



Federal Work Study Student Training Manual

Benefits for Employees

- Apply for multiple jobs with one online application
- JobMail enables employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Automated notices throughout the JobX lifecycle
- Web accessibility
- 24-hour service

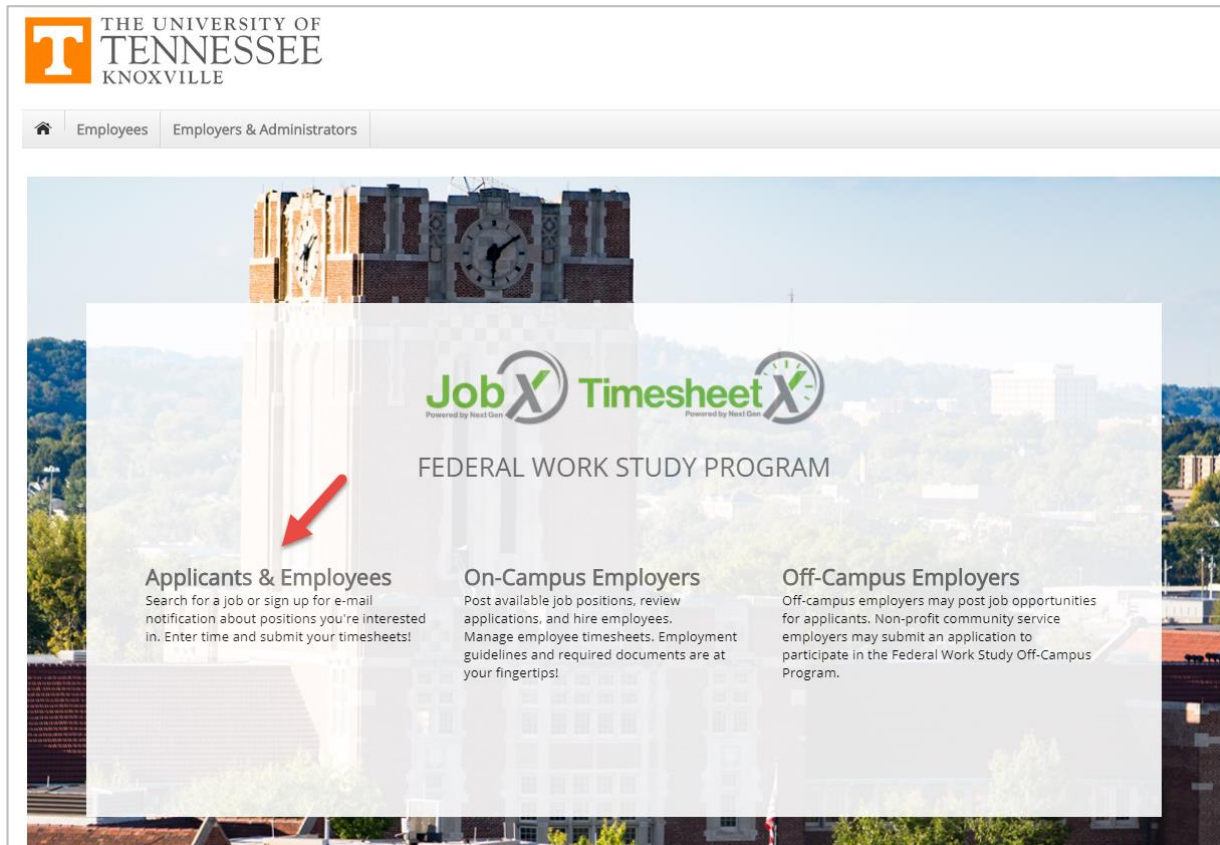
Benefits for Employees

- Automated reminder notices to ensure timely submission of your time sheet.
- Helpful edits ensure quality time sheet entries.
- Award Balance Display
- Never a lost time sheet
- Web accessibility
- Paper Time Sheets Eliminated
- Full Work History at your Fingertips

Training Agenda

- How to Login to JobX & TimesheetX
- How to Find a Job
- How to Apply for a Job
- How to Manage your JobMail subscription
- 'My Dashboard' Feature
- How to Enter Time
- How to Turn in a Time Sheet to Supervisor

How to Login to JobX



Please navigate to the following URL and click the 'Applicants & Employees' link.

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

How to Login to JobX

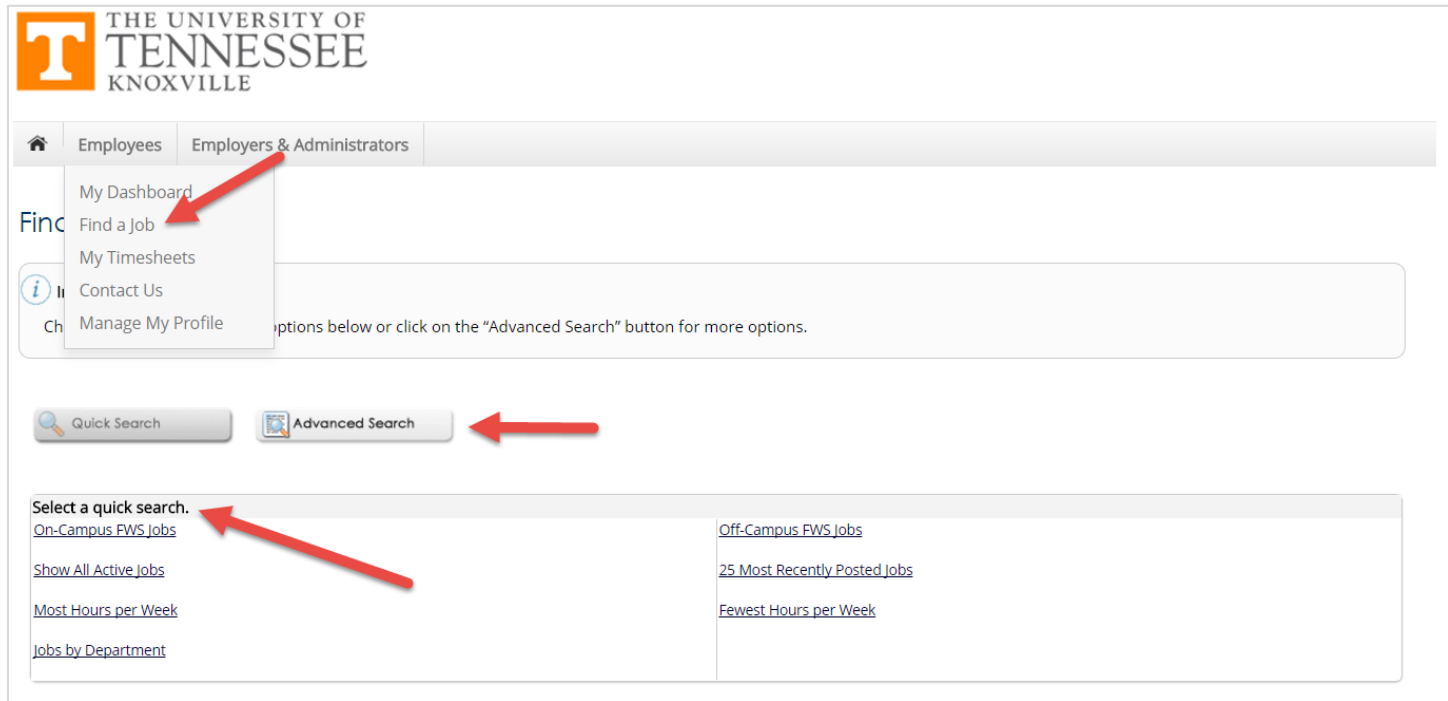
The screenshot displays the JobX Applicant & Employees Home Page for The University of Tennessee Knoxville. The page features a top navigation bar with 'Employees' and 'Employers & Administrators' tabs. A dropdown menu for 'Employees' is open, showing options: 'My Dashboard', 'Find a Job' (highlighted with a red arrow), 'My Timesheets', 'Contact Us', and 'Manage My Profile'. The main content area is titled 'APPLICANTS & EMPLOYEES' and is divided into two columns. The left column, 'Employee Information', includes links for 'Welcome to the Applicant & Employee Site', 'Required Paperwork', 'Frequently Asked Questions', and 'Applicant & Employee Training Presentation'. The right column, 'Applicant & Employee Tools', includes links for 'User Dashboard', 'Find a Job' (highlighted with a red arrow), 'Manage JobMail', 'Payroll Guidelines & Schedule', 'Enter your Time Sheet', and 'Contact Our Office'. An inset shows the 'CENTRAL AUTHENTICATION SERVICE' login page, which prompts the user to enter their NetID and Password, with a 'LOGIN' button and a link to the 'UT Acceptable Use Policy'.

- Step 1: Click 'Find a Job' on the JobX Applicant & Employees Home Page. Or click 'Find a Job' from the Employees menu at the top of the screen.
- Step 2: Login utilizing your UTK NetID and Password.

How to search for a job



Quick Search: A search containing pre-defined criteria



- After clicking the 'Find a Job' function, 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: Define your own custom job criteria

The screenshot shows the 'Find A Job' page for The University of Tennessee Knoxville. It includes a navigation bar with 'Employees' and 'Employers & Administrators' tabs. Below is a 'Find A Job' section with an 'Instructions' box and a 'Run a New Search' link. There are two buttons: 'Quick Search' and 'Advanced Search'. The 'Advanced Search' section is expanded, showing options for 'On-Campus Jobs (FWS)' and 'Off-Campus Jobs (FWS)'. It includes a 'Keywords' field, a 'Categories' section with three dropdowns for 'Select Job Category (Up to 3)', an 'Employers' section with three dropdowns for 'Select Job Employer (Up to 3)', a 'Time Frames' section with radio buttons for 'All Year', 'Academic Year', 'Fall', 'Spring', and 'Summer / Summer', a 'Wage' section with a dropdown for 'Greater than' and a text field for 'Doesn't Matter', and an 'Hours per Week' section with two dropdowns for 'Between' and 'Doesn't matter'. A 'Search' button is at the bottom.

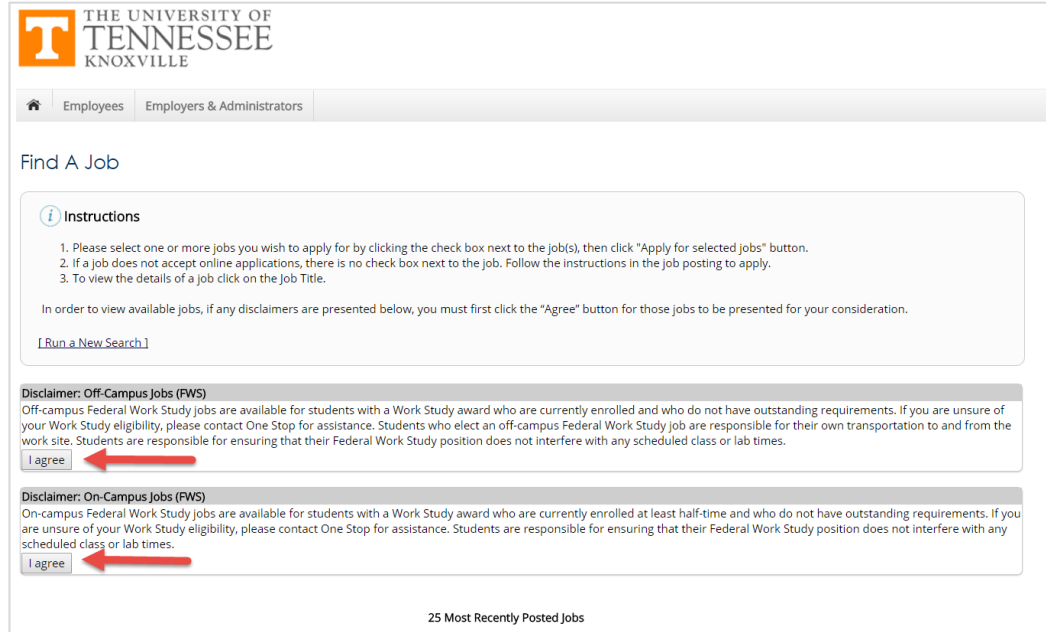
- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ▶ Keyword(s) Search
 - ▶ Search by Job Type Population (On-Campus FWS, Off Campus FWS, On Campus Non–FWS, and On Campus Federal State Grants)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

How to apply for a job



UTK Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more UTK Disclaimer statements.
- A UTK Disclaimer statement will be presented for each Job Type (On Campus FWS, Off Campus FWS) you selected.
- After you've successfully reviewed the applicable UTK 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.



The screenshot displays the UTK Knoxville job application portal. At the top, the UTK Knoxville logo is visible, along with navigation tabs for 'Employees' and 'Employers & Administrators'. Below the navigation bar, there is a 'Find A Job' section. Underneath, an 'Instructions' box provides guidance on how to apply for jobs. Below the instructions, there are two disclaimer sections. The first is for 'Off-Campus Jobs (FWS)' and the second is for 'On-Campus Jobs (FWS)'. Each disclaimer section includes a brief explanation of the job type and a red arrow pointing to an 'I agree' button. At the bottom of the page, it says '25 Most Recently Posted Jobs'.

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

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 "Agree" button for those jobs to be presented for your consideration.

[\[Run a New Search \]](#)

Disclaimer: Off-Campus Jobs (FWS)
Off-campus Federal Work Study jobs are available for students with a Work Study award who are currently enrolled and who do not have outstanding requirements. If you are unsure of your Work Study eligibility, please contact One Stop for assistance. Students who elect an off-campus Federal Work Study job are responsible for their own transportation to and from the work site. Students are responsible for ensuring that their Federal Work Study position does not interfere with any scheduled class or lab times.

Disclaimer: On-Campus Jobs (FWS)
On-campus Federal Work Study jobs are available for students with a Work Study award who are currently enrolled at least half-time and who do not have outstanding requirements. If you are unsure of your Work Study eligibility, please contact One Stop for assistance. Students are responsible for ensuring that their Federal Work Study position does not interfere with any scheduled class or lab times.

25 Most Recently Posted Jobs

Apply for one or more jobs with one single application!

THE UNIVERSITY OF TENNESSEE KNOXVILLE

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

On-Campus FWS Jobs

Show All results per page 1 to 2 of Total Rows: 2 Prev Next

<input checked="" type="checkbox"/> Job Title: Taige Test Job Wage: \$7.25/hr Openings: 8 Hours: 20 / week	Employer: Student Employment Listed: 08/01/2017 Category: Administrative Job Type: On-Campus Jobs (FWS)
<input checked="" type="checkbox"/> Job Title: Test On-Campus FWS Job - 08022017 Wage: \$7.25/hr Openings: 4 Hours: 10 to 30 hours / week	Employer: Accounting & Information Management Listed: 08/02/2017 Category: Animal Care Job Type: On-Campus Jobs (FWS)

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

Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any 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 if the information is no longer accurate.
- 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',
- Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the "Submit" button.

THE UNIVERSITY OF TENNESSEE KNOXVILLE

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

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

Apply To Job

Instructions
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.

By submitting the application below, you will be applying for the following jobs:

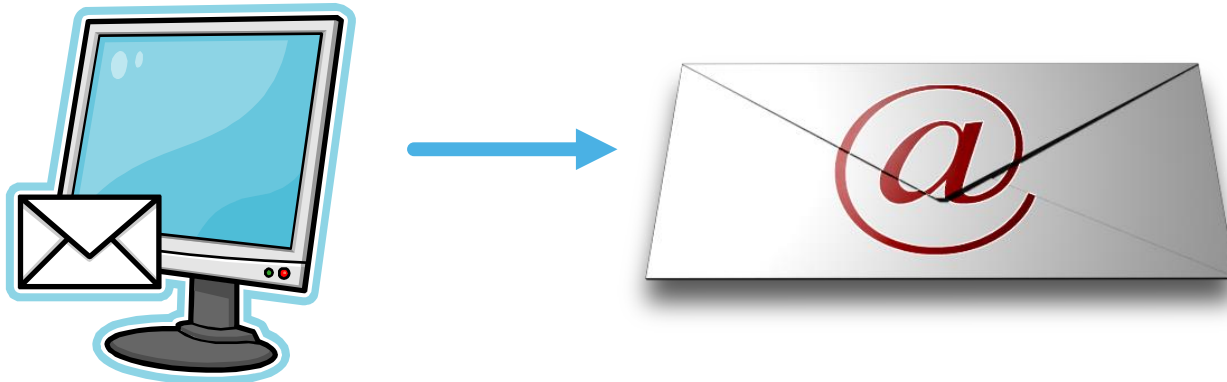
- Taige Test Job - Student Employment
- Test On-Campus FWS Job - 08022017 - Accounting & Information Management

General

First name	Roy	*
Last name	Rogers1	*
UT Email <small>Please use your institutional email address</small>	royrogers1@ngwebsolutions.com	*
Student ID#	111111111	*
Telephone ###-###-####		*
Resume	Choose File No file chosen	
Major	Please select	*
Grade Level	Please select	*
Are there any days you are NOT available to work?		*

[Submit](#)

How to Complete your JobMail Subscription

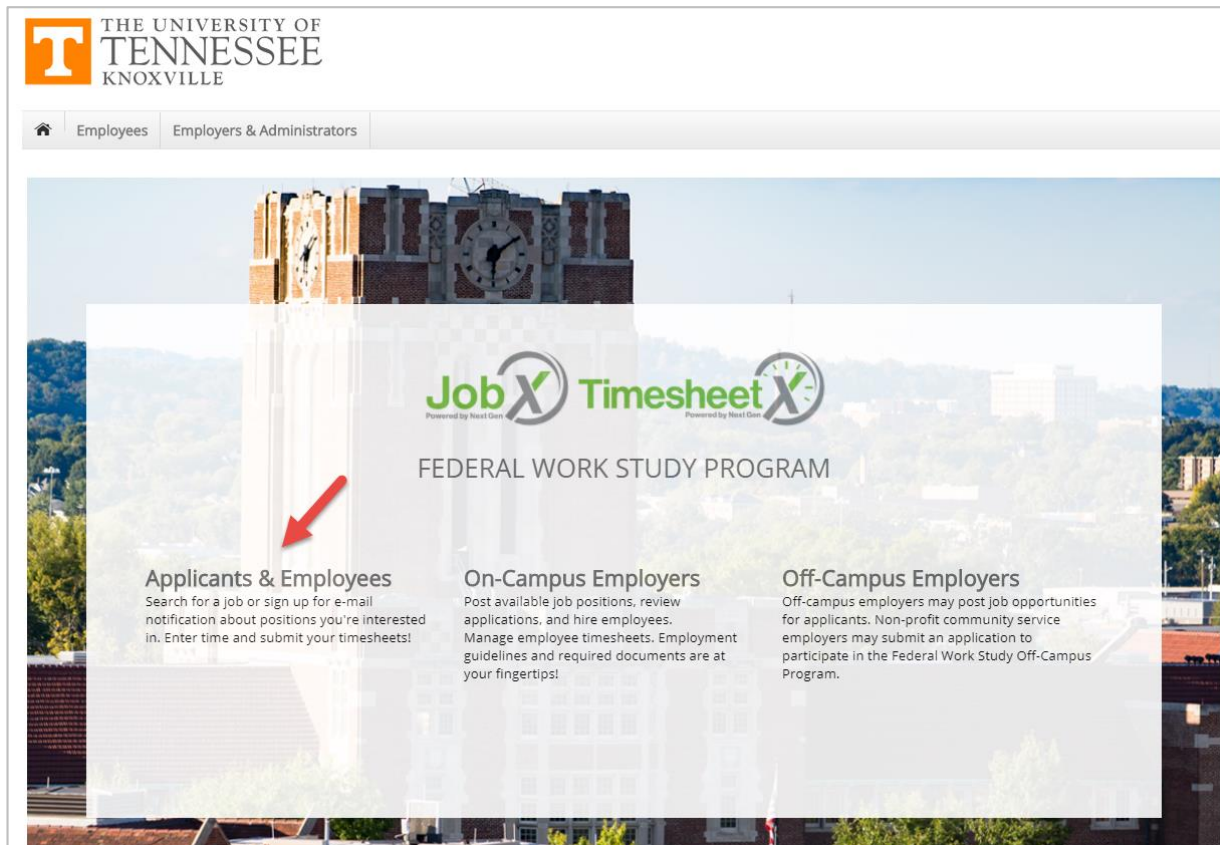


What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.





Please navigate to the following URL and click the 'Applicants & Employees' link.

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

How to Login to JobX JobMail

The screenshot displays the JobX JobMail interface. At the top left, the University of Tennessee Knoxville logo is visible. Below it, a navigation menu includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, and Site Set up. A red arrow points to the 'JobX' link. The 'JobX' dropdown menu shows options: My Dashboard, Find a Job, My Timesheets, Contact Us, and Manage My Profile. The 'CENTRAL AUTHENTICATION SERVICE' section on the right prompts the user to enter their NetID and password, with a 'LOGIN' button. Below this, the 'APPLICANTS & EMPLOYEES' section is divided into two columns. The left column, 'Employee Information', includes links for Welcome to the Applicant & Employee Site, Required Paperwork, Frequently Asked Questions, and Applicant & Employee Training Presentation. The right column, 'Applicant & Employee Tools', includes links for User Dashboard, Find a Job, Manage JobMail (highlighted with a red arrow), Payroll Guidelines & Schedule, Enter your Time Sheet, and Contact Our Office.

- Step 1: Click 'Manage JobMail' on the JobX Applicant & Employees Home Page. Or click 'User Dashboard' from the Employees menu at the top of the screen.
- Step 2: Login utilizing your UTK NetID and Password.

Configure your JobMail Subscription

utk.studentemployment.ngwebsolutions.com says:

Edit this subscription name.

Summer 2017

OK Cancel

Welcome, Roy a Rogers1 | Logout

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Employees Help

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.

On-Campus Jobs (FWS) [↻](#) [\[Add New Subscription \]](#)

Subscription1 [\[Delete Subscription \]](#)

» Employer 1 selected [\[View/Modify \]](#)

» Category 0 selected [\[View/Modify \]](#)

» Time Frame 1 selected [\[View/Modify \]](#)

Off-Campus Jobs (FWS) [↻](#) [\[Add New Subscription \]](#)

Subscription1 [\[Delete Subscription \]](#)

» Employer 0 selected [\[View/Modify \]](#)

» Category 0 selected [\[View/Modify \]](#)

» Time Frame 0 selected [\[View/Modify \]](#)

- You may create multiple subscriptions and name them as desired for each Job Type (On Campus FWS, Off Campus FWS, etc.) 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. All Year, Academic Year, etc.)

Configure your JobMail Subscription

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[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.

On-Campus Jobs (FWS) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	1 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	1 selected	[View/Modify]

Off-Campus Jobs (FWS) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]

Click 'View/Modify' to add preferences for each Job Type criterion.

Configure your JobMail Subscription

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

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

On-Campus Jobs (FWS) <?>
Subscription1
» Employer 1 selected
» Category 0 selected
» Time Frame 1 selected

Off-Campus Jobs (FWS) <?>
Subscription1
» Employer 0 selected
» Category 0 selected
» Time Frame 0 selected

Choose Employer(s)
Selected Items [\[Remove All\]](#)
Student Employment [\[remove\]](#)

Available Items [\[Add All\]](#)
4-H Youth Development, Agricultural Leadership, Education, and Communication [\[add\]](#)
Accounting & Information Management [\[add\]](#)
Admissions Processing [\[add\]](#)
Alumni Affairs [\[add\]](#)
Animal Science Department [\[add\]](#)
Anthropology [\[add\]](#)
Arts & Sciences Advising [\[add\]](#)
Ask a Scientist [\[add\]](#)
Athletics Marketing Department [\[add\]](#)
Athletics Spirit Department [\[add\]](#)
Biochemistry & Cellular & Molecular Biology [\[add\]](#)
[\[Done\]](#)

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

Configure your JobMail Subscription

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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.

On-Campus Jobs (FWS) «?»

[Subscription1](#)

- » Employer 1 selected
- » Category 0 selected
- » Time Frame 1 selected

Off-Campus Jobs (FWS) «?»

[Subscription1](#)

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Choose Employer(s)

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

- Student Employment [\[remove\]](#)
- Alumni Affairs [\[remove\]](#)
- Animal Science Department [\[remove\]](#)

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

- 4-H Youth Development, Agricultural Leadership, Education, and Communication [\[add\]](#)
- Accounting & Information Management [\[add\]](#)
- Admissions Processing [\[add\]](#)
- Anthropology [\[add\]](#)
- Arts & Sciences Advising [\[add\]](#)
- Ask a Scientist [\[add\]](#)
- Athletics Marketing Department [\[add\]](#)
- Athletics Spirit Department [\[add\]](#)
- Biochemistry & Cellular & Molecular Biology [\[add\]](#)
- Biology [\[add\]](#)
- Biology in a Box [\[add\]](#)

[\[Done\]](#)

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

Configure your JobMail Subscription

THE UNIVERSITY OF TENNESSEE KNOXVILLE

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

Home Employees Help

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

On-Campus Jobs (FWS) <?>

[Subscription1](#)

- » Employer 1 selected
- » Category 0 selected
- » Time Frame 1 selected

Off-Campus Jobs (FWS) <?>

[Subscription1](#)

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Choose Employer(s)

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

- Student Employment [\[remove\]](#)
- Alumni Affairs [\[remove\]](#)
- Animal Science Department [\[remove\]](#)

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

- 4-H Youth Development, Agricultural Leadership, Education, and Communication [\[add\]](#)
- Accounting & Information Management [\[add\]](#)
- Admissions Processing [\[add\]](#)
- Anthropology [\[add\]](#)
- Arts & Sciences Advising [\[add\]](#)
- Ask a Scientist [\[add\]](#)
- Athletics Marketing Department [\[add\]](#)
- Athletics Spirit Department [\[add\]](#)
- Biochemistry & Cellular & Molecular Biology [\[add\]](#)
- Biology [\[add\]](#)
- Biology in a Box [\[add\]](#)

[\[Done\]](#)

- 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

The screenshot shows the 'User Dashboard' for 'THE UNIVERSITY OF TENNESSEE KNOXVILLE'. The user is 'Roy a Rogers1'. The 'Job Mail' tab is selected. A red arrow points to the 'Save Subscription(s)' button, which has a red note: 'Changes must be saved to take effect.' Below this, there are two sections: 'On-Campus Jobs (FWS)' and 'Off-Campus Jobs (FWS)'. Each section has a 'Subscription1' entry with fields for 'Employer', 'Category', and 'Time Frame'. The 'On-Campus Jobs' section shows '3 selected' for Employer and 'modified' status. The 'Off-Campus Jobs' section shows '0 selected' for all fields. Each entry has 'View/Modify' and 'Delete' links. There are also 'Add New Subscription' and 'Delete Subscription' links for each section.

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

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

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[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.

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

On-Campus Jobs (FWS) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	3 selected <i>modified</i>	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	1 selected	[View/Modify]
Off-Campus Jobs (FWS) «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]

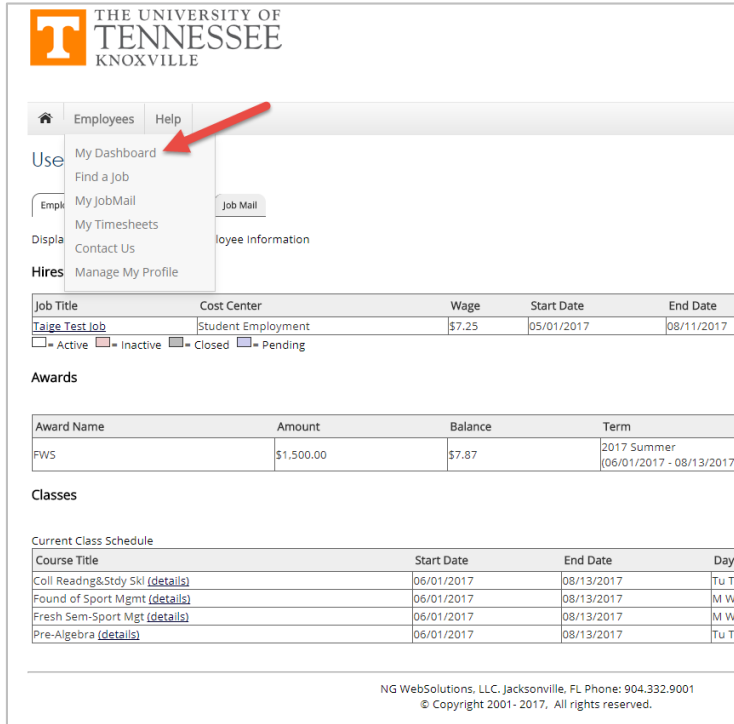
Click one of the 'Save Subscription(s)' buttons to save your subscription.

JobX 'My Dashboard' Feature

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
 - Current / Upcoming / Old / Hires, Awards, and Class Schedule
 - Applications (Status, View, Print, Withdraw)
 - JobMail Subscriptions



What is the 'My Dashboard' Feature?



THE UNIVERSITY OF TENNESSEE KNOXVILLE

Employees Help

Use My Dashboard Find a Job My JobMail My Timesheets Contact Us Hires Manage My Profile

Job Title	Cost Center	Wage	Start Date	End Date
Taige Test Job	Student Employment	\$7.25	05/01/2017	08/11/2017

☐ Active ☐ Inactive ☐ Closed ☐ Pending

Awards

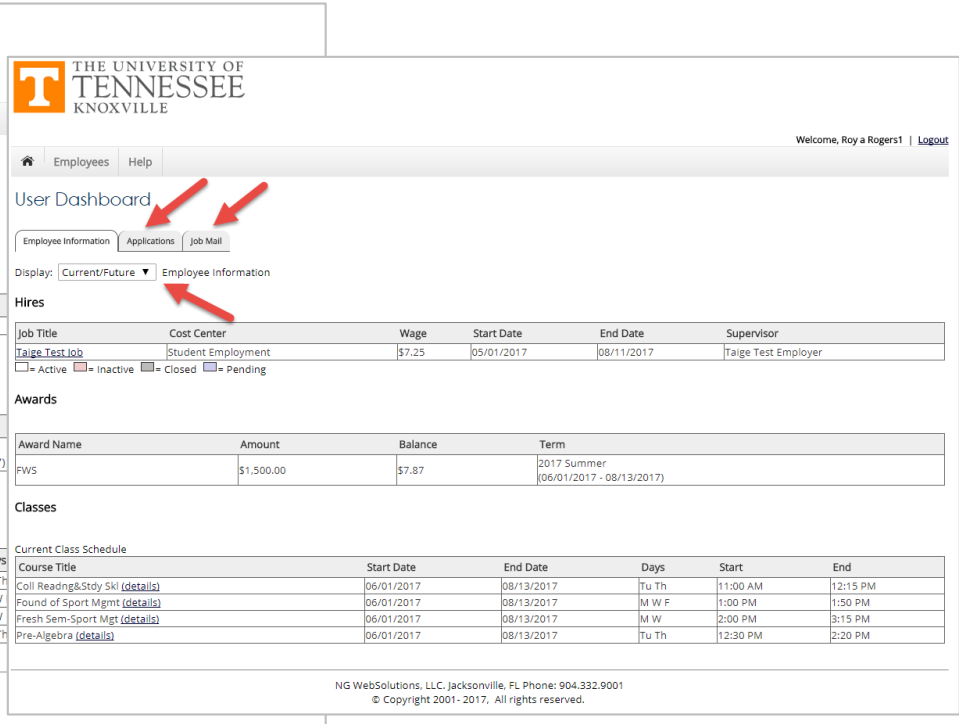
Award Name	Amount	Balance	Term
FWS	\$1,500.00	\$7.87	2017 Summer (06/01/2017 - 08/13/2017)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days
Coll Reading&Stdy Ski (details)	06/01/2017	08/13/2017	Tu Th
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th

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THE UNIVERSITY OF TENNESSEE KNOXVILLE

Welcome, Roy a Rogers1 | Logout

Employees Help

User Dashboard

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Taige Test Job	Student Employment	\$7.25	05/01/2017	08/11/2017	Taige Test Employer

☐ Active ☐ Inactive ☐ Closed ☐ Pending

Awards

Award Name	Amount	Balance	Term
FWS	\$1,500.00	\$7.87	2017 Summer (06/01/2017 - 08/13/2017)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

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- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Employee menu and login utilizing your UTK NetID and Password.
- To access the applications, and/or JobMail subscription, simply click the respective tab you wish to view.
- To control how much data is presented on the screen, select your preferred option from the 'Employee Information' display drop down list.

JobX 'My Dashboard' Feature

THE UNIVERSITY OF TENNESSEE KNOXVILLE

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

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User Dashboard

[Employee Information](#) [Applications](#) [Job Mail](#)

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

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Taige Test Job	Student Employment	\$7.25	05/01/2017	08/11/2017	Taige Test Employer

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Awards

Award Name	Amount	Balance	Term
FWS	\$1,500.00	\$7.87	2017 Summer (06/01/2017 - 08/13/2017)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

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- Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.
- No more waiting in lines to find out your Award Amount or Award Balance – 'My Dashboard' ensures this information is at your fingertips.

View Applications Previously Submitted

THE UNIVERSITY OF TENNESSEE KNOXVILLE

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

Home 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
4579	Taige Test Job	Student Employment	Hired	8/8/2017	8			
4583	Test Off-Campus FWS Job 08022017	Green Magnet Academy	Submitted	8/8/2017	4			
4582	Test On-Campus FWS Job - 08022017	Accounting & Information Management	Submitted	8/8/2017	4			
4582	Test On-Campus FWS Job - 08022017	Accounting & Information Management	Hired	8/2/2017	4			

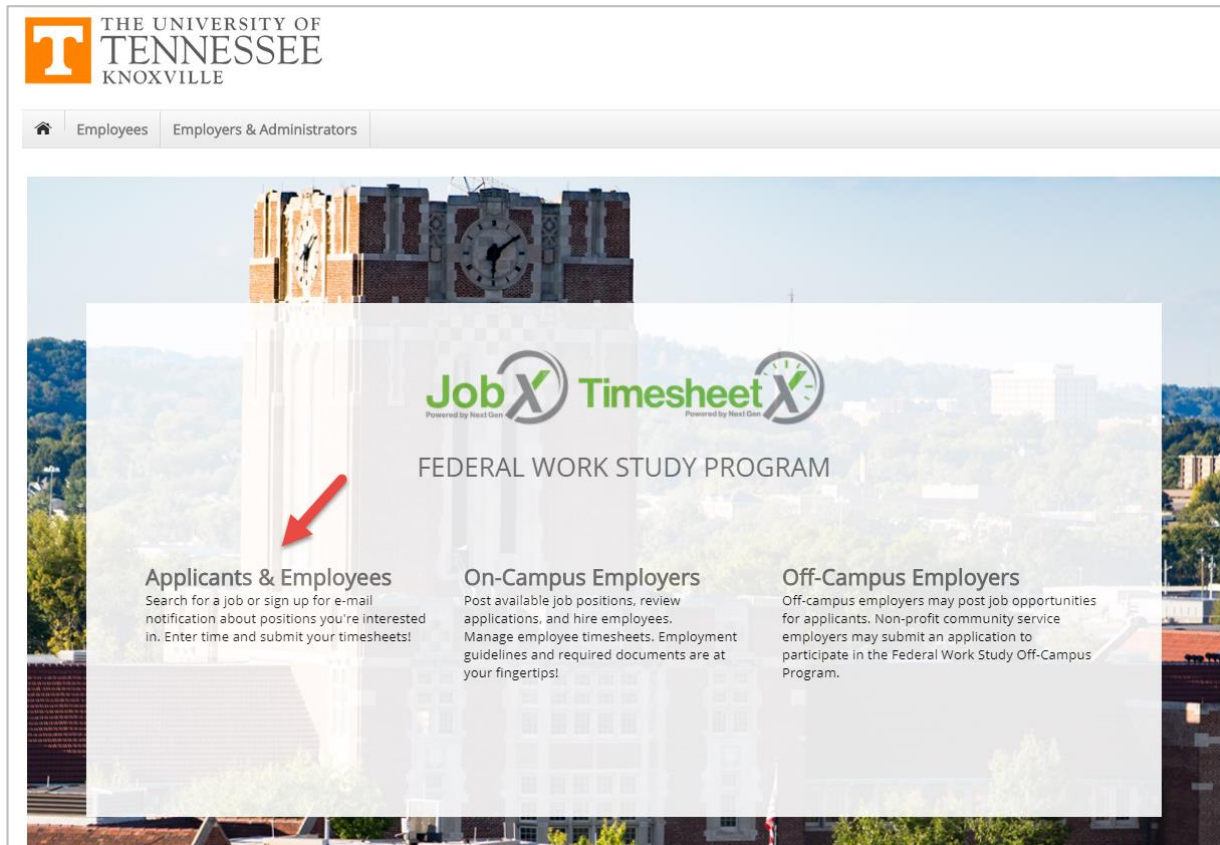
- No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application.
 - ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
 - ▶ Withdraw an application without emailing the supervisor.



Once you're hired, what do you do?

If you have not participated in Federal Work Study in a previous semester, you will need to visit the Office of Financial Aid & Scholarships at 116 Student Services Building in order to complete employment verification paperwork. The office is open 8 a.m. – 5 p.m. Monday-Friday.

How to Login to TimesheetX



Please navigate to the following URL and click the 'Applicants & Employees' link.


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

How to Login to TimesheetX

The image shows two screenshots from the University of Tennessee Knoxville JobX/TimesheetX system. The left screenshot is the 'APPLICANTS & EMPLOYEES' home page. It features a top navigation bar with 'Employees' and 'Help' menus. The 'Employees' menu is open, showing options like 'My Dashboard', 'Find a Job', 'My JobMail', 'My Timesheets', 'Contact Us', and 'Manage My Profile'. A red arrow points to 'My Timesheets'. The main content area is divided into two columns: 'Employee Information' and 'Applicant & Employee Tools'. The 'Applicant & Employee Tools' column contains links for 'User Dashboard', 'Find a Job', 'Manage JobMail', 'Payroll Guidelines & Schedule', 'Enter your Time Sheet', and 'Contact Our Office'. A red arrow points to 'Enter your Time Sheet'. The right screenshot is the 'CENTRAL AUTHENTICATION SERVICE' login page. It prompts the user to enter their NetID and password. There are input fields for 'NetID' and 'Password', and a 'LOGIN' button. A footer note states: 'By logging in to this site, you agree to the terms of the UT Acceptable Use Policy.'

- Step 1: Click 'Enter your Time Sheet' on the JobX/TimesheetX Applicant & Employees Home Page. Or click 'My Timesheets' from the Employees menu at the top of the screen.
- Step 2: Login utilizing your UTK NetID and Password.

Enter a Time Sheet

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

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

My Timesheets

Welcome, Roy a Rogers1. Below you will find your jobs.

[Current Hires, Awards & Class Schedules \(3\)](#) | [Upcoming Hires & Awards \(0\)](#) | [Old Hires & Awards \(1\)](#)

Title	Cost Center	Wage	Start Date	End Date	Supervisor
Taige Test Job	Student Employment	\$7.25	05/01/2017	08/11/2017	Taige Test Employer


☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Account Name	Amount	Balance	Term
FWS	\$1,500.00	\$7.87	2017 Summer (06/01/2017 - 08/13/2017)

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

First, click the 'Job Title' link to access your time sheets.

Start a Time Sheet


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Hire Time Sheets
Job Title Taige Test Job
Supervisor Taige Test Employer
Wage \$7.25
Start Date May 1, 2017
End Date August 11, 2017
Status Active

Time Sheets for Job: Taige Test Job

Status	Pay Period	Actual Earnings	Time Sheet								
✗	08/07/17 - 08/20/17 Monday, August 07 - Sunday, August 20, 2017		Start time sheet								
	07/04/17 - 07/12/17 Tuesday, July 04 - Wednesday, July 12, 2017 Finalized: August 08, 2017 4:05 PM	<table><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>Regular Hours</td><td>\$48.94</td><td>6.75</td><td>7.25</td></tr></tbody></table>	Description	Total	Hours	Rate	Regular Hours	\$48.94	6.75	7.25	Go to time sheet
Description	Total	Hours	Rate								
Regular Hours	\$48.94	6.75	7.25								
✗	06/01/17 - 07/03/17 Thursday, June 01 - Monday, July 03, 2017		Never started								
✗	05/01/17 - 06/01/17 Monday, May 01 - Wednesday, May 31, 2017		Never started								

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.

Start a Time Sheet



Home Employees Help

Hire Time Sheets

Job Title Taige Test Job
Supervisor Taige Test Employer
Wage \$7.25
Start Date May 1, 2017
End Date August 11, 2017
Status Active

Time Sheets for Job: *Taige Test Job*

Status	Pay Period	Actual Earnings	Time Sheet								
✗	08/07/17 - 08/20/17 Monday, August 07 - Sunday, August 20, 2017		Start time sheet								
📅	07/04/17 - 07/12/17 Tuesday, July 04 - Wednesday, July 12, 2017 Finalized: August 08, 2017 4:05 PM	<table><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr><tr><td>Regular Hours</td><td>\$48.94</td><td>6.75</td><td>7.25</td></tr></table>	Description	Total	Hours	Rate	Regular Hours	\$48.94	6.75	7.25	Go to time sheet
Description	Total	Hours	Rate								
Regular Hours	\$48.94	6.75	7.25								
✗	06/01/17 - 07/03/17 Thursday, June 01 - Monday, July 03, 2017		Never started								
✗	05/01/17 - 06/01/17 Monday, May 01 - Wednesday, May 31, 2017		Never started								

utk.studentemployment.ngwebsolutions.com says:

You are about to start a new time sheet for the pay period starting Monday, August 07. It will be due: Monday, August 21


OK

Cancel

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

If you clicked 'Start Time Sheet', then click 'OK' on the confirmation dialog box.

Add a New Time Sheet Entry for Time Worked



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Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title Taige Test Job
Status Incomplete
Pay Period 08/07/17 - 08/20/17
Deadline August 21, 2017 10:00 AM

Actions
[Return to hire >](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry						

Class Schedule


Course Title	Start Date	End Date	Days	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

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

08/07/17 - 08/20/17
Start - Monday, August 7, 2017
End - Sunday, August 20, 2017
Employee Deadline - Monday, August 21, 2017 (10:00AM)
Supervisor Deadline - Tuesday, August 22, 2017 (10:00AM)
Pay Date - Tuesday, August 29, 2017

Click 'Add New Entry' to enter your time.

Add a New Time Sheet Entry for Time Worked

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

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Manage Time Sheet

Employee [Roy a Rogers1](#)

Job Title [Tajge Test Job](#)

Status [Incomplete](#)

Pay Period [08/07/17 - 08/20/17](#)

Deadline [August 21, 2017 10:00 AM](#)

Actions
[Return to hire »](#)

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 7, 2017	8:00AM	8:15AM	No Break	Add Cancel
Monday, August 7, 2017				
Tuesday, August 8, 2017				

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Skl (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

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

08/07/17 - 08/20/17
Start - Monday, August 7, 2017
End - Sunday, August 20, 2017
Employee Deadline - Monday, August 21, 2017 (10:00AM)
Supervisor Deadline - Tuesday, August 22, 2017 (10:00AM)
Pay Date - Tuesday, August 29, 2017

Select the 'Date' of the time sheet entry from the 'Date' column.

Add a New Time Sheet Entry for Time Worked

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee: Roy a Rogers1
Job Title: Taige Test Job
Status: Incomplete
Pay Period: 08/07/17 - 08/20/17
Deadline: August 21, 2017 10:00 AM

Actions
Return to hire »

Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
+ Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 7, 2017	8:00AM	8:15AM	No Break	

Class Schedule

Course Title	Date	End Date	Days	Start	End
Coll Reading&Story Ski (details)	8/17	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	8/17	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	8/17	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	8/17	08/13/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info Hire Details Awards Supervisors

08/07/17 - 08/20/17
Start - Monday, August 7, 2017
End - Sunday, August 20, 2017
Employee Deadline - Monday, August 21, 2017 10:00 AM
Supervisor Deadline - Tuesday, August 22, 2017 10:00 AM
Pay Date - Tuesday, August 29, 2017 8:00AM

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Welcome, Roy a Rogers1 | Logout

Employees Help

Manage Time Sheet

Employee: Roy a Rogers1
Job Title: Taige Test Job
Status: Incomplete
Pay Period: 08/07/17 - 08/20/17
Deadline: August 21, 2017 10:00 AM

Actions
Return to hire »

Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
+ Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 7, 2017	8:00AM	8:15AM	No Break	

Class Schedule

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

Pay Period Info Hire Details Awards Supervisors

08/07/17 - 08/20/17
Start - Monday, August 7, 2017
End - Sunday, August 20, 2017
Employee Deadline - Monday, August 21, 2017 10:00 AM
Supervisor Deadline - Tuesday, August 22, 2017 10:00 AM
Pay Date - Tuesday, August 29, 2017 8:15AM

Select the Start and End times for the day you are entering time.

Add a New Time Sheet Entry for Time Worked

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Welcome, Roy Rogers1 | [Logout](#)

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

Manage Time Sheet

Employee: [Roy Rogers1](#)
Job Title: Taige Test Job
Status: Incomplete
Pay Period: 08/07/17 - 08/20/17
Deadline: August 21, 2017 10:00 AM

Actions
[Return to hire »](#)

Time Sheet Entries

Date	Start	End	Break	Hours
There are no entries to display.				
Click to dismiss time sheet if no hours will be worked for this pay period.				
Monday, August 7, 2017	8:00AM	8:15AM	No Break	
				Add Cancel

Class Schedule

Course Title	Start Date	End Date	Start	End
Coll Readng&Stdy Skl (details)	06/01/2017	08/13/2017	1 hr 15 mins	AM 12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	1 hr 30 mins	AM 1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	1 hr 45 mins	AM 3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	2 hrs	PM 2:20 PM

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

08/07/17 - 08/20/17
Start - Monday, August 7, 2017
End - Sunday, August 20, 2017
Employee Deadline - Monday, August 21, 2017 (10:00AM)
Supervisor Deadline - Tuesday, August 22, 2017 (10:00AM)
Pay Date - Tuesday, August 29, 2017

1. You may optionally add break minutes taken, if applicable.
2. Click 'Add' to save your time sheet entry.

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

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Manage Time Sheet

Employee [Roy a Rogers1](#)
 Job Title [Tajge Test Job](#)
 Status [Incomplete](#)
 Pay Period [08/07/17 - 08/20/17](#)
 Deadline [August 21, 2017 10:00 AM](#)

Actions
[Submit time sheet »](#)
[Return to hire »](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, August 07	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
				Total:	1 hr	

[» Add New Entry](#)

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Reading&Stdy Ski (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

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


08/07/17 - 08/20/17
 Start - Monday, August 7, 2017
 End - Sunday, August 20, 2017
 Employee Deadline - Monday, August 21, 2017 (10:00AM)
 Supervisor Deadline - Tuesday, August 22, 2017 (10:00AM)
 Pay Date - Tuesday, August 29, 2017

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

Done Entering Time?

It's time to hand your time sheet in!

Submit Time Sheet to Supervisor

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

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

Manage Time Sheet

Employee [Roy a Rogers1](#)
Job Title [Taige Test Job](#)
Status [Incomplete](#)
Pay Period [08/07/17 - 08/20/17](#)
Deadline [August 21, 2017 10:00 AM](#)

Actions

[Submit time sheet »](#)
[Return to hire »](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Monday, August 07	8:00 AM	9:00 AM	--	1 hr	Edit	Delete
» Add New Entry						
Total:				1 hr		

Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Coll Readng&StdY Skl (details)	06/01/2017	08/13/2017	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	06/01/2017	08/13/2017	M W F	1:00 PM	1:50 PM
Fresh Sem-Sport Mgt (details)	06/01/2017	08/13/2017	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	06/01/2017	08/13/2017	Tu Th	12:30 PM	2:20 PM

Pay Period Info

Hire Details

Awards

Supervisors


Accounts

Notes


08/07/17 - 08/20/17
Start - Monday, August 7, 2017
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Employee Deadline - Monday, August 21, 2017 (10:00AM)
Supervisor Deadline - Tuesday, August 22, 2017 (10:00AM)
Pay Date - Tuesday, August 29, 2017

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

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

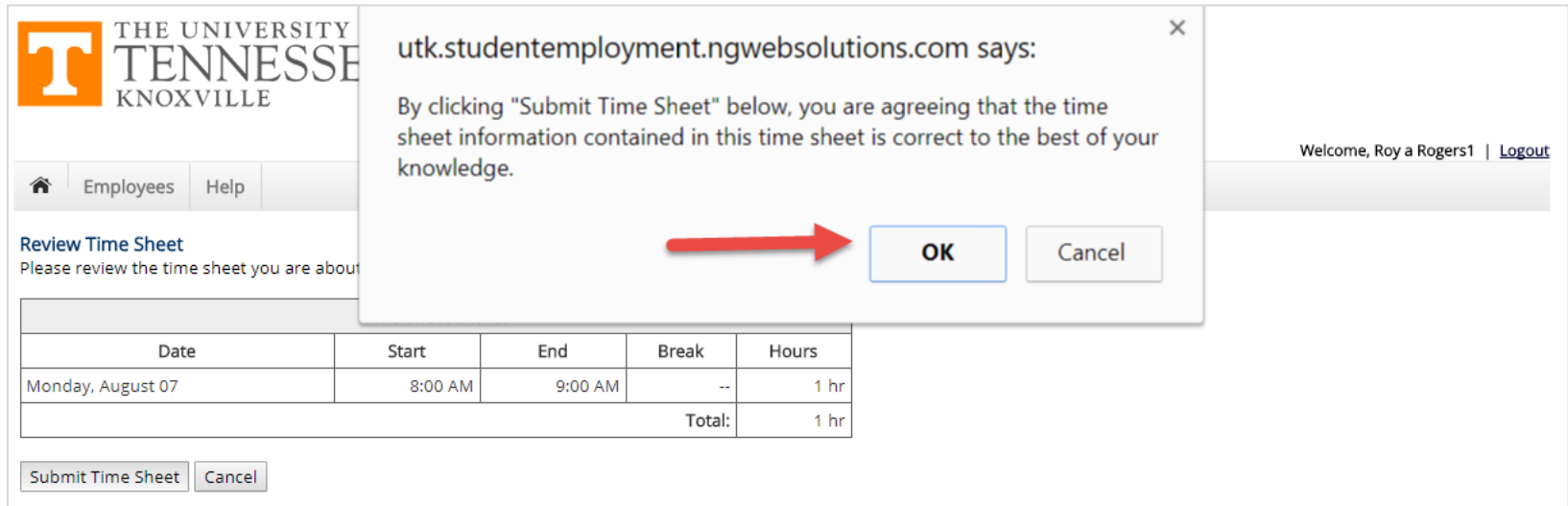
 Employees Help

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

Time Sheet Entries				
Date	Start	End	Break	Hours
Monday, August 07	8:00 AM	9:00 AM	--	1 hr
Total:				1 hr

Click the 'Submit Time Sheet' link.

Submit Time Sheet to Supervisor



THE UNIVERSITY OF TENNESSEE KNOXVILLE

utk.studentemployment.ngwebsolutions.com says:

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

OK Cancel

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

Review Time Sheet
Please review the time sheet you are about to submit.

Date	Start	End	Break	Hours
Monday, August 07	8:00 AM	9:00 AM	--	1 hr
Total:				1 hr

Submit Time Sheet Cancel

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.

Submitted Time Sheet Receipt

Congratulations. Your time sheet has been submitted and is awaiting review.

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

[Return to My Jobs](#)

Your time sheet has been placed in your Supervisor's TimesheetX pending approval 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.

Congratulations, You're Finished!



If you have additional questions about
Federal Work Study, please contact One Stop for help
at onestop@utk.edu or 865-974-1111.