

Berry College

Student Work and Experiential Learning Office

Student User Guide

JobX

➤ **Features for Students**

- Search for Jobs: Use any number of search criteria to find jobs and receive automated email when preferred jobs become available.
- Apply online: Enter information and instantly submit it to prospective employers.

TimesheetX

➤ **Features for Students**

- Complete and Submit Bi-Weekly Timesheets Online
- Track your eligible work earnings balance to prevent a financial aid over-award situation. In an over-award situation, you may be required to quit working before the end of the term or where your earnings exceed your eligibility and cause your financial aid to be reduced (which could result in a balance due in your tuition account).

It is important to note that **Berry College email is an official form of communication** and all communication links in this software will use your Berry email account.

These new services use a Web interface and are designed, like other Web sites, to be self-explanatory.

Table of Contents

	<u>Page(s)</u>
Getting Started	3
Time Sheet Regulations	4
How to Search and Apply for Jobs	5-7
How to Complete the online Time Sheet	8-11
Contact Us information	12

Getting Started

The Student Work and Experiential Learning Office (SWEL) manages all student employment on campus. This new Web service helps students and employers in the job posting and hiring process, and time reporting and verifying process. With this tool, you will be able to search for jobs, receive emails about new openings, electronically apply for on-campus positions and electronically report your time worked and submit your time to your supervisor for approval.

Before a hire request can be approved for you, your student work file must be complete. In order to work in any position on campus, you must make sure you have ALL of the following:

- G4 – Georgia State withholding form
- W-4 – Federal withholding form
- I-9 – federal Employment Eligibility Form
- Signed Student Confidentiality Statement
- Student work included in your financial aid package

The federal I-9 form lists specific documentation that is acceptable. It also stipulates that the *original* forms of identification and employment eligibility documents be presented to the verifying employer (in this case, Student Work Opportunity, Berry College). This documentation often includes a passport or valid driver's license and certified copy of birth certificate or original social security card. Please contact our office for a listing of other acceptable documentation. **You must complete and submit all documents in person.**

If your file is not complete, when your supervisor submits a hiring request, they will be notified that information is missing and will refer you to the Student Work office. Until the missing documents are submitted, you will not be eligible to be hired, and will not be eligible to begin work.

If you are a returning student and have verbally secured an on-campus position, you do not need to go through the application process. The supervisor is able to administratively hire you into his/her available openings into the software. You are, however, responsible for entering your time into the system in order to be paid. (See the section titled 'How to Complete the online Timesheet' in this handout for more details on that process.)

The instructions contained in this document will explain step-by-step the process of searching for jobs, applying online and entering your time into the software. Please email any questions to studentwork@berry.edu.

This document includes Time Sheet regulations as well as instructions for the JobX and TimesheetX Software.

Time Sheet Regulations

- ✚ Hours worked should be recorded to the nearest 10 minute increments.
- ✚ It is your responsibility to submit all necessary documents, including timesheets.
- ✚ The pay period begins on Sunday and ends on Saturday.
- ✚ You are only paid for actual hours worked. You are not paid for lunch, time off, sick time, vacation days, jury duty or holidays.
- ✚ Timesheets are to be submitted by you (to your supervisor) no later than 1:00 p.m. on the Monday following the last day of the pay period.
- ✚ Timesheets received after the deadline will be considered late and will result in delayed payment.
- ✚ Your timesheet must be approved by your supervisor no later than 10:00 a.m. on the Tuesday after the last day of the pay period.
- ✚ If your timesheet is submitted and approved on time, you will receive a paycheck the Friday after the week-ending date you have worked. (Example: For a week ending Saturday, March 11, your timesheet is due to the SWEL web site by Monday, March 13, by 1:00 p.m.; your supervisor must approve your timesheet by Tuesday, March 14, by 10:00 a.m.; you will receive your paycheck in your campus box on Friday, March 17).
- ✚ You may not work above twenty hours per week total, unless/until you have received prior written approval from the Dean of Student Work and Experiential Learning.
- ✚ The money you earn through your job is not part of your payment of tuition.
- ✚ If you wish to deposit your paycheck towards your tuition student account, you may do so at the Cashier's office located on the 2nd floor of Hermann Hall.

DO NOT 'Hand in (your) Time Sheet' UNTIL ALL THE TIME SEGMENTS THAT YOU HAVE WORKED FOR A PAY PERIOD HAVE BEEN ADDED TO THE TIMESHEET.

Once a timesheet is submitted you will no longer be able to edit the timesheet.

If you have any questions concerning this guide, or other policies and procedures, please email the SWEL office at studentwork@berry.edu.

To begin using the SWEL portal, type the following address into your internet browser's address bar:

<https://studentwork.berry.edu>

How to Search and Apply for Jobs

To begin using the SWEL portal, type the following address into your internet browser's address bar:

<https://studentwork.berry.edu>

- Click on **“Students”**



Admissions | Financial Aid | Academics | Student Life | Alumni | DIRECTORY | SITE MAP | LIBRARY

BERRY COLLEGE
A foundation for life

Student Work Education Program

Search

Quick Links ...

Viking Web Web Mail

Student Employment Home

Students

On-Campus Employers

Contact Us

Log Out

Welcome to Student Employment!

Important Information

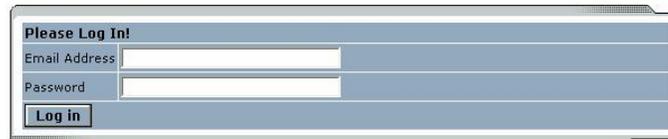
More Than Just Our Look Has Changed:
As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available:
To search the listings now, [click here](#).

Students
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time

On-Campus Employers
Post available positions, review applications, and hire student employees. Manage student

- You will be prompted to **log in** to access the site.



Please Log In!

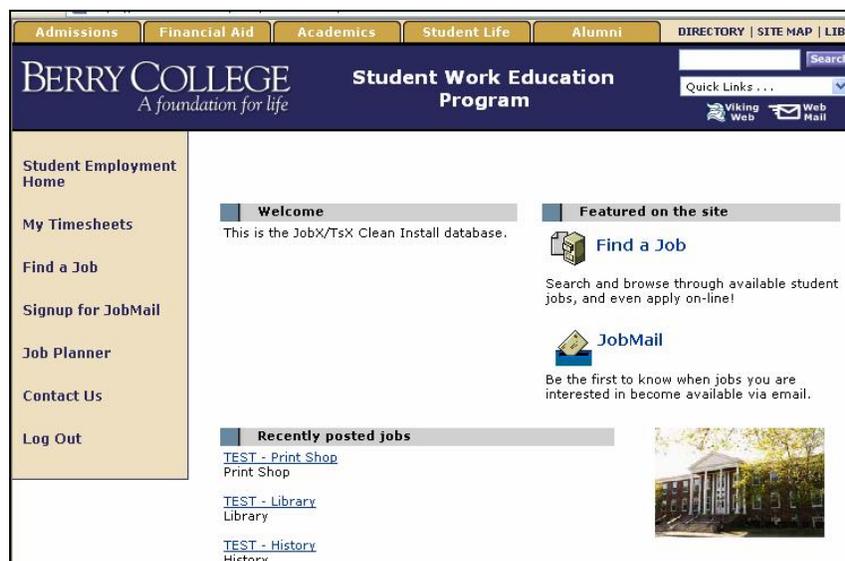
Email Address

Password

Log in

Use your Berry College e-mail address and password, and then click **Log in**.

- Click on **“Find a Job”** to search for available on-campus jobs.



Admissions | Financial Aid | Academics | Student Life | Alumni | DIRECTORY | SITE MAP | LIBRARY

BERRY COLLEGE
A foundation for life

Student Work Education Program

Search

Quick Links ...

Viking Web Web Mail

Student Employment Home

My Timesheets

Find a Job

Signup for JobMail

Job Planner

Contact Us

Log Out

Welcome
This is the JobX/TsX Clean Install database.

Featured on the site

Find a Job
Search and browse through available student jobs, and even apply on-line!

JobMail
Be the first to know when jobs you are interested in become available via email.

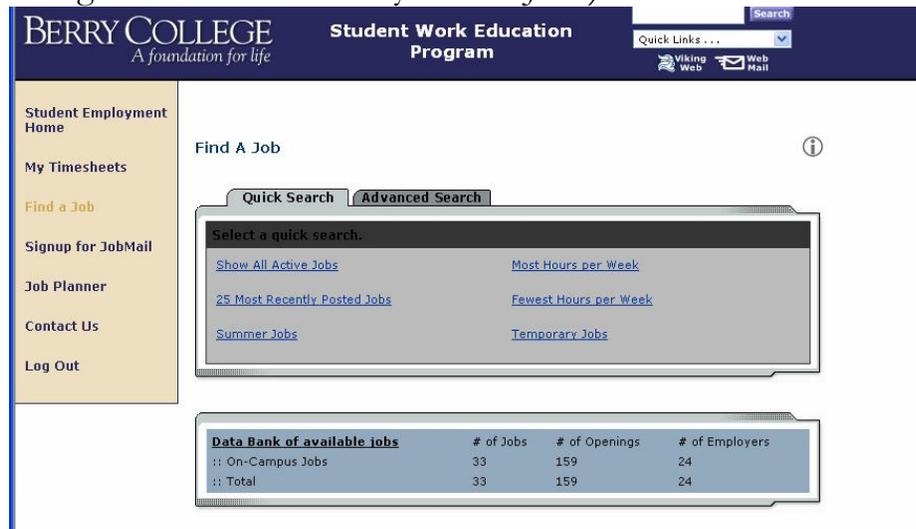
Recently posted jobs

[TEST - Print Shop](#)
Print Shop

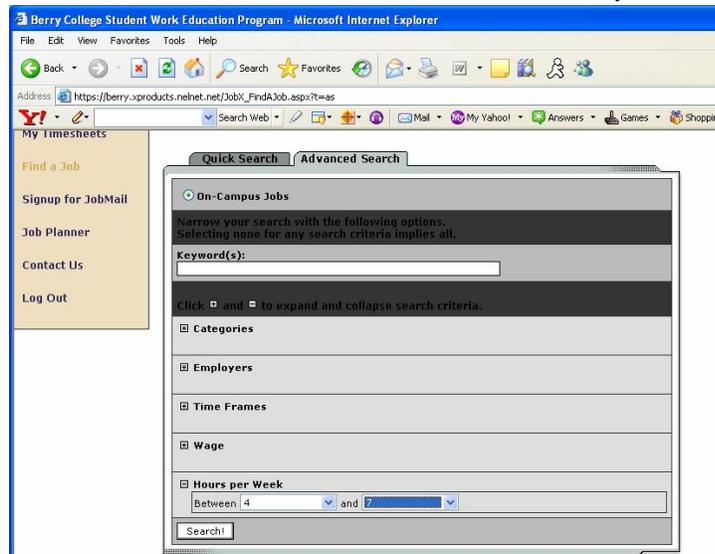
[TEST - Library](#)
Library

[TEST - History](#)
History

- Click on one of the links to look at ‘Quick Search’ results (such as all active listings or 25 Most Recently Posted Jobs).



- OR: Select ‘[Advanced Search](#)’ to search by various criteria. (See details below)

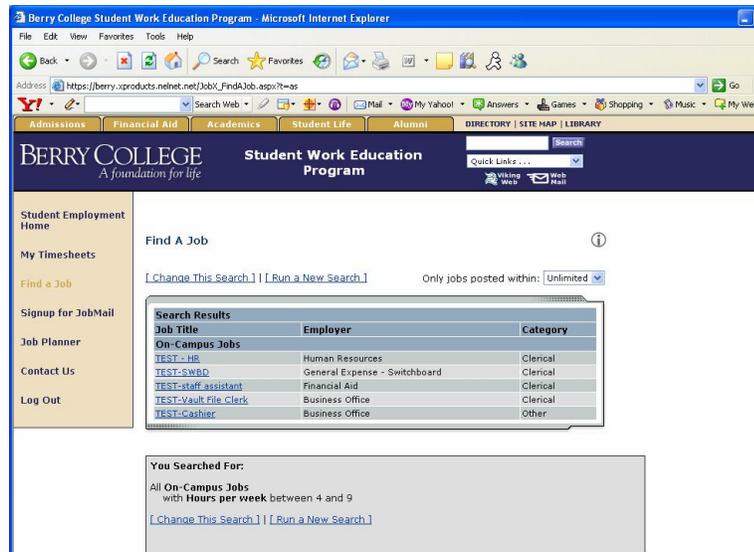


On this screen, you can select to search by any (or all) of the options listed:

Option:
 Keywords
 Categories
 Employers
 Time Frame
 Wage
 Hours per Week

Example:
 ‘professor assistant’
 ‘Clerical’ or ‘Housekeeping’
 ‘Business Office’ or ‘Psychology’
 ‘Fall Term’ or ‘Academic Year’ or ‘Christmas Break’
 Not really an option, since Berry’s pay scale is not position specific
 You can select a range; in a case where you only need a job for around 5 hours a week, you can search for all jobs that have available openings for 5 hours a week (see example in the print screen above).

- Jobs that meet your specific search criteria will appear:



- Simply click the link to view the description of the listing(s) that interest you.

Job Details

[\[Return to search results\]](#)

TEST-staff assistant	
Click here to apply for this job	
Job ID	4105
Job Type	On-Campus Jobs
Employer	Financial Aid
Date Posted	Aug 10, 2006
Category	Clerical
Job Description	Filing, Answer phone
Job Requirements	Must know ABC's, Good verbal communication
Available Openings	3
Hours	7.0 to 10.0 hours per week
Hourly Rate	\$5.20/hour
Time Frame	Summer
Contact Name	Vivian Blacklock
Contact Email	vblacklock@berry.edu
Work Location	Hermann Room 105
Phone	7062361714
Fax	N/A

You can select the 'return to search results' link to return to the list of jobs, or, if this is a job you want to apply for, select the '[Click here to apply for this job](#)' link.

Please be as precise and professional as possible when you complete the application. This is a formal job application. The results are forwarded immediately to the contact person's email. Please watch your email for correspondence from the supervisor.

Your part in the application process for this position is now complete.

Once you are hired into a position, you will be required to enter your time worked into the software in order to be paid for your hours. (See TimeSheetX instructions on the following pages.)

How to Complete the online Timesheet

To begin using the SWEL portal, type the following address into your internet browser's address bar:

<https://studentwork.berry.edu>

- Click on **“Students”**

The screenshot shows the Berry College Student Work Education Program website. The top navigation bar includes links for Admissions, Financial Aid, Academics, Student Life, Alumni, DIRECTORY, SITE MAP, and LIBRARY. The main header features the Berry College logo and the text 'Student Work Education Program'. A search bar and 'Quick Links' dropdown are also present. The left sidebar contains a 'Student Employment Home' menu with options: Students, On-Campus Employers, Contact Us, and Log Out. The main content area displays a 'Welcome to Student Employment!' message, a photograph of a campus building, and an 'Important Information' box. The 'Important Information' box contains two sections: 'More Than Just Our Look Has Changed' and 'Job Listings Now Available'. At the bottom, there are two columns of text: 'Students' and 'On-Campus Employers'.

- Click on **“My Timesheets”**

The screenshot shows the Berry College Student Work Education Program website with the 'My Timesheets' section selected in the left sidebar. The main content area is divided into several sections: 'Welcome' (stating 'This is the JobX/TsX Clean Install database.'), 'Featured on the site' (with sub-sections 'Find a Job' and 'JobMail'), and 'Recently posted jobs' (listing 'TEST - Print Shop', 'TEST - Library', and 'TEST - History'). A photograph of a campus building is visible on the right side of the page.

- You will be prompted to **log in** to access the site.

Please Log In!

Email Address

Password

Use your Berry College e-mail address and password, and then click [Log in](#). The system will load the Timesheet management screen.

- Click on the link to select the job for which you want to enter time from the links in the 'Current Jobs' window

Current Jobs				
Click on a job name to see the time sheets for that job.				
Job Title	Wage	Hire Date	Hire End	Status
TEST - Beaker Cleaner	\$5.20/hour	Jun 01, 2006	Aug 19, 2006	Active
Test - Golf Cart Manager	\$5.20/hour	May 01, 2006	Aug 19, 2006	Active
TEST - Student payroll processor	\$5.20/hour	Jul 01, 2006	Aug 20, 2006	Active
Test-Housekeeper	\$5.20/hour	Jul 02, 2006	Aug 18, 2006	Active

- If you have not already started the time sheet for the pay period, Click ["Start Timesheet"](#) for the pay period you are submitting hours.

Time Sheets for Job: TEST - Student payroll processor				
Status	Pay Period	Start Date	End Date	Time Sheet
	Aug 13-Aug 19, 2006	Sunday, August 13, 2006	Saturday, August 19, 2006	Start time sheet
	July 30-Aug 12, 2006	Sunday, July 30, 2006	Saturday, August 12, 2006	Go to time sheet
	July 16-July 29, 2006	Sunday, July 16, 2006	Saturday, July 29, 2006	Go to time sheet
	July 2 - July 15, 2006	Sunday, July 02, 2006	Saturday, July 15, 2006	Go to time sheet
	Jun 18 - July 1, 2006	Sunday, June 18, 2006	Saturday, July 01, 2006	Go to time sheet

Once you have started a time sheet, you will select the 'Go to time sheet' option to [add a new entry](#) for time worked as the pay period progresses. **NOTE: Time cannot be entered for a future date.**

- Click on ["Add a New Entry"](#)

Manage Time Sheet						
Time Sheet Status	Pay Period Info (Jun 18 - July 1, 2006)					
Incomplete	Start	End	Deadline	Pay Date		
	Sunday, June 18	Saturday, July 01	4 weeks and 3 days ago	Friday, July 07		
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						
Total:						

- Select the appropriate date from the drop down menu, then select the start and end time (to the nearest 10 minute increment) and click “Add”.

Manage Time Sheet

Time Sheet Status	Pay Period Info (Jun 18 - July 1, 2006)			
Incomplete	Start	End	Deadline	Pay Date
	Sunday, June 18	Saturday, July 01	4 weeks and 4 days ago	Friday, July 07

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.					
Saturday, July 01, 2006	8:00AM	12:00PM	No Break		Add Cancel
				Total:	

- At the end of the pay period and once you have added all your time sequences for the **complete** pay period click “Hand in this Timesheet”.

NOTE: Do not ‘Hand in this timesheet’ until you have entered all of the time you have worked for the full pay period as indicated in the start and end dates (as seen in the print screen below). Once you select the ‘hand in your time sheet’ option you will not be able to modify it or edit it without getting your supervisor involved.

Manage Time Sheet

Time Sheet Status	Pay Period Info (July 2 - July 15, 2006)			
Pending Approval	Start	End	Deadline	Pay Date
	Sunday, July 02	Saturday, July 15	4 weeks and 3 days ago	Friday, July 14

Time Sheet Entries			
Date	Start	End	Hours
Monday, July 03	9:00 AM	12:00 PM	3 hrs
Wednesday, July 05	8:00 AM	10:00 AM	2 hrs
	2:00 PM	5:00 PM	3 hrs
Thursday, July 06	2:00 PM	4:00 PM	2 hrs
Friday, July 07	2:30 PM	5:00 PM	2 hrs 30 mins
Monday, July 10	2:30 PM	5:00 PM	2 hrs 30 mins
Thursday, July 13	12:00 PM	1:00 PM	1 hr
Friday, July 14	8:00 AM	10:00 AM	2 hrs
			Total: 18 hours

The information above has been saved.
What would you like to do next?

Return to time sheet list	Return
Log out	Log Out
Hand in this time sheet to your supervisor	Hand in this Time Sheet

- The system will verify that you really intend to submit the time sheet.

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 (Jun 18 - July 1, 2006)				
Date	Start	End	Break	Hours
Saturday, July 01	8:00 AM	12:00 PM	--	4 hrs
Total:				4 hours

You will get a final verification to submit the time sheet. When you select the 'OK' option here, *you are electronically signing the time sheet, verifying the accuracy and validity of the time you are reporting.*

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.

Microsoft Internet Explorer

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.

- You will get verification that the time sheet is submitted successfully!

Submitted Timesheet Receipt

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

[Return to My Jobs](#)

CONTACT US:

If you have questions regarding this software or any student employment question, information is provided below on how you can contact the Office of Student Work & Experiential Learning:

Office Hours

Mon – Fri

8am – 5pm

Office location

131 Hermann Hall

Office Phone

706-236-2244

Student Work email Address

studentwork@berry.edu

Student Work Website

<http://www.berry.edu/stuwork>

JobX – TimeSheetX Site

<https://studentwork.berry.edu>