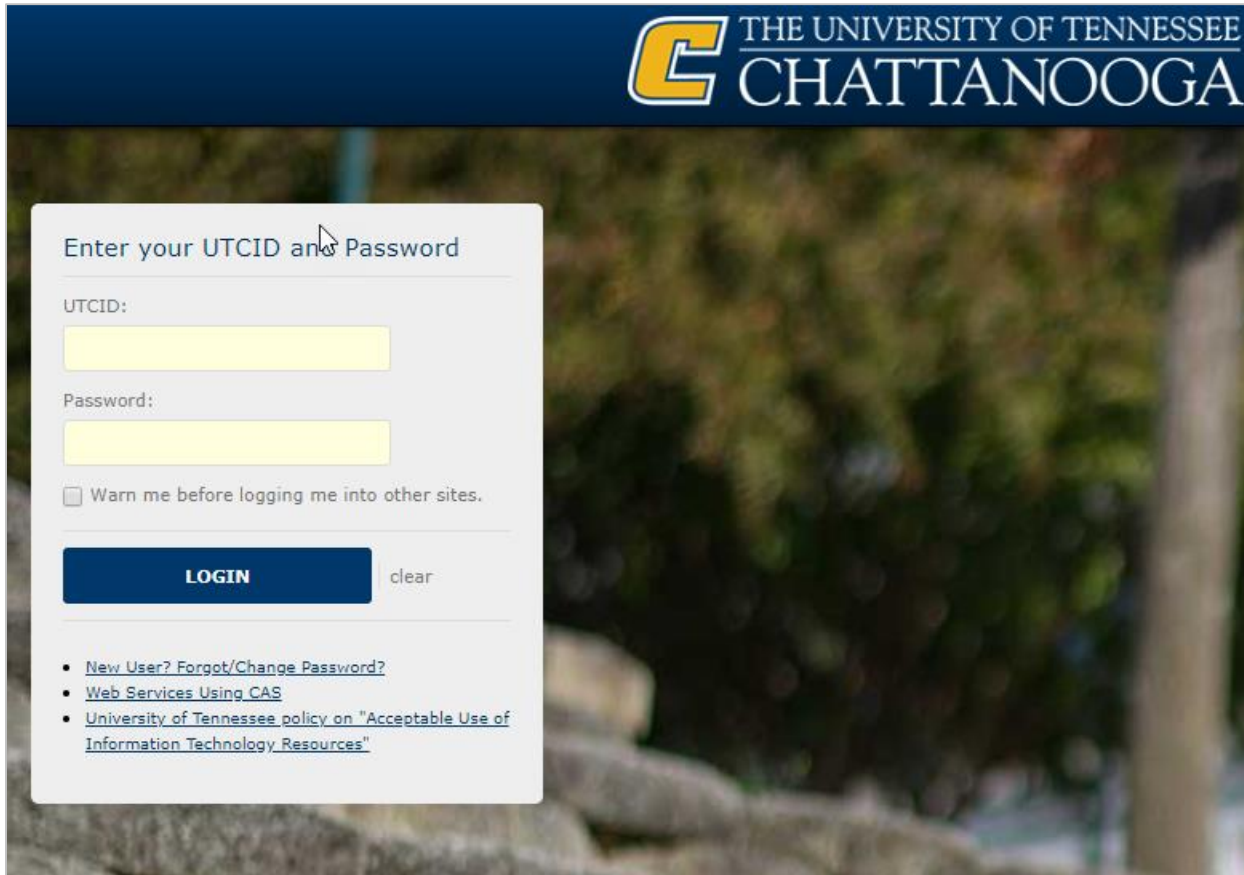
- Please navigate to <https://utc.studentemployment.ngwebsolutions.com/>
- Click the 'On-Campus Employers' link.

On-Campus Employer Login to TimesheetX



Click the 'Timesheet Management Login' link.

On-Campus Employer Login to TimesheetX



The screenshot shows the login interface for the University of Tennessee Chattanooga. At the top, the university's logo and name are displayed. Below this, a login form is centered on the page. The form has a title 'Enter your UTCID and Password'. It contains two input fields: 'UTCID:' and 'Password:'. Below these fields is a checkbox labeled 'Warn me before logging me into other sites.' and a blue 'LOGIN' button. To the right of the button is a 'clear' link. At the bottom of the form, there are three links: 'New User? Forgot/Change Password?', 'Web Services Using CAS', and 'University of Tennessee policy on "Acceptable Use of Information Technology Resources"'. The background of the page is a blurred image of a tree.

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Enter your UTCID and Password

UTCID:

Password:

☐ Warn me before logging me into other sites.

LOGIN clear

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

Login utilizing your 'UTCID' and 'Password'.

Review Time Sheets

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

Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor

To Do Items

Cost center ☐ Only show timesheets for which I am the primary supervisor ☒ Show all timesheets regardless of being a primary supervisor

Filter by timesheet status

- ☒ Returned To Supervisor (0)
- ☒ Incomplete By Supervisor (0)
- ☒ Delinquent Timesheets (1)
- ☒ Resubmitted By Employee (0)
- ☒ Pending Approval (1)

Date Range

Filter by employee

First Name

Last Name

- You will be placed on the TimesheetX “To-Do Items” page.
- Select a cost center from the drop-down box at the top (if you have permission to complete time sheets for more than one cost center).
- Select ‘Show all time sheets regardless of being a Primary Supervisor’ radio button.

Review Time Sheets

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Home Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor
To Do Items

Cost center

☐ Only show time sheets for which I am the primary supervisor
☒ Show all time sheets regardless of being a primary supervisor

Filter by timesheet status
☐ Returned To Supervisor (0)
☐ Incomplete By Supervisor (0)
☐ Delinquent Timesheets (1)
☐ Resubmitted By Employee (0)
☒ Pending Approval (1)

Date Range

Filter by employee
First Name
Last Name

- To locate time sheets requiring approval, uncheck the filter boxes next to all the timesheet statuses (e.g. Returned to Supervisor, Incomplete by Supervisor, Delinquent Time Sheets, and Resubmitted by Employee) with the exception of the “Pending Approval” box.

Review Time Sheets

THE UNIVERSITY OF TENNESSEE
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Welcome, Test On Campus Supervisor | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Welcome, Test On Campus Supervisor
To Do Items

Cost center: All Cost Centers

☐ Only show time sheets for which I am the primary supervisor
☒ Show all time sheets regardless of being a primary supervisor

Filter by timesheet status: Date Range: 8/1/2017 to 8/1/2018

☐ Returned To Supervisor (0)
☐ Incomplete By Supervisor (0)
☐ Delinquent Timesheets (1)
☐ Resubmitted By Employee (0)
☒ Pending Approval (1)

Filter by employee:
First Name:
Last Name:
[Filter by employee](#)

[Export Summary](#) [Export Details](#) [Print Timesheets](#) [Approve Timesheets](#) [Reject Timesheets](#) [Dismiss Timesheets](#) [Take Possession](#) [Email Employees](#)

☐ Select All / De-Select All Show 25 results per page 1 to 1 of 1


Timesheet Status: Pending Approval

UTC Bi-Weekly Pay Schedule: 06/25/18 - 07/08/18

	Name	Job	Hours	Break Mins	Supervisor Deadline	Last Modified
<input type="checkbox"/>	Roy, a Rogers1	Test On-Campus Job	1	0	7/10/2018 10:00 AM	8/1/2018 2:25 PM

- Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.
- If you have multiple time sheets you'd like to approve, simply click the box next to each time sheet you wish to approve. Then, click the "Approve time sheets" icon at the top of your "To Do" page.

Add a new Time Sheet Entry

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

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
» Add New Entry				Total:	1 hr	
<div>Approve Reject Lock</div>						

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	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' if you wish to add another entry

Add a new Time Sheet Entry



Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
Monday, June 25, 2018	8:00AM	8:15AM	No Break	Add Cancel
Total:				1 hr

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	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
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Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)
Pay Date - Tuesday, July 17, 2018



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Employees JobX TimesheetX Reporting Access & Audit Help

Manage Time Sheet

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

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
	9:00 AM	10:00 AM	--	1 hr	Edit	Delete
Add New Entry				Total:	2 hrs	
				Approve Reject Lock		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	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' to save the new entry.
- After changes are completed, you may approve the time sheet by clicking 'Approve'.

Edit an Individual Time Sheet

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

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
	9:00 AM	10:00 AM	--	1 hr	Edit	Delete
» Add New Entry				Total:	2 hrs	
Approve		Reject		Lock		

Class Schedule


Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Ski (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	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

- To edit an individual time sheet, click on the magnifying glass next to the applicable time sheet.
- Click 'Edit' next to the time sheet entry you wish to update.
- The time sheet will now be locked to you until you save your changes.

Reject a Time Sheet

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

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
	9:00 AM	10:00 AM	--	1 hr	Edit	Delete
» Add New Entry						
				Total:	2 hrs	
Approve		Reject		Lock		

Class Schedule


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

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

Reject a Time Sheet



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

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Reject Time Sheet

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

Describe the reason for the rejection below:

Because of its current status, this time sheet will be rejected to the student.

Sorry, your timesheet has been rejected.

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


Cancel

Reject Time Sheet

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

- Enter the reason you are rejecting the time sheet and click 'Reject Time Sheet'.
- An e-mail will be sent to the employee notifying them that their time sheet has been rejected.

Approve a Time Sheet



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Manage Time Sheet

[[Print Time Sheet](#)]

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

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, June 25	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
	9:00 AM	10:00 AM	--	1 hr	Edit	Delete
» Add New Entry						
				Total:	2 hrs	
<div> Approve Reject Lock</div>						

Class Schedule

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

- To approve a time sheet, click the 'Approve' button.

Approve a Time Sheet



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Timesheet Approved

The timesheet has been approved.

[Go to my To-Do list »](#)

[Go to my Control Panel »](#)

[Return to this time sheet »](#)

- Click 'Go to my To-Do List' to review other time sheets.
- To view the Supervisor Control Panel, click 'Go to my Control Panel.'

Timesheet Control Panel

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

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

Timesheet Approved

The timesheet has been approved

[Go to my To-Do list »](#)

[Go to my Control Panel »](#)

[Return to this time sheet »](#)

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

Jobs for which I am the primary supervisor

Test On-Campus Job	Manage Job	View Hires
--------------------	----------------------------	----------------------------

- To access the Timesheet Control Panel, select 'Timesheet Control Panel' from the TimesheetX menu at the top of your screen.
- The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a primary supervisor.
- Supervisors can manage their jobs and time sheets from this page.

Timesheet Control Panel

THE UNIVERSITY OF TENNESSEE CHATTANOOGA

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View Time Sheet List
For Roy a Rogers1 :: Test On-Campus Job

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		Start time sheet								
✗	07/09/18 - 07/22/18 Monday, July 09 - Sunday, July 22, 2018		Start time sheet								
✓	06/25/18 - 07/08/18 Monday, June 25 - Sunday, July 08, 2018	<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> <th>Hours</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Regular Hours</td> <td>\$16.00</td> <td>2.00*</td> <td>8.00</td> </tr> </tbody> </table>	Description	Total	Hours	Rate	Regular Hours	\$16.00	2.00*	8.00	Go to time sheet
Description	Total	Hours	Rate								
Regular Hours	\$16.00	2.00*	8.00								

* Estimated value - time sheet not yet finalized

Jobs for which I am the primary supervisor


Test On-Campus Job [Manage Job](#) [View Hires](#)

Employee Name	Extras	Current Time sheet	All Time sheet	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Roy a Rogers1	N/A	Create time sheet	All time sheets	1000.00	856.00	8/15/2017 - 9/21/2018	8.00	Active

- To view the employee's current time sheet, click 'View Hires' next to the applicable job.
- Next, click the 'All time sheets' link next to the applicable employee you wish to review time sheets.
- Lastly, click the 'Go to time sheet' link to view an 'Already Started' time sheet.

Important Note: Do NOT click the 'Start time sheet' link next to an employee's time sheet unless you wish to take possession of their time sheet for the entire pay period – meaning the employee will no longer be able to manage the time sheet for the remainder of that pay period.

View Pay Period Information

 THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

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

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

Class Schedule


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

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

View Hire Information

 THE UNIVERSITY OF TENNESSEE
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Manage Time Sheet [\[Print Time Sheet \]](#)

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

Class Schedule


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

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

Hire Details
Title - Test On-Campus Job
Cost Center - Academic Affairs
Wage - \$8.00
Hire Start - Tuesday, August 15, 2017
Hire End - Friday, September 21, 2018

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

View Award Information

 THE UNIVERSITY OF TENNESSEE
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Manage Time Sheet [\[Print Time Sheet \]](#)

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

Class Schedule

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


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

Awards

Academic Service	Test Academic Service 18/19	\$1,000.00	\$856.00
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To view an employee's Award information, click on the 'Awards' tab.

View Supervisor & Account Information



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Manage Time Sheet

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

Time Sheet Entries

Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	
	9:00 AM	10:00 AM	--	
Total:				


Class Schedule

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

[Pay Period Info](#)
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[Accounts](#)
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Primary Supervisor
 Test On Campus Supervisor

Secondary Supervisors
 None



Manage Time Sheet

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

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

Time Sheet Entries

Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

Class Schedule

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


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[Accounts](#)
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Accounting Info
 Effective Tuesday, August 15, 2017

Account	Rate	Hours	Gross
Academic Service (ASSP)	Test Academic Service 18/19	100.0%	~\$16.00

To view an employee's Supervisor and Gross Earnings on the applicable time sheet, click on the 'Supervisor' or 'Account' tabs.

View Time Sheet Notes & Audit History

 THE UNIVERSITY OF TENNESSEE
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Manage Time Sheet [\[Print Time Sheet \]](#)
Employee Roy a Rogers1
Job Title Test On-Campus Job
Status Approved
Pay Period 06/25/18 - 07/08/18
Deadline July 10, 2018 10:00 AM

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, June 25	8:00 AM	9:00 AM	--	1 hr
	9:00 AM	10:00 AM	--	1 hr
Total:				2 hrs

Class Schedule

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

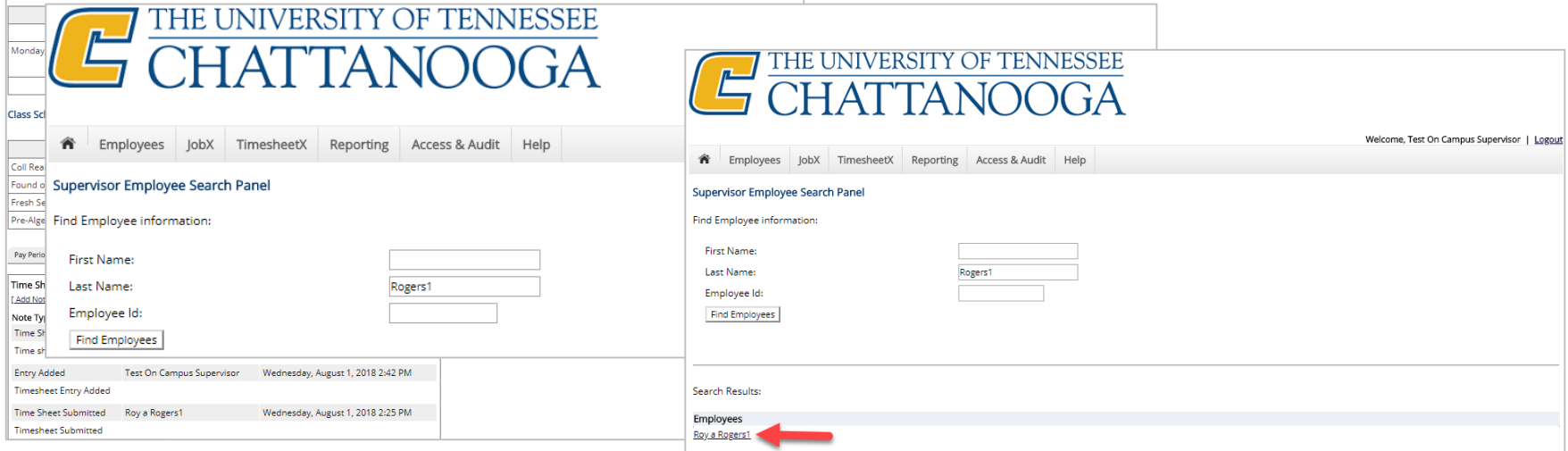
[Pay Period Info](#) | [Hire Details](#) | [Awards](#) | [Supervisors](#) | [Accounts](#) | [Notes](#)

Time Sheet Notes
[\[Add Note \]](#)

Note Type	User	Date
Time Sheet Approved	Test On Campus Supervisor	Wednesday, August 1, 2018 2:46 PM
Time sheet Approved.		
Entry Added	Test On Campus Supervisor	Wednesday, August 1, 2018 2:42 PM
Timesheet Entry Added		
Time Sheet Submitted	Roy a Rogers1	Wednesday, August 1, 2018 2:25 PM
Timesheet Submitted		

To view an employee's notes on the applicable time sheet, click on the 'Notes' tab.

Search Student Awards & Class Schedules



- 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.
- Type the employee's last name or Employee ID, then click the 'Find Employees' button.
- Next, click the Employee's name to access their account.

Search Student Awards & Class Schedules



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[Back to Search](#)

Roy a Rogers1

Student Record Details

I9?	Yes
SAP?	Yes
Awarded?	Yes
Credit Hours	12
Outstanding Requirements Met?	Yes
W4?	Yes
Already Hired?	Yes

Display: Employee Information

Awards

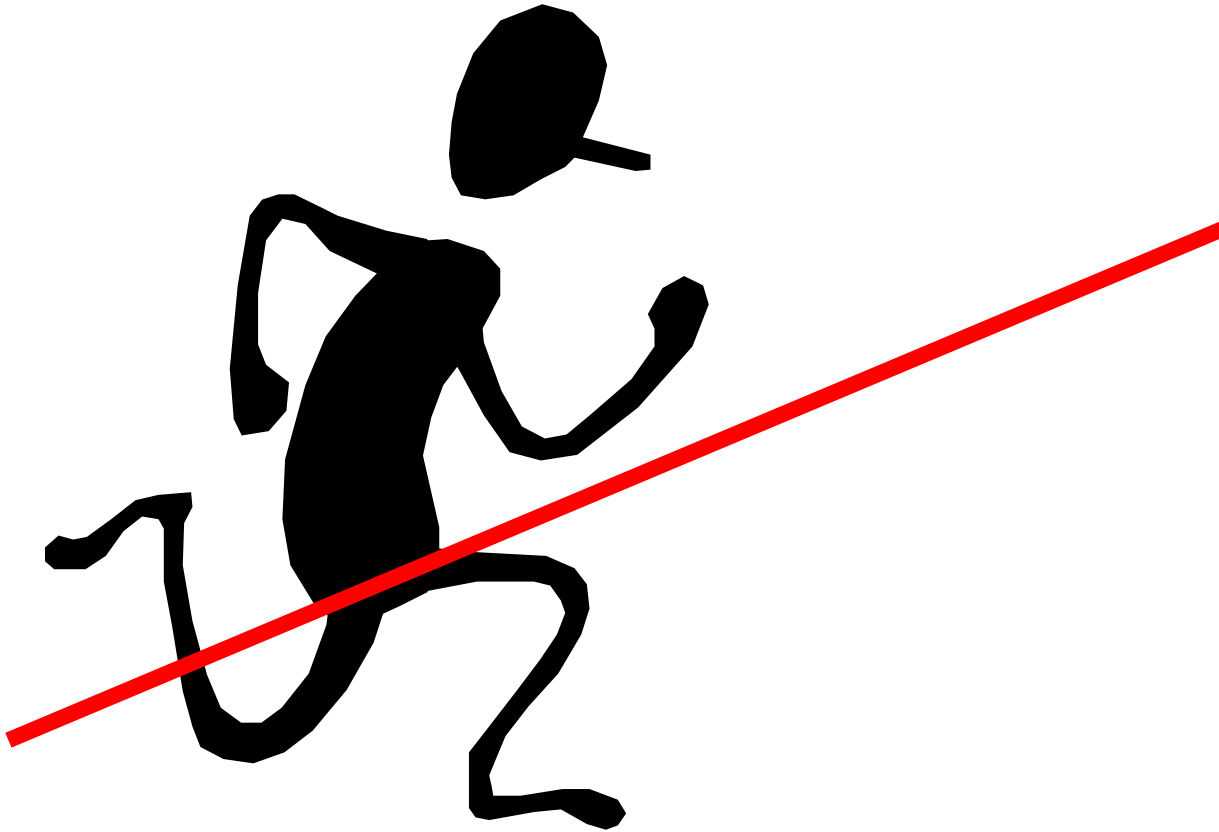
Award Name	Amount	Balance	Term
Academic Service	\$1,000.00	\$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

Classes

Current Class Schedule

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

You're Finished!!!



Questions?



Please contact workstudy@utc.edu
Office of Financial Aid and Scholarships
(423) 425-4677 or at finaid@utc.edu