



**Student Supervisors  
Training Guide**

## Step by Step Instructions

The following screens will take the student supervisor through each step of the process from creating a log in, posting a job and hiring a student employee.



## On-Campus Supervisors

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



### Student Employment Information

#### Important Dates

- **Monday, September 8, 2021** - This is the first-day students may begin working on campus for the academic year.
- **Friday, December 17, 2021** - This is the last day students may work on campus for the fall semester.
- **Tuesday, January 25, 2022** - This is the first day that students may begin working on campus for the spring semester.
- **Thursday, May 12, 2022** - This is the last day students may work on campus for the spring semester.

#### On-Campus Supervisor Training

Click here to access the On-Campus Supervisor Training in PDF format.

#### Employment Forms

In order to be put on the Skidmore College Student Payroll, students will need to complete federal and state required forms.

Click the above link for Student Employment Hiring Paperwork (i.e. W4, I9, etc.) and helpful information regarding the Skidmore Work Study program.

**Please note that students who do not have a completed I-9 on file in our office can not apply for jobs. Also, any students who have not yet been hired via the Student Employment Program website may not begin working.**

### 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 Login

Click above if you are an On-Campus Supervisor who has **never** logged in before.

**Students can not request a login to use the online employment system. The request user login is for Skidmore Faculty and Staff only.**

#### Student Employment Program Handbook

Policy and Procedures Manual for Student Employment Program.

#### JobX & TimesheetX Supervisor Training Program

#### 2021-2022 Payroll Schedule

#### Student Employee Statement of Earnings, Taxes, and Deductions

Students are able to log in and view their earnings on a per-pay period basis for every period they have been paid while at Skidmore College.

- The following information is required:
  - First Name
  - Last Name
  - School E-mail address
  - Password
  - Employer (select your primary department from the list)
  - Job Title
- Click “Submit” to send your request to the Student Employment Coordinator.
- The Student Employment Coordinator will contact you when your login has been reviewed and approved.

[Home](#)
[Employees](#)
[JobX](#)
[TimesheetX](#)
[Reporting](#)
[Access & Audit](#)
[Site Set up](#)
[Content](#)
[Help](#)

### Request Log in permission

#### Request Permission To Use This Site

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

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Full Email Address <small>Example: yourself@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>

Choose a Password  
Passwords are case-sensitive.

Enter Password:  \*\*\*  
 Re-Enter Password:

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

Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text"/> <small>***</small>

**Notes**  
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire students in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

☐ I'm not a robot
 

reCAPTCHA  
[Privacy](#) - [Terms](#)

Submit



## Skidmore Student Employees

Review student employment opportunities and apply for a job right online - click on the words "Skidmore Student Employees" above to start the process. Required employment forms (I-9 and Payroll) are also available by clicking the heading. Students **do not** need to create a login to search for jobs, but will need to create a login to apply for any jobs. **You must have an I-9 on file in the Financial Aid Office in order to create a login and apply for jobs.**



## Student Supervisors

It is required that all student employees are hired through this student employment online hiring process. Supervisors are able to post available student employment positions, review applications, and hire student employees. Click on "Student Supervisors" above top get started!



## Community Service Federal Work-Study Program

A variety of positions are available at local approved non-profit agencies and schools. Please note: To apply for any of the "Off Campus" Community Service opportunities, a student must have been awarded Federal Work-Study not Skidmore Work-Study as part of **their** financial aid package. Click the above link to learn about the various opportunities.



## Off-Campus Employers

The Skidmore College Student Employment Program handles and directly facilitates only on-campus student employment. However, we actively support your interest in hiring a Skidmore student. To advertise available positions at local businesses, email job information to the Financial Aid Office at [stuemp@skidmore.edu](mailto:stuemp@skidmore.edu).

**Once your login has been approved you will have access to the system. Navigate to <https://skidmore.studentemployment.ngwebsolutions.com> and click "Student Supervisors."**



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**Student Employee Statement of Earnings, Taxes, and Deductions** Students are able to log in and view their earnings on a per-pay period basis for every period they have been .


**Click “JobX Login”**



**Attention!**

You are required to log-in to use the system. Enter your username (email address) and password. By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

**Employers:** Don't have a password? Request permission to post jobs by clicking [here](#) or forgot password, please click [here](#). 

**Students:** First time logging in or forgot your password, please click [here](#).


**Please Log in!**

Email Address

Password

Login

**If you forgot your password click the link “here” after forgot password above.**

	Employees	Employers & Administrators
---	-----------	----------------------------

If this is your first time logging in or you forgot your password...

Please enter your email address below. A link to reset your password will be sent to you by email.

**Please be sure to enter your email address carefully.** For security reasons, the system will NOT notify you if there is no matching email address. Enter in exact form the email address you used originally to register for this site.

Your email address:

**Enter the e-mail address you used when you signed up.**

**Click “Submit”**

Please check your email in a few minutes for instructions to reset your password.

If you have not received an email within that time, please click the BACK button and be sure:

- You do not have any typos in the email address you submitted.
- You entered the email address that you originally used to register for this site. The email addresses must match exactly.
- Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please [contact the Student Employment administrator](#).

**Check your e-mail after a few minutes to reset your password.**



## On-Campus Supervisors

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**Click “JobX Login”**

Click on “Add a Job”

Job Control Panel



Employer Name:

Show Jobs From All My Employers

Job Status:

- ☐ Listed Jobs (0)
- ☐ Pending Approval (0)
- ☐ Review Mode (0)
- ☐ Storage Mode (0)
- ☒ Show My Jobs Only

Result Filters: Employer: All Available [Reset Filters](#)

[Add a Job](#)

Search Title, Description,

[Search](#)

-- Select Action Below --

[Apply Action](#)



1 to 0 of 0 | << < > >> |

Under “Please choose an Employer/Department” choose the Employer Group which applies to the job you wish to post. Then click on “Go to next step.”

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

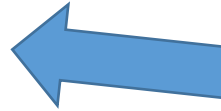
You are adding a brand new job to the web site for:

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

**Please Choose an Employer/Department**

Choose Employer ▾

Go to next step



Complete all the fields below.

• Welcome, Test User1 | [Logout](#)

- You are adding a brand new job to the web site for:
- **Employer:** History [Change](#)
- 
- >> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live
- 
- **Job Category \*** [«?»](#)
- **Job Title (Example: Front Desk Receptionist)**
- **Job Description** \*Please be as detailed as possible.
- **Job Requirements** \*Please be as detailed as possible.
- **Number of Available Openings (The number of students you wish to hire)**
- **Hours per Week** (make a selection under both drop down boxes)



Second page of job posting

**Start Date** Please enter **either** an exact date in the form mm/dd/yy **or** a brief description (i.e., "ASAP").

- **End Date** Please enter **either** an exact date in the form mm/dd/yy **or** a brief description (i.e., "At completion of project").
- **Time Frame** (Use drop down box to make selection).
- **Base pay rate:** (The higher rate of pay is reserved for those student employees that would have a supervisory role.)
- **Every job must have one primary contact person. It may also have any number of secondary contact people.**
- Select a Primary Contact Person: Choose One: \_\_\_\_\_ (use drop down box to select)

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
- Fax Number
- Email
- Location
- **Secondary Contact People** [«?»](#) Ctrl + click to select multiple (use drop down box to select)

Submit

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Timer  
01:51:28

## Pending Job Application - American Studies - test

		<a href="#">(re-enter to commit)</a>
Student ID *	<input type="text"/>	
Resume	<input type="button" value="Choose File"/> No file chosen	
Have you completed and submitted an Employee Eligibility Verification Worksheet (I-9)? *	<input type="button" value="Please select"/> ▼	
<p><i>If you answered yes, please continue completing the application. If you answered no, at this time you need to download an I-9 form (located on the Forms page on the Student Employment website), complete it and submit to the Student Aid Office before completing this application. An I-9 needs to be on file before a student can be hired to work on campus.</i></p>		
What is your class year? *	<input type="button" value="Please select"/> ▼	
What is your academic major? *	<input type="text"/>	
What skills can you bring to the position? *	<div><div></div></div>	

## Second page

Why are you interested in this position? \*



When are you available to work? \*



*For example: Monday 1 p.m. to 3 p.m.; Wednesday 8:30 a.m. to 11:30 a.m.*



Did you receive Federal Work-Study funds as part of your financial aid award? (This does not include Skidmore Work Award.) \*

Please select ▼



By submitting an application for campus employment you are accepting responsibility for knowing, understanding and following the policies and procedures outlined in the Student Employment Program Handbook. You are prohibited from disclosing all confidential or sensitive data to which you may have access through your campus employment. You are strictly prohibited from sharing information in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Any kind of disclosure will be cause for dismissal from the campus work program.



Save Application

Suggestions for questions on next slide

- **Select “Right Now” from the list on question #1 if you want the job to be reviewed for approval immediately.**
- **If you want to save the job for later, select ‘Sometime Later’ or designate a specific date in the future. The job will go to Storage for later review.**
- **If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list. You may choose to list your job up to 100 days (14 Weeks, 2 days).**
- **If you want the job to be posted until you close the job, select ‘Until I close the job.’**
- **Your job will be submitted to the Student Employment Coordinator for approval.**
- **\* If you do not close a job by the end of the academic year, it will automatically close. Jobs need to be created each academic year.**

You are adding a brand new job to the web site for:

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

---

## American Studies - test

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

1. When do you want the job to be reviewed for approval?  ▼
2. Do you want the job listed immediately after it is approved?  ▼
3. For how many days do you want the job to be listed on the site?  ▼

When all the above information looks correct...

[Click here to finish!](#)

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


## History - Student Employee

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 your job.**



**Employer Type:**  
 -- All On Campus --

**Employer Name:**  
 -- Show all jobs --

**Job Status:**  
☒ Listed Jobs (40)  
☐ Pending Approval (4)  
☐ Review Mode (673)  
☐ Storage Mode (610)  
☐ Deleted (178)

[Approve External Jobs](#)

**Job Type:**  
 Choose Job Type

**My Jobs:**  
☐ Show My Jobs Only

Result Filters: Job Status: Listed  
 Employer Type: All On Campus [Reset Filters](#)

[Add a Job](#)

Search Title, Description,

[Search](#)

-- Select Action Below --

[Apply Action](#)

☐ Select/Deselect All

Show 25 results per page

1 to 25 of 40 | << < > >> |

## Student Assistant

Applications: [7 \(7 New\)](#)

Employer: Art

☐ Job Id: 6433  
 Contact Person: Joanne Mary Vella  
 Wage: \$11.80 /hr

Status: Listed  
 Location:  
 Skidmore College Art Department  
 815 North Broadway Saratoga  
 Springs, NY 12866

Listed: 09/21/21  
 Job Type: On-Campus  
 Jobs

Actions

## Studio Assistants

Applications: [3 \(3 New\)](#)

Employer: Art

☐ Job Id: 4132  
 Contact Person: kathleen Leavitt  
 Wage: \$11.80 /hr

Status: Listed  
 Location:  
 107 Saisselin

Listed: 09/15/21  
 Job Type: On-Campus  
 Jobs

Actions

If you would like to view or edit your job details, click the “Listed Jobs box.”  
 Then click on the listed job that you would like to view.

### Manage Job

Job Title	Employer	Status	Job Type
Student Assistant	Art	Listed	On-Campus Jobs
Additional details about this job's status:			
» This job is currently listed on the site.			
» It will not de-list until it is manually taken down.			

#### Update Status

Listed

Cannot list job because it has 0 openings.

Review Mode

» Click to change to

Storage

» Click to change to

#### Manage Application

This job is configured to collect online applications.

Edit, view or remove the online application.

#### View Applicants

7 applications have been submitted for this job, 7 of which are new.

» View Applications

#### Hire Student

You may not hire a student because this job has zero openings. You must first [edit the job](#) to increase the number of openings.



[Edit this Job](#)

**You may edit your job posting, view the application, or request that the job status be changed.**

**The job will be posted once the Student Employment Coordinator approves the job. This may take up to 24 hours.**

**Anytime during the academic year, you are able to post a job for students to review. As long as your department still has student employment funds available in your budget.**

**For summer employment, please contact Human Resources.**





**Your Job is Approved!**



## Reviewing Applications

When you're ready to view applications from your control panel, click on the number of applications you have.

## Job Control Panel

**Employer Type:**  
-- Show all Employer Types --

**Employer Name:**  
-- Show all Employers --

**Job Status:**  
☐ Listed Jobs (24)  
☐ Pending Approval (3)  
☐ Review Mode (687)  
☐ Storage Mode (595)  
☐ Deleted (181)  
[Approve External Jobs](#)

**Job Type:**  
Choose Job Type

**My Jobs:**  
☐

<u>Test</u>				Applications: <a href="#">0</a> (0 New)	Employer: Student Employment Office-TEST
<input type="checkbox"/>	<b>Job Id:</b> 6347 <b>Contact Person:</b> Test On-Campus Supervisor <b>Wage:</b> \$11.80 /hr	<b>Status:</b> Listed <b>Location:</b> PO BOX 5 Jacksonville FL 32216	<b>Listed:</b> 10/15/21 <b>Job Type:</b> On-Campus Jobs		Actions

<u>Test</u>				Applications: <a href="#">1</a> (1 New)	Employer: Student Employment Office-TEST
<input type="checkbox"/>	<b>Job Id:</b> 6349 <b>Contact Person:</b> Test On-Campus Supervisor <b>Wage:</b> \$11.80 /hr	<b>Status:</b> Listed <b>Location:</b> PO BOX 5 Jacksonville FL 32216	<b>Listed:</b> 10/26/21 <b>Job Type:</b> On-Campus Jobs		Actions

<u>test 102221</u>				Applications: <a href="#">1</a> (1 New)	Employer: Student Employment Office-TEST
<input type="checkbox"/>	<b>Job Id:</b> 6348 <b>Contact Person:</b> Test On-Campus Supervisor <b>Wage:</b> \$11.80 /hr	<b>Status:</b> Listed <b>Location:</b> PO BOX 5 Jacksonville FL 32216	<b>Listed:</b> 10/22/21 <b>Job Type:</b> On-Campus Jobs		Actions

Below shows the students that have applied for your job. You can click on resume to view their resume or click magnifying glass to preview their application.

**Filter by Name:**

You may limit 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

25

results per page

1

to 1 of 1

|<< < > >>|

Show Deleted?

-- Select Action Below --

Apply Action

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	Emailed?	<u>Resume</u>	Preview	Actions
<div><div></div><div><a href="#">Roy_Rogers1</a></div></div>	<a href="#">royrogers1@ngwebsolutions.com</a>	10/26/2021	Hired			<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div>Actions<div></div></div>



**How do I reject an applicant?**

## Filter by Name:

You may limit 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)



Send Reject Email

Apply Action

☐ Select/Deselect All Show  results per page

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

☐ Show Deleted?



Name

Email Address

App Date

Status

Flag

Emailed?

Resume

Preview


Actions


<input checked="" type="checkbox"/>	<a href="#">Ted Rogers2</a>	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	10/28/2021	Hired					<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Roy Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	10/15/2021	Hired					<a href="#">Actions</a>

Select the name of the applicant who's application you would like to reject and then click on reject applicants.

## Email Applicants - Rejection

**Default:** No applicants selected. You must select recipients.

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

New!  ☒ Rogers2, Ted [tedrogers2@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

cdabiere@skidmore.edu

Subject

Job: Test Job - 10/15/2021 - Not Available

Body

 **B** *I* U  

You recently submitted an on-line application for the Test Job - 10/15/2021 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

**This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected.**

**You may change the text in the body of the e-mail, then click on the “Send” button.**



## **Setting up an Interview**



## Filter by Name:

You may limit 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.

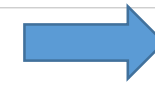
First Name:

Last Name:

☐ Only show New?

Apply Filter(s)

Clear Filter(s)



Send Greeting Email

Apply Action

☐ Select/Deselect All Show 25 results per page

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

☐ Show Deleted?



Name

Email Address

App Date

Status

Flag

Emailed?

Resume

Preview

Actions

<input checked="" type="checkbox"/>	<a href="#">Ted Rogers2</a>	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	10/28/2021	Hired				Actions
<input type="checkbox"/>	<a href="#">Roy Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	10/15/2021	Hired				Actions


**After checking box for applicant you would like to interview,  
click on “Send Greeting”.**

Suggested use: To set up interview schedules.


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

**Email Applicants - Greeting**

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

New!  ☐

Rogers1, Roy [royrogers1@ngwebsolutions.com]

New!  ☒

Rogers2, Ted [tedrogers2@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**cdabiere@skidmore.edu

**Subject**

Job: Test Job - 10/15/2021

**Body**

 **B** *I* U  

I am interested in meeting with you to discuss your interest in the Test Job - 10/15/2021 job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send

Cancel

This feature is utilized to set up an interview.

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

You may change the text in the body of the e-mail, then click on the “send” button.



## **Hiring a Student**

## Filter by Name:

You may limit 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 Action Below --

Apply Action

☐

Select/Deselect All

Show

25

results per page

1

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

Name

Email Address

App Date

Status

Flag

Emailed?

Resume

Preview

Actions

☒

Roy\_Rogers1

[royrogers1@ngwebsolutions.com](mailto:royrogers1@ngwebsolutions.com)

11/12/2021

New!

*P*



Actions

☐

Roy\_Rogers1

[royrogers1@ngwebsolutions.com](mailto:royrogers1@ngwebsolutions.com)

10/26/2021

Hired

*P*



Email Applicant  
Print Application  
Delete Application  
Hire Applicant

If you wish to hire the student, use the drop down box titled “Actions” and select ‘Hire Applicant’.

\*\*\*We recommend entering the student's name manually instead of checking the box next to the student's name.

On this screen, please only enter the student's first name (legal or preferred) and last name. Please leave off the student's email address.

## Hire On-line Applicants

There are no on-line applicants.

## Hire candidates who did not apply On-line.

Preferred Name Last Name

Skidmore Email Address

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to step 2

## Fill Job Step 2: Verify Applicants

The following candidates have not yet been verified by the system.

1. ☒ Ted b Rogers2 (tedrogers2@ngwebsolutions.com), Student ID: 222222222



[Continue](#) [Cancel](#)

**Click “Continue”**

## Fill Job Step 2: Verify Applicants - Hire Validation

Student Validation Results -Ted b Rogers2		
✓	Validation Requirement	Completed ?
	I-9 Completed	Yes



**The system will validate that the student has completed an I-9 form. If the student has not completed the I-9 form, the system will prevent the student from begin hired.**

**Click the “Continue” button.**

Employees JobX TimesheetX Access & Audit Help

Page Title: Step 3

The following employees(s) have been verified by the system and are ready to be hired.

	Student Name	Student ID	Student Email
1.	Ted b Rogers2	222222222	tedrogers2@ngwebsolutions.com

Classification (if applicable): Level 1 - (9.75)

Funding Source(s):

Wage (per hour): \$9.75

Expected Hours per Week: 10.0

Employment Start Date: 12-01-2018

Employment End Date: 12-31-2018

Additional Comments:

Primary Supervisor: Choose one...

Secondary Supervisor: Ctrl + click to select multiple  
Select Some Options

Pay Schedule: Choose one...

After you have completed this form you may:

Create a TimesheetX Hire Create a Hire Request and Timesheet.

**You may edit the information prior to establishing the hire.**

**Click on “Create a TimesheetX Hire.”**



[Employees ▾](#)[JobX ▾](#)[TimesheetX ▾](#)[Reporting ▾](#)[Access & Audit ▾](#)[Site Set up ▾](#)[Content ▾](#)[Help ▾](#)

You have successfully submitted a hiring request for 1 student.

The following employee(s) were hired:

Roy Rogers

**Your hire will be approved by the student employment coordinator.**



**You have just completed the posting and hiring process!**



## **Timesheets**

Student employees are required to complete their timesheets by Midnight on Sunday.

SUPERVISORS MUST APPROVE TIMESHEETS BY 5PM on MONDAY.

If you will be unable to approve timesheets by the deadline, please forward this email to the secondary supervisor on the timesheet. If you have no secondary supervisor for the position, please add one (or more) to the timesheet. If you need assistance with this, simply email us at [stuemp@skidmore.edu](mailto:stuemp@skidmore.edu).

You will need to log in using the following link, click on Timesheet To-Do Items and review any timesheets listed for jobs that you supervise. (Students will have received three emails reminding them to complete their timesheets.)

[https://skidmore.studentemployment.ngwebsolutions.com/Tsx\\_ControlPanel.aspx](https://skidmore.studentemployment.ngwebsolutions.com/Tsx_ControlPanel.aspx)

- 1. You will receive an email from Student Employment asking you to approve timesheets for the students you supervise. Each pay period you will receive two email reminders from Student Employment.**
- 2. Click on the link above. It will bring you to the Student Employment login screen.**



## Help

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

**Employers:** Don't have a password? Request permission to post jobs by clicking [here](#) or forgot password, please click [here](#).

**Students:** First time logging in or forgot your password, please click [here](#).

## Please Log In!

Email Address

Password

[Forgot Password?](#)

[Employer Request Signup](#)

**Login to Student Employment**

Navigation bar: [Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Content](#) [Help](#)

Job Control Panel

Employer Type: -- Show all Employer Types --

Employer Name: -- Show all Employers --

Job Status:

Find Employees  
TimesheetX Admin Home  
TimesheetX Employer Home (To Do Items)  
Manage TimesheetX Jobs  
Timesheet Control Panel  
Approve TimesheetX Hires  
Search Student Hires, Awards and Accruals

Search Title, Description, [Search](#)

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

Show 25 results per page

1 to 25 of 1490 | << < > >> |

Student assistant

Applications: [3 \(3 New\)](#)

Employer: Art

<input type="checkbox"/> Job Id: 4435	Status: Listed	Listed: 08/18/20	Actions
---------------------------------------	----------------	------------------	---------

**Click on “Timesheet To-Do Items”**

TO DO ITEMS



Filter by Cost center:

All Cost Centers

☒ All Timesheets

☐ Timesheets I'm the Primary Supervisor

Filter by timesheet status:

☒ Returned To Supervisor (2)

☒ Incomplete By Supervisor (12)

☒ Delinquent Timesheets (2361)

☒ Resubmitted By Student (0)

Search by employee

First Name

Last Name

Search Employee

-- Select Action Below --

Apply Action

☐ Select All / De-Select All

Show 25 results per page

1 to 25 of 2388 | << < > >> |

Returned to Supervisor : Weekly Pay Schedule: 11/14/2020 - 11/27/2020

	Hire	Total	Supervisor	Deadline	Last Modified
<input checked="" type="checkbox"/>	Career Corps	HRS	8 hrs	11/30/2020 5:00 PM	1/26/2021 4:13 PM



**A list of students will come up that you supervise.**

**To review the students timesheet, check box next to their name and then the magnifying glass icon.**

Hire Title [Career Corps](#)  
 Status Returned to Supervisor  
 Pay Period 11/14/2020 - 11/27/2020  
 Deadline **November 30, 2020 5:00 PM**

- 11/14/2020 - 11/27/2020
- **Start** - Saturday, November 14, 2020
  - **End** - Friday, November 27, 2020
  - **Student Deadline** - Sunday, November 29, 2020 (11:59PM)
  - **Supervisor Deadline** - Monday, November 30, 2020 (5:00PM)
  - **Pay Date** - Friday, December 4, 2020

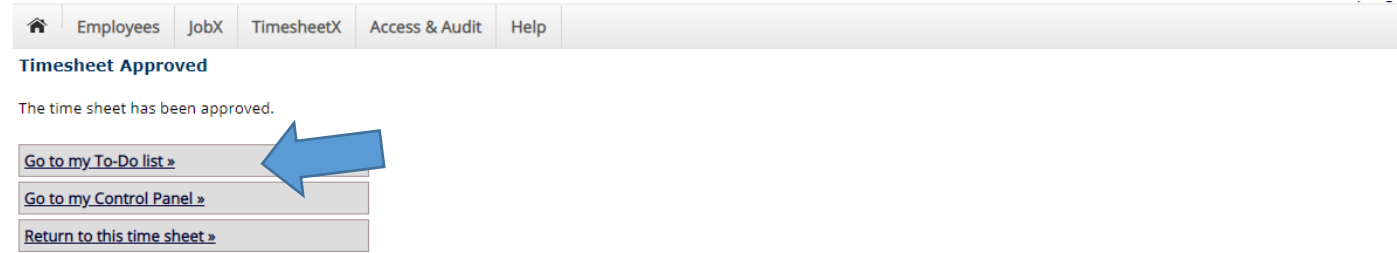
## Time Sheet Entries

Date	Pay Code	Start	End	Break	Total		
Wednesday, November 18	HRS	10:30 AM	1:30 PM	--	3 hrs	<button>Edit</button>	<button>Delete</button>
	Note:						
	HRS	7:45 PM	9:45 PM	--	2 hrs	<button>Edit</button>	<button>Delete</button>
Note:							
Wednesday, November 25	HRS	6:00 PM	9:00 PM	--	3 hrs	<button>Edit</button>	<button>Delete</button>
	Note:						
<button>Add New Entry</button>							
				Total:	HRS	8 hrs	
				<button>Approve</button>	<button>Return</button>	<button>Lock</button>	



**To approve timesheet, Click “approve.”**





**On the top of the screen it will say “Timesheet Approved.”**

**If you have more than one student timesheet to approve, click on  
“Go to my To-Do-List.”**



**You have just completed the timesheet approval process!**



**Contact**  
**Student Employment**  
**x5750**  
**[stuemp@skidmore.edu](mailto:stuemp@skidmore.edu)**

**Located in the Financial Aid Office**  
**Starbuck Center (lower level)**