

The University of Texas Rio Grande Valley™



On-Campus Supervisor Training




Access JobX & TimesheetX

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

On-Campus Employer Request Login

On-Campus Employers

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



Student Employment News

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

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

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

Employer Tools

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

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

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

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

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

On-Campus Employer Request Login

Employees ▾ Employers & Administrators ▾

Request Log in permission

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

Choose one... ▾

- Choose one...
- On Campus**
- Off Campus

Go to next step

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

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

Complete Request Login Form.

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

You should receive an email once access has been granted.

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jsmith@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:

Re-Enter Password:

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

Employer

Job Title

Notes

This must be verified prior to submitting the form

☐ I'm not a robot

Submit



Job Postings

HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

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

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

Job Control Panel


Employer Name:
Show Jobs From All My Employers ▾

Job Status:
☐ Active, Listed Jobs (10) ⓘ
☐ Pending Approval (1) ⓘ
☐ Active, Not Listed (14) ⓘ
☐ Inactive (2) ⓘ

Job Type:
Choose Job Type ▾
☐ Show My Jobs Only

Wage Filter:
Low Wage:
High Wage:
Wage Range:
Low Wage To High Wage
[Search](#)

Result Filters:
My Jobs Only [Reset Filters](#)

[Add a Job](#) 

Search Title, Description, Requirements, Contact or Job ID [Search](#)

☐ Select/Deselect All

Show 25 results per page

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

1 to 25 of 27 | << < > >> |

Student Employee Admin Assistant
Applications: [3 \(3 New\)](#)
Employer: ACADEMIC AFFAIRS

☐ Job Id: 4526
Contact Person: Test On-Campus Supervisor
Wage: \$11.51 - \$12.50 /hr

Status: Active, Listed
Location:
6821 Southpoint Dr. N Jacksonville FL 32216

Listed: 01/30/23
Job Type: On-Campus Non-FWS Jobs

Actions ▾

Baseball Student Assistant
Applications: [4 \(4 New\)](#)
Employer: ATHLETICS - BASEBALL

☐ Job Id: 4503
Contact Person: Test On-Campus Supervisor
Wage: \$8.00 - \$9.50 /hr

Status: Active, Listed
Location:
6821 Southpoint Dr. N Jacksonville FL 32216

Listed: 01/30/23
Job Type: On-Campus Non-FWS Jobs

Actions ▾

Student Basketball Assistant
Applications: [3 \(3 New\)](#)
Employer: ATHLETICS - BASKETBALL

☐ Job Id: 4527
Contact Person: Test On-Campus Supervisor
Wage: \$8.00 - \$10.00 /hr

Status: Active, Listed
Location:
6821 Southpoint Dr. N Jacksonville FL 32216

Listed: 07/31/22
Job Type: On-Campus FWS Jobs

Actions ▾

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

Create a Job Posting

Department:

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

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

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

Job type:

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

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

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

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

Fields denoted with a red * are required fields.

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

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

Job Category *

Job Title *

Job Description *

Job Requirements *

Number of Available Openings *

Hours per Week to

Time Frame for this job

Base pay rate: *

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

Primary Contact Person *

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number *

Email *

Location *

Do you wish to collect online applications for this job?

☒ Yes

☐ No

Company/Department Logo No file chosen

This will be displayed on the job listing.

Create a Job Posting – Review Default Application

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and delete any questions you do not want. Also, you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.

Pending Job Application - BUSINESS OFFICE - Business Office Student Assistant

General

Employee ID *

First name *

Middle name

Last name *

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

Primary Phone *

☐ HTML

☐ Java

☐ MS Excel

Save Application

Pick from Existing Questions

Create a New Question

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

Create a Job Posting – Add Customized Questions

To add a question, select a question type from the 'Question Type' dropdown (e.g., Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text)

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor for a professional look

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

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by Student Employment.

The Online Help contains more details instructions for adding questions.

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

Create a Job Posting – Finalize Job Posting

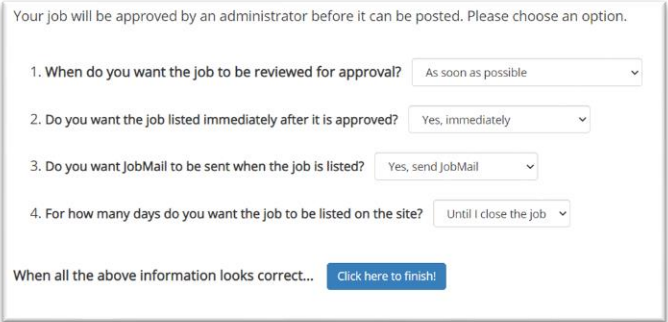
1. When do you want the job to be reviewed for approval?
 - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
 - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be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

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

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

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

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



The screenshot shows a web form titled "Your job will be approved by an administrator before it can be posted. Please choose an option." It contains four numbered questions with corresponding dropdown menus. The first question is "1. When do you want the job to be reviewed for approval?" with the selected option "As soon as possible". The second question is "2. Do you want the job listed immediately after it is approved?" with the selected option "Yes, immediately". The third question is "3. Do you want JobMail to be sent when the job is listed?" with the selected option "Yes, send JobMail". The fourth question is "4. For how many days do you want the job to be listed on the site?" with the selected option "Until I close the job". At the bottom of the form, there is a text prompt "When all the above information looks correct..." followed by a blue button labeled "Click here to finish!".

Create a Job Posting – Pending Approval

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

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

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

Job Control Panel

Result Filters:
My Jobs Only
Job Status: Pending Approval [Reset Filters](#)

[Add a Job](#)

Search Title, Description, Requirements, Contact or Job ID [Search](#)

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

1 to 2 of 2 | << < > >> |

| Job Title | Applications: | Employer: |
|--|---|---|
| Student Employee Assistant * | | ADMISSIONS |
| <input type="checkbox"/> Job Id: 4533 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr | Status: Pending Approval Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: On-Campus FWS Jobs Actions |
| Lab Assistant for Social Sciences | | SOCIAL SCIENCES |
| <input type="checkbox"/> Job Id: 4538 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr | Status: Pending Approval Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: On-Campus FWS Jobs Actions |

Edit a Job Posting

Job Control Panel

Result Filters:
My Jobs Only
Job Status: Pending Approval

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

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

Job Type:
Choose Job Type
☐ Show My Jobs Only

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

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

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

You may view the job and/or application details or request the job status be changed by simply clicking on the Job Title link.

To edit the job, click **'Edit this Job'** button on the **'Manage Job'** page.

To edit the application tied to your job, click **'Edit or View the Online Application'**.

Manage Job

| Job Title | Employer | Status | Job Type |
|-----------------------------------|-----------------|------------------|--------------------|
| Lab Assistant for Social Sciences | SOCIAL SCIENCES | Pending Approval | On-Campus FWS Jobs |

Additional details about this job's status:

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested to be sent when the job is approved and Active, Listed.

Update Status

- Active, Listed** » Click to update listing options
- Active, Not Listed** » Click to cancel approval and change to
- Inactive** » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

Edit, view or remove the online application.

View Applicants

No applications have been submitted for this job.

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:

Lab Assistant for Social Sciences



Review & Hire Applicant(s)

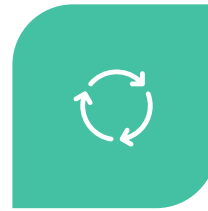
Job Posting Approved - Next Steps



MANAGE
APPLICATIONS



INTERVIEW
AND SELECTION



DECLINE
APPLICATION



HIRE
APPLICANT

Manage Applications

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

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

Job Control Panel

Result Filters:
My Jobs Only [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 25 of 28 | << < > >> |

| | | | | |
|---|---|--|-------------------------|----------------------------------|
| Student Employee Admin Assistant | | Applications: 3 (3 New) | | Employer: ACADEMIC AFFAIRS |
| <input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr | Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs | Actions | |
| Baseball Student Assistant | | Applications: 4 (4 New) | | Employer: ATHLETICS - BASEBALL |
| <input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr | Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs | Actions | |
| Student Basketball Assistant | | Applications: 3 (3 New) | | Employer: ATHLETICS - BASKETBALL |
| <input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$10.00 /hr | Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: 07/31/22 Job Type: On-Campus FWS Jobs | Actions | |
| Business Office Student Assistant | | Applications: 3 (3 New) | | Employer: BUSINESS OFFICE |
| <input type="checkbox"/> Job Id: 4532 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr | Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216 | Listed: 01/30/23 Job Type: On-Campus FWS Jobs | Actions | |

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

Manage Applications

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

☐ Only show New?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

☐ Select/Deselect All Show results per page 1 to 2 of 2 | << < > >> |

| | Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Award | Preview | Actions |
|--------------------------|-------------------------------|---|--------------------------|------------------------|----------------------|--------------------------|------------------------|-----------------------|-------------------------|-------------------------|
| <input type="checkbox"/> | Frank Rogers3 | frankrogers3@ngwebsolutions.com | 9/24/2020 | New! | P | | Resume | 940.00 | | Actions |
| <input type="checkbox"/> | Roy Rogers1 | royrogers1@ngwebsolutions.com | 9/24/2020 | New! | P | | Resume | 2500.00 | | Actions |

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

Schedule an Interview

The screenshot shows an applicant management interface. At the top, there are controls for 'Select/Deselect All', 'Show 25 results per page', and a pagination bar showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy Rogers1 (status: Pending, emailed: Greeted) and Larry Rogers6 (status: New!, emailed: not checked). A red arrow points to the checkbox next to Larry Rogers6. To the right of the table, an 'Actions' dropdown menu is open, showing options: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email (highlighted with a red arrow), Send Reject Email, and Send Custom Email. An 'Apply Action' button is also visible.

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

- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

The screenshot shows the 'Email Applicants - Greeting' form. It has a 'Default' note: 'Applicants selected if not greeted/interviewed or rejected.' Below this is a list of applicants with checkboxes: Rogers1, Roy (unchecked), Rogers2, Ted (unchecked), and Rogers3, Frank (checked). The 'To' field is populated with the email addresses of the selected applicants. There is a text area for 'Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. The 'From' field is set to 'teston@ngwebsolutions.com' and the 'Subject' is 'Job: Your Institution Job Title'. The 'Body' field contains a pre-written greeting message. At the bottom are 'Send' and 'Cancel' buttons.

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

Notify applicant(s) they were NOT Selected

The screenshot shows a web interface for managing applicants. At the top, there's a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination bar showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Actions. Two applicants are listed: Roy_Rogers1 (Pending, Greeted) and Larry_Rogers6 (New!). A red arrow points to the checkbox next to Roy_Rogers1. Another red arrow points to the 'Send Reject Email' option in the 'Actions' dropdown menu for Roy_Rogers1.

| Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Award | Actions |
|---|---------------------------------|-----------|---------|------|----------|------------------------|---------|---|
| <input type="checkbox"/> Roy_Rogers1 | royrogers1@ngwebsolutions.com | 6/11/2020 | Pending | P | Greeted | Resume | 1000.00 | <div>-- Select Action Below -- Delete Export Summary Export Details Print Summary Print Details Send Greeting Email Send Reject Email Send Custom Email</div> |
| <input checked="" type="checkbox"/> Larry_Rogers6 | larryrogers6@ngwebsolutions.com | 6/4/2020 | New! | P | | Resume | | |

- Click the box next to one or more applicants you would like to send a rejection email.
- Next, select the **'Send Reject Email'** action.
- Finally click, **'Apply Action'**

- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

The screenshot shows the 'Email Applicants - Rejection' form. It has a 'Default' message: 'No applicants selected. You must select recipients.' Below this is a list of applicants with checkboxes: Rogers1, Roy (royrogers1@ngwebsolutions.com), Rogers2, Ted (tedrogers2@ngwebsolutions.com), and Rogers3, Frank (frankrogers3@ngwebsolutions.com). Rogers3, Frank is selected. There is a 'To' field for additional recipients. The 'From' field is 'teston@ngwebsolutions.com'. The 'Subject' field is 'Job: Your Institution Job Title - Job NOT Available'. The 'Body' field contains a pre-written rejection message. At the bottom are 'Send' and 'Cancel' buttons.

Default: No applicants selected. You must select recipients.

☐ Rogers1, Roy [royrogers1@ngwebsolutions.com]
☐ Rogers2, Ted [tedrogers2@ngwebsolutions.com]
☒ Rogers3, Frank [frankrogers3@ngwebsolutions.com]

To

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

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title - Job NOT Available

Body

You recently submitted an on-line application for the "Your Institution Job Title" job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

Hire an Applicant – Select Applicant

The screenshot displays the 'Job Control Panel' interface. At the top, there is a navigation bar with links: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The user is logged in as 'Test On-Campus Supervisor'.

On the left, there is a sidebar with filters: 'Employer Name' (a dropdown menu), 'Job Status' (checkboxes for Listed Jobs (4), Pending Approval (0), Review Mode (1), and Storage Mode (1)), 'Job Type' (a dropdown menu), and 'My Jobs' (checkbox for Show My Jobs Only).

The main area shows 'Result Filters: Employer: All Available' with a 'Reset Filters' link. Below this are buttons for 'Add a Job', a search bar, and an 'Apply Action' button. A 'Select/Deselect All' checkbox is also present. The results are displayed in a table with columns for job title, applications, employer, job details, and actions.

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

Red arrows point to the 'Applications' link in the first row and the 'Actions' dropdown menu in the first row.

- To hire an applicant, click on the '**Applications**' link or select '**Hire Applicant**' from the action drop down menu. This is also used to hire or rehire an applicant that did not submit an application.

Hire an Applicant – Select Applicant who Applied

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

☐ Only show New?

☐ Select/Deselect All

Show results per page

to 3 of 3 | << < > >> |

☐ Show Deleted?

| | <u>Name</u> | <u>Email Address</u> | <u>App Date</u> | <u>Status</u> | <u>Flag</u> | <u>Emailled?</u> | <u>Resume</u> | <u>Profile Video</u> | <u>Award</u> | <u>Preview</u> | <u>Actions</u> |
|-------------------------------------|---------------|--|-----------------|---------------|-------------|-------------------------------------|------------------------|-----------------------|--------------|----------------|--|
| <input checked="" type="checkbox"/> | Frank Rogers3 | frankrogers3@ngwebsolutions.com | 7/29/2020 | New! | | <input checked="" type="checkbox"/> | | | 1000.00 | | <div>Actions Email Applicant Print Application Delete Application Hire Applicant</div> |
| <input type="checkbox"/> | Ted Rogers2 | tedrogers2@ngwebsolutions.com | 7/28/2020 | Hired | | <input checked="" type="checkbox"/> | | | 9.00 | | |
| <input type="checkbox"/> | Roy Rogers1 | royrogers1@ngwebsolutions.com | 7/28/2020 | Hired | | <input checked="" type="checkbox"/> | Resume | Video | 1268.00 | | |

- If you wish to hire the applicant, please select '**Hire Applicant**' from the Actions dropdown list next to the applicant's name you wish to hire.

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

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

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

There are 2 pending hires for this job.

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

Hire On-line Applicant

☐ Hire from Previous Hire.

☐ Hire a candidate who did not apply.

☒ Travis Rogers12

Hire Previously Hired Applicants

There were not any previous hires.

Hire a candidate who did not apply on-line

| First Name | M.I. | Last Name | Email Address |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click '**Go to Step 2**'.

Hire an Applicant – JobX Only Hires

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

Validate Employees

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

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

Hire an Applicant– Compliance Validation – Warning or Fail

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.
- If the employee has warning or fail validations, you may click the 'Email' button to inform the student of the validation results.

Fill Job Step 2: Verify Applicants

Results for Travis Rogers12

| Validation Results | |
|-----------------------------------|---|
| ✗ CBC? | WARNING - The Student does not meet this requirement. |
| ✗ Credit6Flag? | WARNING - The Student does not meet this requirement. |
| ✓ CreditLess19Flag? | Credit hours less than 19 Validated |
| ✗ Enrolled? | WARNING - The Student does not meet this requirement. |
| ✗ I9 Status? | WARNING - The Student does not meet this requirement. |
| ✓ InternationalForm? | Form Completed / NA |
| ✓ PersonellStudentForm? | Form Completed / NA |
| ✓ VoluntaryDemographicStudentFor? | Form Completed / NA |

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

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

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

Hire an Applicant– Compliance Validation - Pass

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

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

Fill Job Step 2: Verify Applicants

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

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

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

[Continue to next step](#) [Cancel](#)

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JobX TimesheetX

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

Hire an Applicant – Hire Request for Approval For Both Workflow

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

The University of Texas Rio Grande Valley

Welcome, NextGen JobAdmin | Logout

Student Employees • Job • Timesheet • Reporting • Access & Audit • Uploads • Site Set up • Content • Help

Step 1 of 3: Create Hire Request Info

Job Title: Test On-Campus Direct Wage - 11/16/2023

First Name: Travis
Middle Name:
Last Name: Rogers12
Email Address: travisrogers12@utrgv.edu
Exemption Status:
Wage which will be paid to Employee: 12.00
Hours Per Week: 0.5

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:
Employment End Date:
Notes:
What type of hire is the employee? Choose one...
Will the employee be doing one of the following?
• Lifting, carrying, or pulling over 15 pounds?
• Operating heavy machinery? Such as floor waxing machines, forklift, etc.
• Standing or bending for long periods of time?
• Driving a university-owned vehicle, golf cart, or machinery?
If you answered yes to any of these questions, a pre-employment physical may need to be required of the employee prior to their start date.
Please email studentemployment@utrgv.edu for assistance in scheduling the pre-employment physical.

Yes/no to the above: No
Would the student be working a Dual Assignment? No
Would the student be working with a Visa? No
If yes, please specify type of Visa: Choose one...
Is this position grant funded? No
Primary Supervisor: Choose one...
Alternative Supervisors:
The data below will prefill from the Position. You can make changes here for fields that are allowed.
Select a Position: Choose one...
EMPL_Inst:
EMPL_Code_Type:
EMPL_Name:
Division:
Location:
Updated Location: Choose one...
Risk Status:
FTE:
REPORTS_TO:
FIRST_NAME:
MIDDLE_NAME:
LAST_NAME:
Mail Drop:
Cost Center/Project (Overage) 1: Choose one...
Percentage:
Cost Center/Project (Overage) 2: Choose one...
Percentage:
Cost Center/Project (Overage) 3: Choose one...
Percentage:
Cost Center/Project (Overage) 4: Choose one...
Percentage:
Create Hire

Hires

| Job Title | Cost Center | Wage | Hours | Start Date | End Date | Supervisor | Form / Status | Hire Status |
|-----------------------|---------------------------|---------|-------|------------|------------|---------------------------|---------------|-------------|
| JV - Job for Training | Student Employment - Test | \$12.00 | 6.00 | 11/01/2023 | 07/31/2024 | Test On-Campus Supervisor | | Active |

Awards

There are no awards to display.

Hire an Applicant JobX Only Hires with Missing Forms

The screenshot shows a web form titled "Email Hire - Forms Needed". It contains a section for selecting email recipients with four radio button options: "Hire requestor", "Student" (which is selected), "Both", and "Do not send e-mail". Below this, the "To:" field is populated with "travisrogers12utrgv@ngwebsolutions.com" and the "CC:" field with "studentemployment@utrgv.edu". A rich text editor toolbar is visible above the main body of the email. The body text reads: "Travis Rogers12, you have been recommended for hire for the following job: Department Name: Student Employment - Test Job Title: Test AmeriCorps - 11/16/23 Before you can start employment, you must meet certain requirements or criteria. Below, you will find a red X on the item or items that may prevent you from being hired. Be on the lookout for an email with specific instructions on how to complete any pending requirements. To access all required forms on your JobX User Dashboard, please click [here](#). Please contact the Financial Aid Office or the Student Employment Office should you have any questions or need further assistance." At the bottom, there is a text input field for "Additional recipients" and two buttons: "Email Hire - Forms Needed" and "Continue without Email".

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

Hire Requests – Pending Approval

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

Hires Pending

Filter by employer:

All Employers ▾

☐ Requests I've Submitted

☐ Requests for my employer(s)

Search by employee

First Name

Last Name

[Search](#) [Reset](#)

Hires Requests - Pending Forms & Approval(s)

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

Approved Hires - Pending Acceptance

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

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



Approved for Hire

Hire Approval Email – Pending Acceptance

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

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

Employee: Congratulations! You have been approved for work.

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

Hire Request Details:

Student Name: Sample Student

Email Address:

Position: Student Employee

Employer Name:

Primary Supervisor: Sample Supervisor

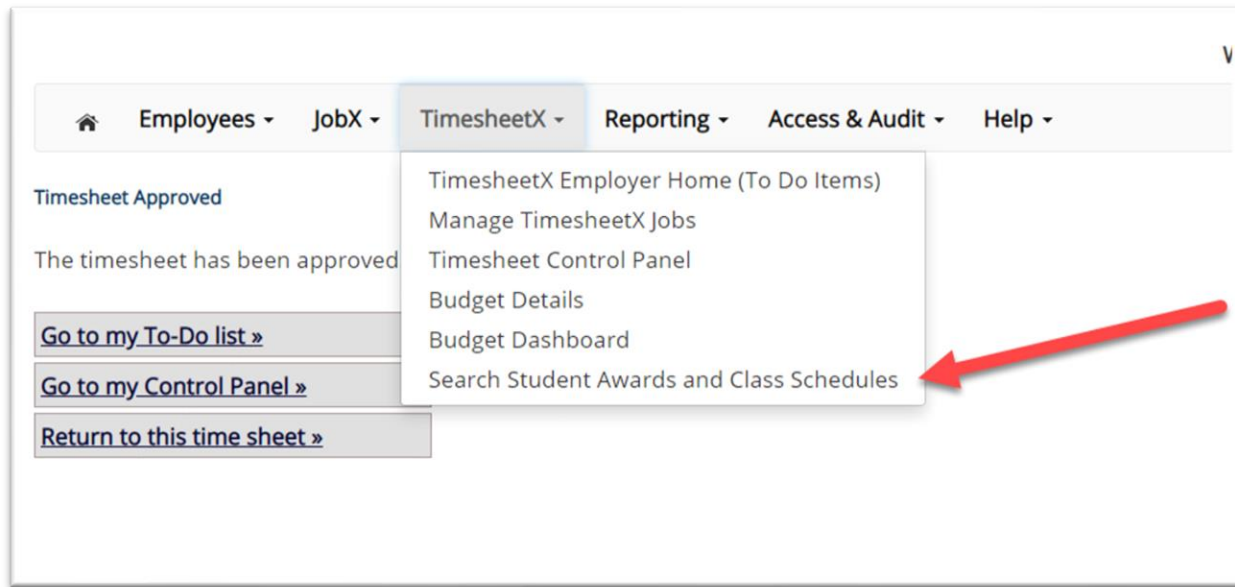
Dates: 08/20/2020 – 05/20/2020

Wage: \$8.00



Search Students

Search Student Awards & Class Schedule



- To quickly view student's award, employment eligibility flags, and/or class schedule information, click the 'Search Student Awards & Class Schedules' feature on the TimesheetX menu at the top of the screen.

Search Student Awards & Class Schedule

Supervisor Employee Search Panel

Find Employee information:

First Name:

Last Name:

Employee Id:

[Find Employees](#)

Search Results:

Employees

[Roy a Rogers1](#)

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

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

[Back to Search](#)

Roy a Rogers1

Employment Eligibility Forms & Details

| Criteria | Status |
|-----------------------|-----------|
| I9 Status | Completed |
| W4 Status | Completed |
| Direct Deposit Status | Completed |
| Net ID | rrogers1 |

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

Awards

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

Classes

Current Class Schedule

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

- Type the employee's last name or Employee ID, then click the 'Find Employees' button.
- Next, click the Employee's name to access their account.
- To view current, future, or past awards use the '**Display**' drop down menu to select your desired results.



Online Help

Online Help



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Online Help



Welcome to the Student Employment Portal



Applicants & Employees

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



On-Campus Employers

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



Off-Campus Employers

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

JobX & TimesheetX Manuals



0 articles

JobX - Administrators Online Help



21 articles

JobX - Supervisors Online Help



7 articles

JobX - Employee / Student Online Help



0 articles

TimesheetX - Administrator Online Help



7 articles

TimesheetX - Supervisor Online Help



5 articles

TimesheetX - Employee / Student Online Help

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

Online guides are available based on your login role.

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

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

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



Questions?

Please contact Student
Employment at
studentemployment@utrgv.edu.

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

