



Student Training

Training Agenda



Login to JobX & TimesheetX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Enter Time Worked



Submit Timesheet to Supervisor



Mobile Device Access



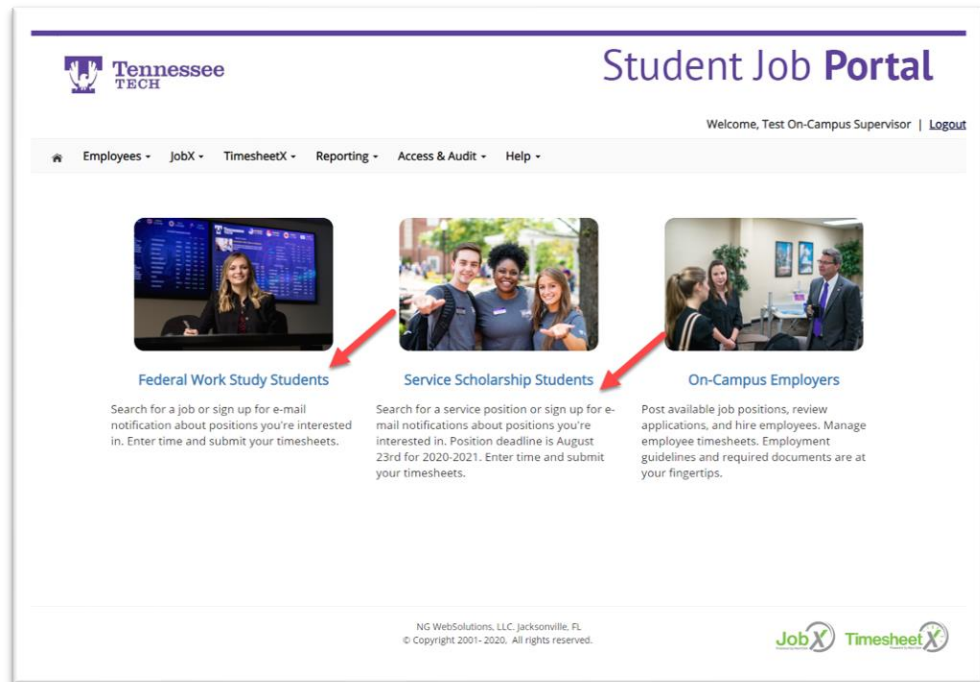


Login JobX & TimesheetX

Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Federal Work Study Students' or 'Service Scholarship Students' link to access the area of your choice.



Tennessee Tech University's JobX Site:

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

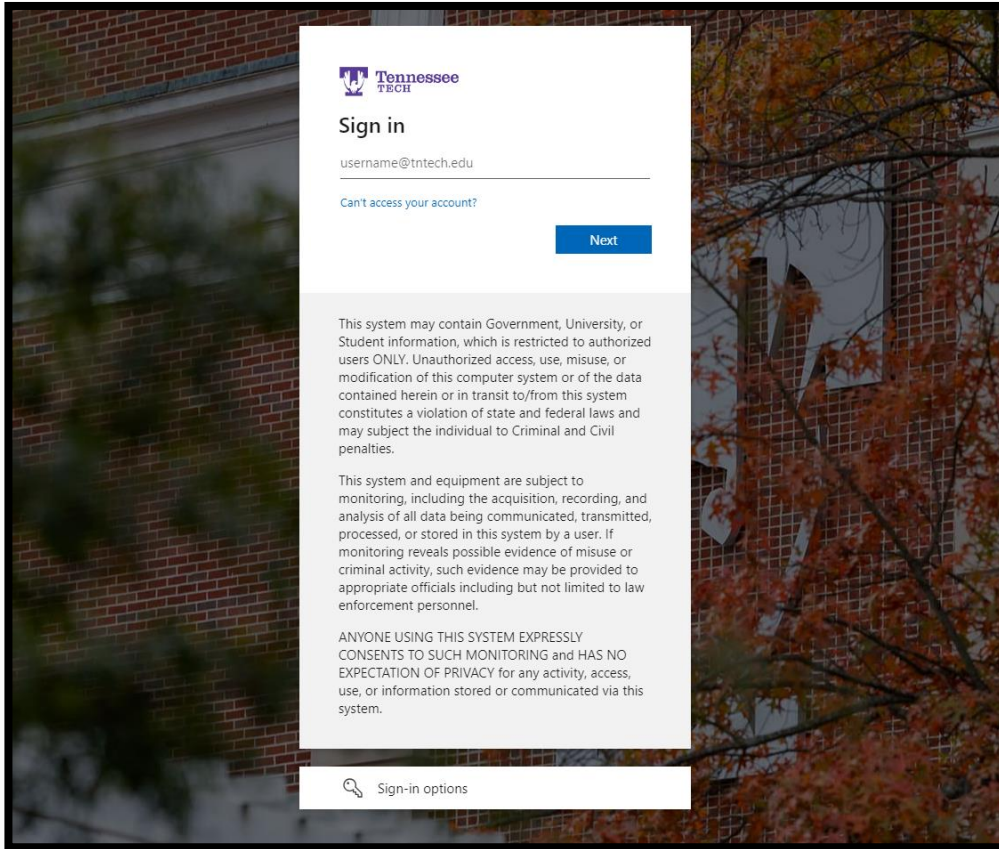
How to Login to JobX & TimesheetX

Step 1: Click 'Dashboard' for access to your timesheet or 'Find a Job' link to search for a job.

Federal Work Study Students

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time worked and submit your timesheets!

Information	Training and Resources	Job Portal
Welcome If you have been awarded FWS, this is where you will find an on-campus position to earn your award.	<u>JobX and TimesheetX Student User Manual</u> Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.	<u>Dashboard</u> Click here to review jobs you've recently applied for and to update your JobMail Subscription.
<u>FWS Overview</u> Learn more about the FWS employment process at Tech!	<u>Federal Work-Study Handbook</u> Click here to access the Federal Work-Study Handbook.	<u>Find a Job</u> Conduct either quick or advanced searches for available jobs. Submit an online job application.
<u>Forms</u> Download your I-9 and W-4 forms here. These are required in order to begin work.	<u>Career Readiness Certification</u> Tech students will want to consider Career Development's Career Ready Certification program for a convenient and powerful way to prepare for a successful transition into the workplace after graduation.	<u>Manage JobMail</u> Be the first to know when jobs matching your criteria become available.
<u>FAQ</u> Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.		<u>Enter your Timesheet</u> Click here to access your timesheet via TimesheetX.
		<u>Contact Us</u> Have questions? Click here and send us your questions, suggestions, or concerns.



Student Employee Login to JobX & TimesheetX

Login utilizing your Tennessee Tech SSO 'Username' and 'Password'.





JobMail

What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications



After JobMail setup you will receive notifications on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

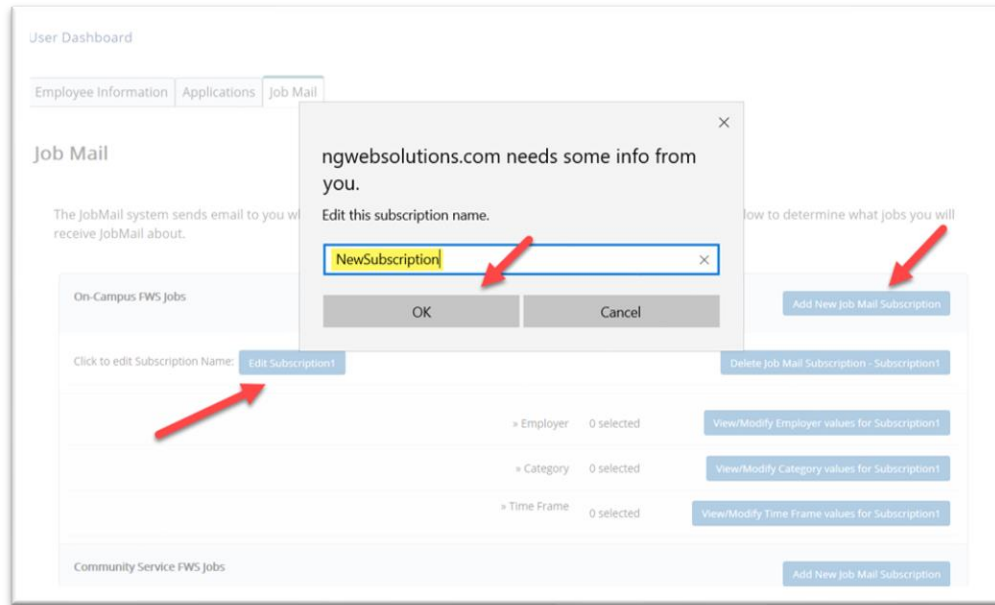
How to Access JobMail

Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Federal Work Study Students or Service Scholarship Students home page.

Federal Work Study Students
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time worked and submit your timesheets!

Information	Training and Resources	Job Portal
Welcome If you have been awarded FWS, this is where you will find an on-campus position to earn your award.	<u>JobX and TimesheetX Student User Manual</u> Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.	<u>Dashboard</u> Click here to review jobs you've recently applied for and to update your JobMail Subscription.
<u>FWS Overview</u> Learn more about the FWS employment process at Tech!	<u>Federal Work Study Handbook</u> Click here to access the Federal Work-Study Handbook.	<u>Find a Job</u> Conduct either quick or advanced searches for available jobs. Submit an online job application.
<u>Forms</u> Download your I-9 and W-4 forms here. These are required in order to begin work.	<u>Career Readiness Certification</u> Tech students will want to consider Career Development's Career Ready Certification program for a convenient and powerful way to prepare for a successful transition into the workplace after graduation.	<u>Manage JobMail</u> Be the first to know when jobs matching your criteria become available.
<u>FAQ</u> Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.		<u>Enter your Timesheet</u> Click here to access your timesheet via TimesheetX.
		<u>Contact Us</u> Have questions? Click here and send us your questions, suggestions, or concerns.

Configure your JobMail Subscription



- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, On-Campus Scholarship Hours) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription

Choose Employer(s) Close

Selected Items [Remove All Options]

Click [remove] to remove an item to the list

None selected

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing
- Center - Warrington
- Academic Programs - Milton Campus
- Admissions - Milton
- Admissions - Warrington
- Admissions and Information Center
- Antimicrobial Health

Click Done when complete

[Done]

[A red arrow points from the 'add' button next to 'Academic Computing' to the 'Add All Options' button]

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

[Three red arrows point to the 'View/Modify' buttons for Employer, Category, and Time Frame in the On-Campus FWS Jobs section]

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

Configure your JobMail Subscription

Choose Employer(s) [Close] [Remove All Options]

Selected Items

Click [remove] to remove an item to the list

Academic Computing Center [remove]

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Admissions, Health Programs [add]
- Adult Basic Education [add]

Click Done when complete [Done]

Job Mail

System sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will be notified about. [Save Subscription(s)]

FWS Jobs [Add New Job Mail Subscription]

Subscription Name: [Edit NewSubscription] [Delete Job Mail Subscription - NewSubscription]

» Employer 3 selected modified [View/Modify Employer values for NewSubscription]

» Category 1 selected modified [View/Modify Category values for NewSubscription]

» Time Frame 2 selected modified [View/Modify Time Frame values for NewSubscription]

Community Service FWS Jobs [Add New Job Mail Subscription]

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription(s)]

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

Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

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

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

Click to edit Subscription Name: [Edit NewSubscription](#)

» Employer 3 selected *modified*

» Category 1 selected *modified*

» Time Frame 2 selected *modified*

Community Service FWS Jobs

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

Choose Employer(s)

Selected Items [\[Remove All Options\]](#) [Close](#)

Click [remove] to remove an item to the list

Academic Computing Center - [\[remove\]](#)

Available Items [\[Add All Options\]](#)

Click [add] to add an item to the list

Academic Computing Center - Warrington [\[add\]](#) ^

Academic Programs - Milton Campus [\[add\]](#)

Admissions - Milton [\[add\]](#)

Admissions - Warrington [\[add\]](#)

Admissions and Information Center [\[add\]](#)

Admissions, Health Programs [\[add\]](#)

Adult Basic Education [\[add\]](#) v

Click Done when complete

[Done]

- When you're finished adding search criteria, click 'Done'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).

Configure your JobMail Subscription

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

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

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

[Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs

[Add New Job Mail Subscription](#)

There are no subscriptions for this job type.

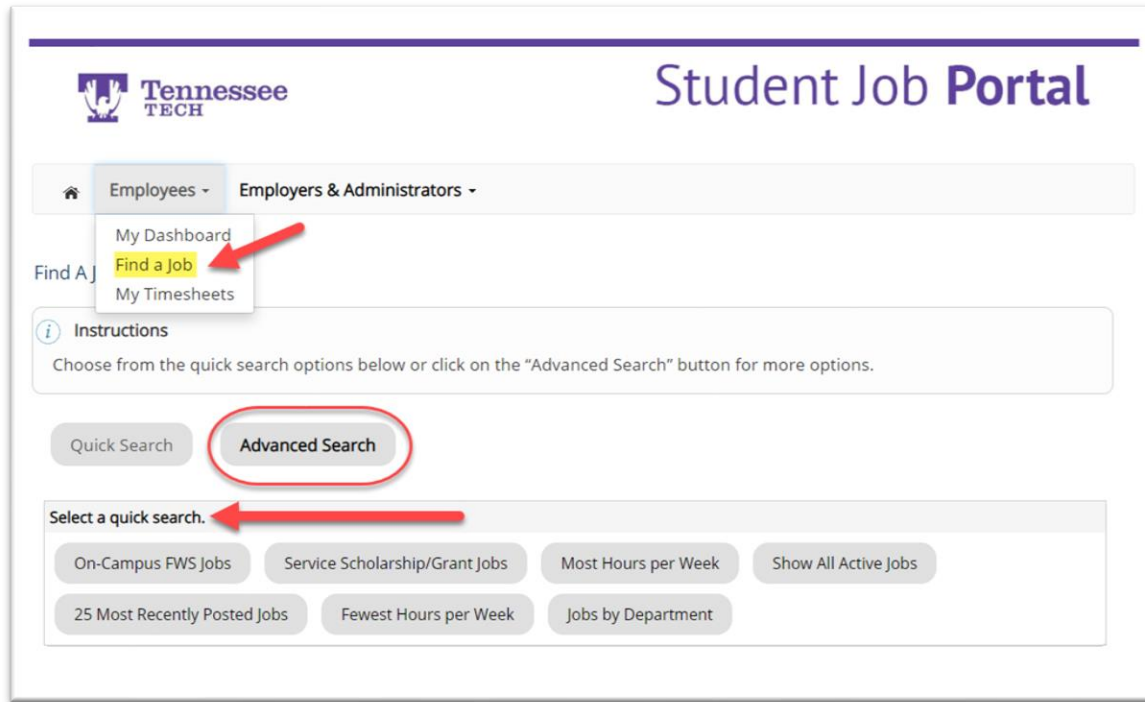
Changes must be saved to take effect. [Save Subscription\(s\)](#)

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



Find a Job

Quick Search



- Click the 'Find a Job' function from the Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ❖ Search by Job Type Population (On-Campus FWS or On-Campus Scholarship Hours)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

The screenshot displays the 'Student Job Portal' for Tennessee Tech. At the top, there are links for 'Employees' and 'Employers & Administrators'. Below this is a 'Find A Job' section with an 'Instructions' box. The 'Quick Search' and 'Advanced Search' buttons are visible, with a red arrow pointing to 'Advanced Search'. The 'Job Type(s)' section has radio buttons for 'On-Campus FWS Jobs' (selected) and 'On-Campus Scholarship Hours'. Below this is a 'Keyword(s)' search bar. A large red box highlights the search criteria sections: 'Categories' (with three dropdowns for Job Category), 'Employers' (with three dropdowns for Job Employer), 'Time Frames' (with checkboxes for Fall/Spring, Fall Only, and Spring Only), 'Wage' (with a 'Greater than' dropdown), and 'Hours per Week' (with 'Between' dropdowns). A red arrow points to the 'Search' button at the bottom.



Apply for a Job

Tennessee Tech - Disclaimer Statements

Tennessee TECH Student Job Portal

Employees - Employers & Administrators -

Find A Job

Instructions

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

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

[[Run a New Search](#)]

Disclaimer: On-Campus FWS Jobs

These jobs are available 20-21 Federal Work Study (FWS) students only. If you do not know your FWS status, check your financial aid screen on Eagle Online to see if you have been offered FWS. If you have been offered and accepted FWS, you may search and apply for these jobs. These jobs are limited in number and are available to FWS students who are enrolled in at least a minimum of 6 credits of classes. FWS jobs pay \$8.00 per hour.

PLEASE NOTE: You MUST have been offered and accepted Federal Work Study (FWS) award to be eligible for this job. If you have a FWS award, click "I agree" below.

Eligible for Federal Work Study (FWS) program is REQUIRED for this job. If you have been offered and accepted a FWS award, click "I agree" below. To inquire about your eligibility for this program, please contact Office of Financial Aid at financialaid@tnitech.edu.

Disclaimer: On-Campus Scholarship Hours

You must have been offered and accepted a University Academic Service (UAS) scholarship or grant to be eligible for this job. If you have accepted a service scholarship or grant, you are required to have a UAS position and complete the number of hours required by your award each semester.

If you have not accepted a UAS position one week prior to the start of classes, you will be placed in a position and expected to report to that job as instructed by your supervisor.

Students may only have one UAS job for the academic year. By accepting a UAS position, you are committing to that position for both the fall and spring semesters.

If you have any questions about your UAS scholarship or grant, please email scholarships@tnitech.edu.

In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for Multiple jobs with one single application!

The screenshot shows a web application interface for finding and applying for jobs. At the top, there are tabs for 'Employees' and 'Employers & Administrators'. Below this is a 'Find A Job' section with instructions: 1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button. 2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply. 3. To view the details of a job click on the Job Title. Below the instructions is a link '[Run a New Search]'. A red circle highlights the 'Apply for selected jobs' button. Below this is a section titled '25 Most Recently Posted Jobs'. It shows a list of jobs with columns for job title, employer, wage, openings, listed date, hours, location, category, and job type. Two jobs are visible: 'Test - UAS - Test Plan - 07-28-2020' by 'Scholarship Coordinator' and 'It' by 'Admissions'. Both jobs have a blue checkmark in the first column, indicating they are selected. Red arrows point to the checkmarks and the 'Apply for selected jobs' button.

Employees - Employers & Administrators -

Find A Job

Instructions

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

[Run a New Search]

Apply for selected jobs

25 Most Recently Posted Jobs

Show All results per page Refresh

Job Title	Employer	Wage	Openings	Listed	Hours	Location	Category	Job Type
Test - UAS - Test Plan - 07-28-2020	Scholarship Coordinator	See job details.	5	07/28/2020	10 to 37 hours / week	100 N. 17th St	Tutor	On-Campus Scholarship Hours
It	Admissions	\$8.00/hr	10	07/28/2020	10 / week	100 N. 17th St	Athletics Assistant	On-Campus FWS Jobs

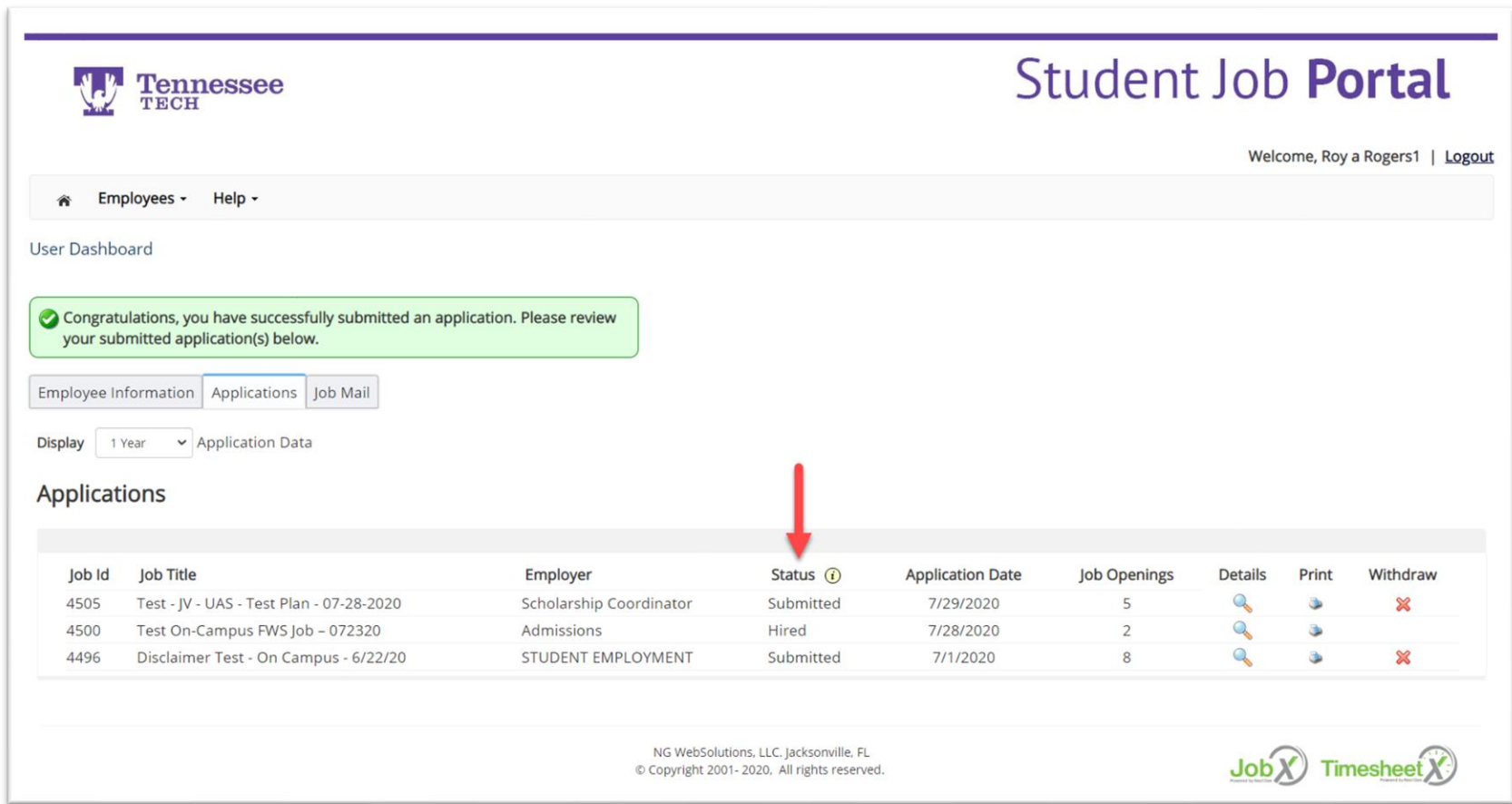
- Simply **click the box** next to one or more jobs you wish to submit an application.
- Then, **click** the 'Apply for Selected Jobs' button.

Apply for Multiple Jobs!

The screenshot shows the 'Student Job Portal' for Tennessee Tech. The user is logged in as 'Roy a Rogers1'. The page has a navigation bar with 'Employees' and 'Help' links. Below the navigation bar, there's a section titled 'Apply To Job' with an 'Instructions' box. The instructions state: 'Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered. Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.' Below the instructions, it says 'By submitting the application below, you will be applying for the following jobs: Test - JV - UAS - Test Plan - 07-28-2020 - Scholarship Coordinator'. The form is divided into two main sections: 'General' and 'References'. The 'General' section includes fields for 'First name' (Roy), 'Middle name' (a), 'Last name' (Rogers1), 'Email' (royrogers1@ngwebsolutions.com), 'T# *' (111111111), 'Resume' (with a 'Choose File' button and 'No file chosen' text), and a text area for 'Please list up to five skills that you consider to be strengths (ex. MS Excel, written communication, creativity, data entry)'. Below the resume section is a text area for 'In 250 words or less, please explain why you feel you're the best candidate for this job. *'. The 'References' section includes a note 'Please do not provide any immediate family members or relatives as a reference below.' and fields for 'Name', 'Email', 'Phone', and 'Relationship to you' (with a dropdown menu set to 'Please select'). A 'Submit' button is at the bottom of the form.

- Use one application to apply for one or more jobs!
- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.

Application Successfully Submitted



The screenshot shows the Tennessee Tech Student Job Portal interface. At the top, the Tennessee Tech logo is on the left, and the title "Student Job Portal" is on the right. Below the title, it says "Welcome, Roy a Rogers1 | Logout". A navigation bar contains "Employees" and "Help" dropdown menus. The main content area is titled "User Dashboard". A green message box states: "Congratulations, you have successfully submitted an application. Please review your submitted application(s) below." Below this, there are tabs for "Employee Information", "Applications" (which is selected), and "Job Mail". A "Display" dropdown is set to "1 Year" and "Application Data" is shown. A red arrow points to the "Status" column header in the "Applications" table. The table lists three applications: Job Id 4505 (Test - JV - UAS - Test Plan - 07-28-2020, Submitted), Job Id 4500 (Test On-Campus FWS Job - 072320, Hired), and Job Id 4496 (Disclaimer Test - On Campus - 6/22/20, Submitted). The footer includes "NG WebSolutions, LLC, Jacksonville, FL. © Copyright 2001- 2020, All rights reserved." and logos for "JobX" and "TimesheetX".

Tennessee
TECH

Student Job Portal

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

Employees ▾ Help ▾

User Dashboard

✓ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4505	Test - JV - UAS - Test Plan - 07-28-2020	Scholarship Coordinator	Submitted	7/29/2020	5			
4500	Test On-Campus FWS Job - 072320	Admissions	Hired	7/28/2020	2			
4496	Disclaimer Test - On Campus - 6/22/20	STUDENT EMPLOYMENT	Submitted	7/1/2020	8			

NG WebSolutions, LLC, Jacksonville, FL.
© Copyright 2001- 2020, All rights reserved.

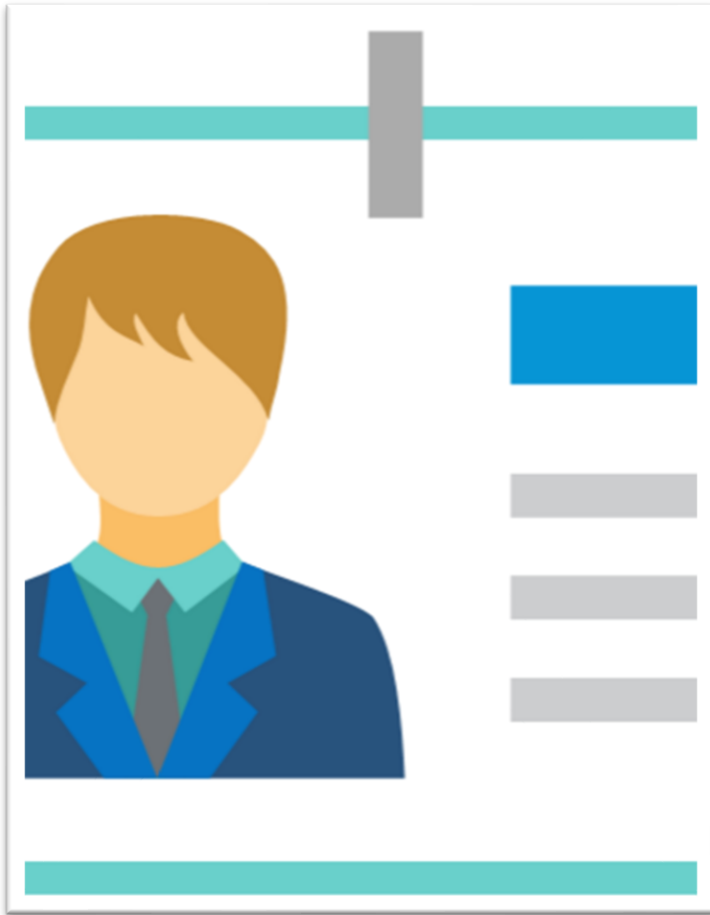
JobX TimesheetX

➤ Your application is successfully submitted when you received the Congratulations message.



My Dashboard

What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
 - ❖ **Applications:** Status, View, Print, Withdraw
 - ❖ **Hires:** Past /Current / Future
 - ❖ **JobMail Subscriptions**

My Dashboard: Access

The screenshot displays the Tennessee Tech Student Job Portal interface. The header includes the Tennessee Tech logo and the title 'Student Job Portal'. A user is logged in as 'Roy a Rogers1' with a 'Logout' link. The 'Employees' menu is open, showing 'My Dashboard' as the selected option. Below the menu, the 'User Dashboard' is visible, featuring tabs for 'Employee Information', 'Applications', and 'Job Mail'. The 'Employee Information' tab is active, showing a table of employment eligibility forms and details.

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Service Hours - Spring	45,000
Service Hours - Fall	45,000

At the bottom of the dashboard, there is a 'Display:' dropdown menu set to 'Current/Future' and a link to 'Employee Information'.

- To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Employees* menu.
- To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.

My Dashboard: Application

Tennessee TECH Student Job Portal

Welcome, Roy a Rogers1 | Logout

Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4505	Test - JV - UAS - Test Plan - 07-28-2020	Scholarship Coordinator	Submitted	7/29/2020	5			
4500	Test On-Campus FWS Job - 072320	Admissions	Hired	7/28/2020	2			
4496	Disclaimer Test - On Campus - 6/22/20	STUDENT EMPLOYMENT	Submitted	7/1/2020	8			

NG WebSolutions, LLC, Jacksonville, FL
© Copyright 2001- 2020. All rights reserved.

JobX TimesheetX

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

My Dashboard: Hires

Employee Information

Applications

Job Mail

Display:

Current/Future

 Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test On-Campus FWS Jobs - 052020	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)

- My dashboard provides real-time self-service access to past / current / pending hires.
- Click on the Employee Information Tab to see the status of your jobs.



Hired

Next Step: Approved for Hire

Once you receive your hire approval email

- ☐ Make sure you review the 23/24 Student Handbook for FWS or UAS to acquaint yourself with rules and regulations associated with either position.
- ☐ Please reach out to your supervisor to determine a work schedule that works around your class schedule that you are both comfortable with.
- ☐ Email this work schedule to your supervisor and cc: studentjobs@tntech.edu.



Timesheet Entry

Enter My Time Worked

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

Home Employees Help

My Times Find a Job you will find your jobs.

My Timesheets Manage My Profile

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Service Hours - Spring	45.000
Service Hours - Fall	45.000

Display: Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test - Application - Scholarship Hours	Admissions	\$0.00	07/22/2020	12/20/2020	[Redacted]	Active
Test On-Campus FWS Job - 072320	Admissions	\$8.00	07/01/2020	12/31/2020	[Redacted]	Active

- First, select 'My Timesheets' from the *Employees* menu.
- Next, click the 'Job Title' link to access your time sheets.

Start My Time Sheet

Tennessee TECH Student Job Portal

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

Home Employees ▾ Help ▾

Hire Time Sheets

Job Title Test - JV - Test Plan - 07-28-2020
Supervisor Test On-Campus Supervisor
Wage \$8.00
Start Date July 1, 2020
End Date December 31, 2020
Status Active

Time Sheets for Job: Test - JV - Test Plan - 07-28-2020

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
✗	07/1/2020-07/31/2020 Wednesday, July 01 - Thursday, July 30, 2020			Start time sheet

Pop-up Window:

This site says...

You are about to start a new time sheet for the pay period starting Wednesday, July 01. It will be due: Friday, July 31

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

- If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time. Click 'OK' button in the pop-up window.
- **Please Note:** If a timesheet has already been started, the link will say 'Go to time sheet' instead.

Add a New Time Sheet Entry for Time Worked



Student Job Portal

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Test - JV - Test Plan - 07-28-2020

T# 111111111

Status Incomplete

Pay Period 07/1/2020-07/31/2020

Deadline July 31, 2020 11:00 AM

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

07/1/2020-07/31/2020

Start - Wednesday, July 1, 2020

End - Thursday, July 30, 2020

Employee Deadline - Friday, July 31, 2020 (11:00AM)

Supervisor Deadline - Friday, July 31, 2020 (5:00PM)

Pay Date - Monday, August 10, 2020

[Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
There are no entries to display.							
Dismiss this time sheet if no hours will be worked for this pay period.							
Add New Entry Dismiss							

Class Schedule

➤ Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

Employee [Samuel d Rogers4](#)
Job Title [Business Analyst II](#)
Status Incomplete
Pay Period 6/1/2020 - 6/30/2020
Deadline *July 1, 2020 5:00 PM*

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Monday, June 1, 2020	Regular Hours	8:00AM	8:15AM	No Break	N/A	Add Cancel
Enter any notes here						

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Beginning Algebra (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:50 PM
Beginning Spanish I (details)	07/01/2019	06/30/2020	M	10:00 AM	10:50 AM
Intro to Sociology (details)	07/01/2019	06/30/2020	M W F	11:00 AM	11:50 AM

- Select the 'Date' of the time sheet entry column.
- Select the 'Start' time of the time sheet entry column.
- Select the 'End' time of the time sheet entry column.
- You may optionally add break minutes and notes, if applicable.
- You may enter a note, if desired.
- Click 'Add' to save your time sheet entry.

Add a New Time Sheet Entry for Time Worked

Tennessee TECH **Student Job Portal**

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Test - JV - Test Plan - 07-28-2020

T# 111111111

Status Incomplete

Pay Period 07/1/2020-07/31/2020

Deadline July 31, 2020 11:00 AM

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

07/1/2020-07/31/2020

Start - Wednesday, July 1, 2020

End - Thursday, July 30, 2020

Employee Deadline - Friday, July 31, 2020 (11:00AM)

Supervisor Deadline - Friday, July 31, 2020 (5:00PM)

Pay Date - Monday, August 10, 2020

[Submit Time Sheet »](#)

[Return to Hire »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Wednesday, July 01	FWS	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
Note:							
Add New Entry							
Total:					FWS	3 hrs	

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



Submit Time Sheet

Submit Time Sheet to Supervisor

Tennessee TECH **Student Job Portal**

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Test - JV - Test Plan - 07-28-2020
T# 111111111
Status Incomplete

Pay Period 07/1/2020-07/31/2020
Deadline July 31, 2020 11:00 AM

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

07/1/2020-07/31/2020
Start - Wednesday, July 1, 2020
End - Thursday, July 30, 2020
Employee Deadline - Friday, July 31, 2020 (11:00AM)
Supervisor Deadline - Friday, July 31, 2020 (5:00PM)
Pay Date - Monday, August 10, 2020

[Submit Time Sheet »](#)
[Return to Hire »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Wednesday, July 01	FWS	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
Note:							
Add New Entry							
Total:						FWS	3 hrs

- At the conclusion of the Pay Period, the employee will need to click the 'Submit time sheet' link to systematically pass their electronic time sheet to their supervisor for review and approval.

Submit Time Sheet to Supervisor

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

🏠 Employees ▾ Help ▾

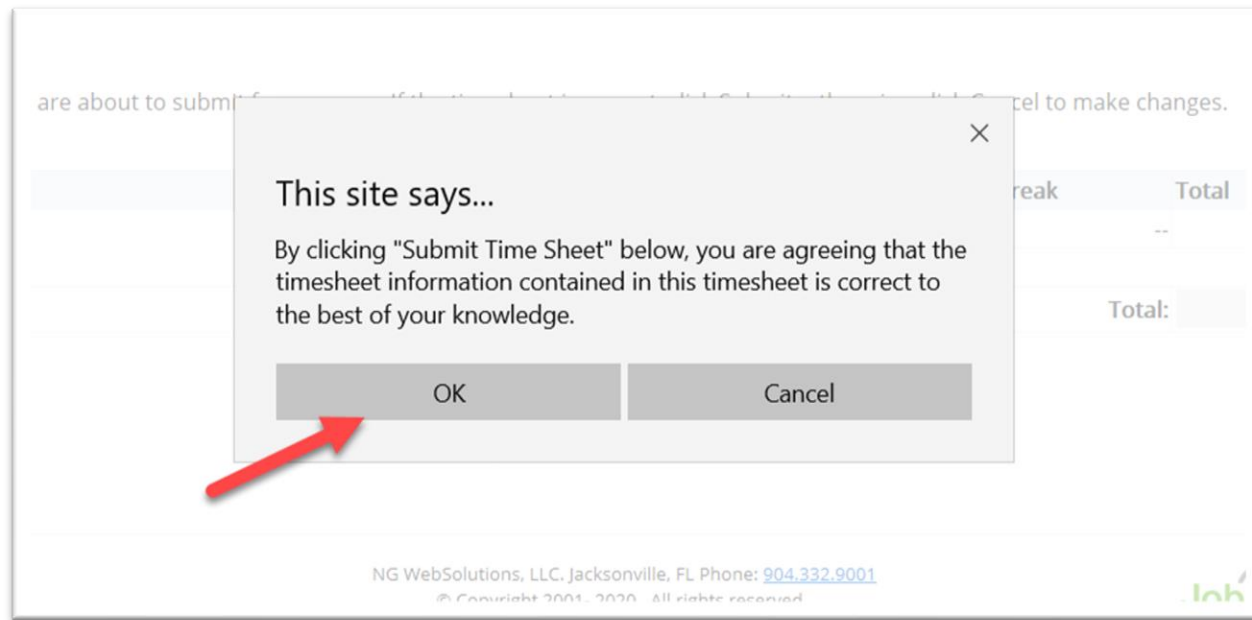
Review Time Sheet
Please review the timesheet you are about to submit for accuracy. If the timesheet is correct, click Submit; otherwise, click Cancel to make changes.

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
Wednesday, July 01	FWS	8:00 AM	11:00 AM	--	3 hrs
Note:					
Total:					FWS 3 hrs

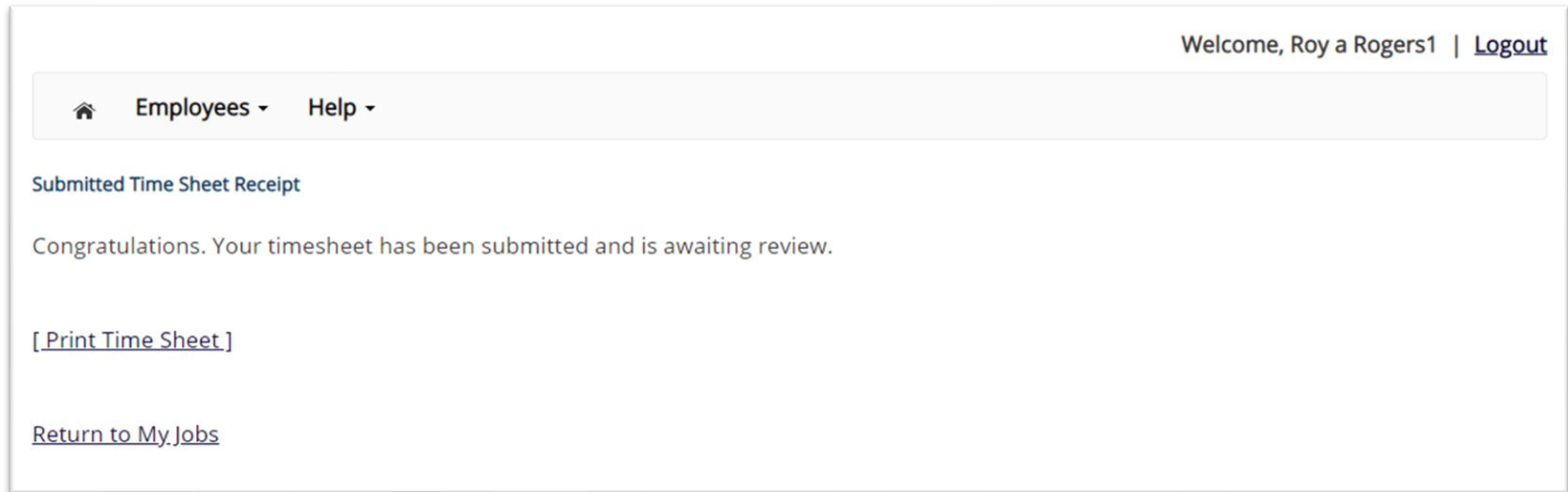
- Review the timesheet for accuracy then click the 'Submit Time Sheet' button.

Submit Time Sheet to Supervisor



- Click 'OK' to confirm. By clicking the 'OK' button, the employee is agreeing the time sheet information they've entered is correct to the best of their knowledge.
- This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

Submit Time Sheet to Supervisor



- Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue awaiting his/her review and approval.
- You will not be able to access your time sheet again unless your supervisor rejects it back to you during his/her review process.

Other Time Sheet Features

WHAT ELSE CAN I VIEW IN MY TIME SHEET?

Pay Period Information



Student Job Portal

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Test - JV - Test Plan - 07-28-2020

T# 111111111

Status Incomplete

Pay Period 07/1/2020-07/31/2020

Deadline July 31, 2020 11:00 AM

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

07/1/2020-07/31/2020

Start - Wednesday, July 1, 2020

End - Thursday, July 30, 2020

Employee Deadline - Friday, July 31, 2020 (11:00AM)

Supervisor Deadline - Friday, July 31, 2020 (5:00PM)

Pay Date - Monday, August 10, 2020

[Submit Time Sheet »](#)

[Return to Hire »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Wednesday, July 01	FWS	8:00 AM	11:00 AM	--	3 hrs	Edit	Delete
Note:							
Add New Entry							
Total:					FWS	3 hrs	

Hire Details

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

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

Manage Time Sheet

[Print Time Sheet]

Employee [Roy a Rogers1](#)
Job Title Test - JV - Test Plan - 07-28-2020
T# 111111111
Status Approved
Pay Period 07/1/2020-07/31/2020
Deadline July 31, 2020 11:00 AM

Pay Period Info Accruals **Hire Details** Awards Supervisors Accounts Notes

Hire Details
Title - Test - JV - Test Plan - 07-28-2020
Employee Classification - FWS
Cost Center - Admissions
Wage - \$8.00
Hire Start - Wednesday, July 1, 2020
Hire End - Thursday, December 31, 2020

Return to Hire »

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total
------	----------	-------	-----	-------	-------

Awards

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

Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title Test - JV - Test Plan - 07-28-2020

T# 111111111

Status Incomplete

Pay Period 07/1/2020-07/31/2020

Deadline July 31, 2020 11:00 AM

Pay Period Info

Accruals

Hire Details

Awards

Supervisors

Accounts

Notes

Return to Hire »

Awards

Federal Work Study	FWS Fall & Spring 2020 - 2021	\$1,500.00	\$1,500.00
--------------------	-------------------------------	------------	------------

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
------	----------	-------	-----	-------	-------	------	--------

Supervisors

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Test - JV - Test Plan - 07-28-2020
T# 111111111
Status Incomplete
Pay Period 07/1/2020-07/31/2020
Deadline July 31, 2020 11:00 AM

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

Primary Supervisor
Test On-Campus Supervisor

Secondary Supervisors
None

[Return to Hire >](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
------	----------	-------	-----	-------	-------	------	--------

Accounts

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

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

Manage Time Sheet

[Employee](#) [Roy a Rogers1](#)

[Job Title](#) Test - JV - Test Plan - 07-28-2020

[T#](#) 111111111

[Status](#) Approved

[Pay Period](#) 07/1/2020-07/31/2020

[Deadline](#) July 31, 2020 11:00 AM

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

Accounting Info

Effective Wednesday, July 1, 2020

Federal Work Study (FWS)	FWS Fall & Spring 2020 - 2021	100.0%	~\$24.00
--------------------------	-------------------------------	--------	----------

[Return to Hire »](#)

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

Time Sheet Entries

Notes

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

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

Manage Time Sheet

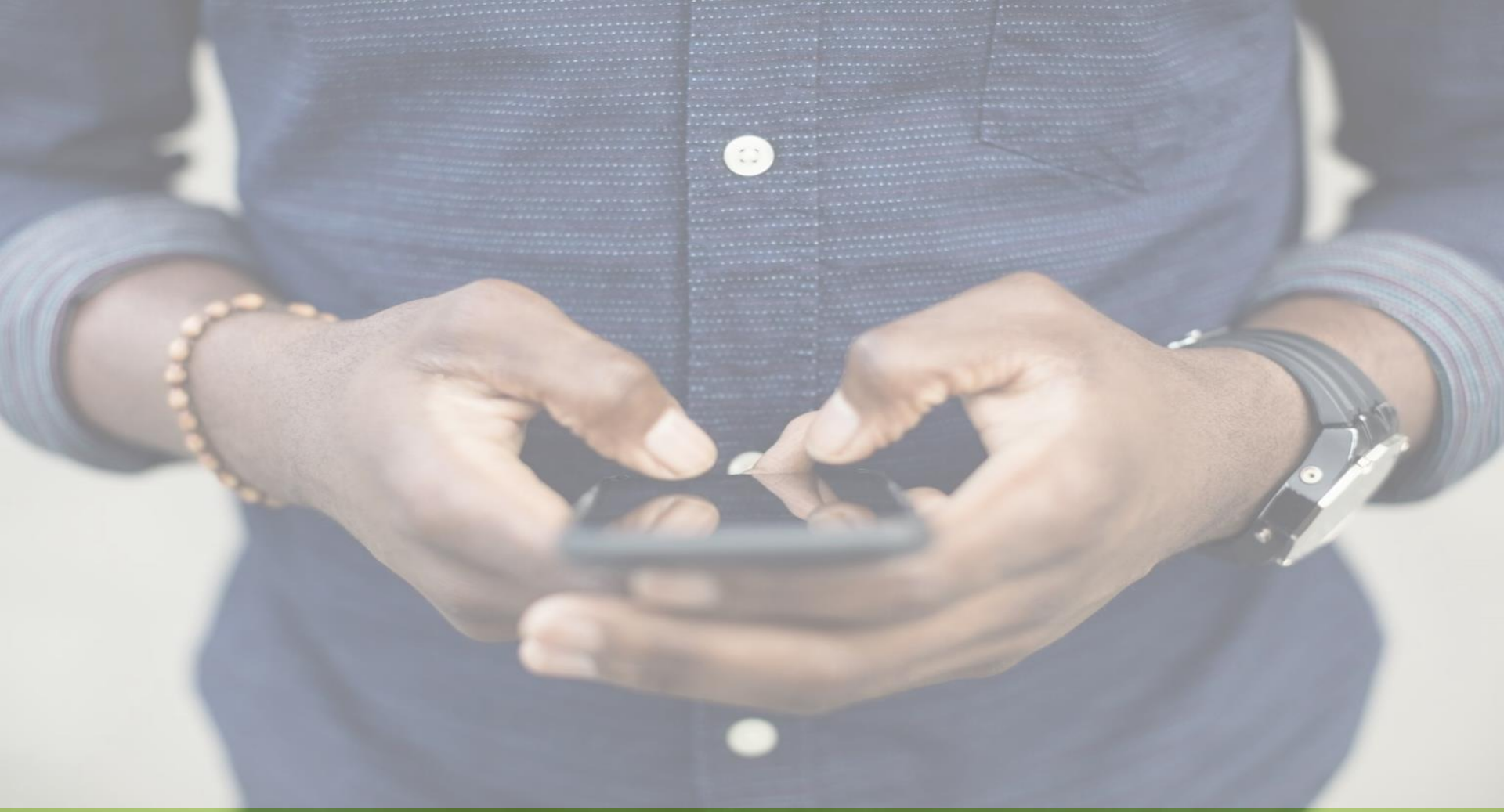
Employee [Roy a Rogers1](#)
Job Title Test - JV - Test Plan - 07-28-2020
T# 111111111
Status Incomplete
Pay Period 07/1/2020-07/31/2020
Deadline July 31, 2020 11:00 AM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)
Time Sheet Notes
[\[Add Note.\]](#)
There are no notes to display.

[Return to Hire »](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
------	----------	-------	-----	-------	-------	------	--------

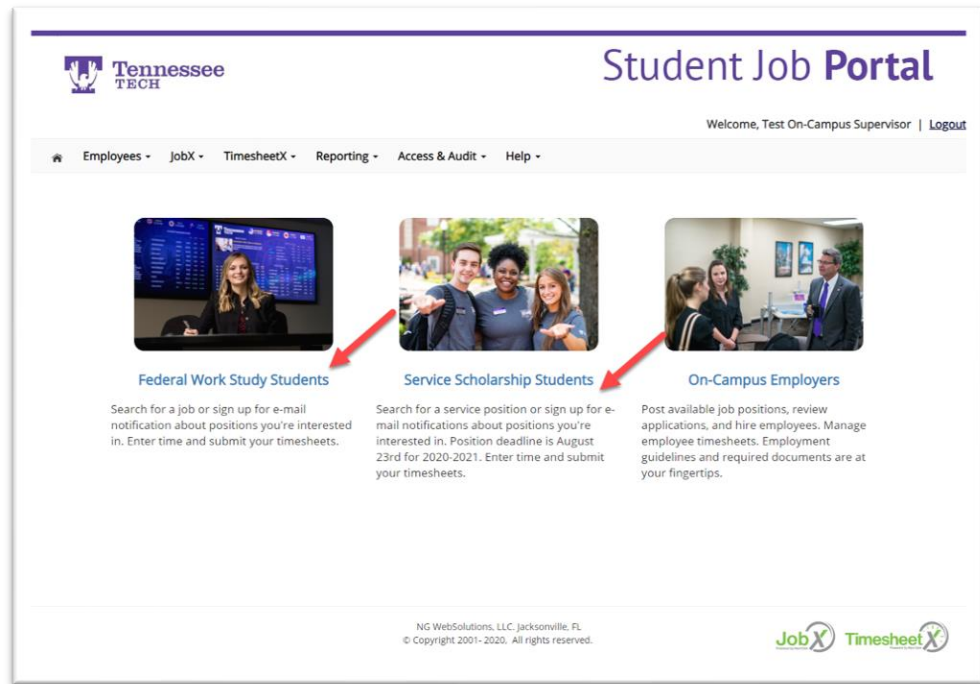


Mobile Device Access

Login to TimesheetX Mobile

Navigate to your school's customized JobX/TimesheetX Site.

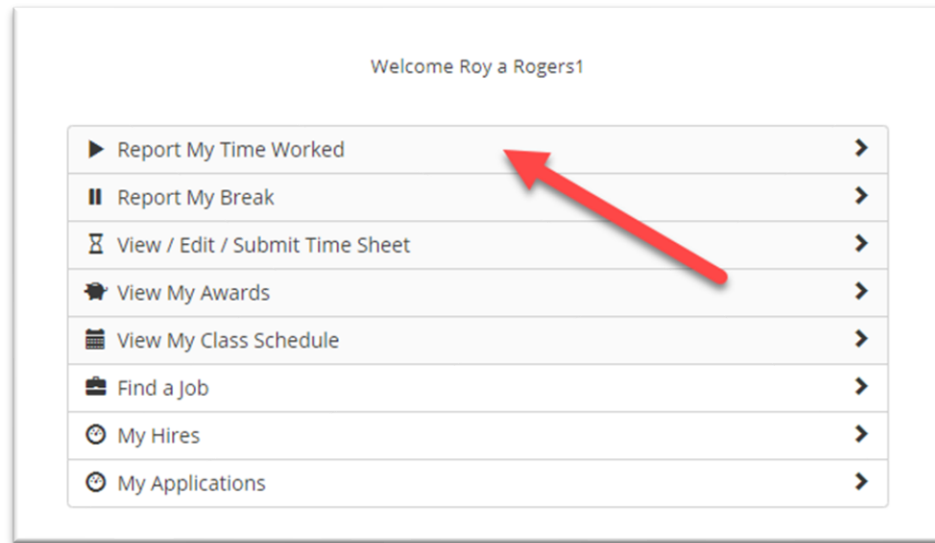
Then click on the 'Federal Work Study Students' or 'Service Scholarship Students' link to access the area of your choice.



Tennessee Tech University's JobX Site:

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

Mobile – Report My Time Worked



- To report time worked, click the 'Report My Time Worked' menu option.

Mobile – Clock In

Welcome Roy a Rogers1

Report My Time Worked

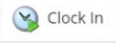
Admissions - Test Research Discovery FWS Job

Jul 31, 2019

Current System Time

09:13 AM

Eastern Standard Time

 Clock In

[View/Add Notes](#)

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
N/A

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock In Time for your
Admissions - Test Research Discovery FWS Job
9:15 AM Eastern Standard Time

[Log Out](#)

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To clock in, click the 'Clock In' button.
- The system time will be updated in the start field on your time sheet.
- A confirmation screen with the exact 'Clock In' time is presented.

Mobile – Clock Out

Welcome Roy a Rogers1

Report My Time Worked

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:17 AM
Eastern Standard Time

[View/Add Notes](#)

 Clock Out

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Time Worked

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Clock Out Time for your
Admissions - Test Research Discovery FWS Job -
9:18 AM Eastern Standard Time

[Log Out](#)

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

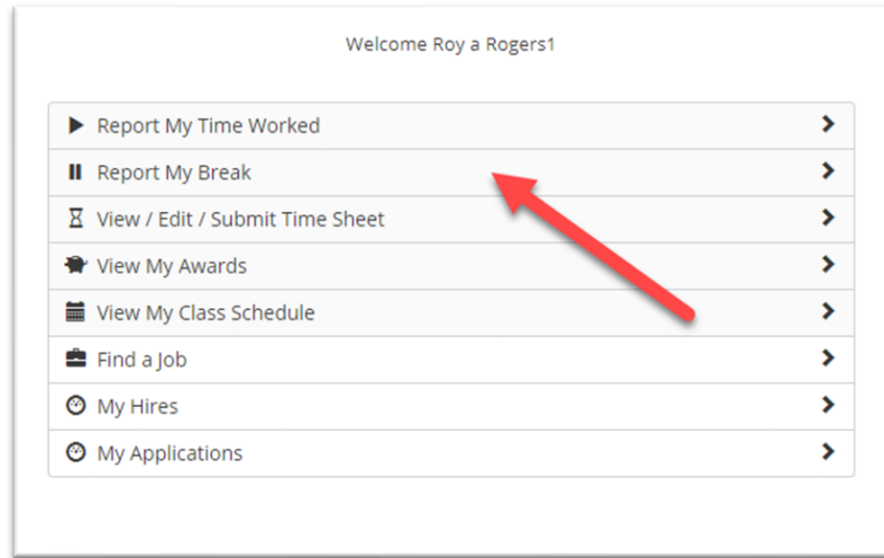
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To clock out, click the 'Clock out' button.
- The system time will be updated in the end field on their time sheet.
- A confirmation screen with the exact Clock Out time is presented.

Mobile – Report My Break



- If you have previously clocked into a job and now need to start your break, click the 'Report My Break' menu.

Mobile – Start Break

Welcome Roy a Rogers1

Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:28 AM
Eastern Standard Time

[View/Add Notes](#)

 Start Break

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break Start Time for your
Admissions - Test Research Discovery FWS Job -
9:28 AM Eastern Standard Time

[Log Out](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

- To start a break, click the 'Start Break' button.
- A confirmation screen with the exact 'Break Start' time is presented.

Mobile – End Break

Welcome Roy a Rogers1

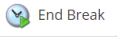
Report My Break

Admissions - Test Research Discovery FWS Job

Jul 31, 2019
Current System Time

09:30 AM
Eastern Standard Time

[View/Add Notes](#)

 End Break

[Submit Time Sheet](#)

Time sheet details

Time Sheet Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

Welcome Roy a Rogers1

Report My Break

Job: Admissions - Test Research Discovery FWS Job

Transaction successfully completed!

Break End Time for your
Admissions - Test Research Discovery FWS Job -
9:30 AM Eastern Standard Time

[Log Out](#)

Time sheet details

Time Sheet Status
Incomplete - Student

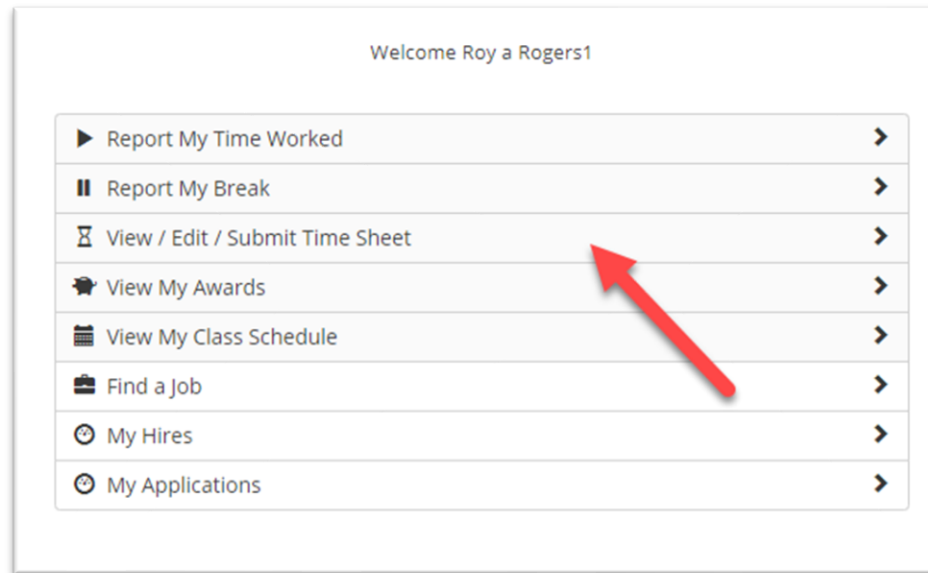
Pay Period
07/16/19 - 07/31/19

Time Sheet Deadline
Sunday August 4, 2019 11:59 PM

Supervisors
Test On-Campus Supervisor (primary)

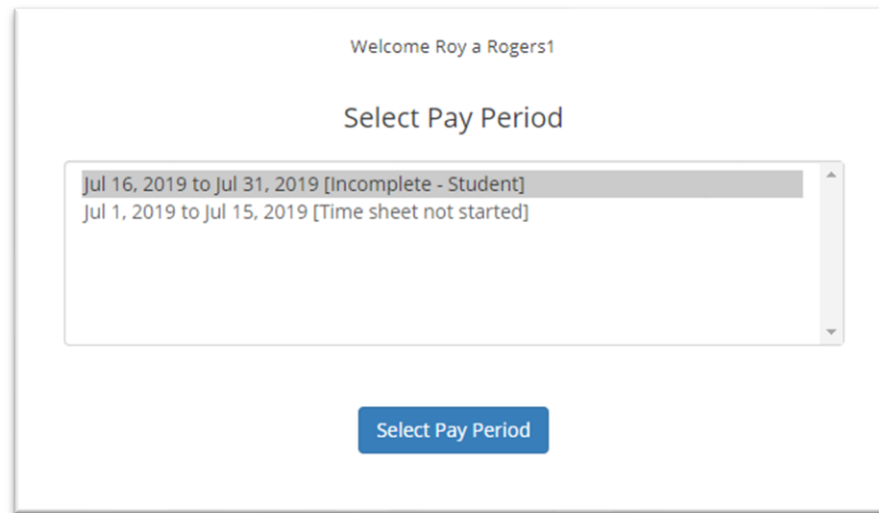
- To end a break, click the 'End Break' button.
- A confirmation screen with the exact 'Break End' time is presented.

Mobile – View / Edit / Submit Time Sheet



- To view/edit a time sheet or hand in a time sheet to the Supervisor for review/approval, click the 'View/Edit/Submit Time Sheet' menu option.

Mobile – View /Edit/ Submit Time Sheet



Welcome Roy a Rogers1

Select Pay Period

Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]
Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]

Select Pay Period

The screenshot shows a mobile application interface. At the top, it says 'Welcome Roy a Rogers1'. Below that is a heading 'Select Pay Period'. There is a list box containing two options: 'Jul 16, 2019 to Jul 31, 2019 [Incomplete - Student]' and 'Jul 1, 2019 to Jul 15, 2019 [Time sheet not started]'. The first option is highlighted. At the bottom of the list box is a blue button labeled 'Select Pay Period'.

- You must first choose the pay period for the time sheet they wish to view, edit, or submit.

Mobile – View Time Sheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31	
Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31	
Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31	
Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	--

Wednesday, July 31	
Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

Time sheet notes

Add a new note

[Add new note](#)

[Close](#)

If you wish to view your time sheet for one or more jobs, you can view each time sheet entry for each job, as well as, the total hours entered for the entire time sheet.

If you wish to View/Add Notes on your time sheet click the View/Add Notes link.

Mobile - Submit Time Sheet

Welcome Roy a Rogers1

Review Time Sheet ←

Time Sheet Entries

Wednesday, July 31	
Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31	
Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31	
Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	--

Wednesday, July 31	
Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins
[View/Add Notes](#)

Submit Time Sheet ←

Cancel

Before clicking Submit Time Sheet, review your time sheet entries to ensure they are accurate.

Mobile – Submit Time Sheet

Welcome Roy a Rogers1

Manage Time Sheet

Time sheet details

Employee
Roy a Rogers1

Job Title
Test Research Discovery FWS Job - 073119

Status
Incomplete - Student

Pay Period
07/16/19 - 07/31/19

Deadline
Sunday August 4, 2019 11:59 PM

Time Sheet Entries

Wednesday, July 31

Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31

Start	9:28 AM
End	9:28 AM
Break	--
Total	

Wednesday, July 31

Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	

Wednesday, July 31

Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL
8 mins

[View/Add Notes](#)

[Submit Time Sheet](#)

Next, click 'Submit Time Sheet' button to submit your time sheet to your Supervisor to review and approve.

Mobile - Submit Time Sheet

Review Time Sheet

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



Wednesday, July 31	
Start	9:15 AM
End	9:18 AM
Break	--
Total	3 mins

Wednesday, July 31	
Start	9:28 AM
End	9:28 AM
Break	--
Total	--

Wednesday, July 31	
Start	9:28 AM
End	9:30 AM
Break	2 mins
Total	--

Wednesday, July 31	
Start	9:30 AM
End	9:35 AM
Break	--
Total	5 mins

TOTAL

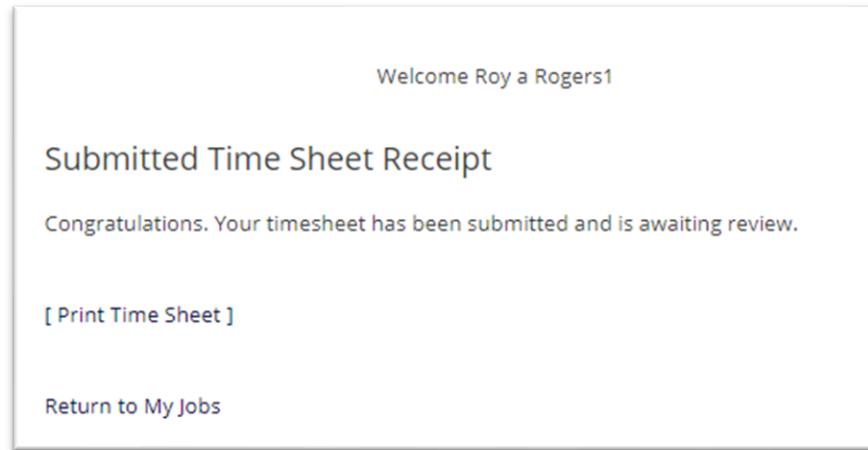
8 mins

[View/Add Notes](#)

Click 'OK' to confirm. By clicking the 'OK' button, you are agreeing the time sheet information you've entered is correct to the best of your knowledge.

This step replaces the wet signature on a paper time sheet with an electronic signature on this paperless time sheet.

Mobile – Submitted Time Sheet Receipt



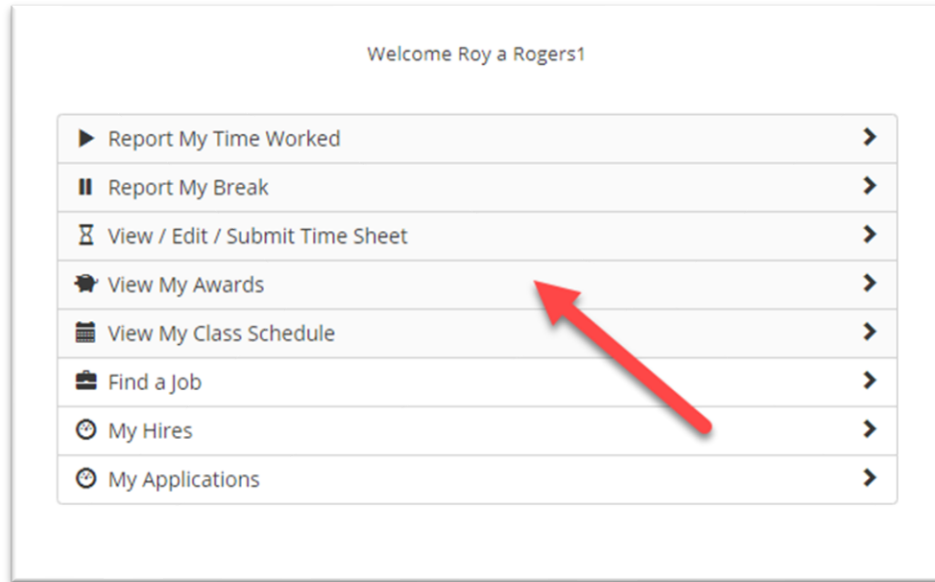
Your time sheet has been placed in your Supervisor's TimesheetX pending approval queue waiting for review and approval.

You will not be able to access your time sheet again unless your supervisor rejects it back to you during the review process.

Other Mobile Features

WHAT ELSE CAN I VIEW IN MOBILE ACCESS?

Mobile – View My Awards



- To view awards and balances, click the 'View My Awards' menu option.

Mobile – View My Awards

[<< Back to My Timesheets Home](#)

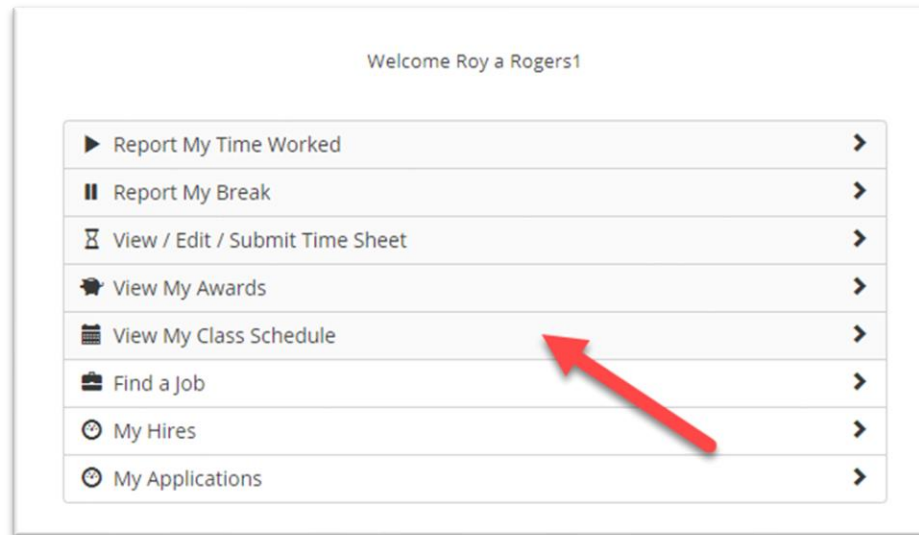
Welcome Roy a Rogers1

My Awards

Award Name:	Federal Work Study
Award Term:	FWS Academic Year 2018 - 2019 (08/16/18-08/31/19)
Original Award Amount:	\$3,500.00
Current Award Balance:	\$3,355.00

- You can view your award year, award type(s), original award amount(s) and remaining award balance(s).

Mobile – My Class Schedule



- To view your class schedule in TimesheetX, click the 'View My Class Schedule' menu option.

Mobile – My Class Schedule

Welcome Roy a Rogers1	
My Class Schedule	
Coll Readng&Stdy Skl	
Start Date	06/01/2019
End Date	12/31/2019
Days	Tu Th
Start Time	11:00 AM
End Time	12:15 PM
Pre-Algebra	
Start Date	06/01/2019
End Date	12/31/2019
Days	Tu Th
Start Time	12:30 PM
End Time	2:20 PM

- This feature enables you to quickly access your current class schedule for reference to ensure time is not worked during a scheduled class.

Questions?

Please contact the Office of
Financial Aid:

studentjobs@tnitech.edu

