On-Campus Supervisor Training

JobX + TimesheetX = 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

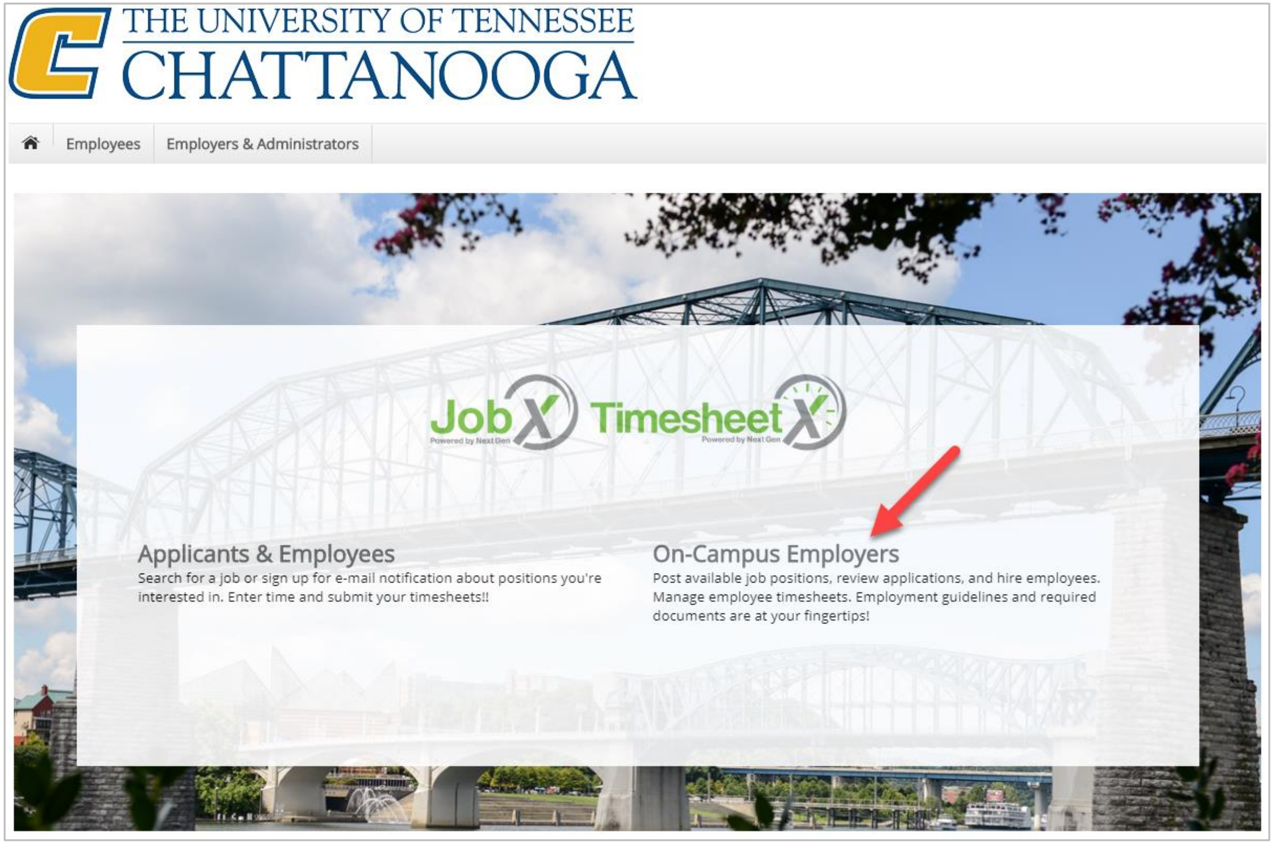
UTC Customization

- 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

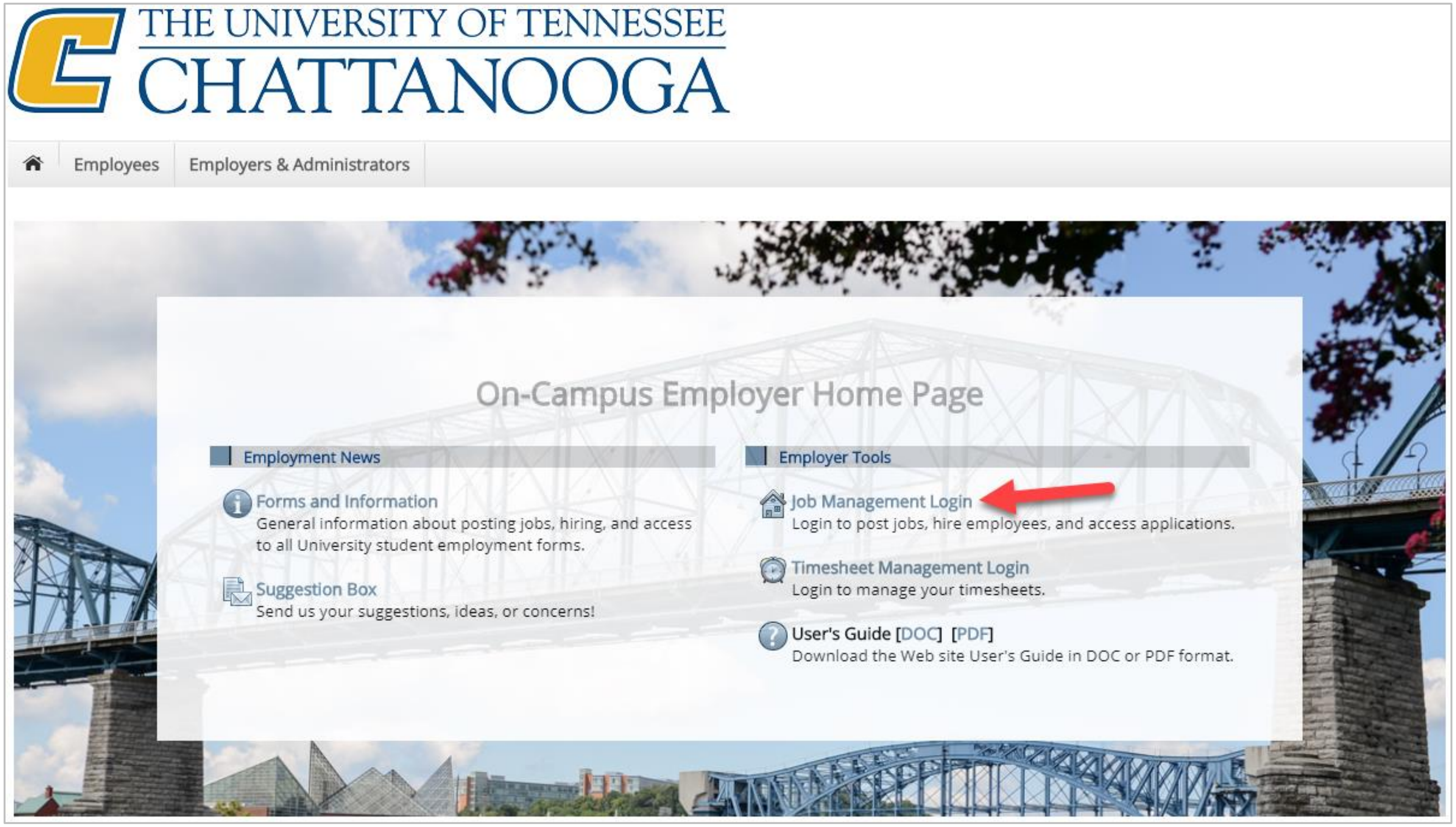
- How to Login to JobX & TimesheetX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants
- How to Hire Applicants into JobX and TimesheetX
- How to Approve an Employee’s Time Sheet

Login to JobX directly



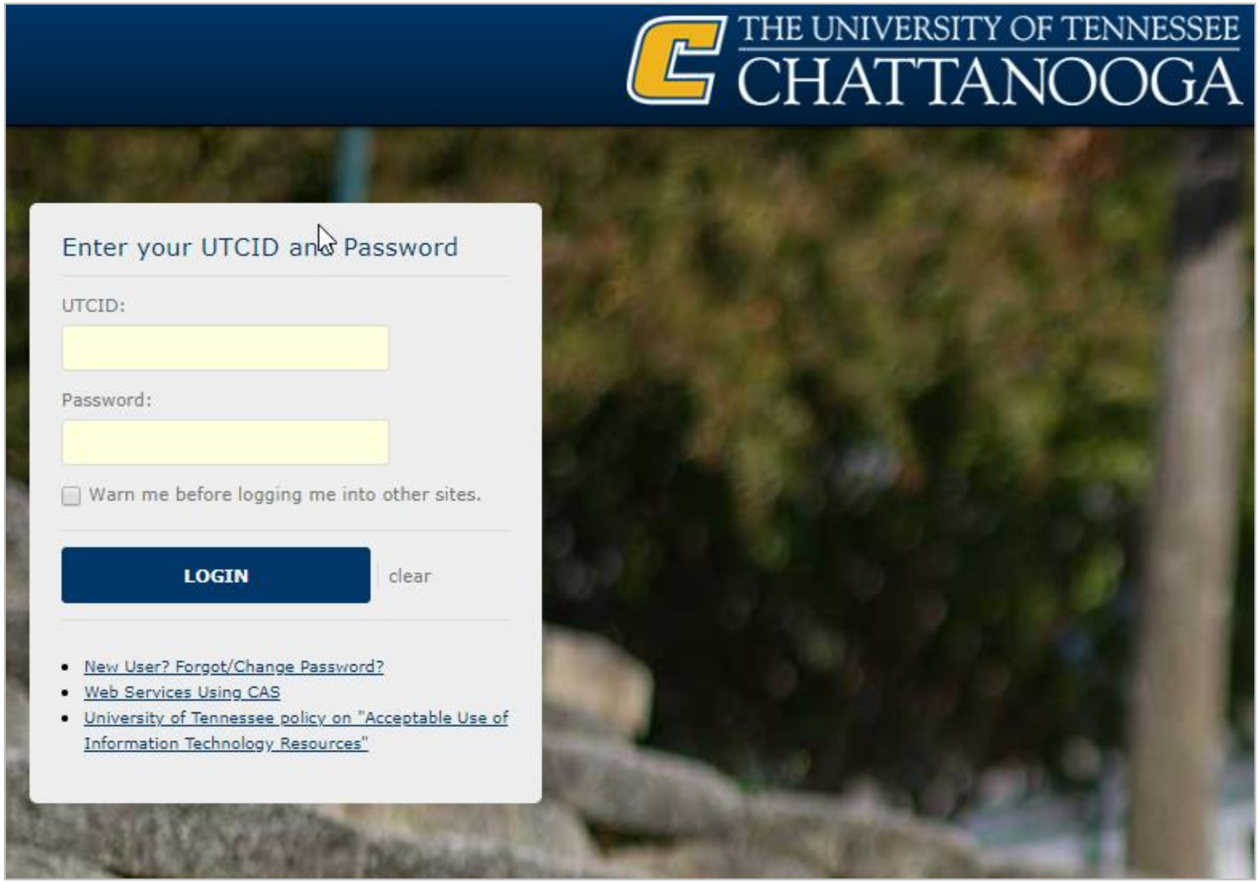
- First, please navigate to https://utc.studentemployment.ngwebsolutions.com/
- Click the 'On-Campus Employers' link.

On-Campus Employer Login to JobX



Click the ‘Job Management Login’ link.

On-Campus Employer Login to JobX



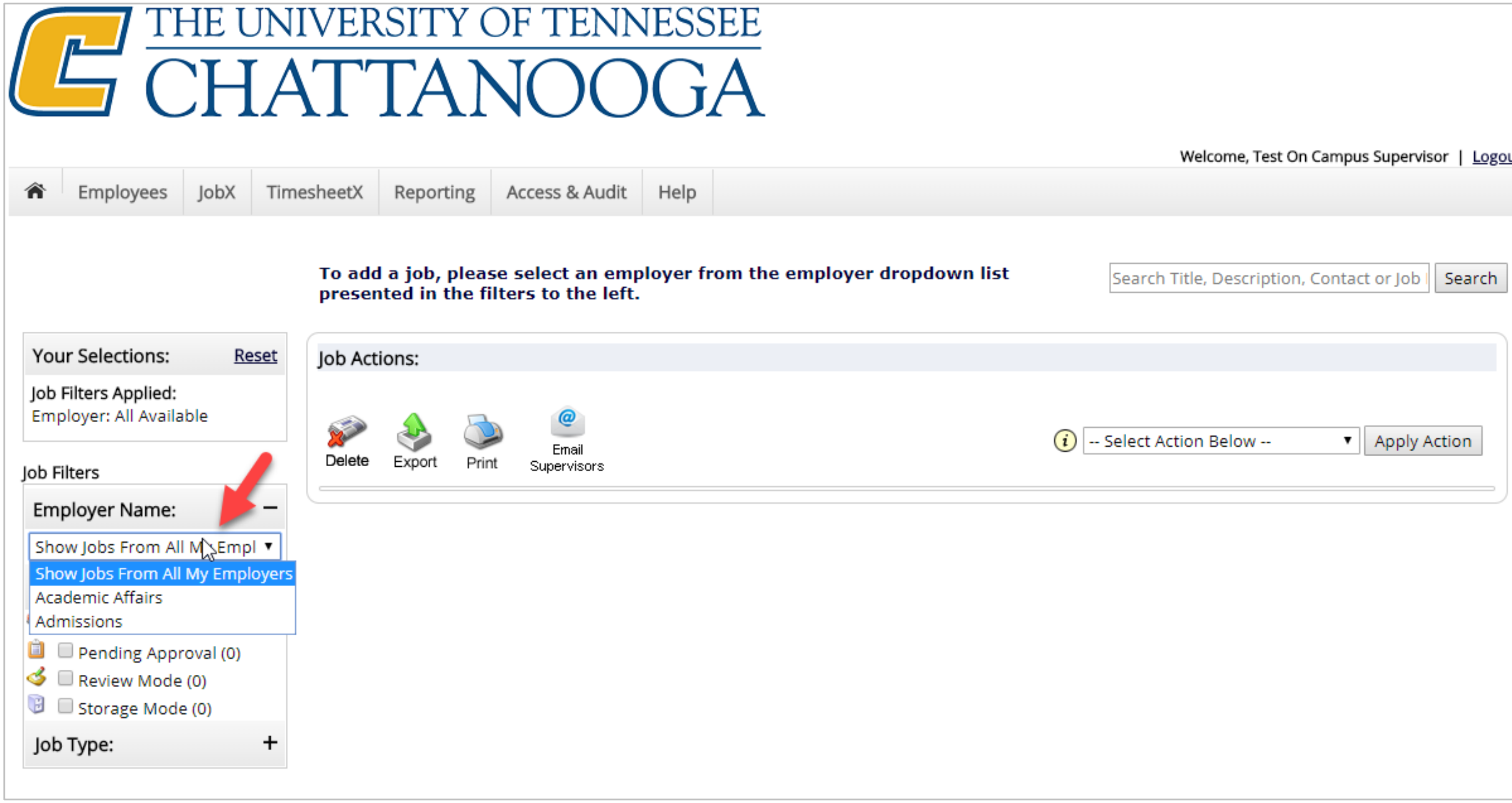
Login utilizing your ‘UTCID’ and ‘Password’.

How to Add or Edit a JobX Job Listing

nextgen WEB SOLUTIONS

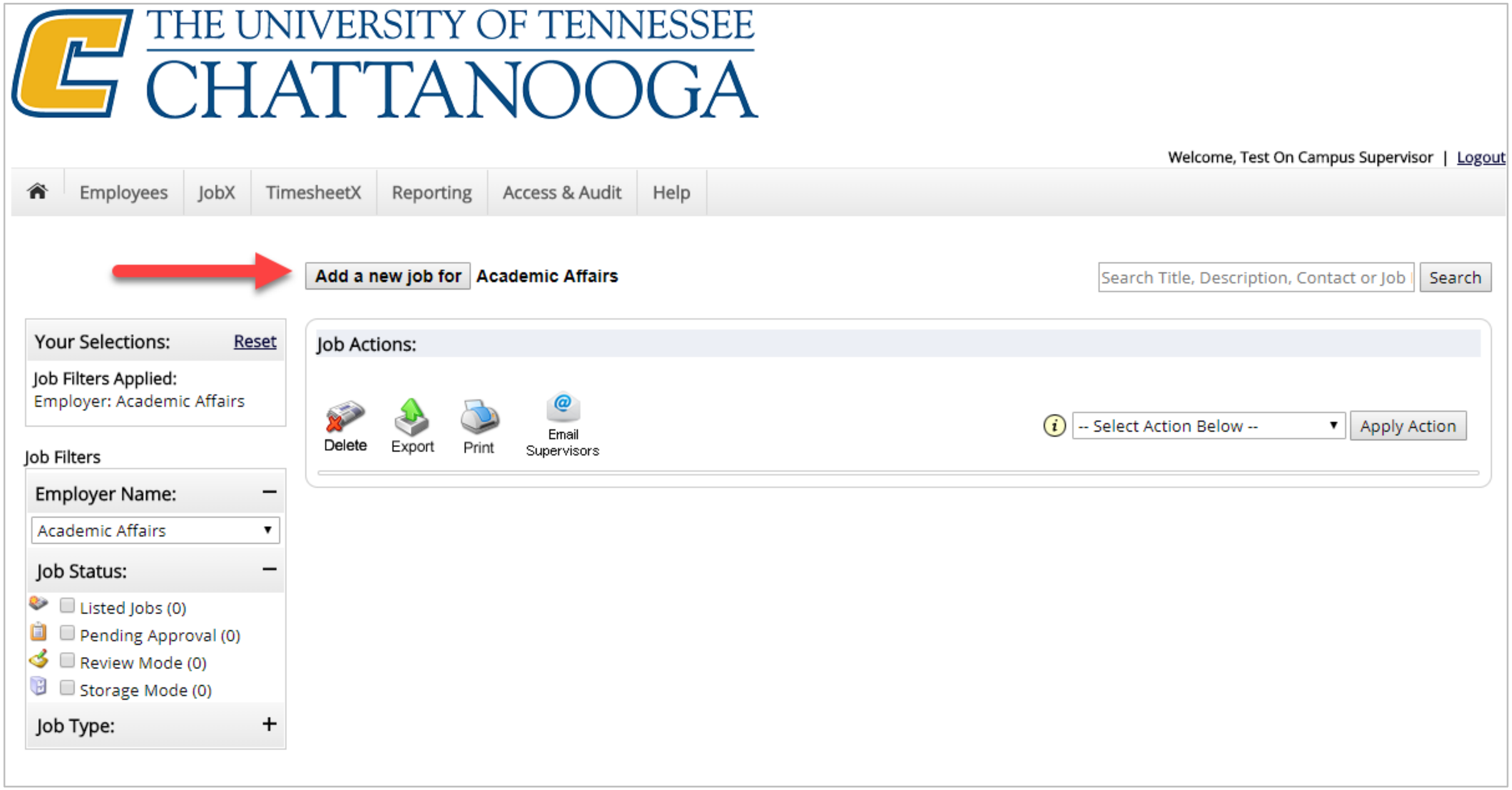
JobX Powered by NextGen

Add a Job



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



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.

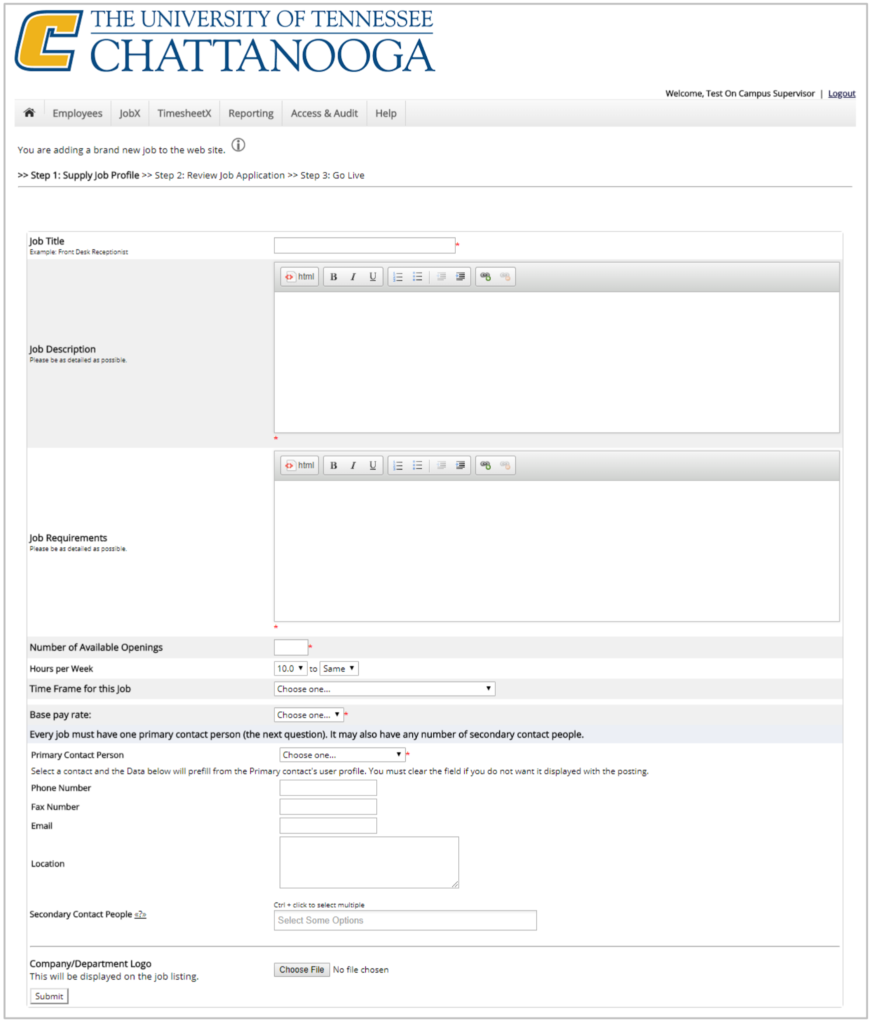
- Enter Job Title *, Description *, Requirements *
- Enter the number of available openings *
- Enter the min and max hours for the job
- Select the Time Frame for the job *
- Select the Base pay rate for the job *
- Select the Primary Supervisor * from the drop down list. This will be the person who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

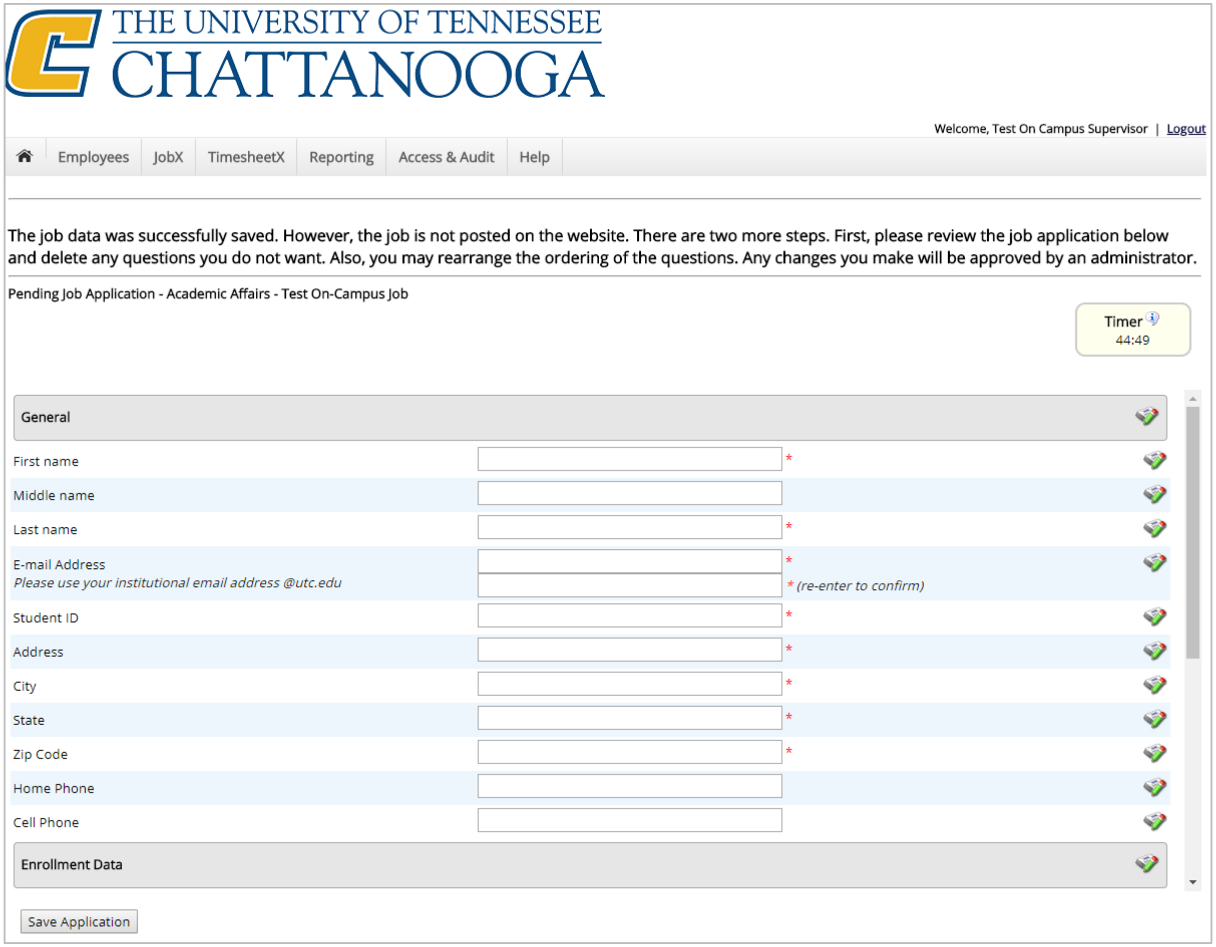
- Select an Secondary Contact People Please Note: The Secondary Contact must be different than the Primary Contact. To select a Secondary Contact, place your cursor in the field to view all users approved to be a JobX Supervisor for the applicable department you are creating the job. Then, simply click 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.



Add a Job – Step 2 – Review Job Application

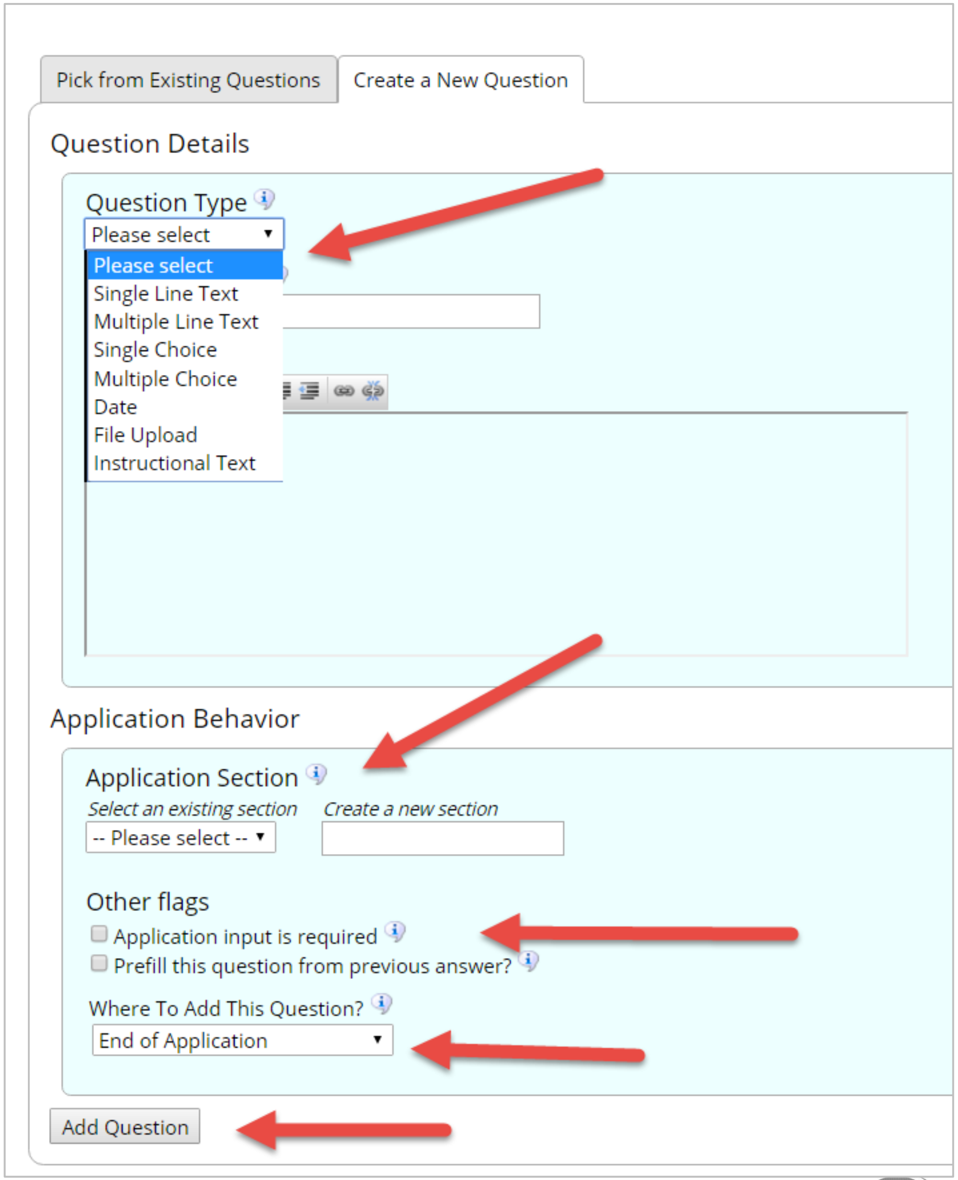


You may add questions to the institutional default application, if approved by your JobX Site Administrator, to ensure you get a “best fit” candidate for your job.

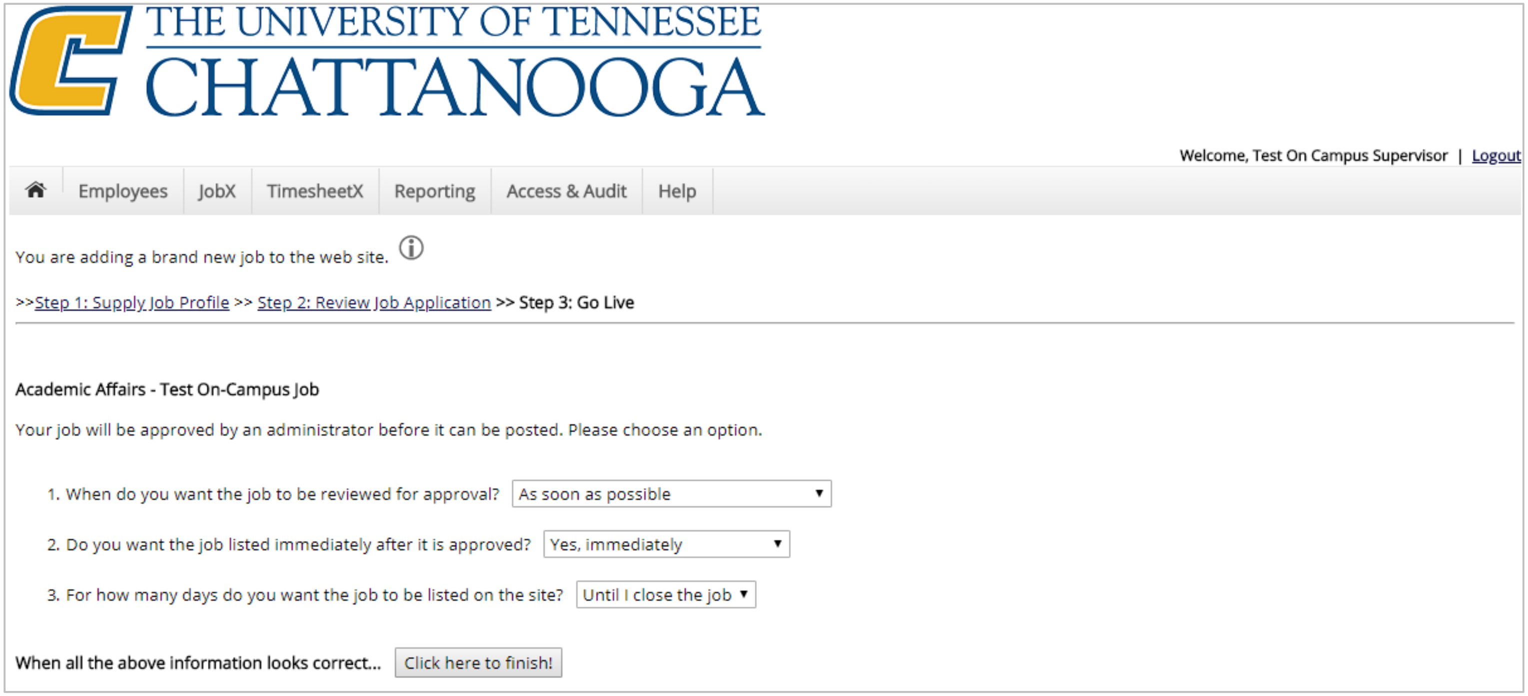
To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new question using a sophisticated application designer.

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.



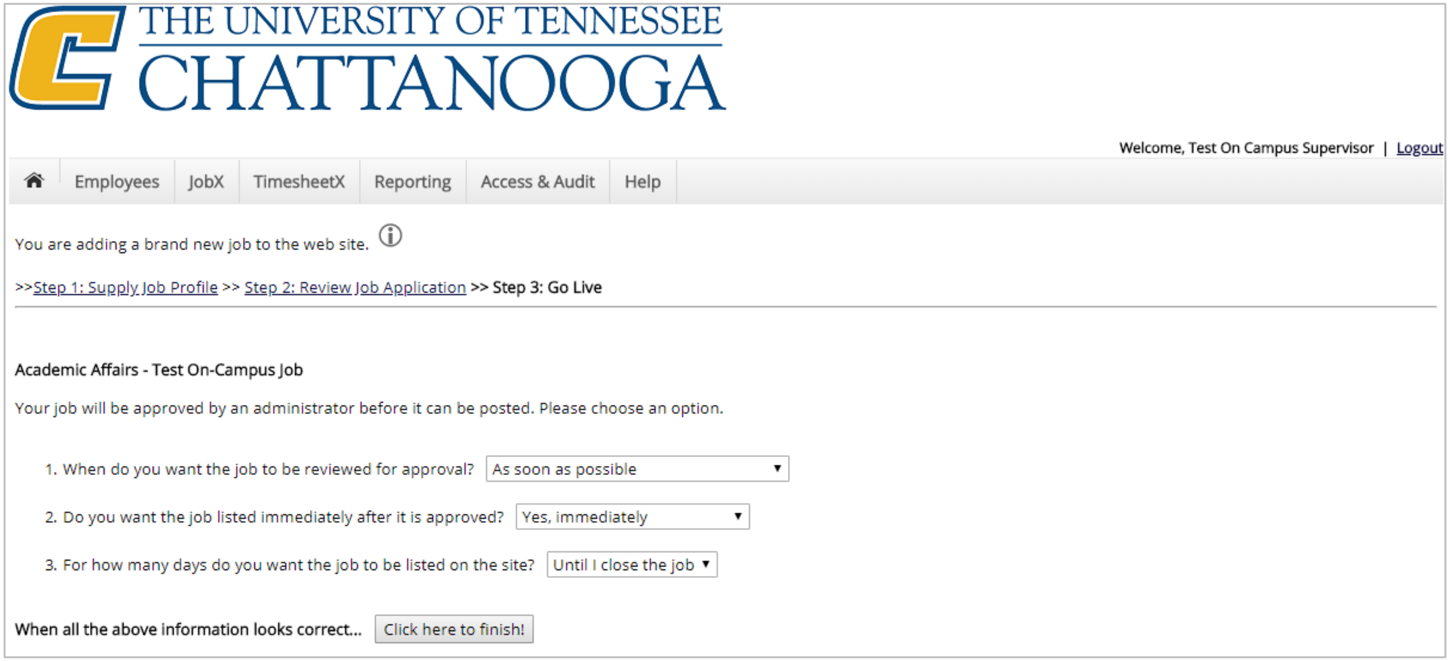
Add a Job – Step 3 – Go Live



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.

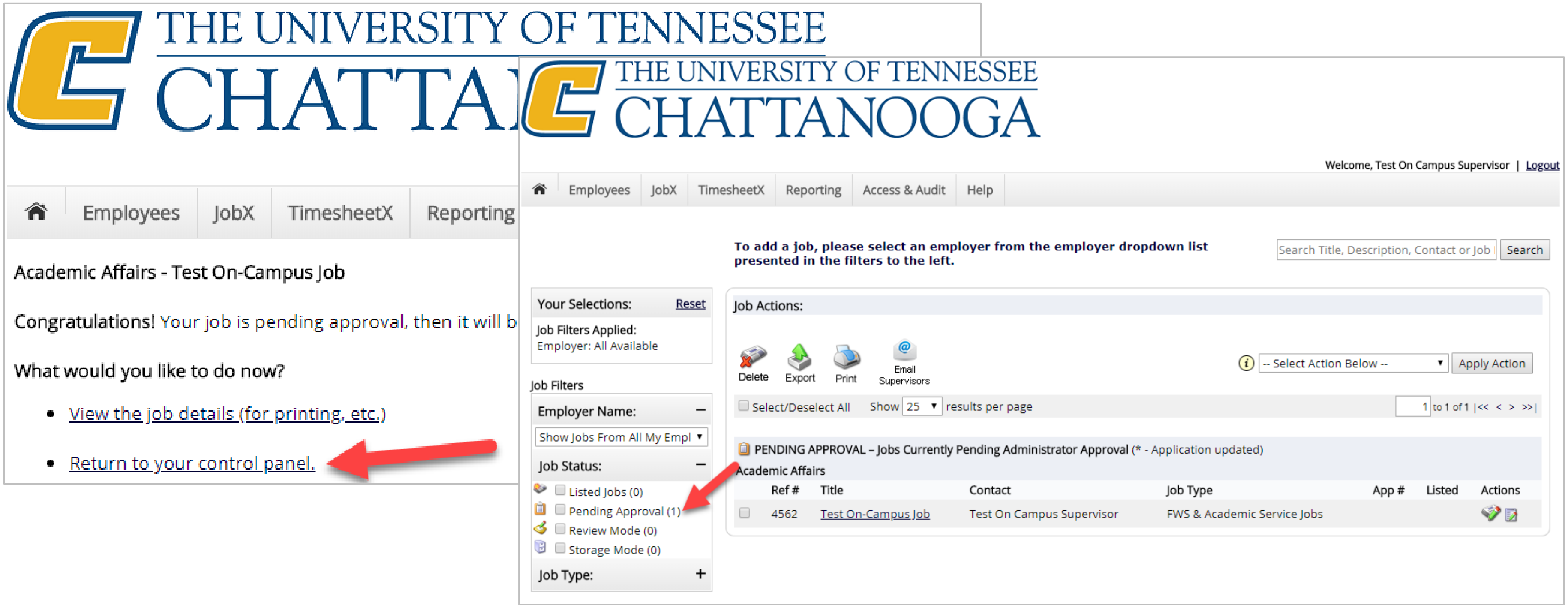
Select “Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

Add a Job – Step 3 – Go Live



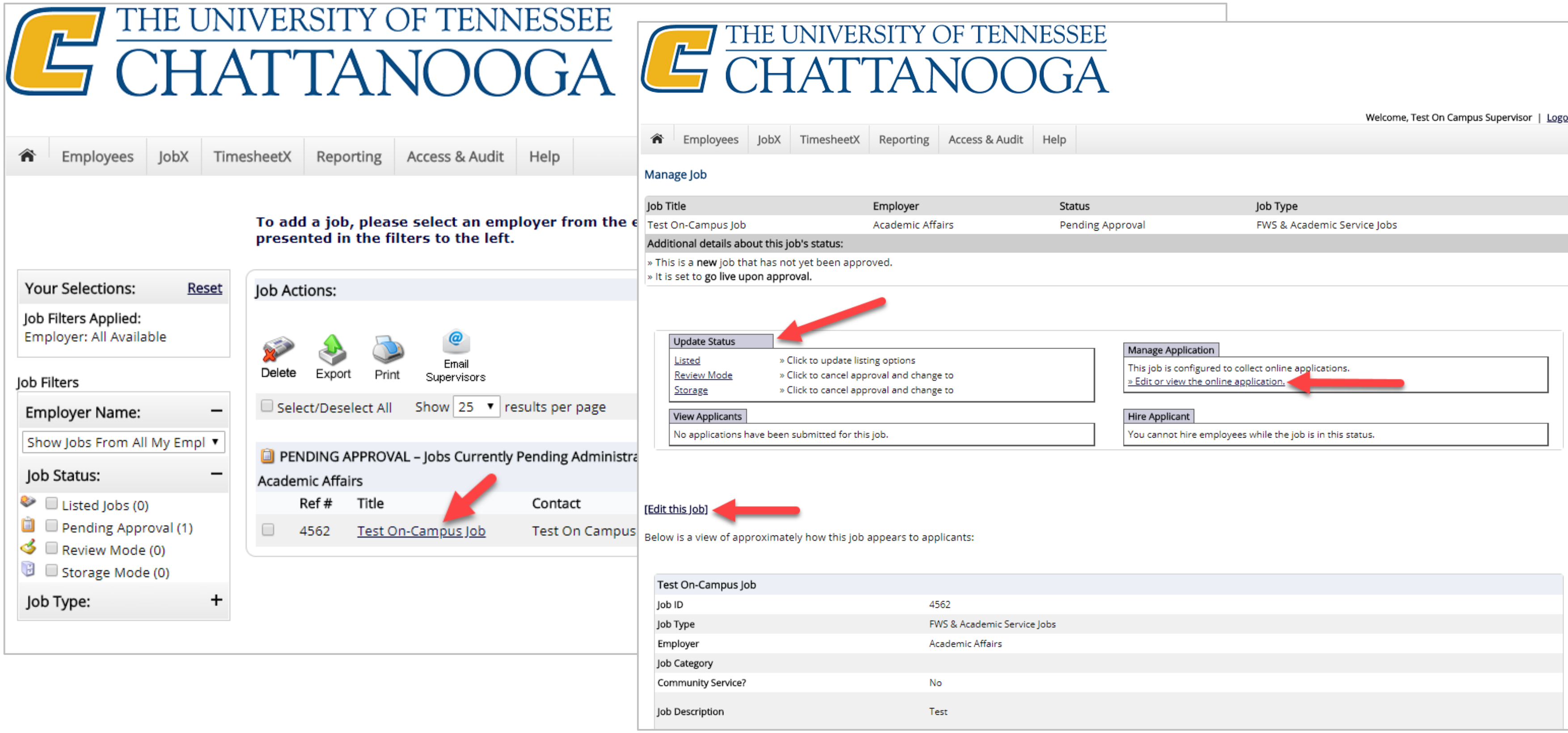
- For the question, “For how many days do you want the job to be listed on the site?
- If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
- If you want the job to be posted until your close the job, select ‘Until I close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

Add a Job – Completed!



- 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



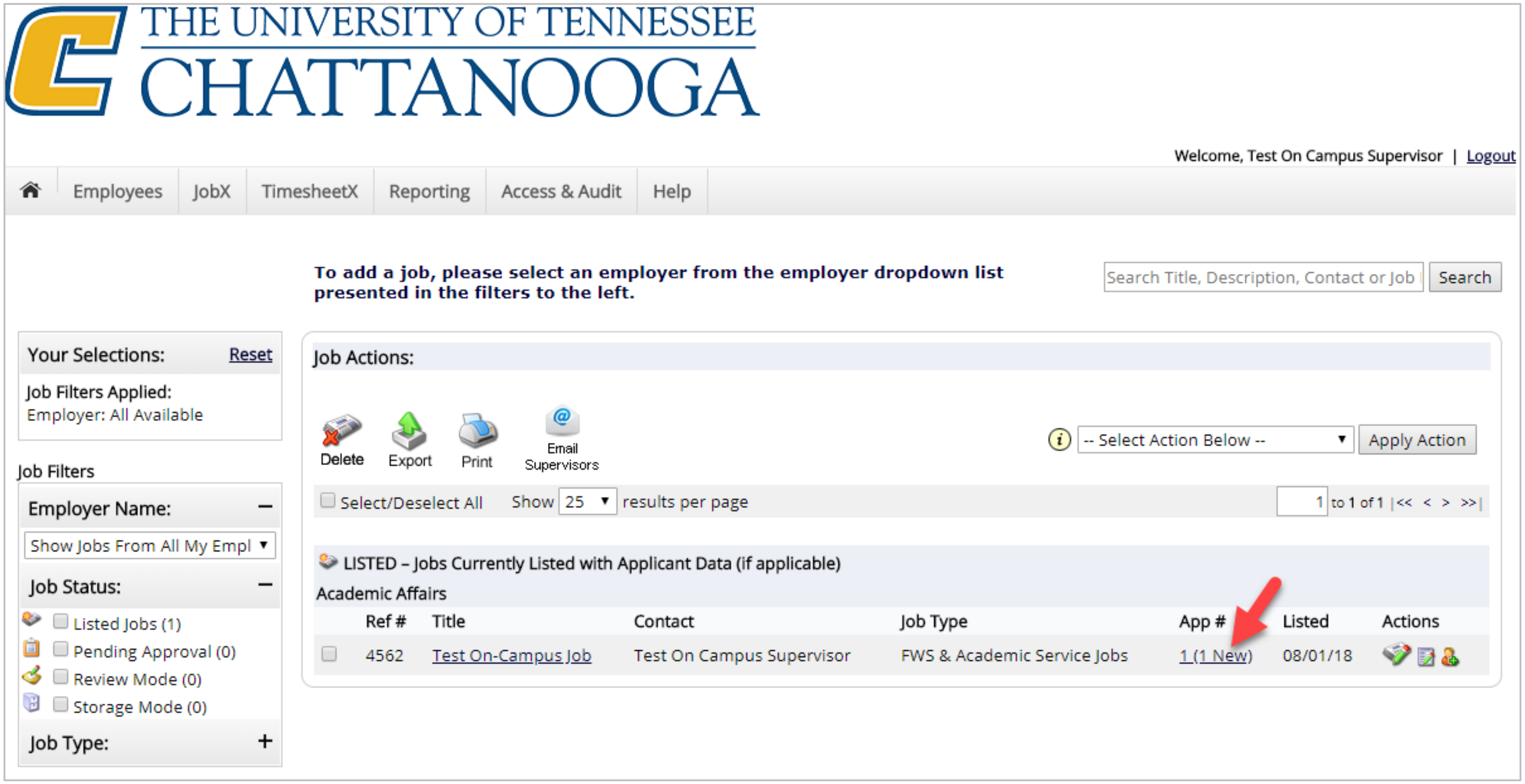
- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- To edit the application tied to your job, click 'Edit or view the online application'.

Your Job is Approved!

What’s Next???

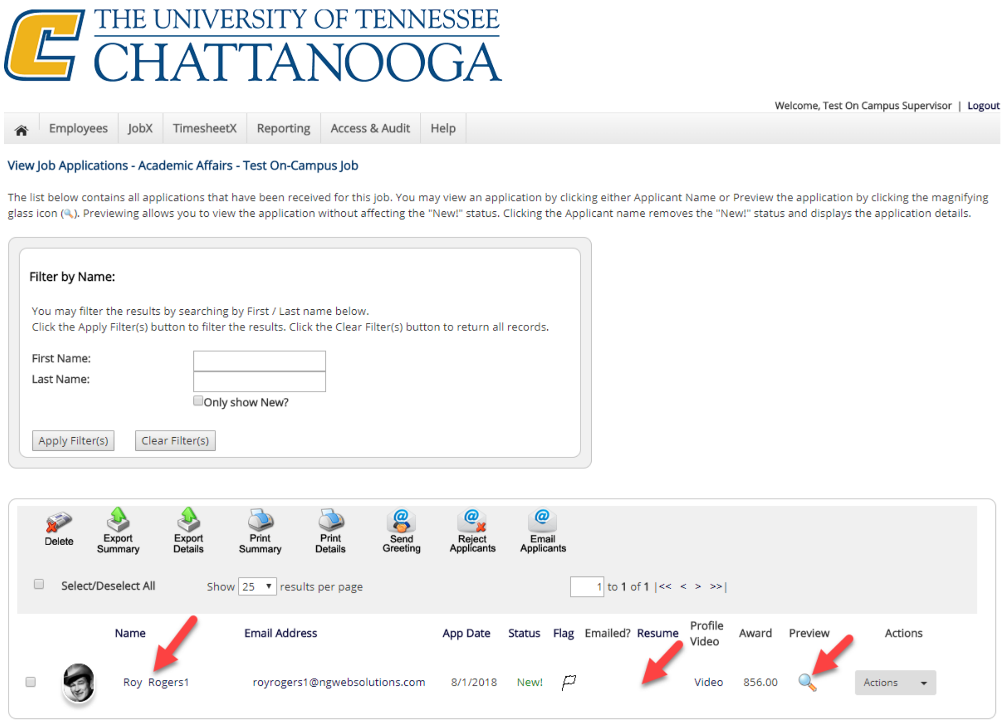
Review and Respond to Online Applicant(s)!!!

Manage Applicants

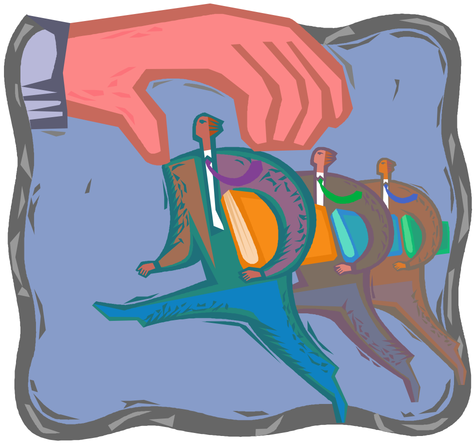


You may hire an online applicant by clicking the ‘# (# New)’ link located under the ‘App #’ column next to the applicable job.

Manage Applicants

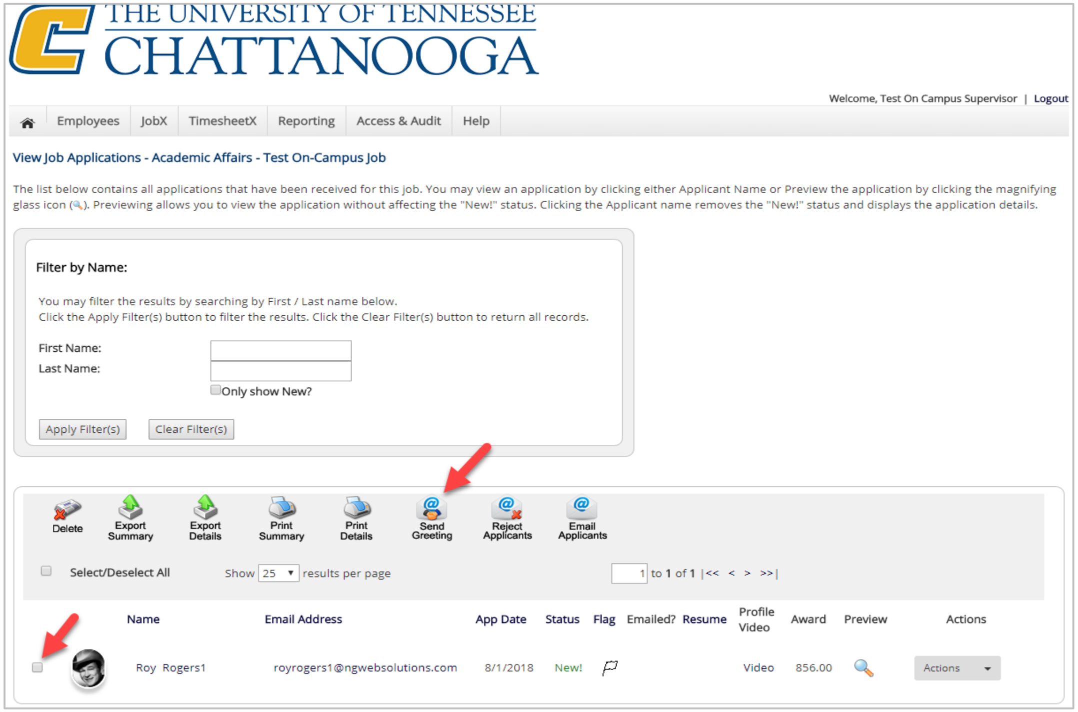


- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the employee's name to get a quick view format of the application.
- If the applicant has provided a resume, click on the "Resume" link next to their name.



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)

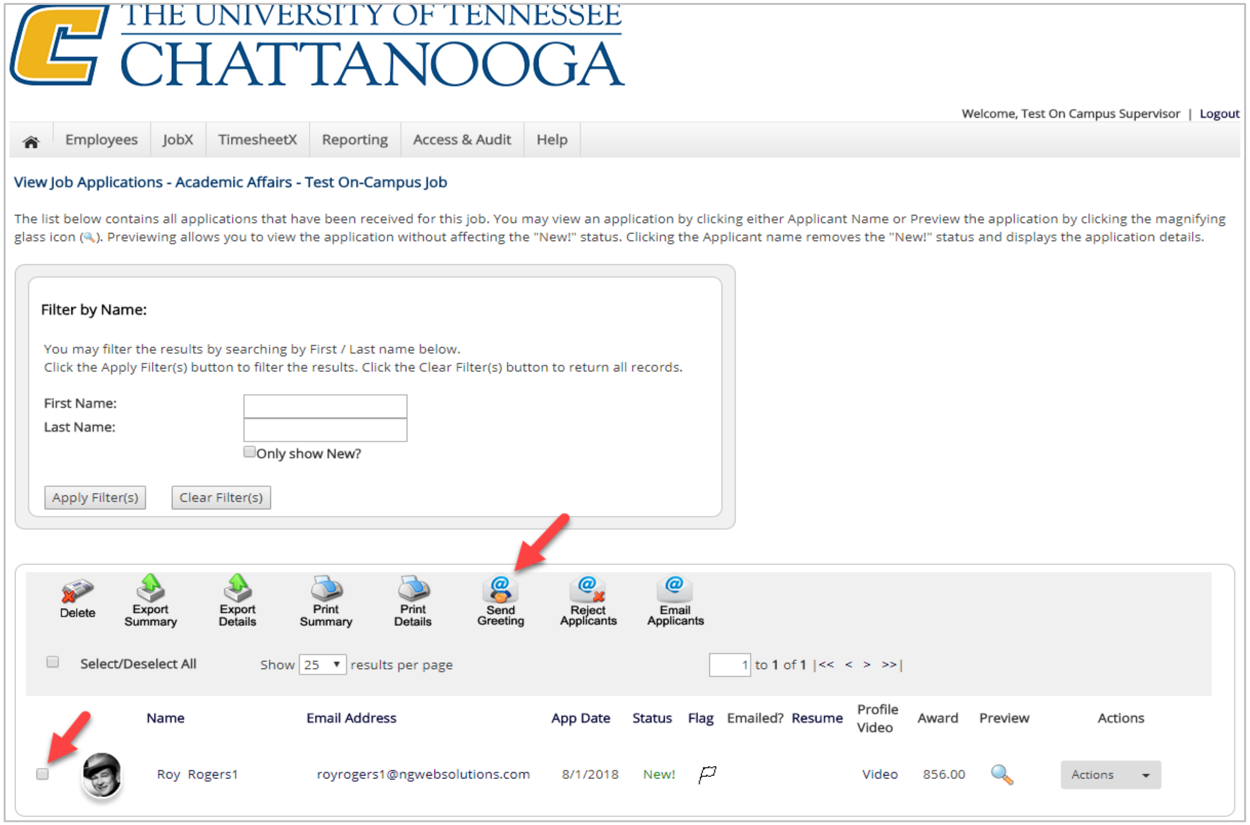


This feature is utilized to set up interviews for one or more applicants. If you don’t wish to interview an applicant, please be sure the box next to that candidate is not checked.

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.

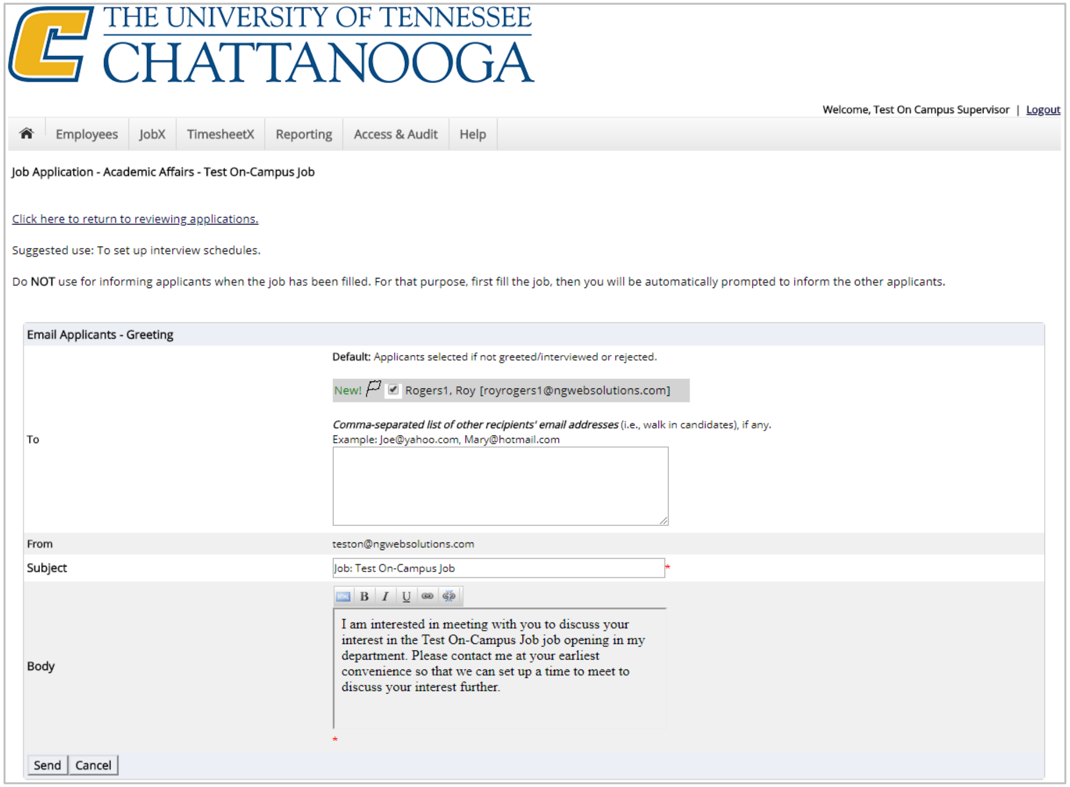
Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated ‘Send Rejection Email(s)’ function reviewed in a future slide.

Schedule an Interview with Applicant(s)



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



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Welcome, Test On Campus Supervisor | Logout

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

Job Application - Academic Affairs - Test On-Campus Job

Click here to return to reviewing applications.

Suggested use: To set up interview schedules.

Do NOT use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

To

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

New! Rogers1, Roy [royrogers1@ngwebsolutions.com]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From: teston@ngwebsolutions.com

Subject: Job: Test On-Campus Job *

Body

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.

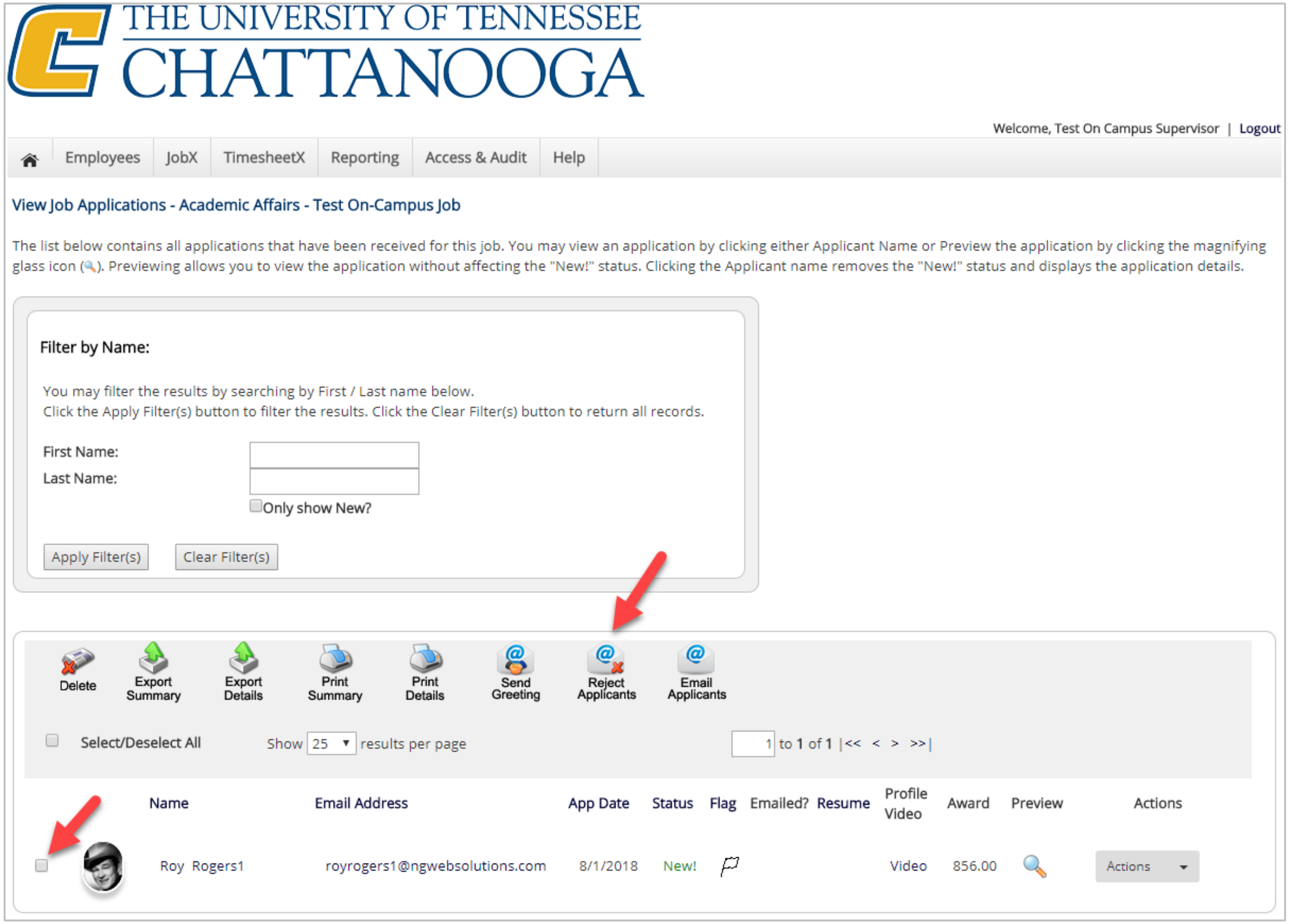
Send | Cancel

- 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.

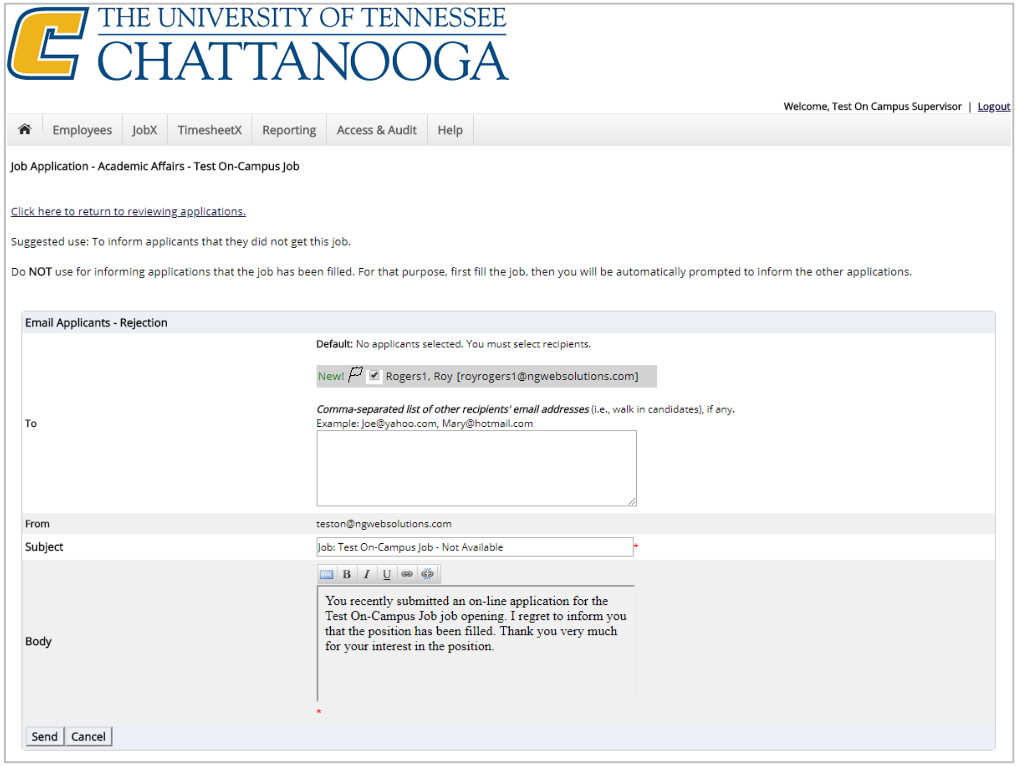
Now that you've reviewed the online applications for your job, how do you reject an applicant?

Notify applicant(s) they did NOT get the Job

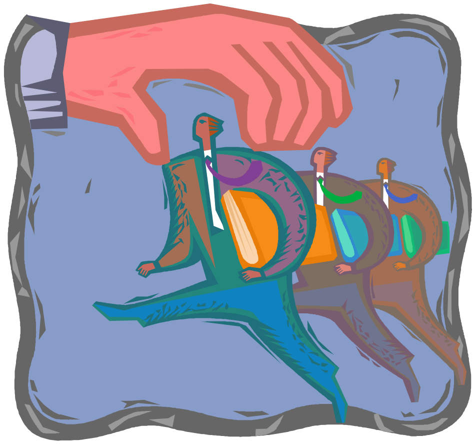


Click the box next to one or more applicants you would like to send a rejection email. Next, click the ‘Reject Applicants’ button.

Notify applicant(s) they did NOT get the Job



- 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.

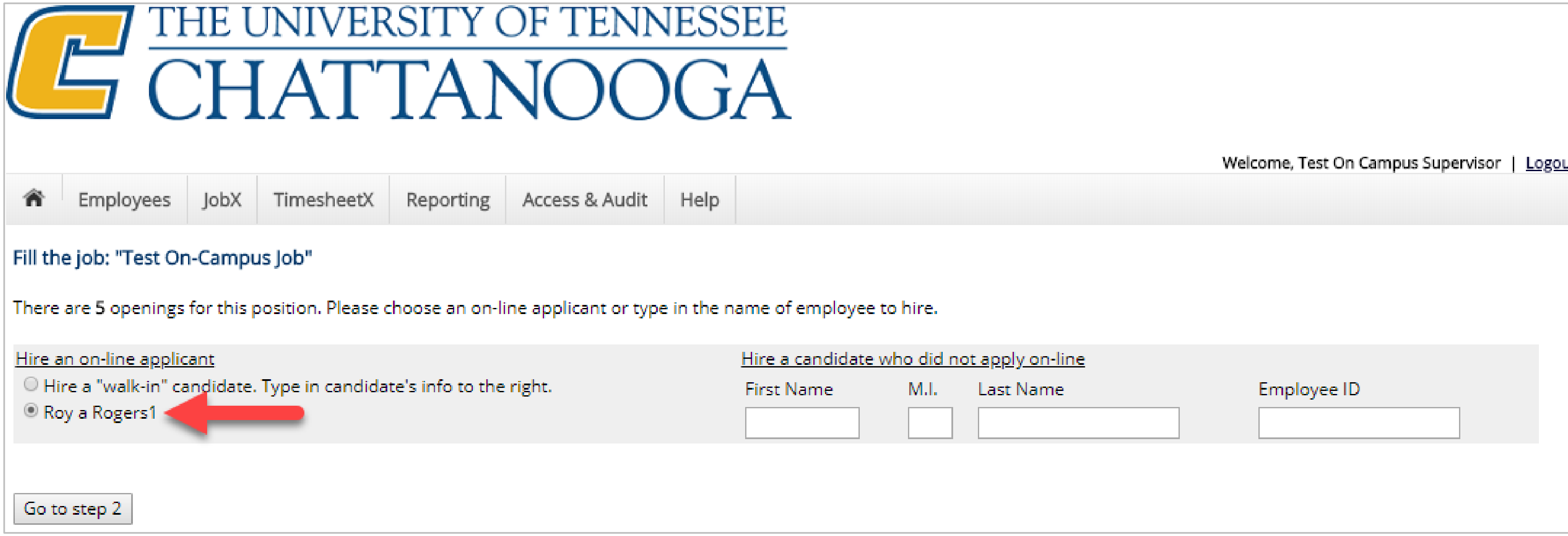


How to hire an employee into JobX & TimesheetX

Hire an Employee

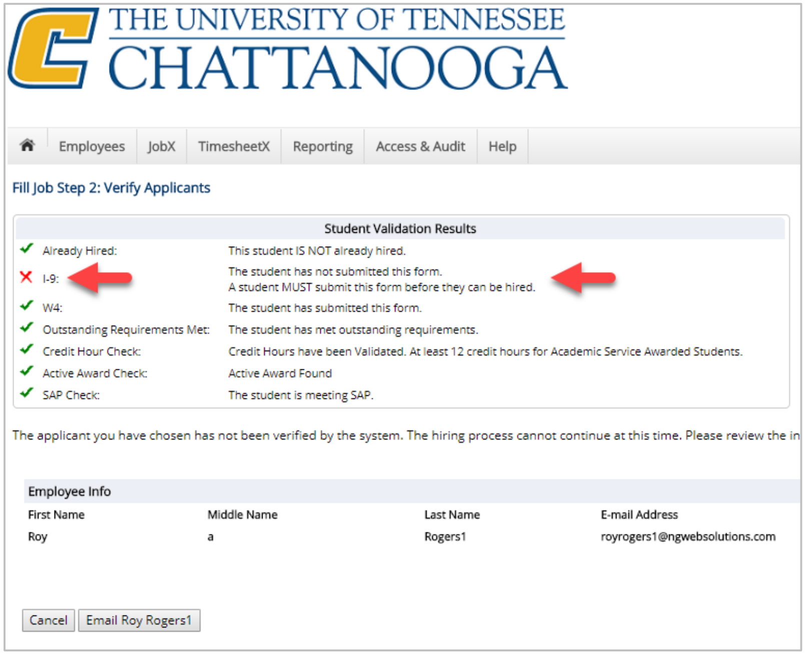
If you wish to hire the employee, after clicking the “# Applicants” link next to the job on your control panel, please select ‘Hire Applicant’ from the Action dropdown list next to the applicant’s name you wish to hire.

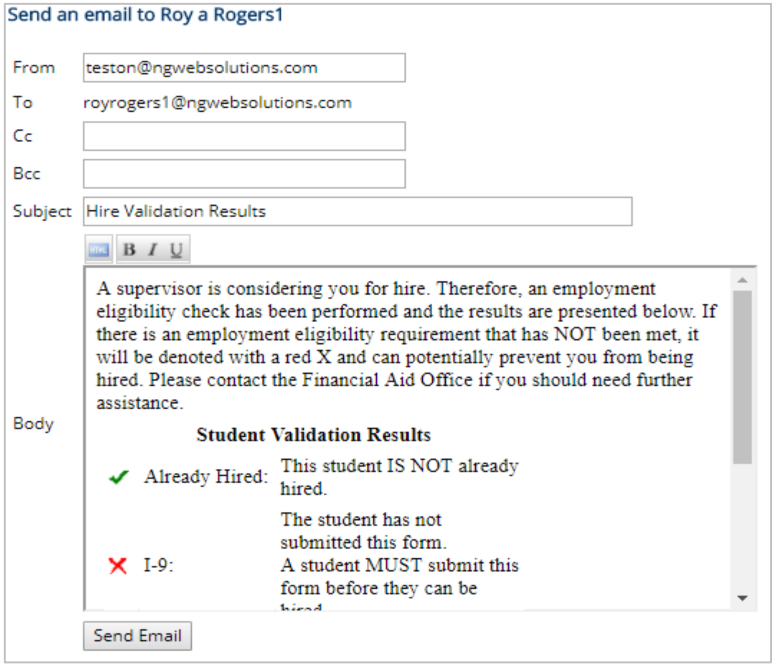
Hire an Employee



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

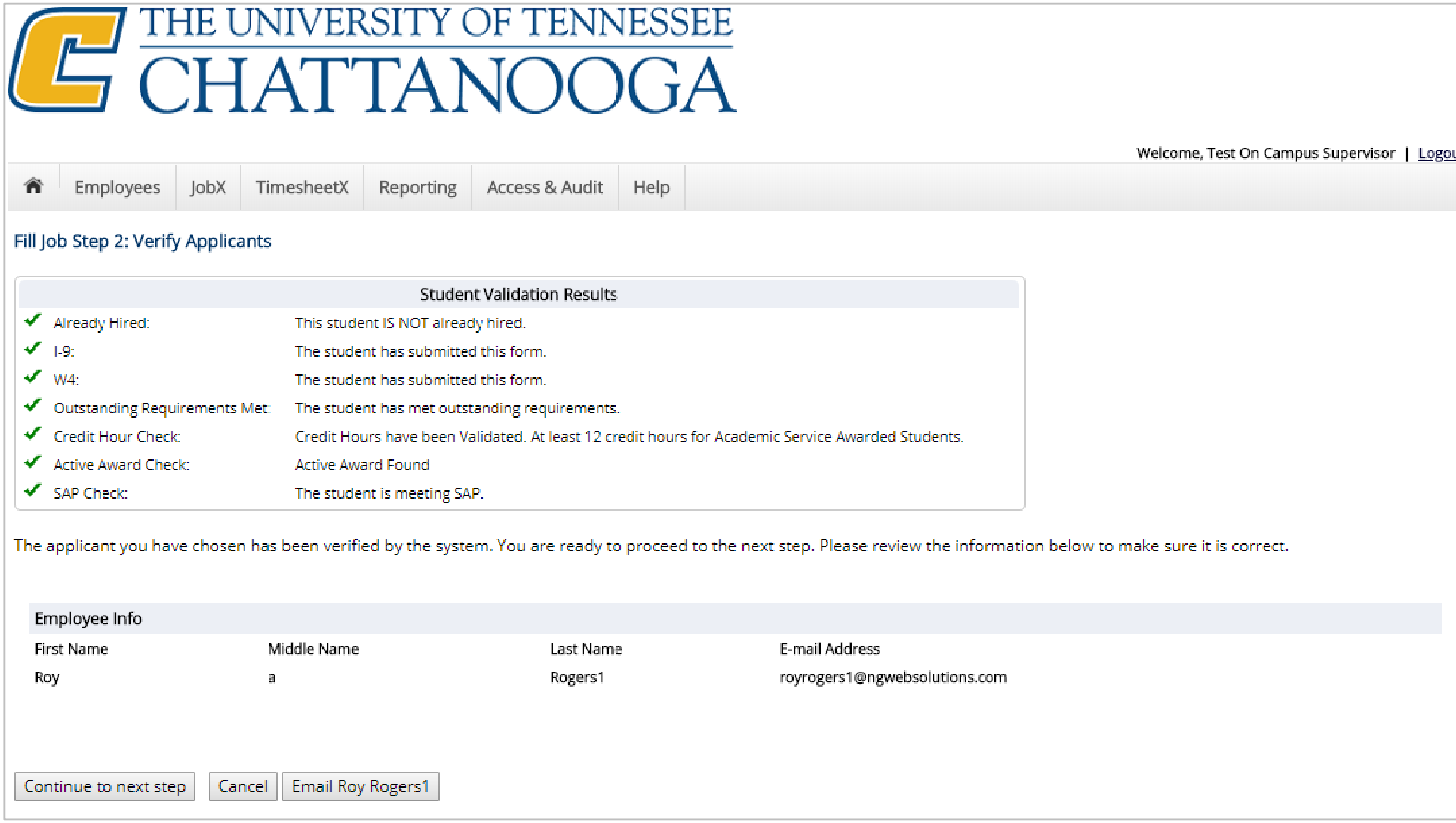
Hire an Employee Flow – Fail Validation





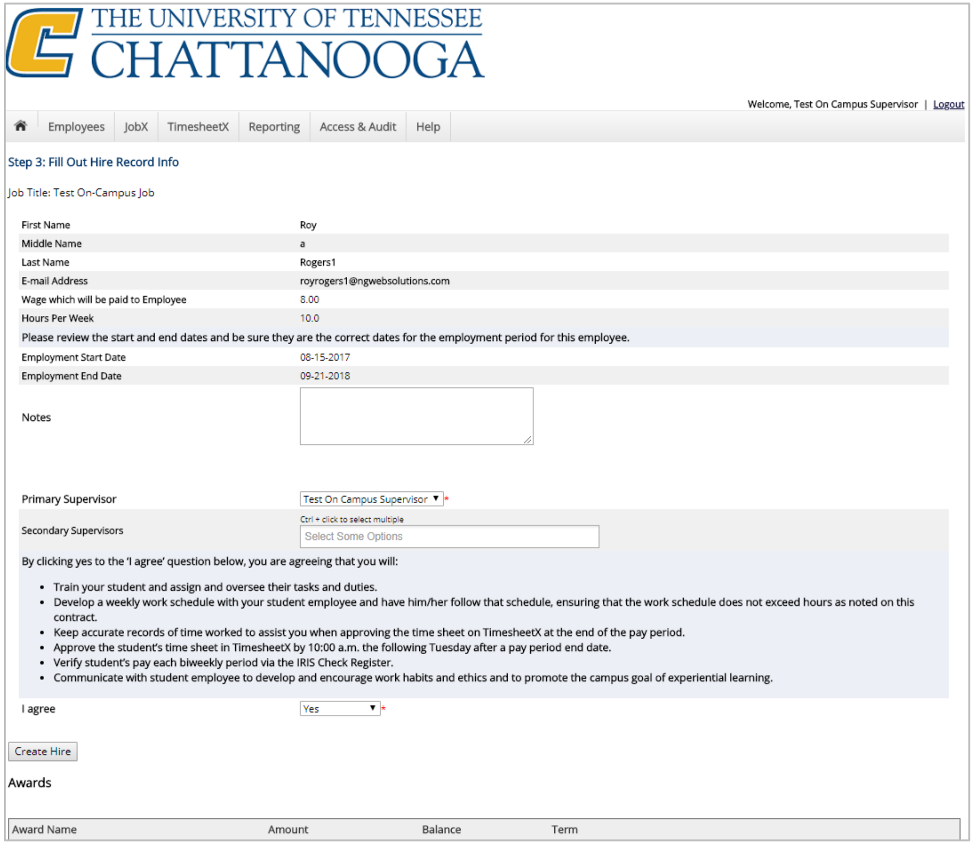
- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the employee did not meet. The hire request will be prevented and you will need to click the 'Cancel'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



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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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	Ctrl + click to select multiple Select Some Options

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!

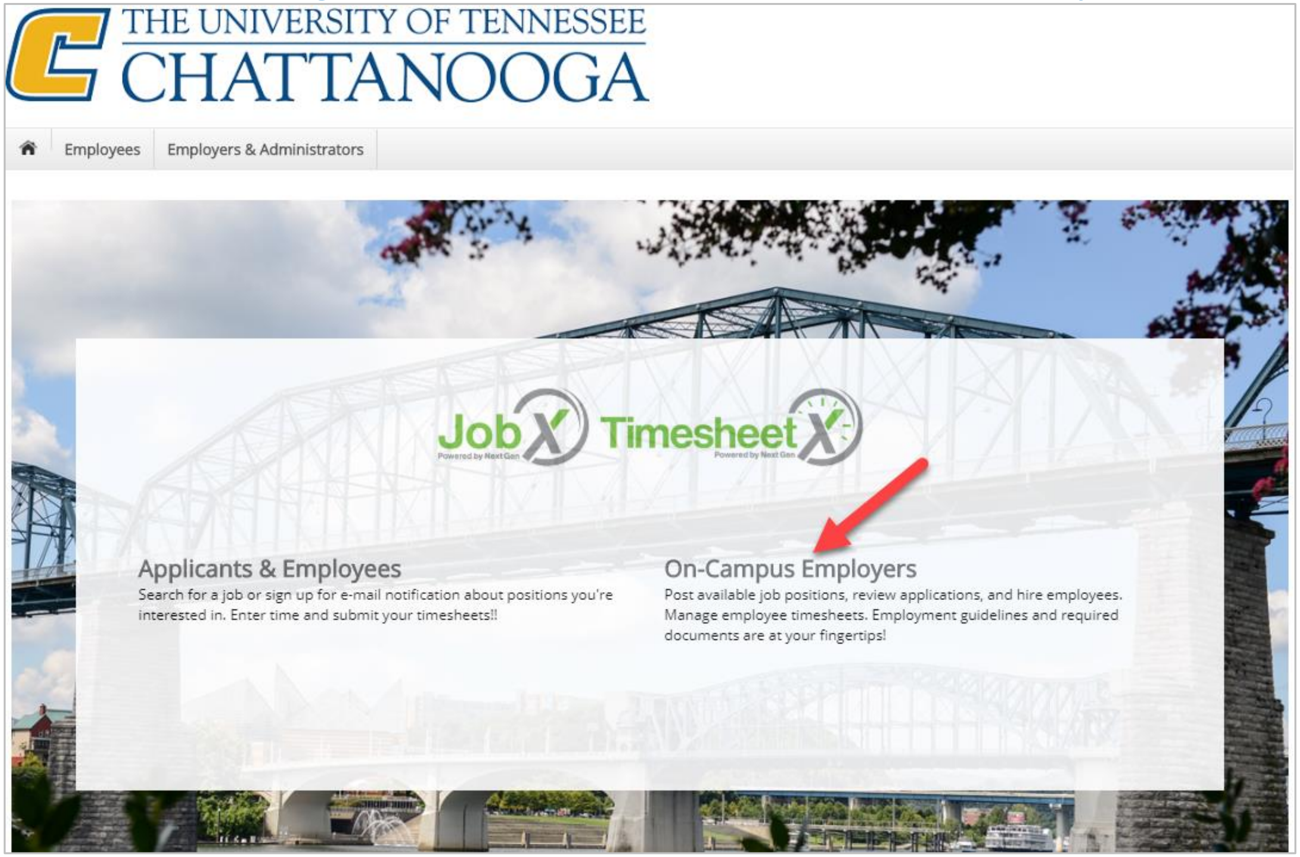
Upon completion of their review, you will receive an approval or rejection email depending on the results of the UTC Site Administrator's review.

Hire has been Approved!

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

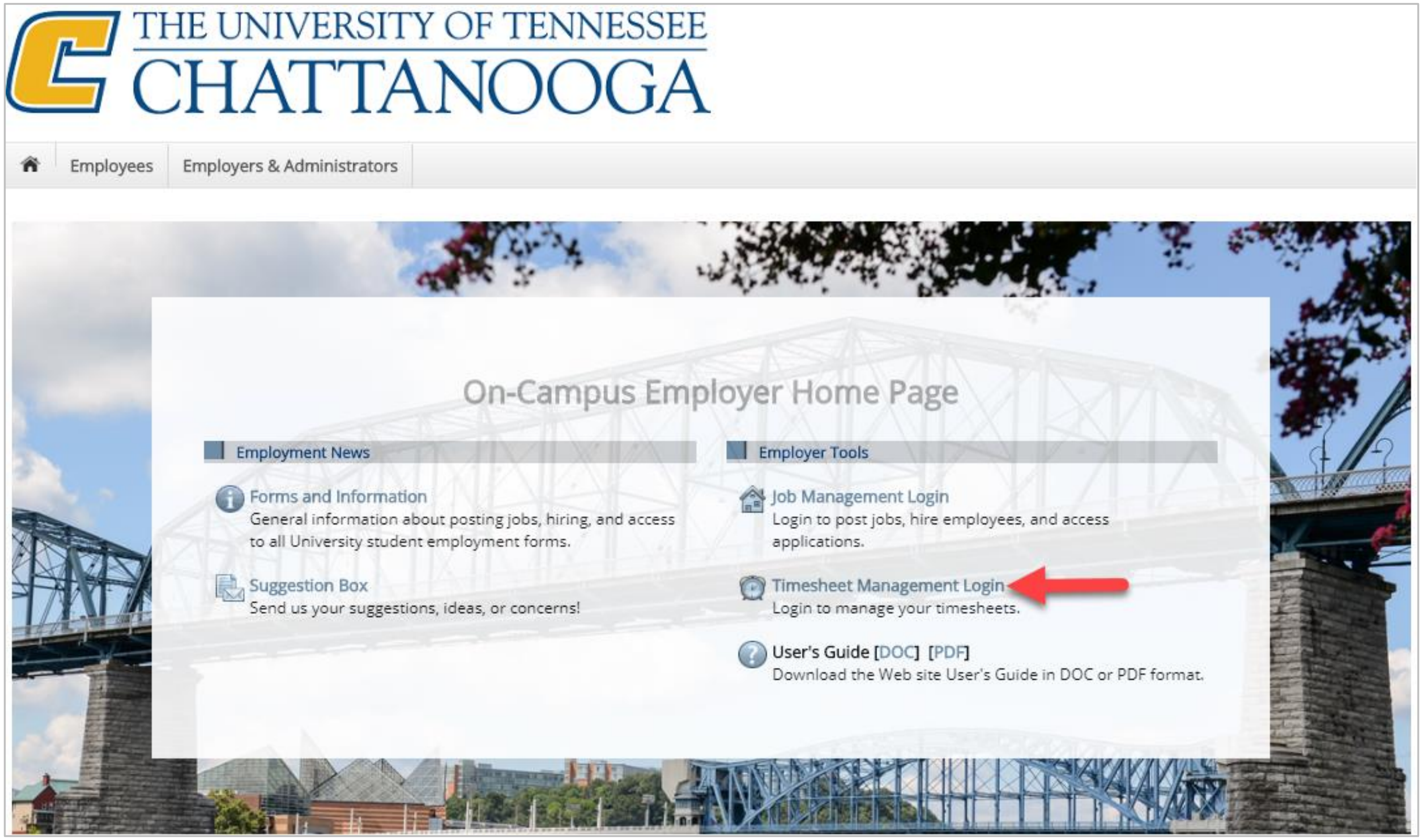
Now, it’s time for you to approve their time sheet!

Login to TimesheetX directly



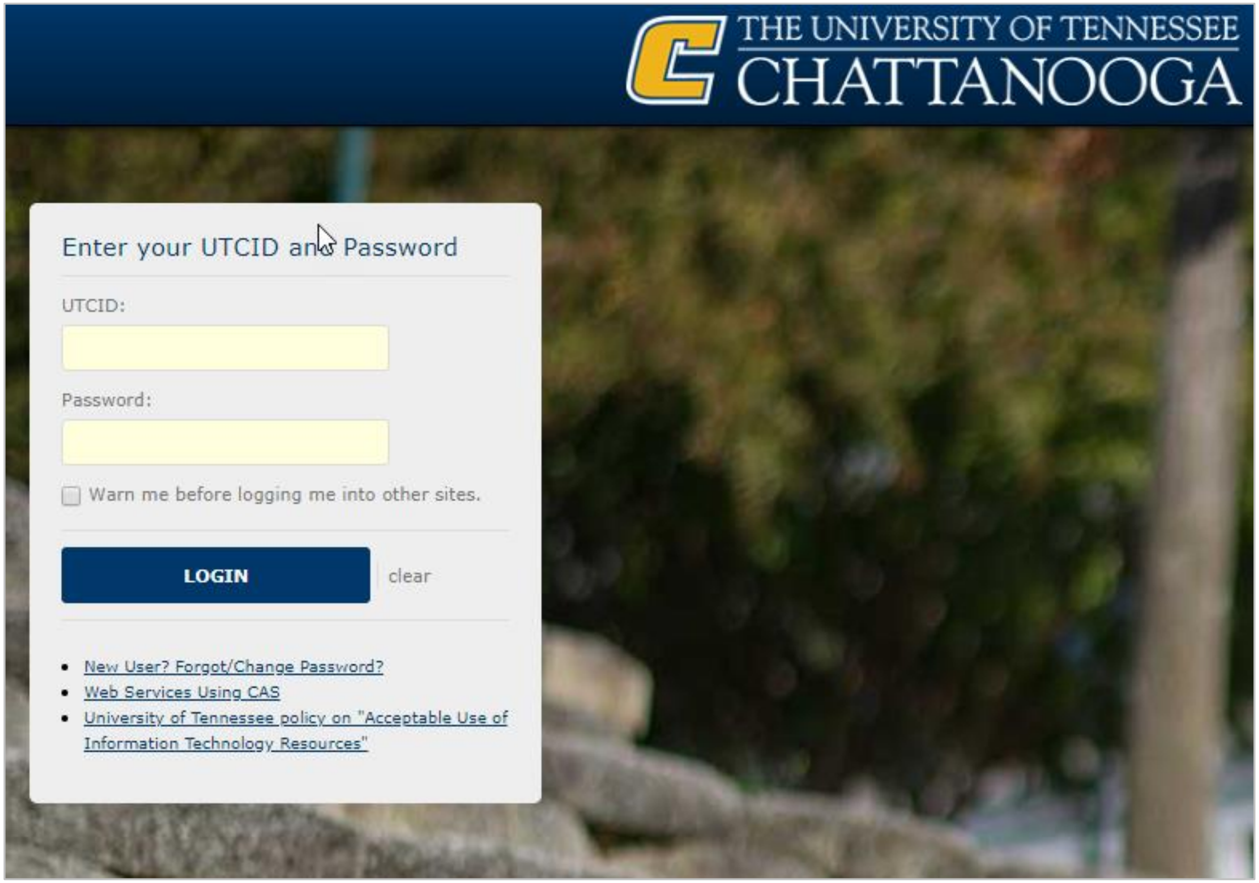
- Please navigate to https://utc.studentemployment.ngwebsolutions.com/
- Click the ‘On-Campus Employers’ link.

On-Campus Employer Login to TimesheetX



Click the ‘Timesheet Management Login’ link.

On-Campus Employer Login to TimesheetX



Login utilizing your ‘UTCID’ and ‘Password’.

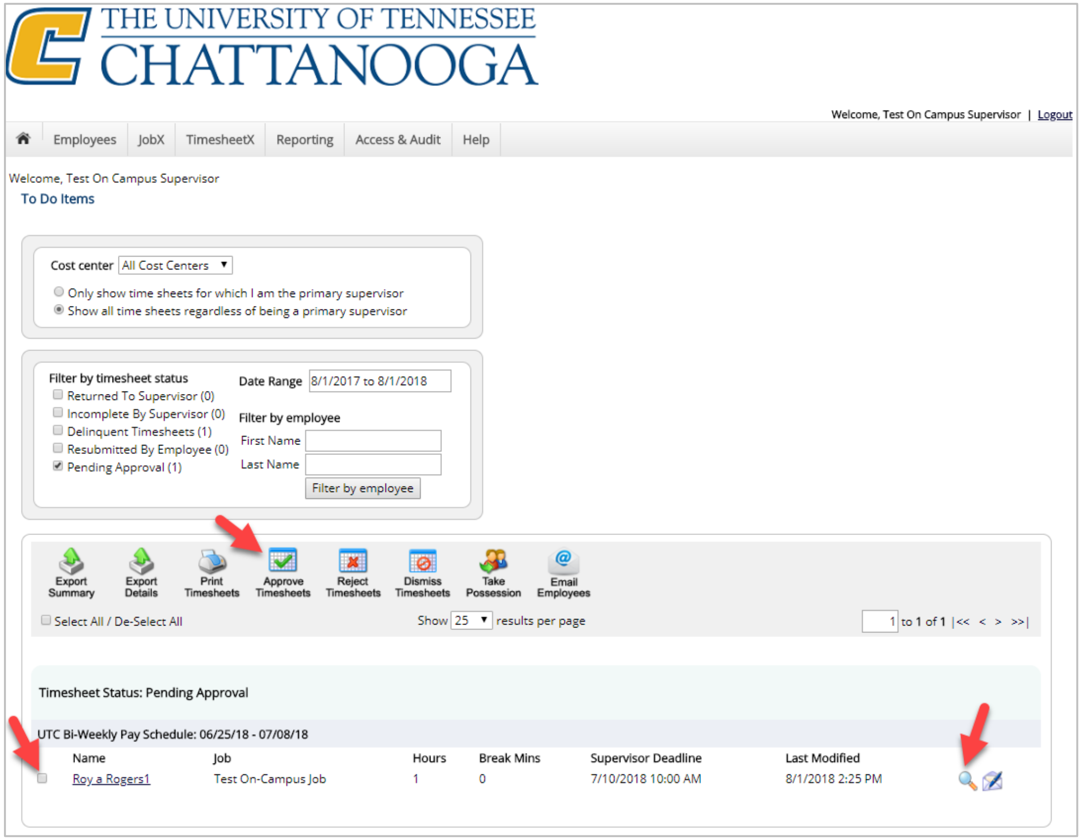
Review Time Sheets

- 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

- 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 <u>exception</u> of the “Pending Approval” box.

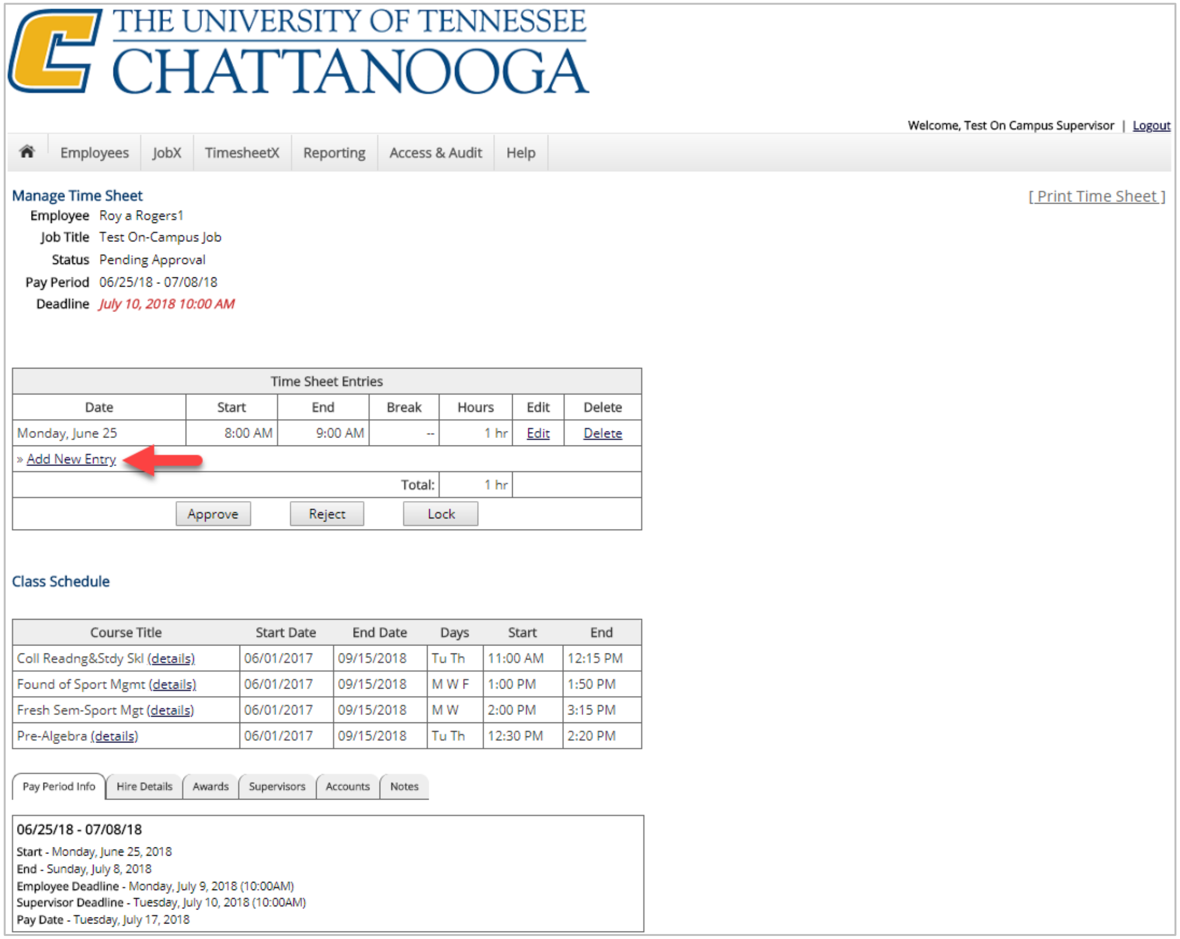
Review Time Sheets



- 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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Welcome, Test On Campus Supervisor | Logout

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

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		

Approve Reject Lock

Class Schedule

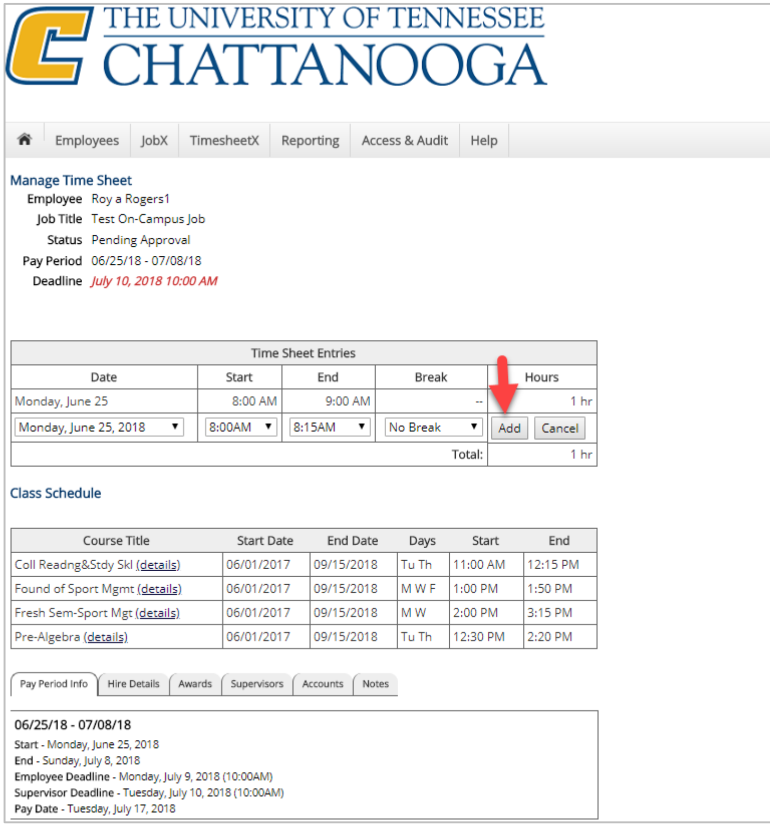
Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017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

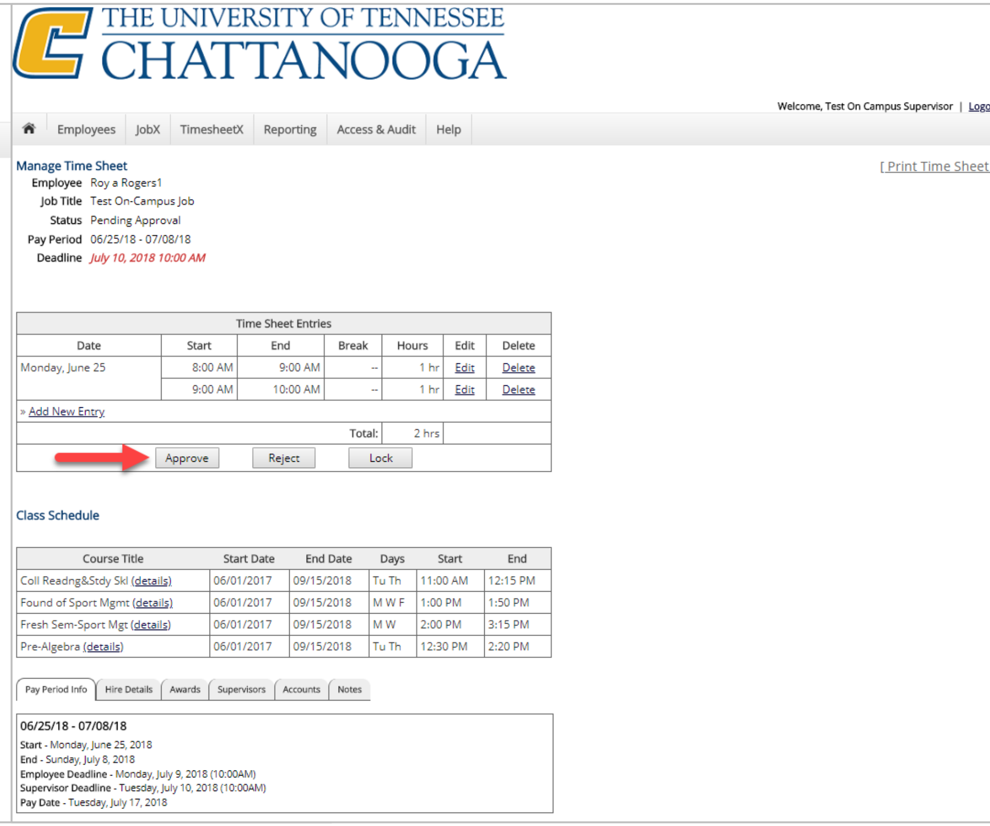
Pay Period Info | Hire Details | Awards | Supervisors | Accounts | Notes

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

Click 'Add new Entry' if you wish to add another entry

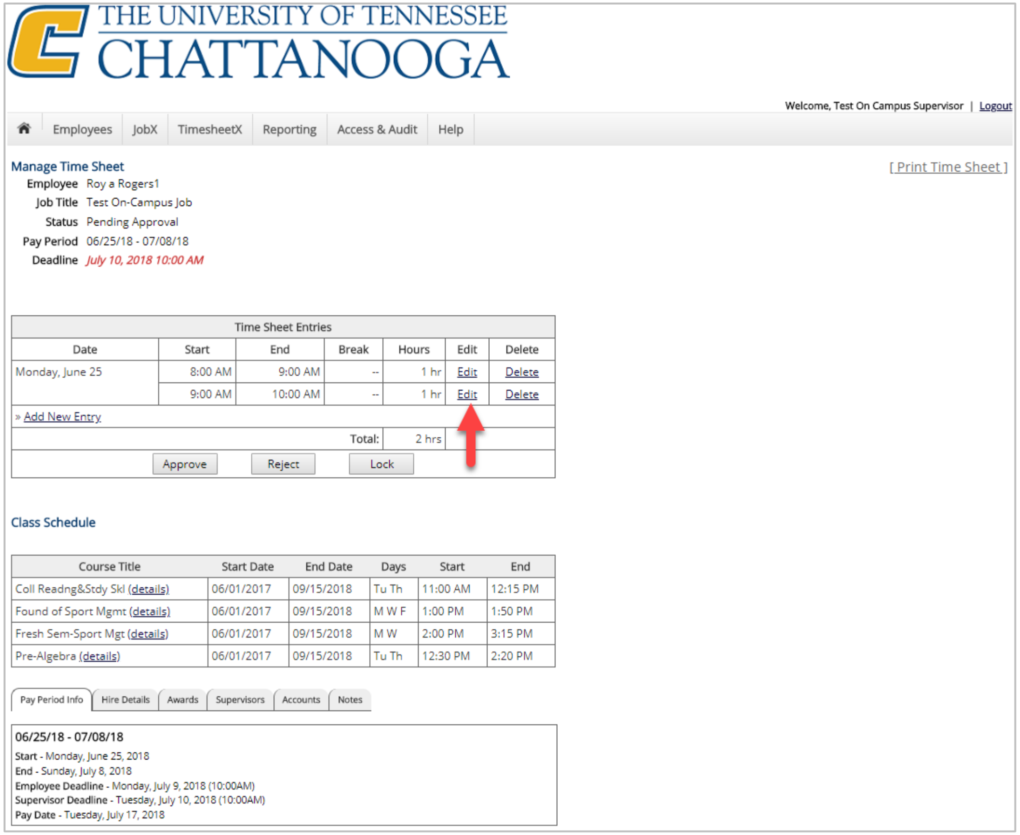
Add a new Time Sheet Entry





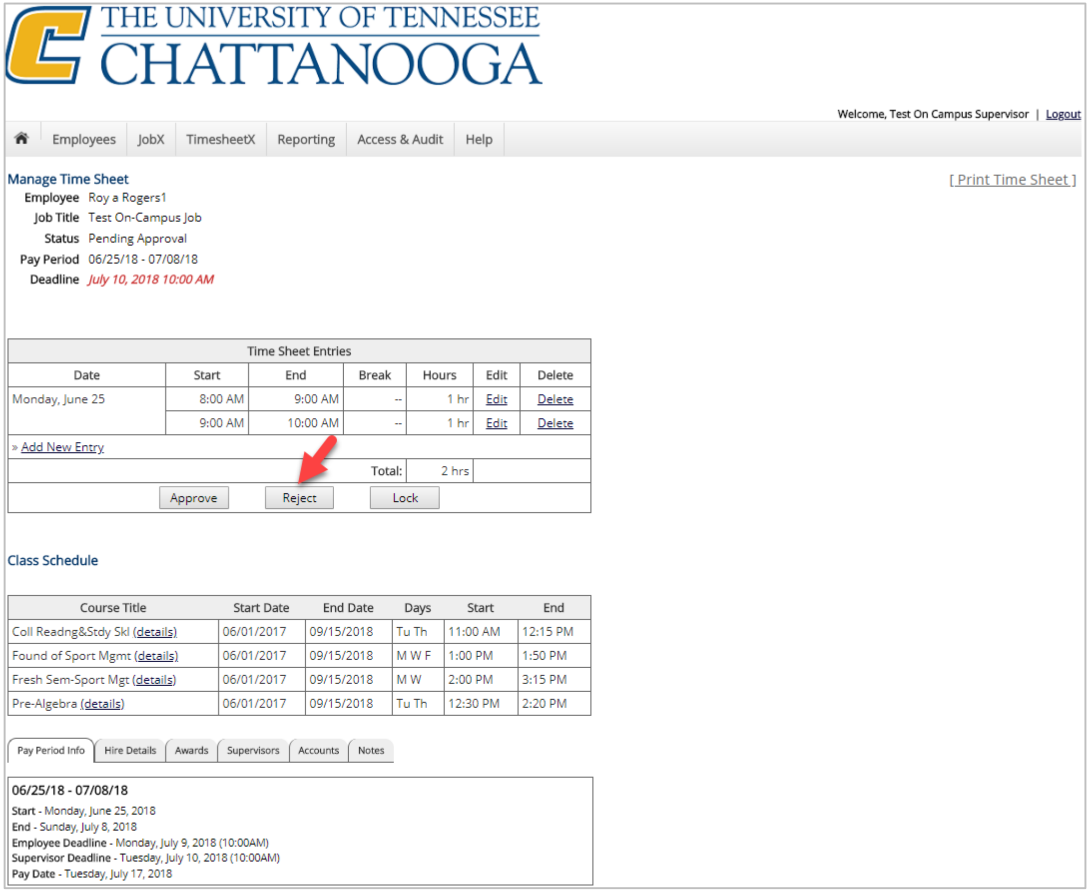
- Click ‘Add’ to save the new entry.
- After changes are completed, you may approve the time sheet by clicking ‘Approve’.

Edit an Individual Time Sheet



- 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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Welcome, Test On Campus Supervisor | Logout

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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

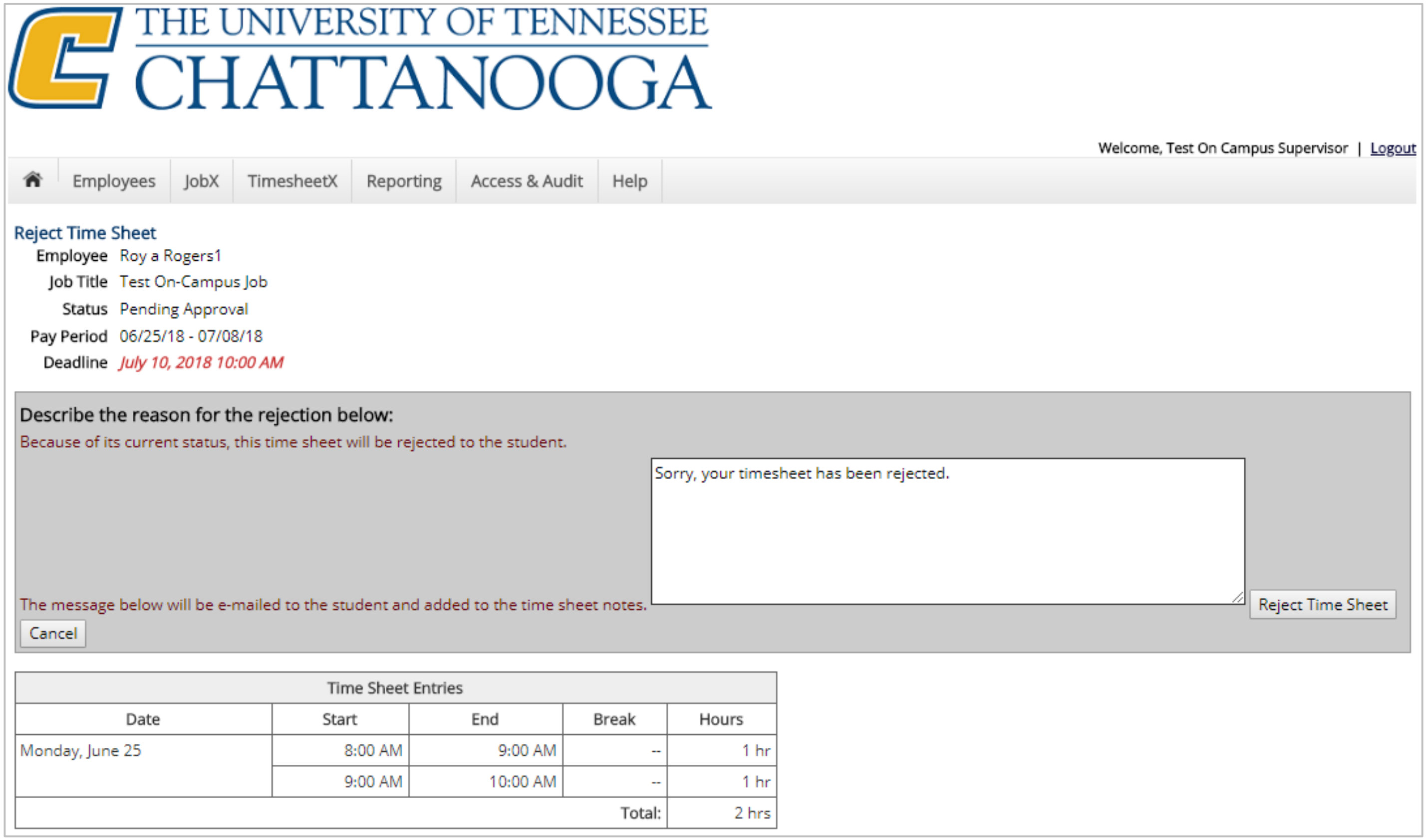
Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	09/15/2018	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	09/15/2018	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	09/15/2018	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017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

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

Reject a Time Sheet



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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.

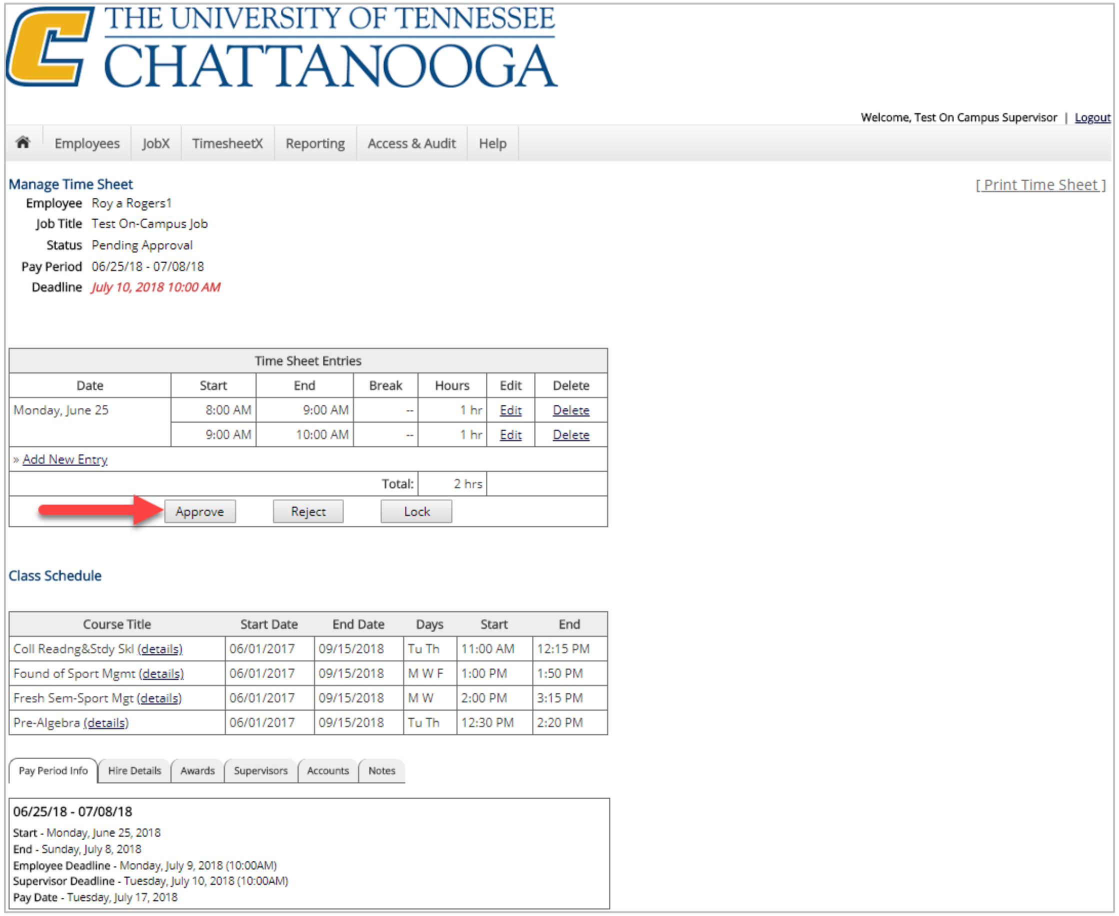
Reject Time Sheet

Cancel

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		

Approve Reject Lock

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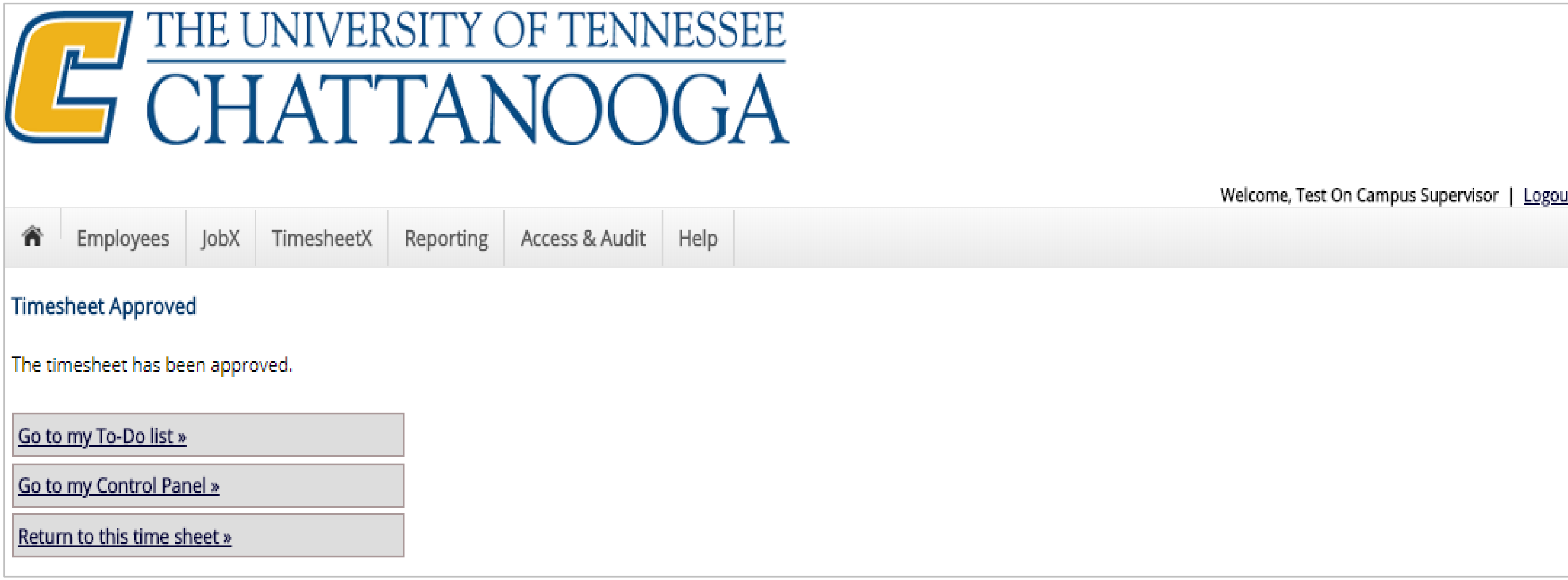
End - Sunday, July 8, 2018
Employee Deadline - Monday, July 9, 2018 (10:00AM)
Supervisor Deadline - Tuesday, July 10, 2018 (10:00AM)
Pay Date - Tuesday, July 17, 2018

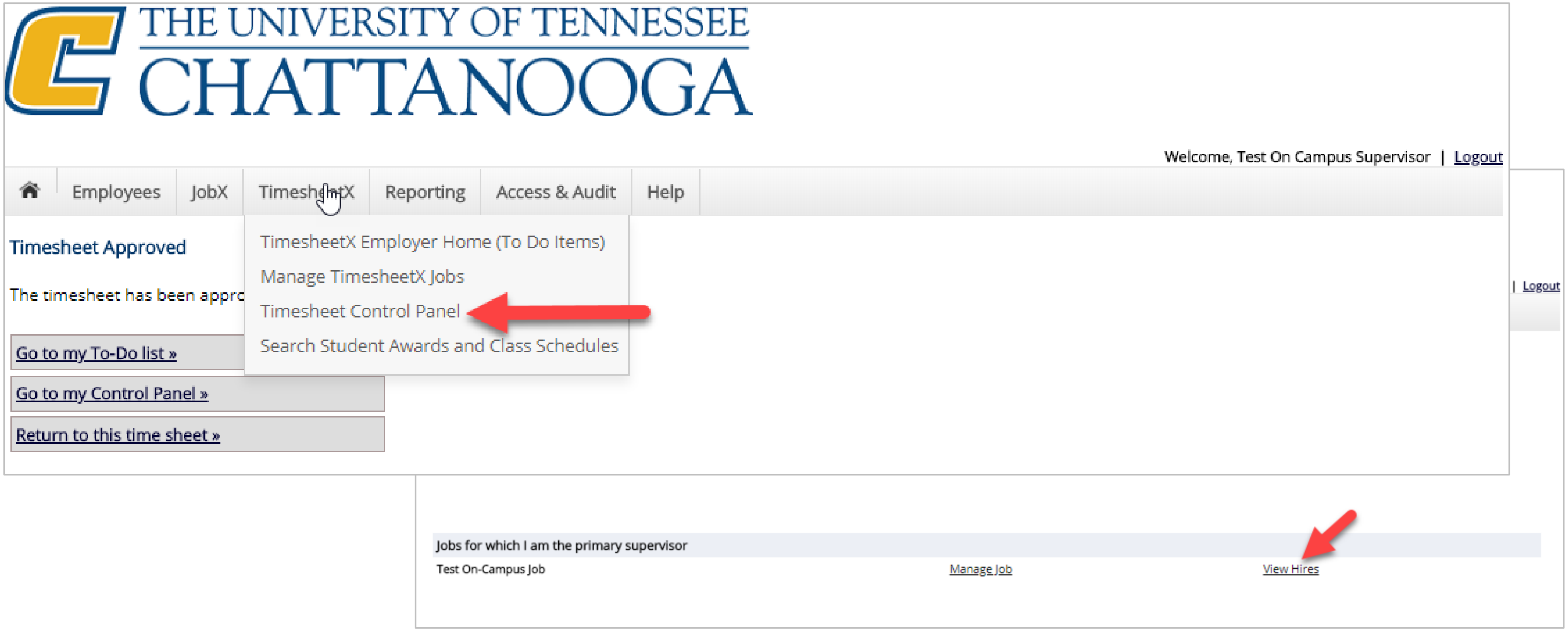
- To approve a time sheet, click the ‘Approve’ button.

Approve a Time Sheet



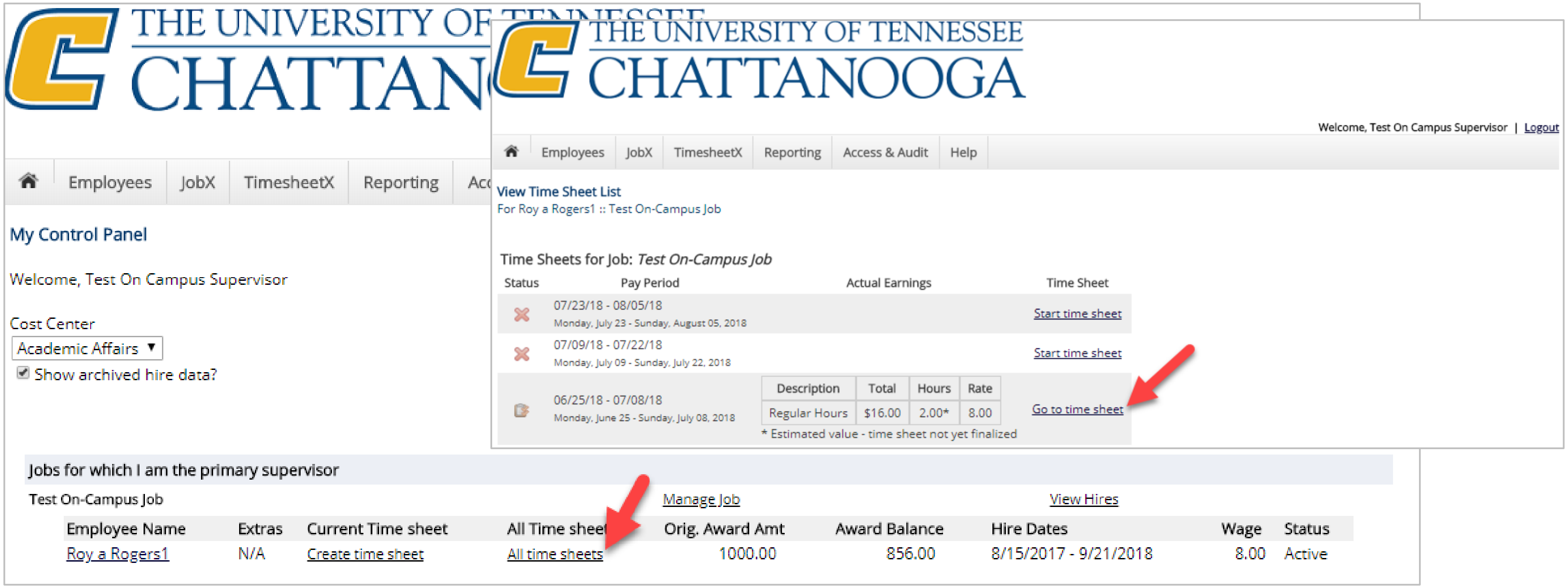
- Click ‘Go to my To-Do List’ to review other time sheets.
- To view the Supervisor Control Panel, click ‘Go to my Control Panel.’

Timesheet Control Panel



- 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.

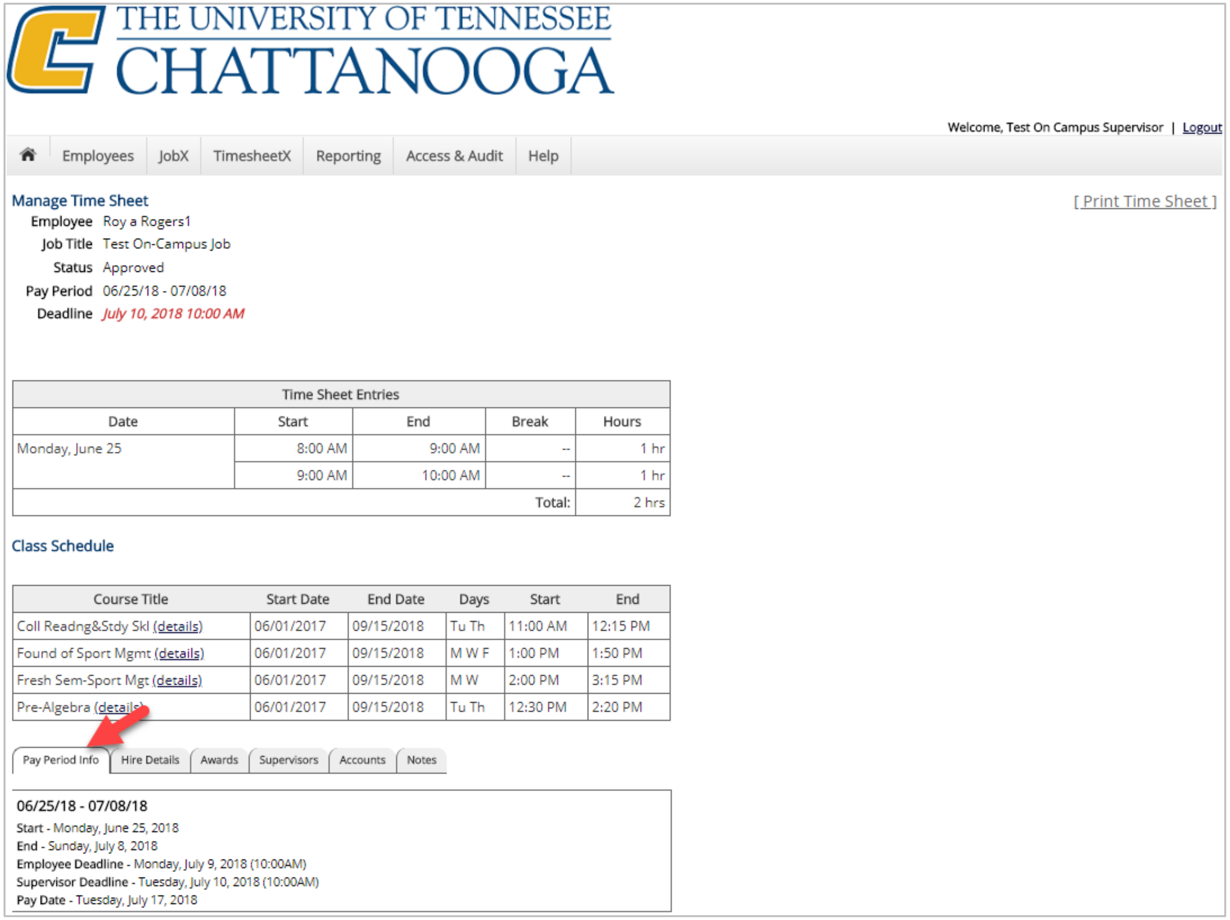
Timesheet Control Panel



- 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

Welcome, Test On Campus Supervisor | Logout

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

Manage Time Sheet

[Print Time Sheet]

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			Total:	2 hrs

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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

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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

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Manage Time Sheet [Print Time Sheet]

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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.

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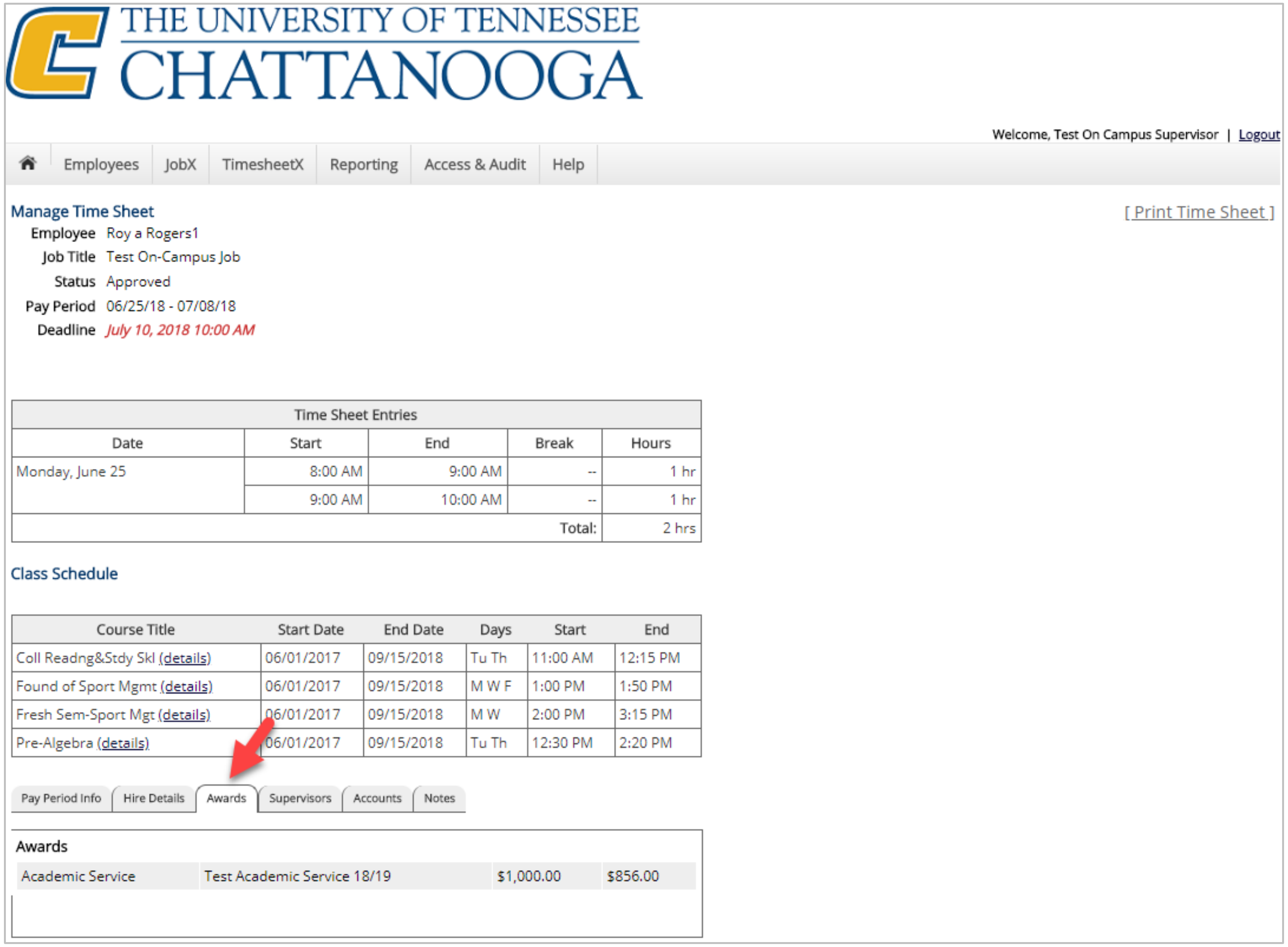
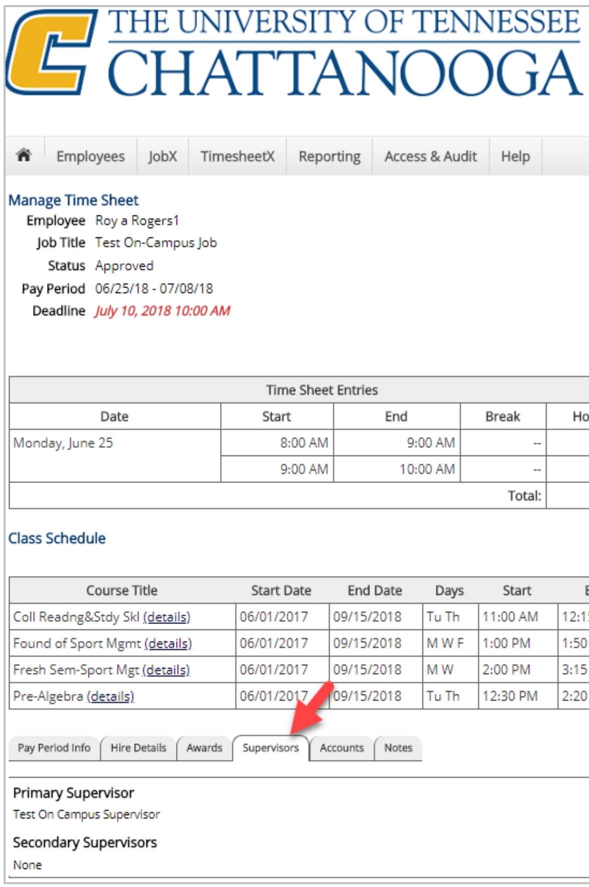
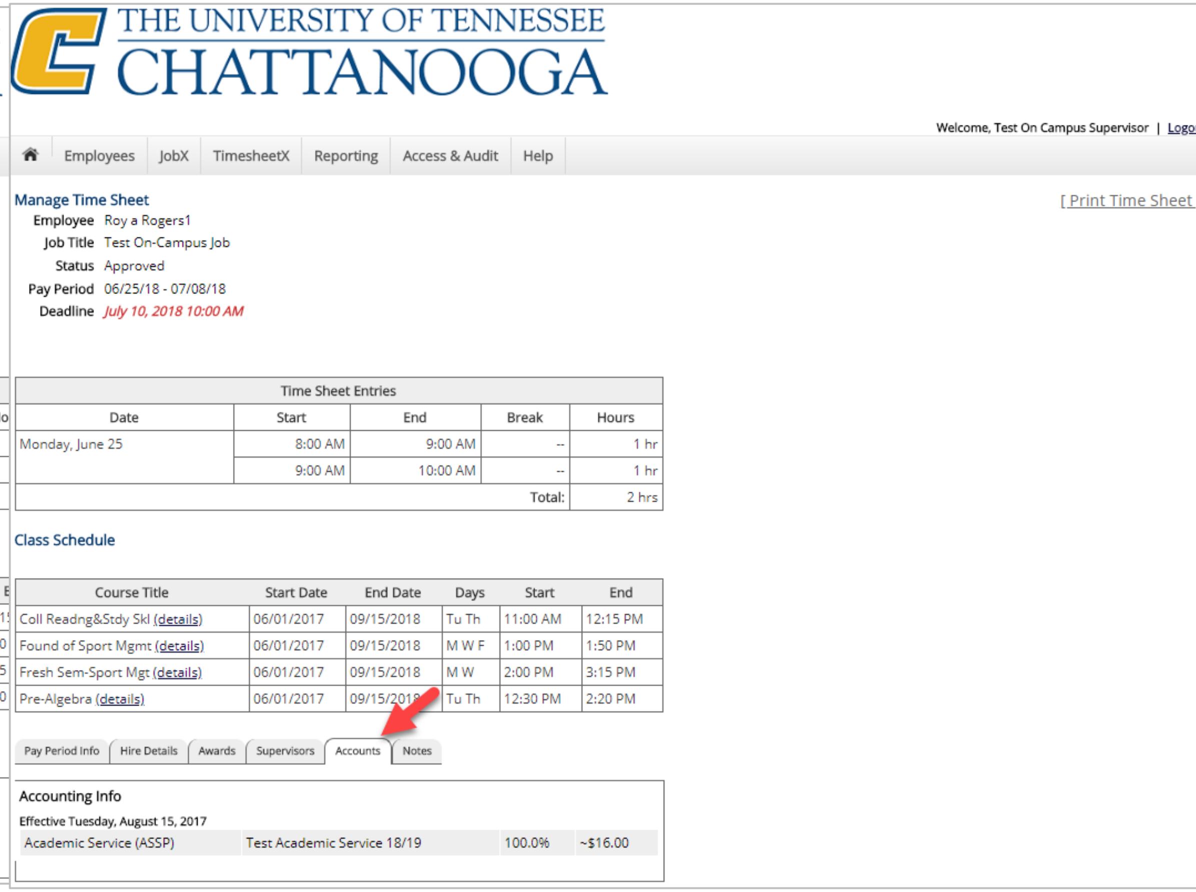
View Award Information



To view an employee's Award information, click on the 'Awards' tab.

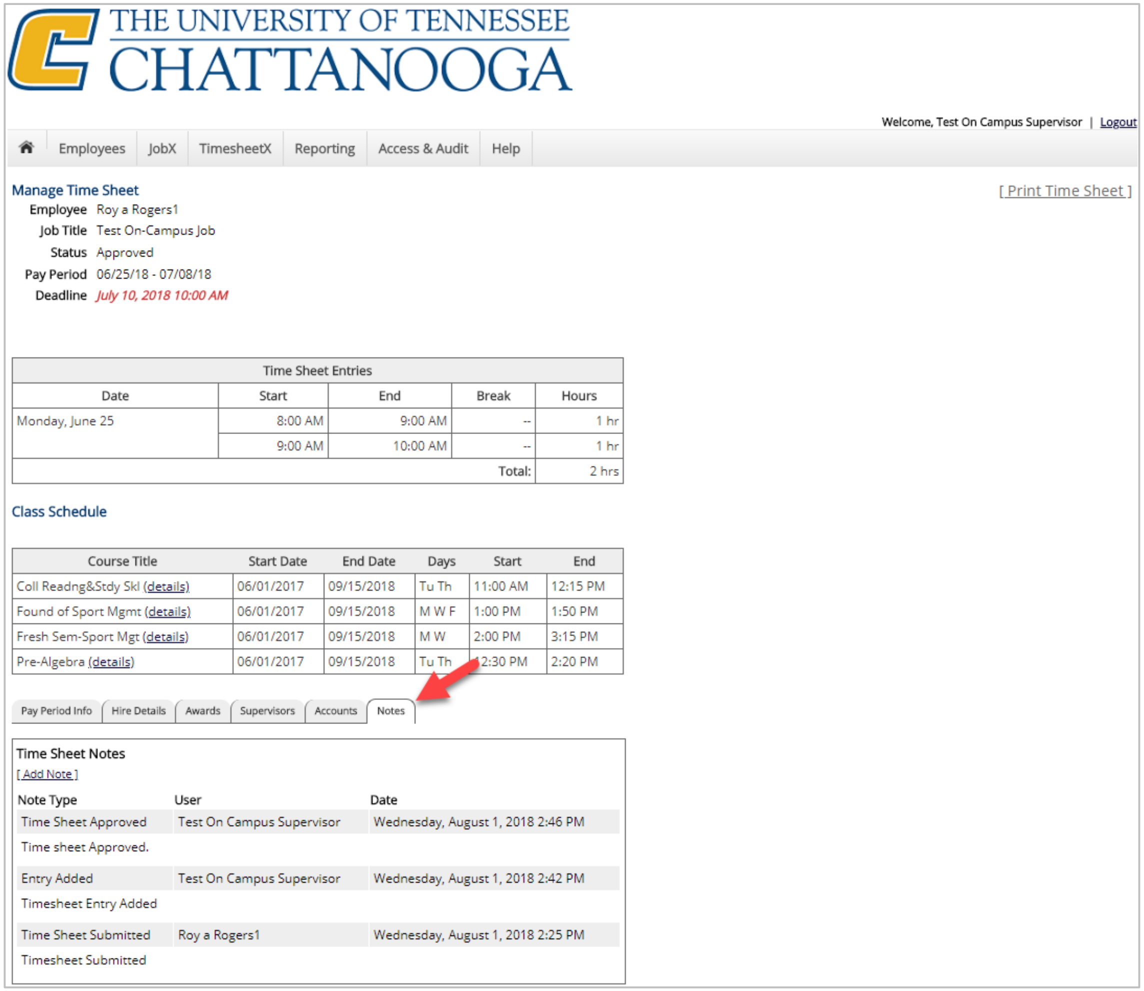
View Supervisor & Account Information





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



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Manage Time Sheet

[Print Time Sheet]

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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

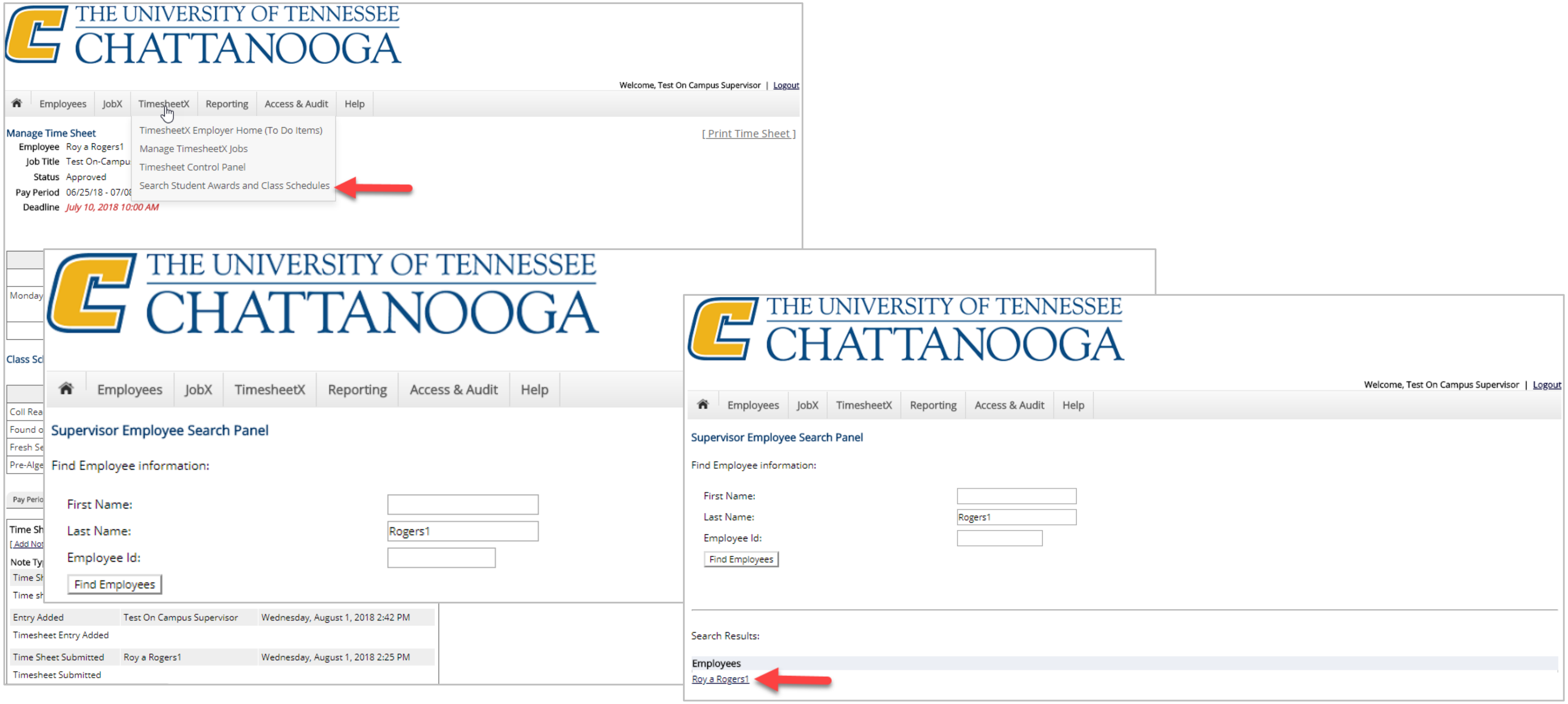
Pay Period Info | Hire Details | Awards | Supervisors | Accounts | Notes

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: Current/Future ▼ Employee Information

Awards

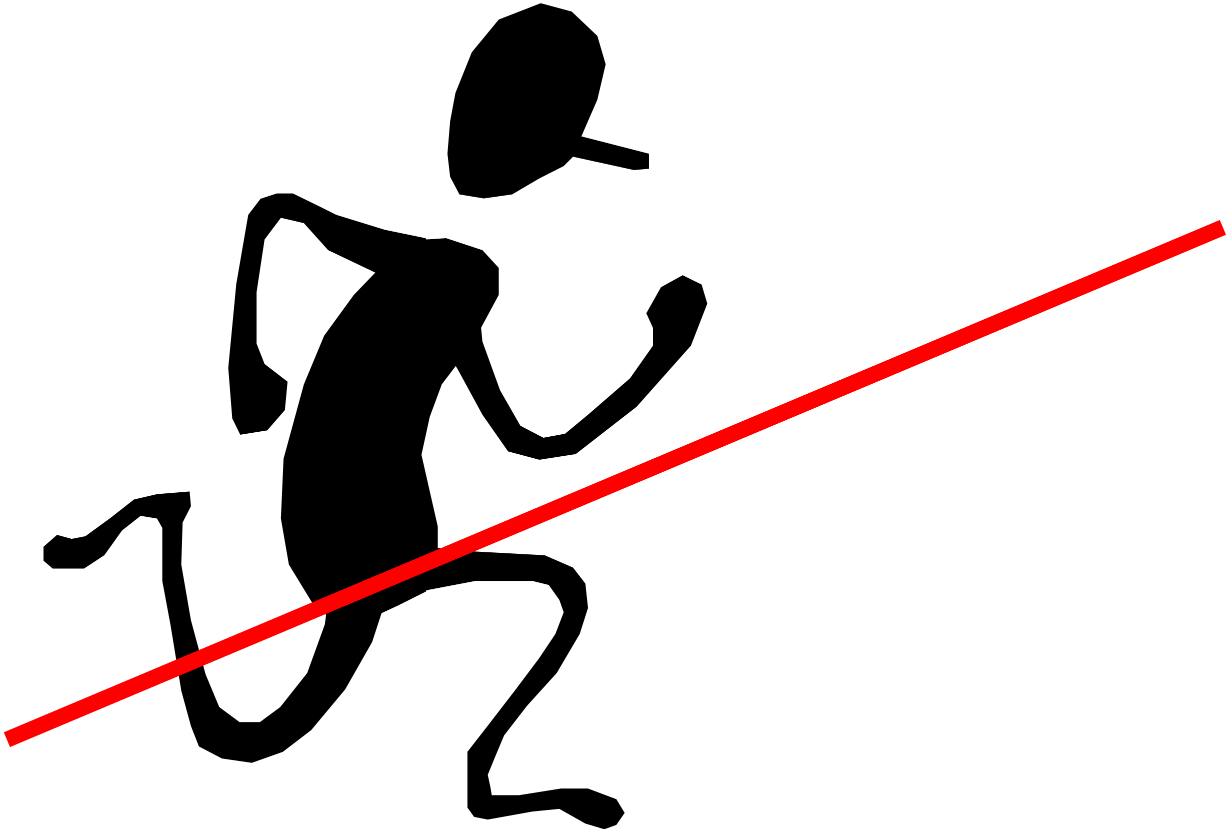
Award Name	Amount	Balance	Term
Academic Service	$1,000.00	$856.00	Test Academic Service 18/19 (07/15/2018 - 12/30/2018)

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

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