The City College of New York



Employee Training





- 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







- 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 Job







Find A Job



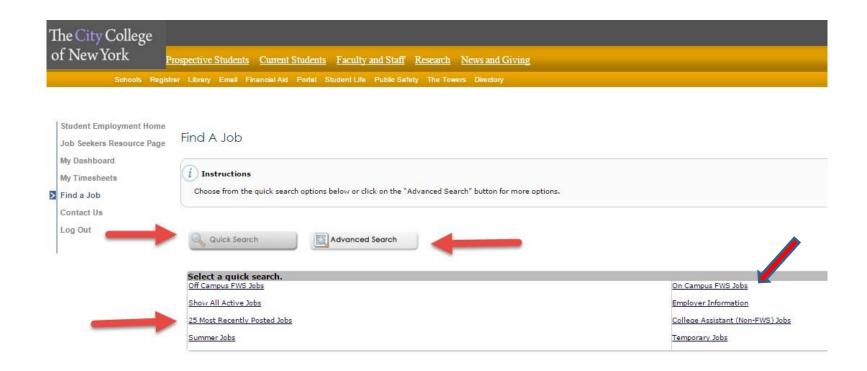
Please navigate to the link below:

https://ccny.studentemployment.ngwebsolutions

.com/JobX FindAJob.aspx



Quick Search: A search containing pre-defined criteria

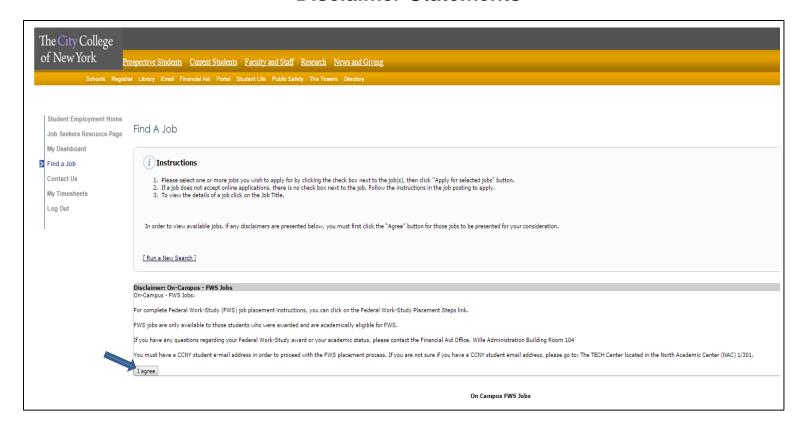


- 1. Click 'Quick Search' for each type of search
- 2. Click 'Advanced Search' to define your own criteria
- 3. Click 'On Campus FWS Jobs





Disclaimer Statements

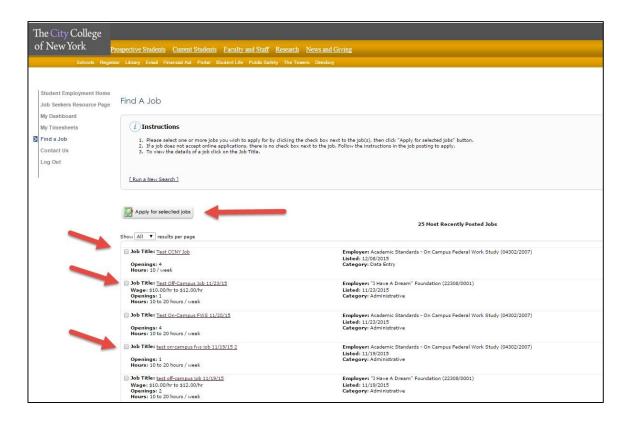


In order to apply for some of the CCNY jobs, you may be required to review applicable disclaimer statements and click the 'I agree' button(s) before any available jobs will be presented.





Apply for one or multiple jobs with one single application

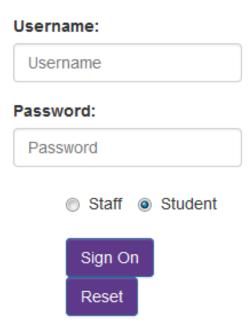


- 1. If you find any jobs you'd like to apply for, please click the box next to each job.
- 2. Next, please click the 'Apply for selected jobs' button.



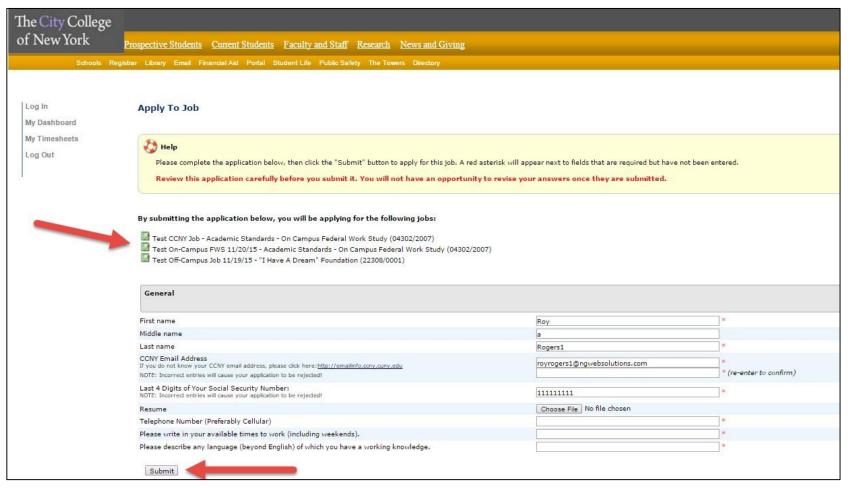


Student Employement Login for Timesheet X



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

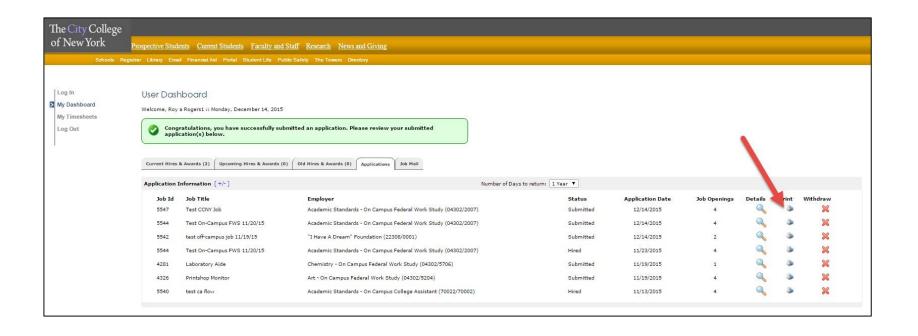




- 1. Please fill out the questions on the application. Any fields that have a red asterisk are required to be completed before your application can be successfully completed.
- 2. Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.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



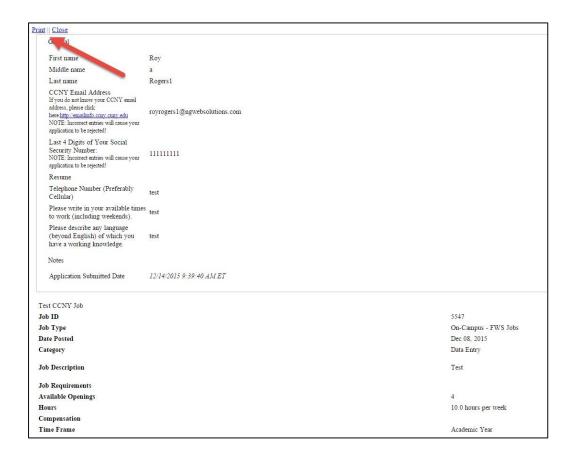




To print your application, click the printer icon.







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





Congratulations! You're Finished!



