

The City College
of New York



Employee Training



JobX

Powered by Next Gen

+



TimesheetX

Powered by Next Gen

= Total Solution

- **JobX** helps schools automate the job posting, hiring, and reporting process for employees, employers, and administrators.
- **TimesheetX** helps schools automate the time sheet submission and approval process for employees, employers, and administrators.
- JobX and TimesheetX are **seamlessly integrated**.



Benefits for Employees

- Automated Notices
- Online Applications
- 24-hour Service
- Web Accessibility
- Paper Forms Eliminated
- Job Search Skills Development





Benefits for Employees

- Automated Notices
- Award Balance Display
- Never a lost time sheet
- Web accessibility
- Paper Time Sheets Eliminated
- Full Work History at your Fingertips
- Deadline Reminders

School Specific Customization

- Your site has YOUR school's look and feel
- Your site has YOUR school departments
- Your site has YOUR school customer fields
- Your site has been configured to support YOUR school specific processes.

Today's Training Topics

- Employee Finds and Applies for a Job

First time visiting 



Find A Job

Please navigate to the link below:

https://ccny.studentemployment.ngwebsolutions.com/JobX_FindAJob.aspx

Quick Search: A search containing pre-defined criteria

The screenshot shows the 'Find A Job' section of The City College of New York website. The page has a yellow header with navigation links: Prospective Students, Current Students, Faculty and Staff, Research, and News and Giving. Below this is a secondary navigation bar with links: Schools, Registrar, Library, Email, Financial Aid, Portal, Student Life, Public Safety, The Towers, and Directory. On the left, a sidebar contains links: Student Employment Home, Job Seekers Resource Page, My Dashboard, My Timesheets, Find a Job (highlighted), Contact Us, and Log Out. The main content area is titled 'Find A Job' and contains an 'Instructions' box with the text: 'Choose from the quick search options below or click on the "Advanced Search" button for more options.' Below the instructions are two buttons: 'Quick Search' and 'Advanced Search'. Red arrows point to both buttons. Below the buttons is a section titled 'Select a quick search.' with a list of links: Off Campus FWS Jobs, Show All Active Jobs, 25 Most Recently Posted Jobs, and Summer Jobs. A red arrow points to the 'Show All Active Jobs' link. To the right of this list is another column of links: On Campus FWS Jobs, Employer Information, College Assistant (Non-FWS) Jobs, and Temporary Jobs. A red arrow points to the 'On Campus FWS Jobs' link.

1. Click 'Quick Search' for each type of search
2. Click 'Advanced Search' to define your own criteria
3. Click 'On Campus FWS Jobs'

Disclaimer Statements

The City College of New York

Prospective Students | Current Students | Faculty and Staff | Research | News and Giving

Schools | Registrar | Library | Email | Financial Aid | Portal | Student Life | Public Safety | The Towers | Directory

Student Employment Home
Job Seekers Resource Page
My Dashboard
Find a Job
Contact Us
My Timesheets
Log Out

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: On-Campus - FWS Jobs
On-Campus - FWS Jobs:

For complete Federal Work-Study (FWS) job placement instructions, you can click on the Federal Work-Study Placement Steps link.

FWS jobs are only available to those students who were awarded and are academically eligible for FWS.

If you have any questions regarding your Federal Work-Study award or your academic status, please contact the Financial Aid Office, Wille Administration Building Room 104

You must have a CCNY student e-mail address in order to proceed with the FWS placement process. If you are not sure if you have a CCNY student email address, please go to: The TECH Center located in the North Academic Center (NAC) 1/301.

On Campus FWS Jobs

In order to apply for some of the CCNY jobs, you may be required to review applicable disclaimer statements and click the 'I agree' button(s) before any available jobs will be presented.

Apply for one or multiple jobs with one single application

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Find A Job

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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]

25 Most Recently Posted Jobs

Show [All] results per page

<input type="checkbox"/>	Job Title: Test CCHV Job	Employer: Academic Standards - On Campus Federal Work Study (04302/2007) Listed: 12/08/2015 Category: Data Entry
<input type="checkbox"/>	Job Title: Test Off-Campus Job 11/23/15 Wage: \$10.00/hr to \$12.00/hr Openings: 1 Hours: 10 to 20 hours / week	Employer: "I Have A Dream" Foundation (22308/0001) Listed: 11/23/2015 Category: Administrative
<input type="checkbox"/>	Job Title: Test On-Campus FWS 11/20/15	Employer: Academic Standards - On Campus Federal Work Study (04302/2007) Listed: 11/23/2015 Category: Administrative
<input type="checkbox"/>	Job Title: test on-campus fws job 11/19/15.2	Employer: Academic Standards - On Campus Federal Work Study (04302/2007) Listed: 11/19/2015 Category: Administrative
<input type="checkbox"/>	Job Title: test off-campus job 11/19/15 Wage: \$10.00/hr to \$12.00/hr Openings: 2 Hours: 10 to 20 hours / week	Employer: "I Have A Dream" Foundation (22308/0001) Listed: 11/19/2015 Category: Administrative

1. If you find any jobs you'd like to apply for, please click the box next to each job.
2. Next, please click the 'Apply for selected jobs' button.

Student Employment Login for Timesheet X

Username:

Password:

Staff Student

Sign On

Reset

Type email username without @Citymail.cuny.edu and enter your email password.

The City College of New York

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Apply To Job

Help
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:

- Test CCNY Job - Academic Standards - On Campus Federal Work Study (04302/2007)
- Test On-Campus FWS 11/20/15 - Academic Standards - On Campus Federal Work Study (04302/2007)
- Test Off-Campus Job 11/19/15 - "I Have A Dream" Foundation (22308/0001)

General

First name *

Middle name

Last name *

CCNY Email Address
If you do not know your CCNY email address, please click here: <http://emailinfo.ccnycuny.edu>
NOTE: Incorrect entries will cause your application to be rejected! * (re-enter to confirm)

Last 4 Digits of Your Social Security Number:
NOTE: Incorrect entries will cause your application to be rejected! *

Resume No file chosen

Telephone Number (Preferably Cellular)

Please write in your available times to work (including weekends).

Please describe any language (beyond English) of which you have a working knowledge.

1. Please fill out the questions on the application. Any fields that have a red asterisk are required to be completed before your application can be successfully completed.
2. Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.
3. You may upload your resume, if desired.
4. Lastly, to submit your application, please click the 'Submit' button.

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Log In
My Dashboard
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User Dashboard
 Welcome, Roy a Rogers1 :: Monday, December 14, 2015

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

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

Application Information [+/-] Number of Days to return: 1 Year

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
5547	Test CCNY Job	Academic Standards - On Campus Federal Work Study (04302/2007)	Submitted	12/14/2015	4			
5544	Test On-Campus FWS 11/20/15	Academic Standards - On Campus Federal Work Study (04302/2007)	Submitted	12/14/2015	4			
5542	test off-campus job 11/19/15	"I Have A Dream" Foundation (22308/0001)	Submitted	12/14/2015	2			
5544	Test On-Campus FWS 11/20/15	Academic Standards - On Campus Federal Work Study (04302/2007)	Hired	11/23/2015	4			
4281	Laboratory Aide	Chemistry - On Campus Federal Work Study (04302/5706)	Submitted	11/19/2015	1			
4326	Printshop Monitor	Art - On Campus Federal Work Study (04302/5204)	Submitted	11/19/2015	4			
5540	test ca flow	Academic Standards - On Campus College Assistant (70022/70002)	Hired	11/13/2015	4			

To print your application, click the printer icon.

[Print](#) | [Close](#)

Go to 51

First name Roy
 Middle name a
 Last name Rogers1
 CCNY Email Address
 If you do not know your CCNY email address, please click here <http://emailinfo.ccny.ccny.edu>
 royrogers1@ngwebsolutions.com
 NOTE: Incorrect entries will cause your application to be rejected!

Last 4 Digits of Your Social Security Number: 11111111
 NOTE: Incorrect entries will cause your application to be rejected!

Resume

Telephone Number (Preferably Cellular) test

Please write in your available times to work (including weekends). test

Please describe any language (beyond English) of which you have a working knowledge. test

Notes

Application Submitted Date 12/14/2015 9:39:40 AM ET

Test CCNY Job

Job ID	5547
Job Type	On-Campus - FWS Jobs
Date Posted	Dec 08, 2015
Category	Data Entry
Job Description	Test
Job Requirements	
Available Openings	4
Hours	10.0 hours per week
Compensation	
Time Frame	Academic Year

Click the 'Print' link at the top left of your screen.

**Congratulations!
You're Finished!**

