EAST TENNESSEE STATE UNIVERSITY

Student Employment and Service Positions

An extensive supervisory training on APS, FWS, RSWP, and JobX/TimesheetX

DISCLAIMER

At the time of this presentation, all federal agencies mentioned are correct.

The Office of Financial Aid & Scholarships continuously monitors for changes and will edit this presentation as needed.

Types of Student Positions

- Academic Performance Scholarship (APS)
- Federal Work Study (FWS)
- Regular Student Work Program (RSWP)

Academic Performance Scholarship (APS)

- ETSU's largest merit-based scholarship program for new freshmen and transfer students from TN and border counties eligible for in-state tuition.
  - Eligibility is determined by high school GPA and ACT/SAT scores.
- Students receive a monetary award to be used to pay institutional charges.
  - Available for Fall or Spring terms only
- Renewal for up to 8 semesters or until graduation, whichever comes first
  - Transfer-APS is renewable for 6 semesters or until graduation
    - These students do not complete service hours
- Renewal Requirements
  - Enroll in and pass at least 15 credit hours per semester
  - Maintain a 2.5 term GPA each semester
  - Maintain a 2.5 overall GPA each semester
  - Complete 75 service hours each semester for the first 4 semesters of eligibility
    - Required for Presidential, Provost, and Deans recipients

Federal Work Study (FWS)

- Federally-funded, on-campus work program that allows students to earn part of their educational expenses by working part-time
- Does not pay directly toward tuition and fees
- Paid in bi-weekly paycheck for hours worked
- Starting hourly pay rate is $10.00
- FWS awards are given on “first-come, first-serve” basis
- Due to funding restrictions, an FWS award does not guarantee a position
- Eligibility Qualifications
  - Student must complete FAFSA and be awarded FWS by ETSU
  - Student must be enrolled in at least 6 CPOS credit hours
  - Student must be making Satisfactory Academic Progress

Regular Student Work Program (RSWP)

- On-campus work program that allows students to earn part of their educational expenses by working part-time
- Funded 100% by the hiring department
  - Not part of the allocations process
- Paid in bi-weekly paycheck for hours worked
- Hiring department sets the award and hourly wage amounts
- Starting hourly pay rate is $8.25
  - Departments can choose a higher pay rate
- Eligibility Qualifications
  - Students who wish to be evaluated for RSWP should send an email containing their request, name, and E-number to finaid@etsu.edu
  - Students must be enrolled in at least 6 CPOS credit hours

How Does My Department Receive APS and FWS Positions?

6 Sections of APS/FWS Allocations Process

Requests
Review
Finalization
Posting
Waitlist
Tracking

Allocations: Requests

- Process begins mid-March
- Student Employment Coordinator crafts and sends emails to each department
- Email contains the department's APS and FWS positions usage from the previous Fall semester.
  - For 2025-26, it contained Fall 2024 usage
- Departments are given 3-4 weeks to reply with the requested amount of each type of positions
- Instructions and deadlines are provided in the email
  - Please read and review full email
- Departments who submit their request after the request deadline will be placed on a wait list

Allocations: Review

- Student Employment Coordinator determines how many FWS positions can be allotted based on FWS budget from Department of Education
- Student Employment Coordinator assembles Allocations Review Committee
- Committee compares each department's request to their previous Fall usage by both number of position and monetary use.
- Departments that fall short of their FWS allocation monetarily will often receive less positions until they can successfully use their full allocation
  - Ex: XYZ Dept was allotted 4 FWS positions for 2024-25. This has a monetary equivalent of $8,000 for Fall 2024. They hire 4 students, but those students only earn a total of $4,000 for the term. XYZ Dept has only used half of their allocation for Fall 2024, and may be allotted less positions for 2025-26 in order for the university to try to use their full budget from ED.
    - Unused FWS monies can result in a lower amount from ED the following year.
- The committee typically allocates more positions than actual FWS monies in order to make up the difference and provide departments as many student workers as possible.

Allocations: Finalization

- Student Employment Coordinator sends each APS/FWS eligible department a final allocations email
- This email is very detailed.
  - APS Allocation
  - FWS Allocation
  - FWS allocation monetary breakdown
  - Info on increasing the number of students hired to meet FWS monetary equivalent
  - Deadlines
  - Regulations
  - Hiring information
  - Timesheet Information
- Once Final Allocations email is received, supervisors can begin posting positions

Allocations: Posting

- Departments ***MUST*** submit APS and FWS posting by ***June 1st***
  - This is a date change from previous years that began with the 2025-26 allocations
- Departments must post the ***FULL ALLOCATION AMOUNT***
  - All hires, whether returning or not, ***MUST*** be tied to an active job description.
  - If you are allotted 6 APS, post 6 available openings.
    - When you submit the request for your 4 returning APS, the system will subtract 4 from the 6, leaving you with 2 available openings actually posted for students to apply to, but you have to post the full 6 for the system to calculate correctly and to not lose your positions.
      - Let the system work **FOR** you, not **AGAINST** you!
- Departments that do not post their positions by the end of day on June 1st will lose the unposted positions.
  - Those positions will be divided among the wait list.
- Make sure to select **Active, Listed** or **Active, Not Listed** as the requested status.

Allocations: Waitlist

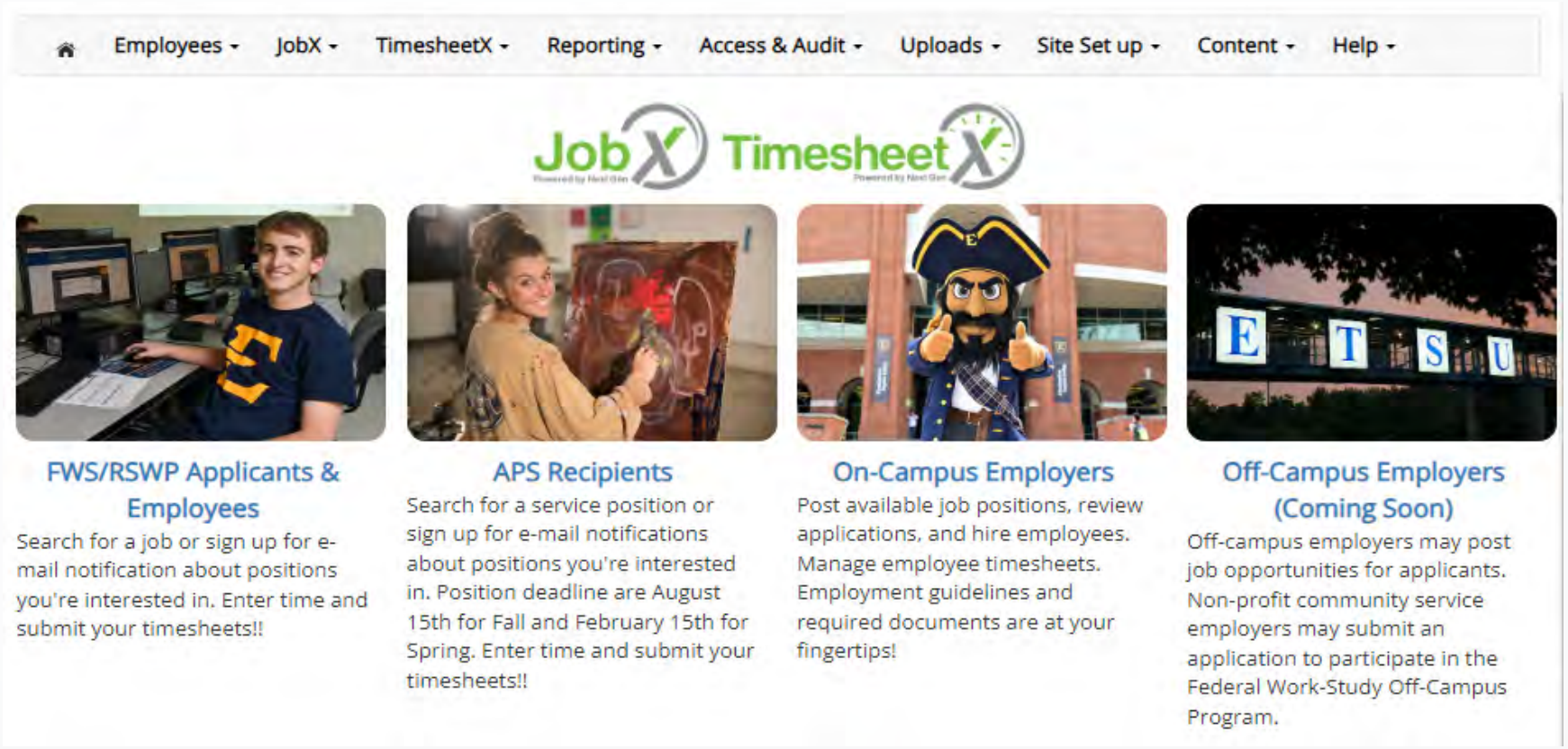
- Departments who do not submit their APS and FWS allocation requests by the request deadline are placed on a waitlist.
- Waitlist is processed in first-come, first-serve order
- Departments who determine they want or need more APS and/or FWS students can also request to be put on the waitlist
- Waitlist is reviewed after the initial postings
  - It is continuously reviewed throughout the aid year

Allocations: Tracking

- It is important for departments to track their allocations.
- Two ways of doing this
  - Number of Positions - APS
  - Monetary Amount - FWS
- Ensure you are using the full amount of positions you were allotted.
- Monetary Tracking
  - The allocations email tells you the monetary value of your FWS positions
  - Ensure your students are using as much of this as possible
    - If you are allotted 4 FWS positions, this will equal $8000 per semester for your department. ($2000/semester is the maximum award per student.)
      - If 2 students are on track to use the full amount of their FWS award, but 2 are on track to only use half of their award, you could hire 1-2 additional students to fill the gap.
        - (2*$2000) + (2*$1000) = $4000 + $2000 = $6000
        - $8000 - $6000 = $2000
        - $2000 = 1 position or 2 positions at $1000/semester

Student Employment Processing System

https://etsu.studentemployment.ngwebsolutions.com/



JobX/TimesheetX

- **JobX** helps schools automate the job posting, application submission/review, hire creation/approval, and reporting processes for employees, employers, and site administrators.
- **TimesheetX** helps schools automate the time sheet submission and approval process while ensuring compliance with labor and FWS regulations for employees, supervisors, and administrators.
- **JobX and TimesheetX** are seamlessly integrated with your ETSU School Information System (SIS).
  - **Banner and Voyager**

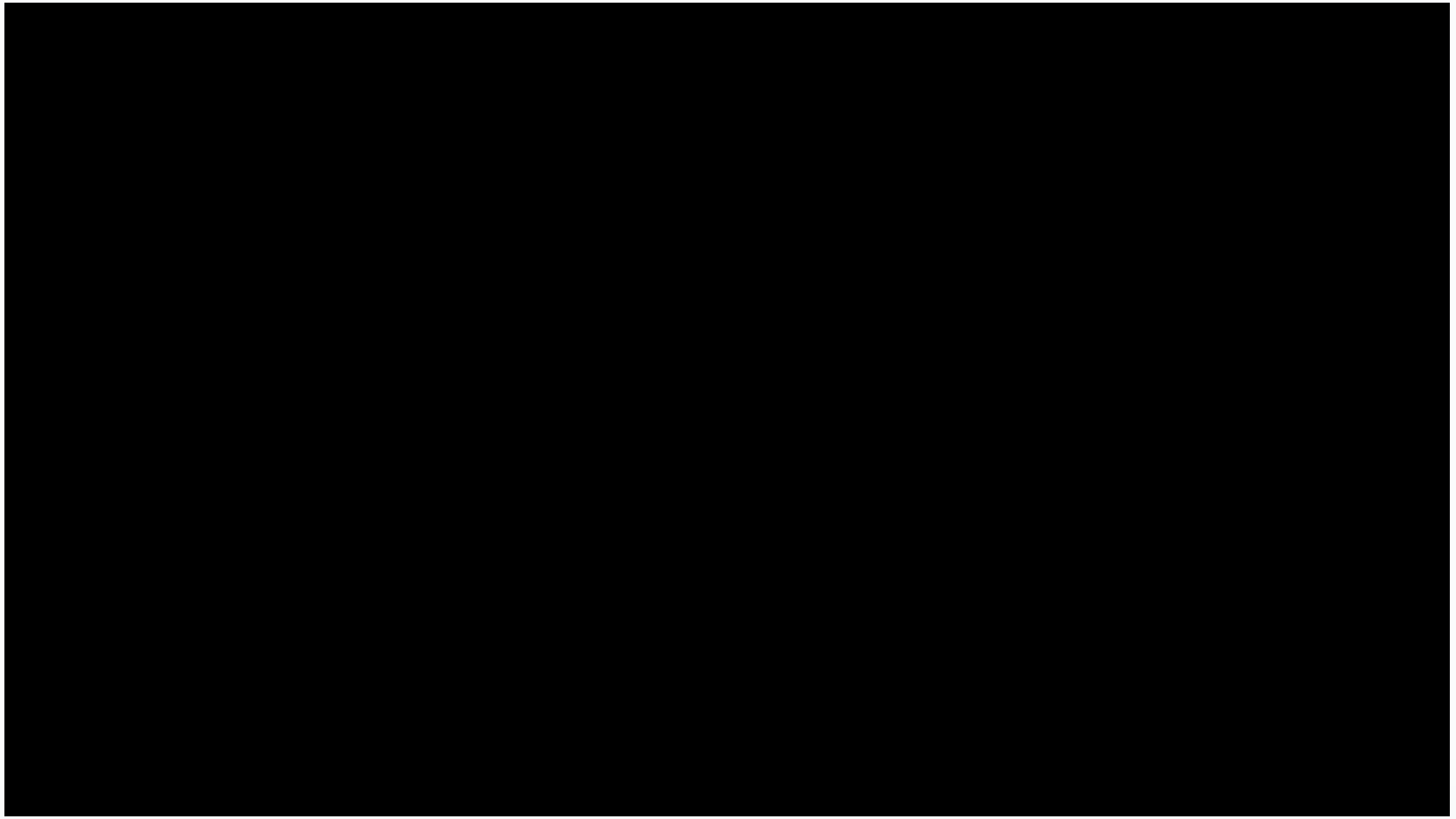
JobX: Benefits for Supervisors

- Easy job listing creation.
- Workflow job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
  - The Student Employment Coordinator reviews pending job posting once per day / 3 times per day during peak posting periods.
- Customize job specific questions on the application to get “best fit” candidates in your job(s).
- Systematic email alerts ensure thorough and timely communications amongst all involved parties (e.g. employees, supervisors, site administrators).
- Systematic applicant and hire compliance checks ensure all employment eligibility requirements are met.
- Broadcast email tools for improved communications with your employees.
- Mobile friendly.

TimesheetX: Benefits for Supervisors

- Easy to manage online time sheets
- Consistent time sheet processing across all departments
- No compliance issues due to powerful edits that ensure time sheet entries comply with state/federal labor laws.
- No math errors and illegible time sheet entries previously experienced with paper time sheets
- Deadline reminders ensure timely submissions from employees and approvals for supervisors
- Automated warnings
  - Award Amount
  - Class Conflicts
  - Max hours per week
- Web accessibility
- E-signature enabled
- Mobile friendly

Login to JobX/Timesheet



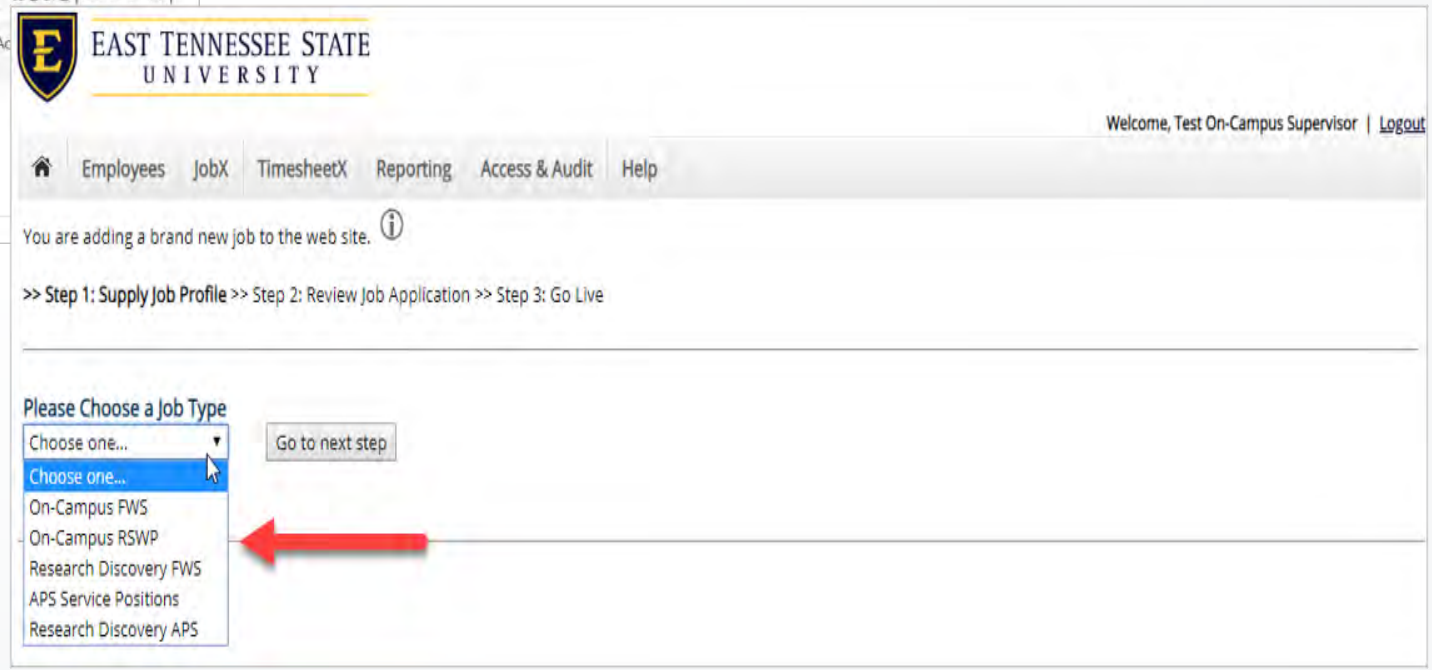
Posting APS/FWS/RSWP Positions

- Training Objectives
  - New Descriptions
  - Reposting Previous Descriptions
  - Available Openings Count

New Descriptions

- Select *Add a Job*
- If supervising across multiple departments, select desired department under *Choose Employer* dropdown and select *Go to Next Step*.
- Select correct Job Type
  - On-Campus FWS
    - Most common FWS posting
  - On-Campus RSWP
  - Research Discovery FWS
    - Allocated by Research Discovery to specific faculty members.
  - APS – Internal Use Only
    - Only for Office of Financial Aid & Scholarships Use
  - APS Service Positions
    - Most common APS posting
  - Research Discovery APS
    - Allocated by Research Discovery to specific faculty members.
- Select *Go to Next Step*

New Descriptions – Initial Steps



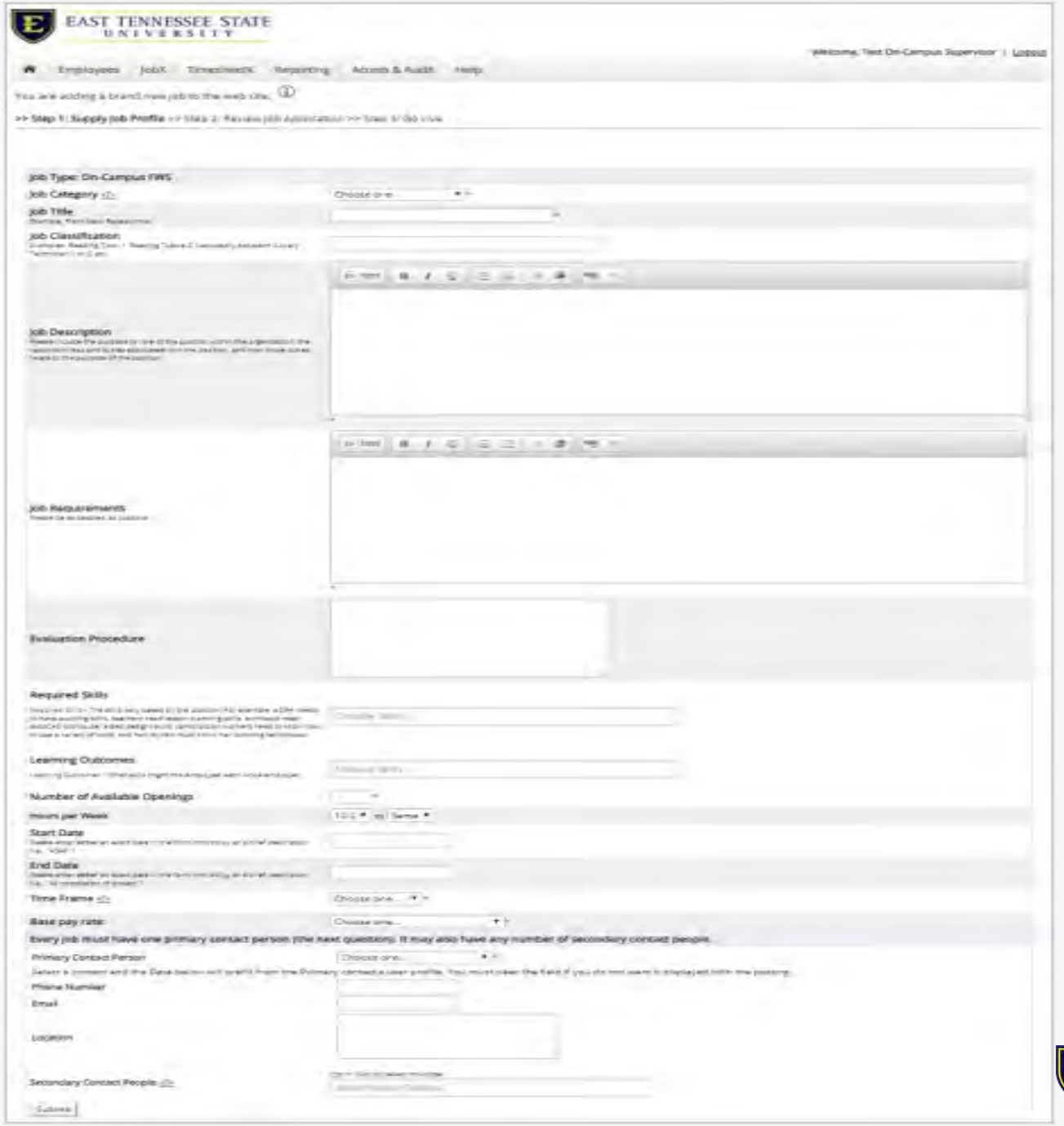
The ***APS – Internal Use Only*** job type is ***ONLY*** for use by the Office of Financial Aid & Scholarships. Jobs with this type outside of OFAS will be rejected.

New Descriptions – Step 1

- Enter Job Profile Information
  - Any fields denoted with a red asterisk (*) below are required fields that must be completed before the profile can be saved.
    - Select the Job Category *
    - Enter Job Title *
    - Enter Job Classification
    - Enter Job Description *
    - Enter Job Requirements *
    - Enter Evaluation Procedure
    - Required Skills
    - Learning Outcomes
    - Enter the number of available openings *
    - Enter the minimum and maximum weekly hours
    - Enter the Start Date
    - Enter the End Date
    - Select the Time Frame *
      - Academic Year
        - Most common
      - Fall
      - Spring
      - Summer
    - Select the Base Pay Rate *
    - Select the Contact Person * from the dropdown list.
      - This will be the person who receives emails when a student applies for the job
    - Select a Secondary Contact Person
      - Must be different from the Primary Contact
    - Click *Submit* to continue to Step 2 of the *Add a Job* process.

Important Note: To prevent Supervisors from getting multiple emails, please ensure a supervisor is NOT set up to be both a Primary AND Secondary Contact. They should only set up to be one or the other, but NOT both.

Step 1 Illustrations

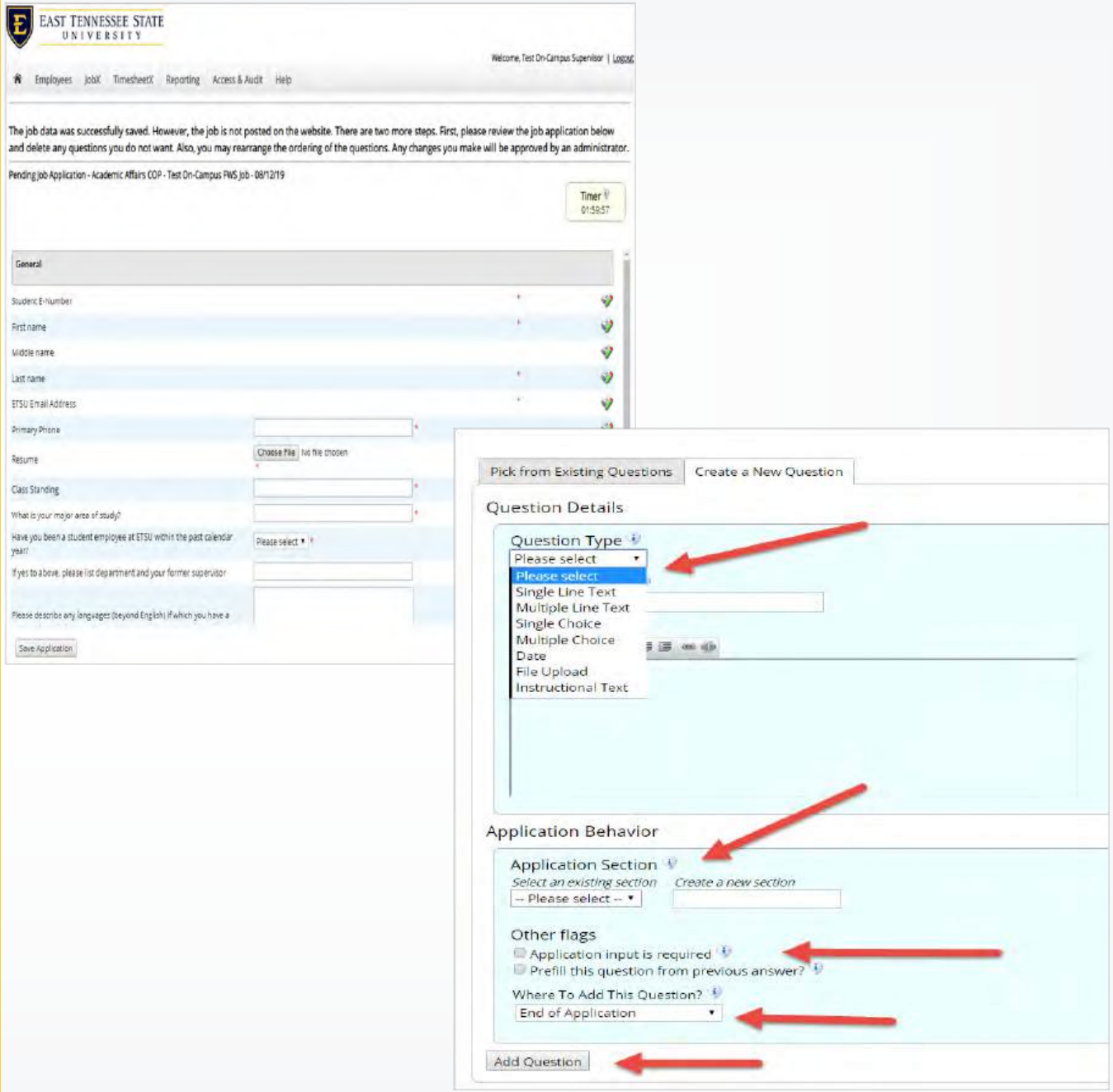


New Descriptions – Step 2

- Review Job Application
  - You may add questions to the institutional default application to ensure you get a “best fit” candidate for your job.
    - To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new questions using an application designer.
      - When creating a new question, please select a type of question from the *Question Type* dropdown menu.
      - Use an abbreviated name for the question you’ll be adding for retrieval purposes in the *Pick from Existing Questions* library.
        - This will not be present to the applicant
      - The *Question Label* is what the applicant will see.
        - Use the text and HTML editor feature to make your questions look more professional.
      - You can either add your question to the existing general section or create a custom section for your question to be placed under.
        - If you’d like to add a new section for a question to be within, please enter the name of the section in the *Create a New Section* field at the same time your adding the 1st new field being present with in this new section.
        - Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the *Select an Existing Section* dropdown menu.
      - You can place any new question exactly where you want it by selecting the desired location in the *Where to Add This Question* dropdown list
      - When you have completed adding a question, click the *Add Question* button.
      - Lastly, to save the application, please click the *Save Application* button.

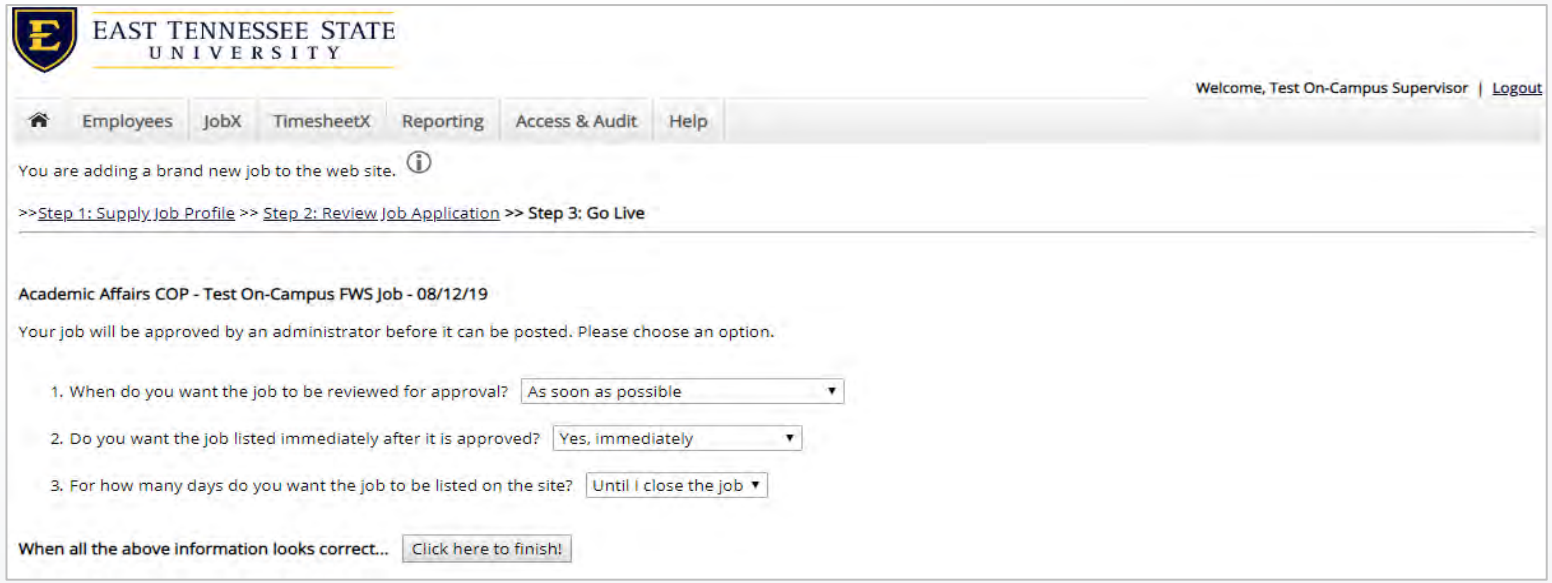
Please note: All job specific questions you add to your institutional default application will be reviewed and approved by the Student Employment Coordinator.

Step 2 – Illustrations

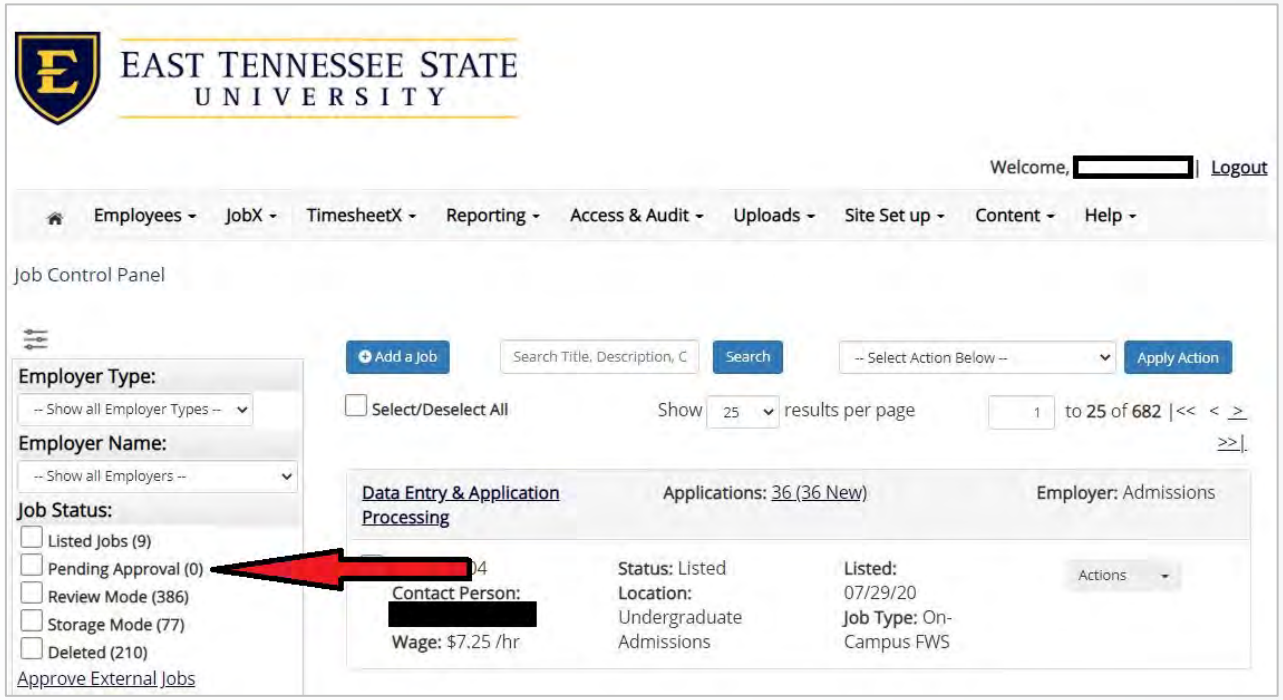


New Descriptions – Step 3

- Go Live
  - Select *As Soon as Possible* from the list on Question #1 if you want the job to be reviewed for approval immediately.
    - However, if you want to save the job for later, select *Later, I need to review it myself first*. The job will go to Storage for a later review.
  - Select *Yes, immediately* from the list on Question #2 if you want the job to be listed immediately upon approval.
  - For the question, "*For how many days do you want the job to be listed on the site?"*
    - If you want to designate a specific period of time the job should be posted, select the applicable duration from the dropdown list.
    - If you want the job to be posted until you close the job, select *Until I close the job*.
  - Click the *Click Here to Finish* button.
  - Your job will be submitted to the Administrator for review/approval.



New Descriptions – Completed!



- You may either print the job details or click *Return to your control panel* to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the *Pending Approval* queue.

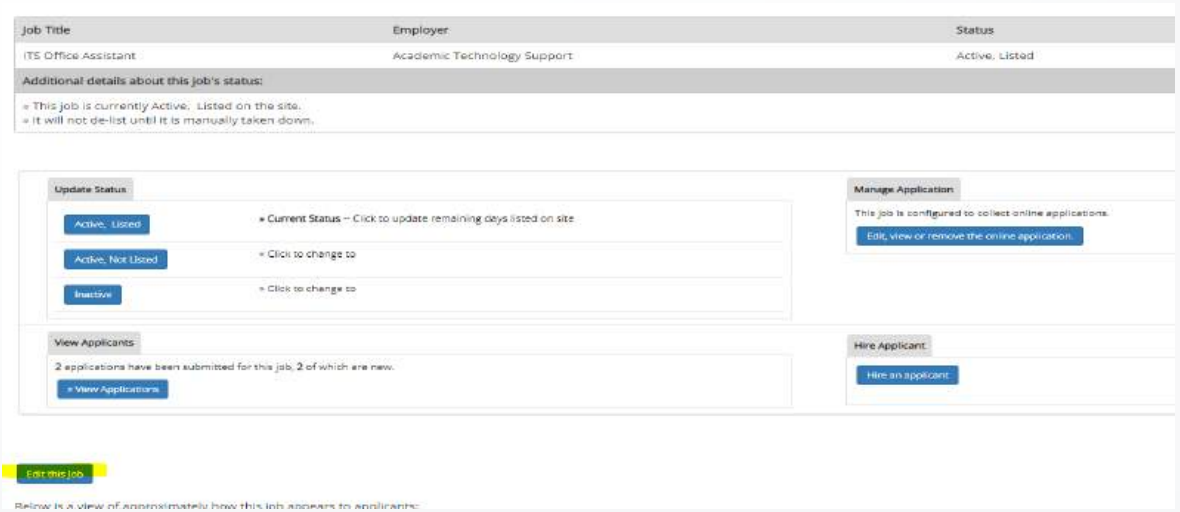
Posting New APS Position Description

Posting New FWS/RSWP Position Descriptions

Reposting Previous Descriptions

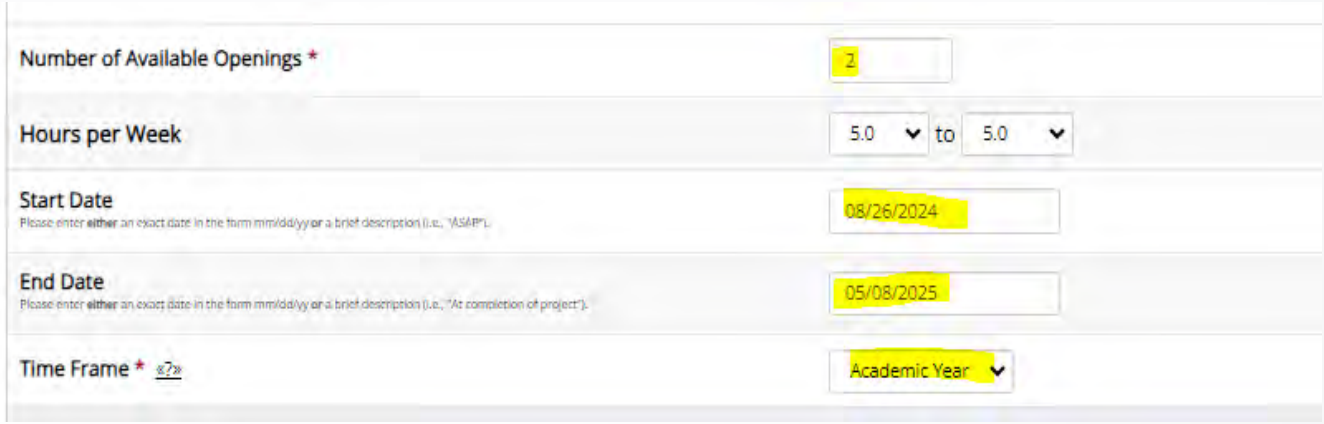
Select the Job for you wish to repost by clicking the job title.

Select the *Edit this job* button



Reposting - Continued

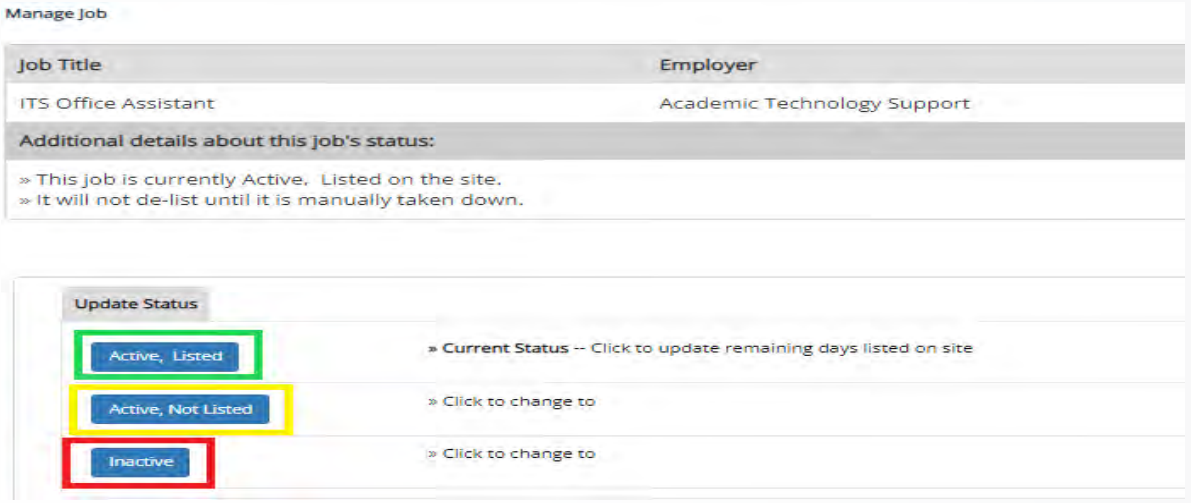
- Edit the start/end dates for the new school year, time frame, and available openings.



- Available openings ***MUST*** match your allocation amount when first posting each year.
- Start and End dates for Fall, Spring, and Academic Year are included in the allocations email you receive for the following academic year.
- Start and End dates for Summer are included in the allocations email you receive for Summer.
- If expecting to keep a student for both Fall and Spring, select Academic Year as Time Frame.
- If expecting to keep a student for all terms of Summer, only submit one request. You do not have to split it into a Summer I and Summer II request.

Reposting - Continued

- Update Status
- *When initially posting the position again, select <u>Active, Listed</u>*



Status Overview

- Active, Listed *(Green box above)*
  - Posted for students to review and apply
- Active, Not Listed *(Yellow box above)*
  - Posted for you to hire students into, but students cannot view and apply – best for walk-ins and rehires.
- Inactive *(Red box above)*
  - Cannot be used by either you or students

Number of Available Openings

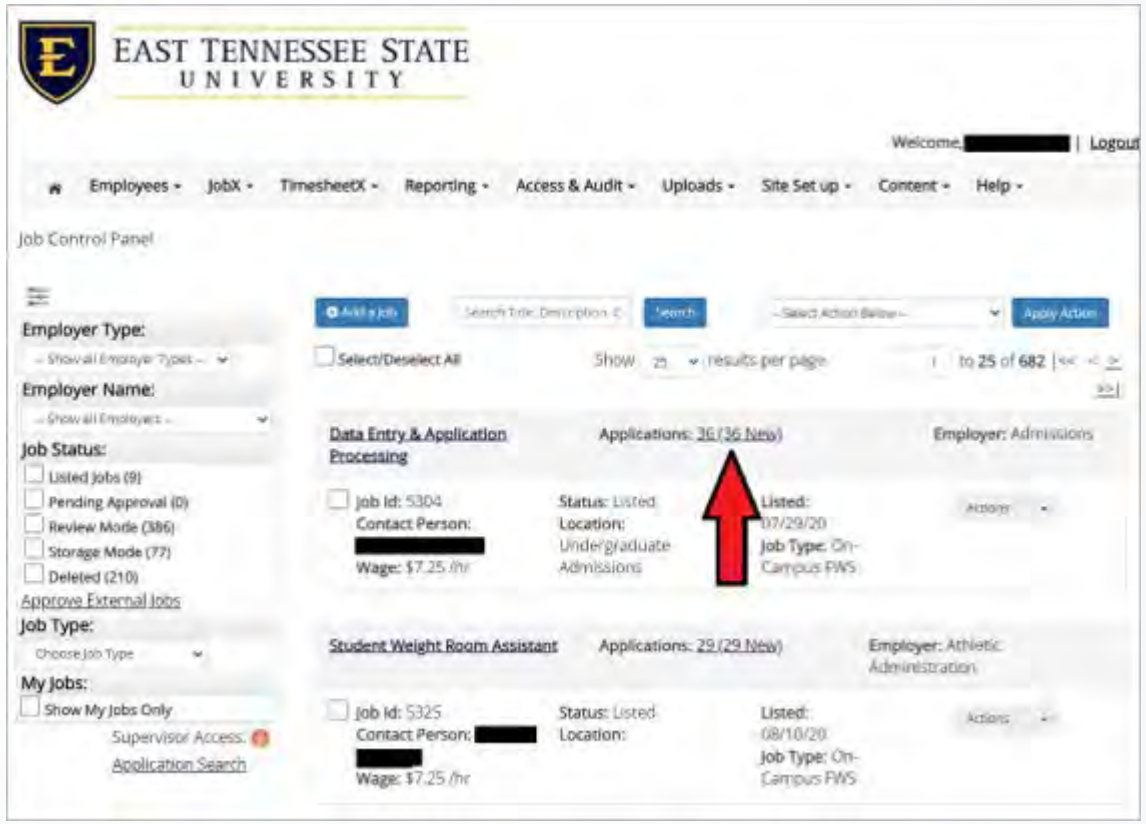
- Why must you post the *full allocation* when you first post your description for a new academic year or summer?
  - OFAS manual posting review
    - The Student Employment Coordinator reviews each posting and tracks how many positions your department posts. If you do not post your full allocation by the posting deadline, you will lose the number of positions that you did not post.
  - JobX tracks the hires for you!
    - Each time you submit a hire request, the system subtracts 1 from your available openings. Once you get to 0 available openings, the system will prompt you to close the job.
      - Closing the job is ***important*** as it removes all old applications for the system so you will not see them the next time you post the job.

Hiring Students within JobX/TimesheetX

- Reviewing Applications
- Interviewing Candidates
- Hiring Applicants
- Hiring Walk-ins
- Submitting Rehires
- Rejecting Applicants

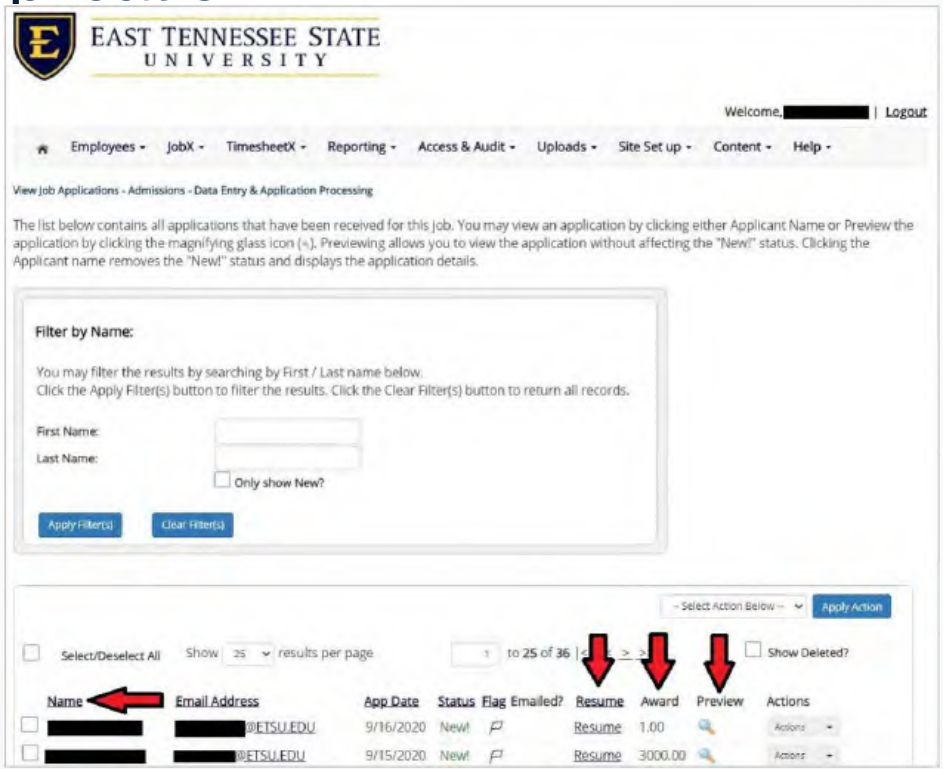
Reviewing Applications

You may review an online applicant by clicking the *# (# New)* link located under the *Applications #* column next to the applicable job.



Reviewing Applications

- Click the Applicant's Name link to view the application in a full screen view.
- To view the Resume, click on the *Resume* link next to their name.
- Click or hover over the magnifying glass next to the applicant's name to get a quick view format of the application.

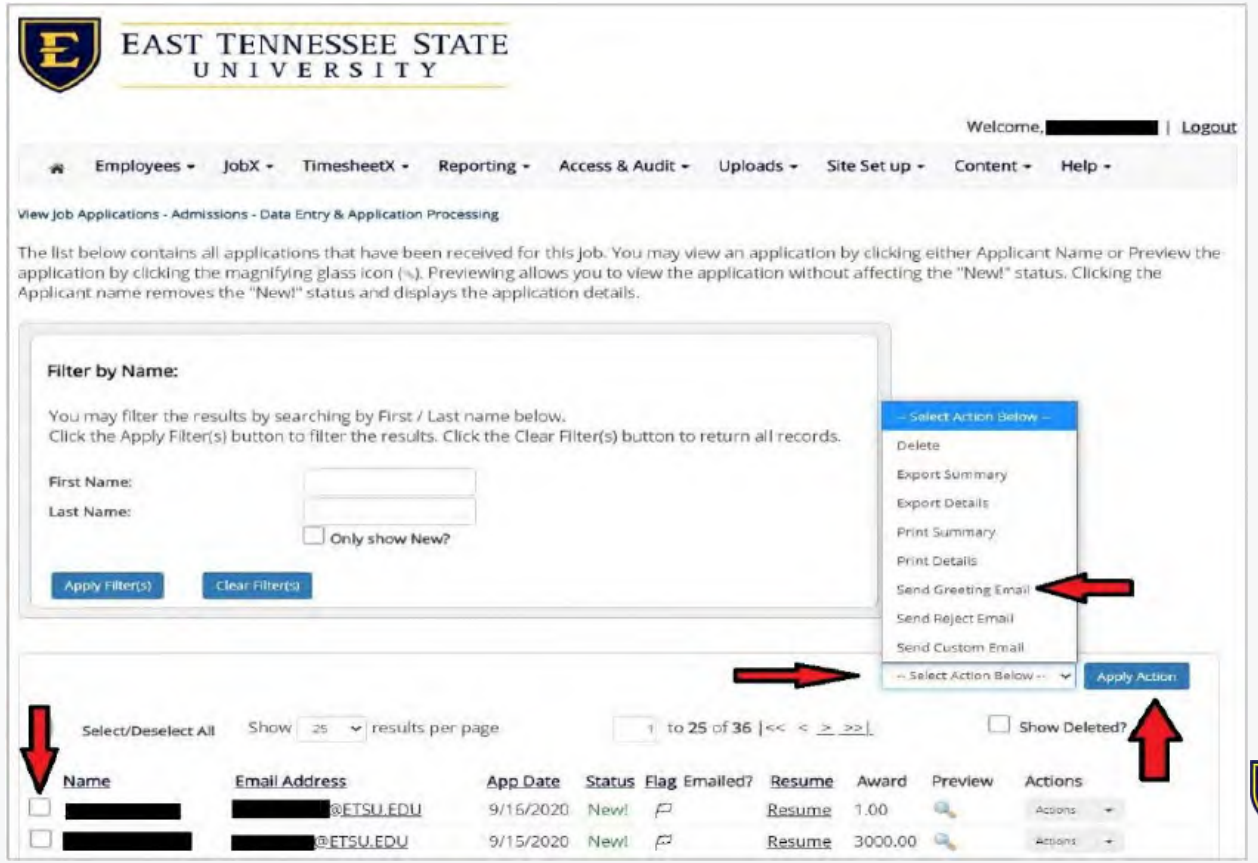


Scheduling Interviews

- This feature is utilized to set up interviews for one or more applicants. If you do not wish to interview an applicant, please be sure the box next to that candidate is not check.
- You may change the text in the body of the e-mail or add additional email recipients in the *To* box. Then, click the *Send* button.
- *IMPORTANT NOTE: Do **NOT** use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purposes, you can utilize the integrated **Send Rejection Email(s)** function reviewed in a future slide.*

Scheduling Interviews

- Click the box next to one or more applicants you wish to send a greeting email to schedule an interview.
- Click the *Select Action Below* dropdown.
- Select *Send Greeting Email*.
- Click *Apply Action* button.

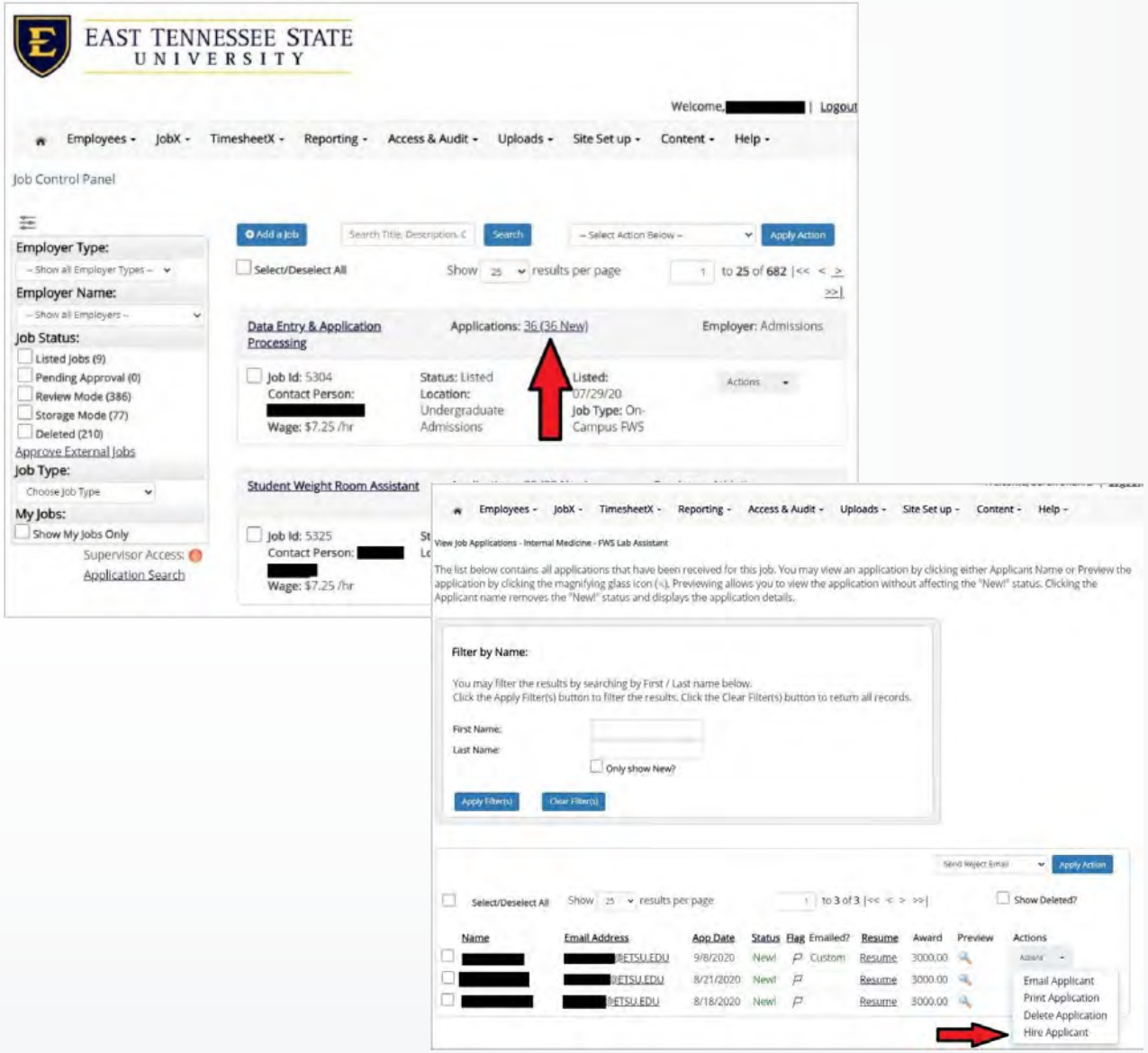


Interviewing

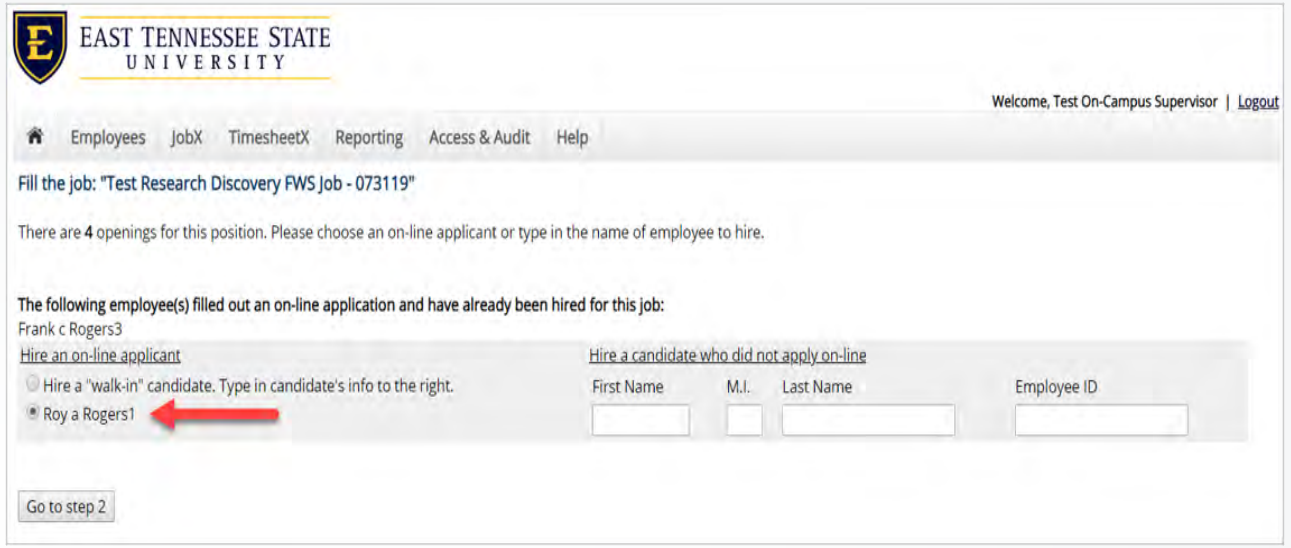
- Interviewing students is an important part of the process.
  - Please do not offer a student a position or submit a hire request for them *without* interviewing them first.
- Keep in mind that some students will not have any work experiences.
  - In these cases, try to get work related information from extracurriculars.
- Review Interview Guidelines provided by Human Resources to ensure you are in compliance with laws and regulations.
- Other HR Resources
  - Sample Interview Questions

Hiring Applicants

- If you wish to hire an applicant, click the *# Applicants* link next to the job on your control panel, select *Hire Applicant* from the *Actions* dropdown menu next to the applicant's name you wish to hire.

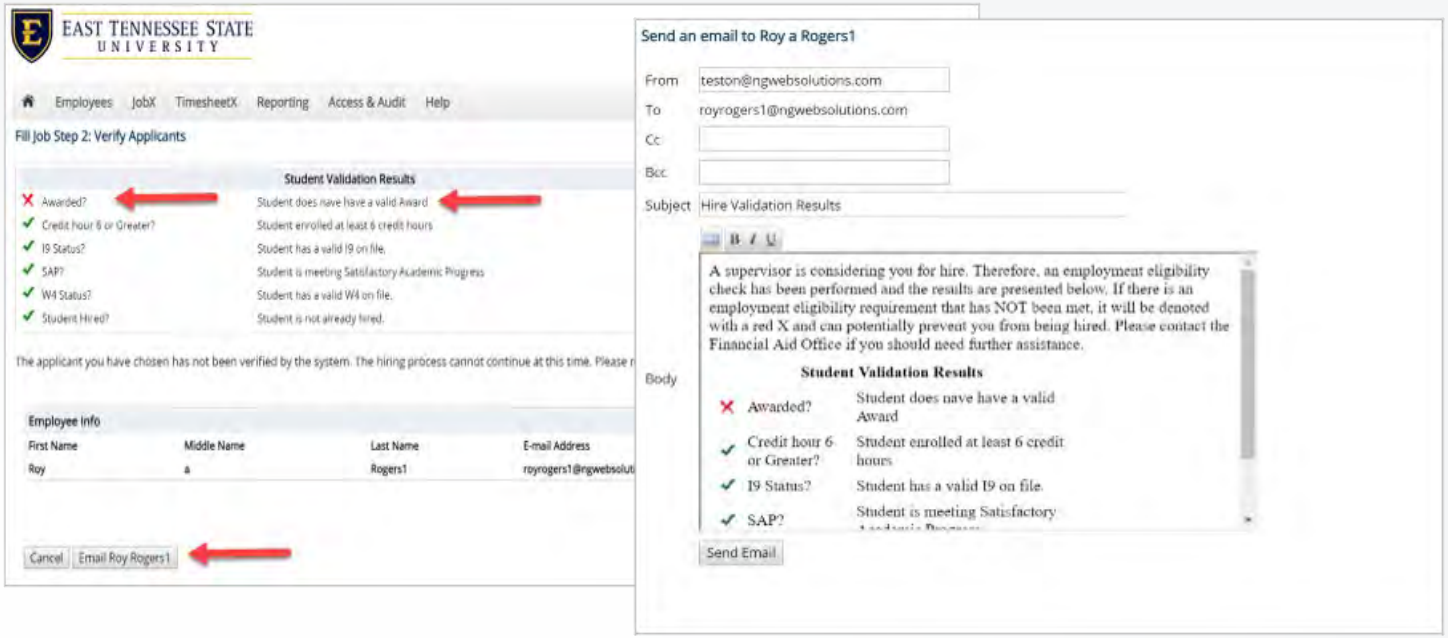


Hiring Applicants



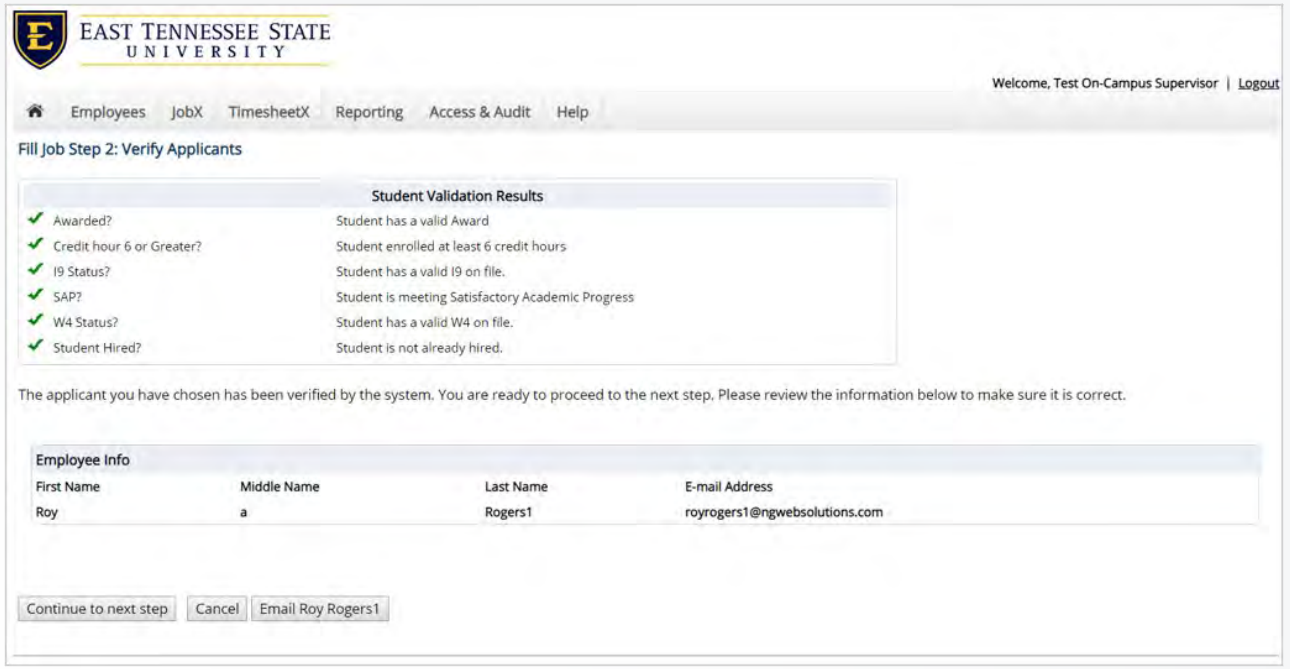
- The applicant's name will be automatically selected for you.
- Next, click *Go to Step 2* to launch the hire validation engine.

Hiring Applicants – Fail Validation



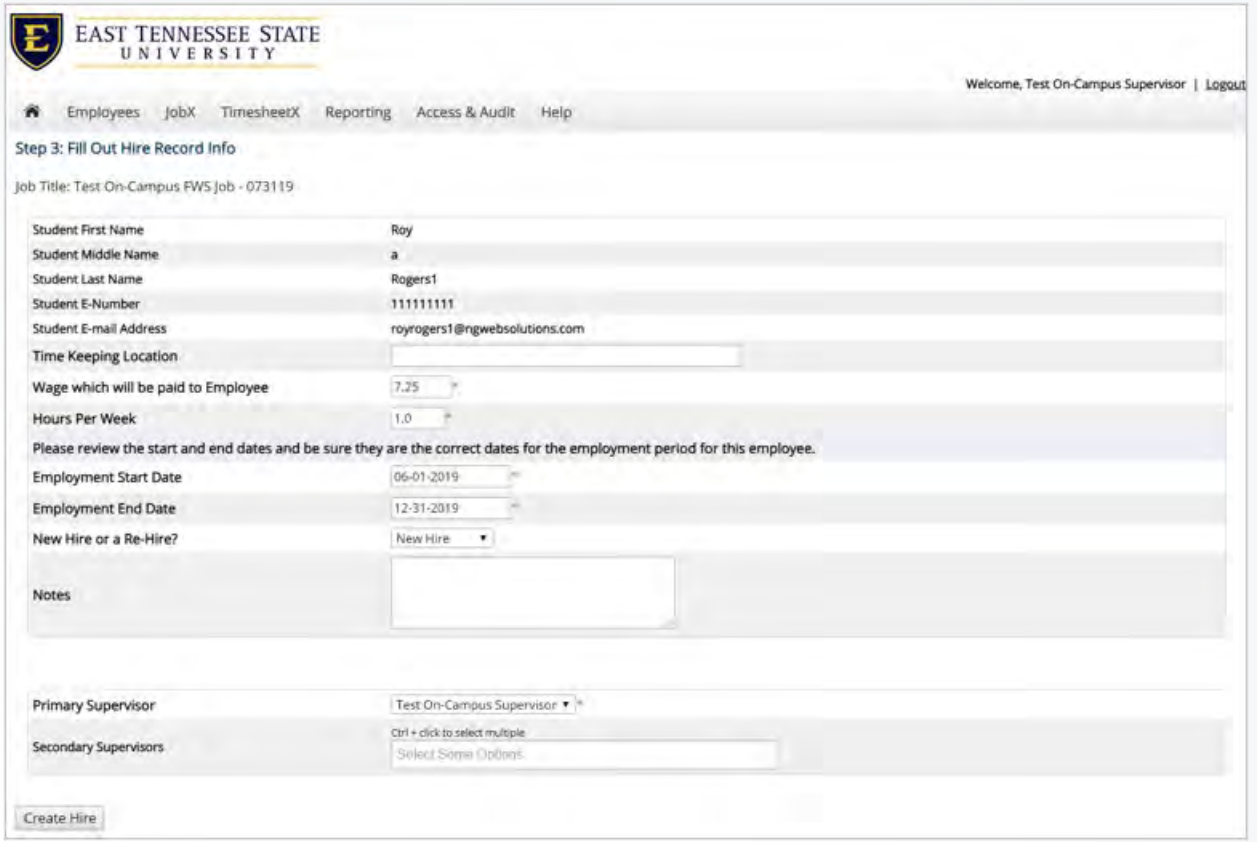
- The system will validate the applicant's account to ensure they are eligible to be hired.
- If the applicant is *NOT* eligible to be hired, the system will present a red X next to each eligibility requirement the applicant did not meet. The hire request will be prevented and you will need to click the *Cancel* button.
  - Some FWS/RSWP will have a *Warning* for the I-9 and W-4, you **<u>can</u>** proceed to hire them if these are the only notifications on their validation.
    - *Proceeding is the only way the student can access the I-9 and W-4 as we must have a request to hire <u>before</u> we can ask students to complete hiring paperwork.*
- If the supervisor wishes to email the applicant regarding the employment eligibility results in effort to get them resolved, they can click the *Email [Name Prefilled Here]* link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the CC or BCC fields.

Hiring Applicants – Pass Validation



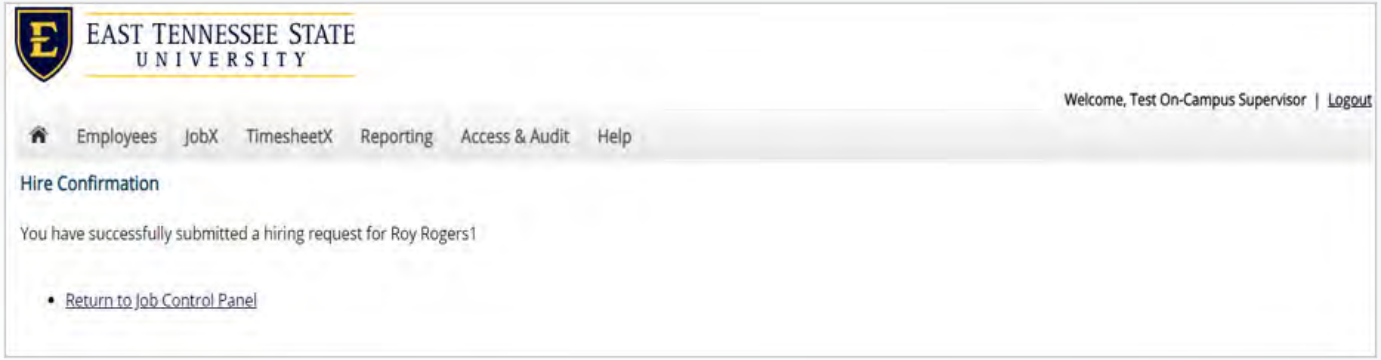
If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a *Continue to next step* button will be presented to continue the hire process.

Hiring Applicants - Request



- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
  - Please include the Department Account.
    - This is important for Payroll purposes.
      - Yes, this is the big long string of numbers as I will not always be able to use Banner LookUp.
- To save this hire information into JobX, please click the ***Create Hire*** button.

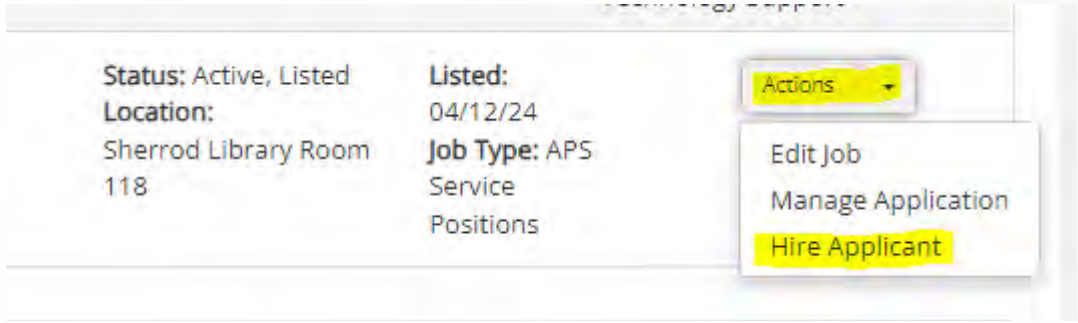
Hiring Applicants – Pending Approval

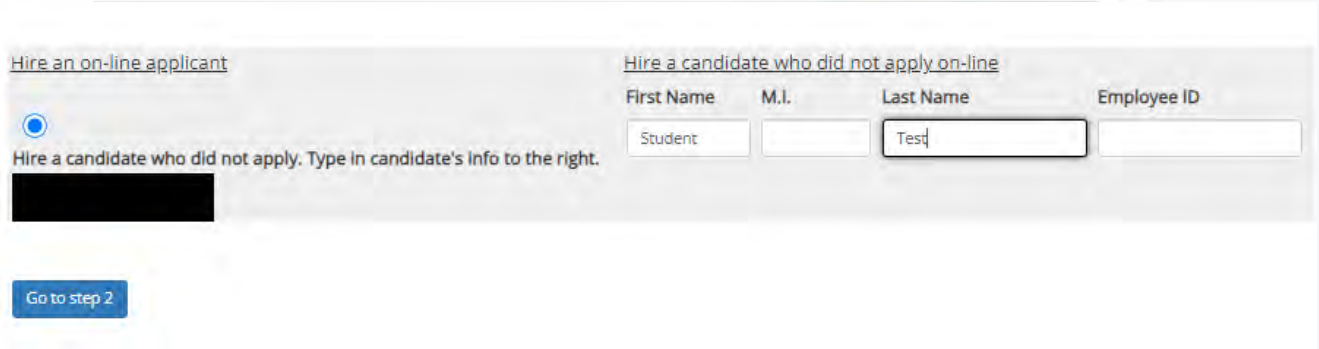


- Your hire will be reviewed by an ETSU Site Administrator for approval!
- Upon completion of their review, you will receive an approval, postponed, or rejection email depending on the results of the ETSU Site Administrator's review.

Hiring Walk-Ins

- The job must be in *Active, Listed* or *Active, Not Listed* status
- From the Job Control Panel, click the *Actions* dropdown list for the job you wish to hire the student into, and select *Hire Applicant.*
- Make sure radio button for *Hire a candidate who did not apply* is selected. Type candidate's info to the right. Search for student by First and Last Name and/or E-number. Select *Go to step 2*.





Hiring Walk-Ins

- Select student from all relevant matches on the next screen to proceed to the next step.
  - Supervisors commonly use the Hire a Walk-in candidate function when promoting a student one level to another, rehiring students from one year to the next, or if they already know which student is to be hired into the position (thereby eliminating the need to accept general applications).
- The system will validate the employee's account to ensure they are eligible to be hire.
  - Validation looks the same as on slides 44 and 45.
- Proceed with hiring request the same as with applicants.

Rehiring Returning Students

- Ensure job is updated to reflect the new academic year information, as covered in the Reposting Previous Descriptions.
  - Slide 29-31
- Ensure job is in *Active, Listed* or *Active, Not Listed* status.
- Hire student as walk-in.

I’ve Submitted a Hire Request… What Next?

- Hire requests are processed in “first come, first serve” order.
- APS requests and requests for returning FWS/RSWP students can be processed faster as they do not require hiring paperwork (I-9, W-4, etc.)
  - In these cases, you are waiting for the approval email.
    - Pay close attention to the start date in the approval email.
- New FWS/RSWP hires, will be contacted to complete their sections of the I-9 and W-4 via Dynamic Forms. Once they have completed and submitted their sections, they will be contacted to schedule a *Work Study Paperwork* appointment with the Office of Financial Aid & Scholarships to bring in their identification documents.
  - Do not tell students to schedule that appointment when you submit the hire request. Our emails tell them what they need to bring to the appointment and if they schedule it before we tell them to, they typically do not bring the necessary documents and have to reschedule.

What Next? Part 2

- After the *Work Study Paperwork* appointment, the Student Employment Coordinator completes employer sections of I-9 and W-4.
- Then, the Student Employment Coordinator processes the hire request and sends the approval email.
  - Pay close attention to the start date in the email.
    - ***Students can no longer be able to start working in the middle of a pay period.***
    - If a hire is processed during the first week of a pay period, they will be able to start working the following pay period.
      - Student approved on August 12, 2025 will have a start date of August 24, 2025.
    - If a hire is processed during the second week of a pay period, they will be able to start working 2 pay periods from then.
      - Student approved on August 19, 2025 will have a start date of September 7, 2025
- JobX/TimesheetX Pay Period Schedule and Deadlines

POP QUIZ #1

- If the Reece Museum is allotted 4 positions but only post 3 positions prior to the posting deadline, how many positions will OFAS remove from their initial allocation?

POP QUIZ #1 - ANSWER

- ONE

POP QUIZ #2

- If Art & Design posts their full allocation of 9 students and submit hire requests for 7 returning students, how many openings will show as available for students to apply?

POP QUIZ #2 - ANSWER

- TWO

POP QUIZ #3

- When reposting a job description for a new academic year/term, what are the key elements that must be updated?

POP QUIZ #3 - ANSWER

- NUMBER OF AVAILABLE OPENINGS
- START DATE
- END DATE
- TIME FRAME

POP QUIZ #4

- Who pays RSWP positions?

POP QUIZ #4 - ANSWER

- The hiring department

POP QUIZ #5

- If an APS student completes 74.92 hours for Fall 2024, has the student completed the necessary amount of hours to maintain their scholarship eligibility?

POP QUIZ #5 - ANSWER

- NO

POP QUIZ #6

- What job type is only for Office of Financial Aid & Scholarships use?

POP QUIZ #6 - ANSWER

- APS – Internal Use Only

POP QUIZ #7

- Why is it important to close a job (update status to inactive) once all available openings have been filled?

POP QUIZ #7 - ANSWER

- The system clears all old applications so they will no longer show when the job is reactivated.

POP QUIZ #8

- If Student Life & Enrollment submits their allocation request after the deadline, will they receive any allotted positions?

POP QUIZ #8 - ANSWER

- Possibly…
- They will be put on the waitlist, which is reviewed in first-come, first-serve order.

POP QUIZ #9

- When submitting a hiring request, what information do you need to add for Payroll purposes?

POP QUIZ #9 - ANSWER

- Department Account/Index

POP QUIZ #10

- If you receive a warning regarding only the I-9 and W-4 on the validation screen, can you proceed to submit a hire request for the student?

POP QUIZ #10 - ANSWER

- Yes, and you should

POP QUIZ #11

- How many credit hours do students need to be enrolled in for FWS or RSWP eligibility?

POP QUIZ #11 - ANSWER

- 6 CPOS Credit Hours

Supervising

Communication

Training

Mentoring

Regulations and Laws

Hours Trackers

Communication

- Clearly define the expectations of the position.
- Keep lines of communication open.
  - This allows you to easily know if a timesheet needs to be edited because a student did or did not come to work, clocked out late, etc.
- Set a schedule that works for both your needs and the student's needs.
  - If the student keeps requesting to change their schedule, talk to them about it and how it impacts your department/office.
- Provide students with information regarding their positions.
  - Handbook for APS Service Positions
  - Handbook for Student Workers
  - Deadlines List
    - This changes each year and is always posted on Student Employment Forms.
- Discuss rules, regulations, and laws.

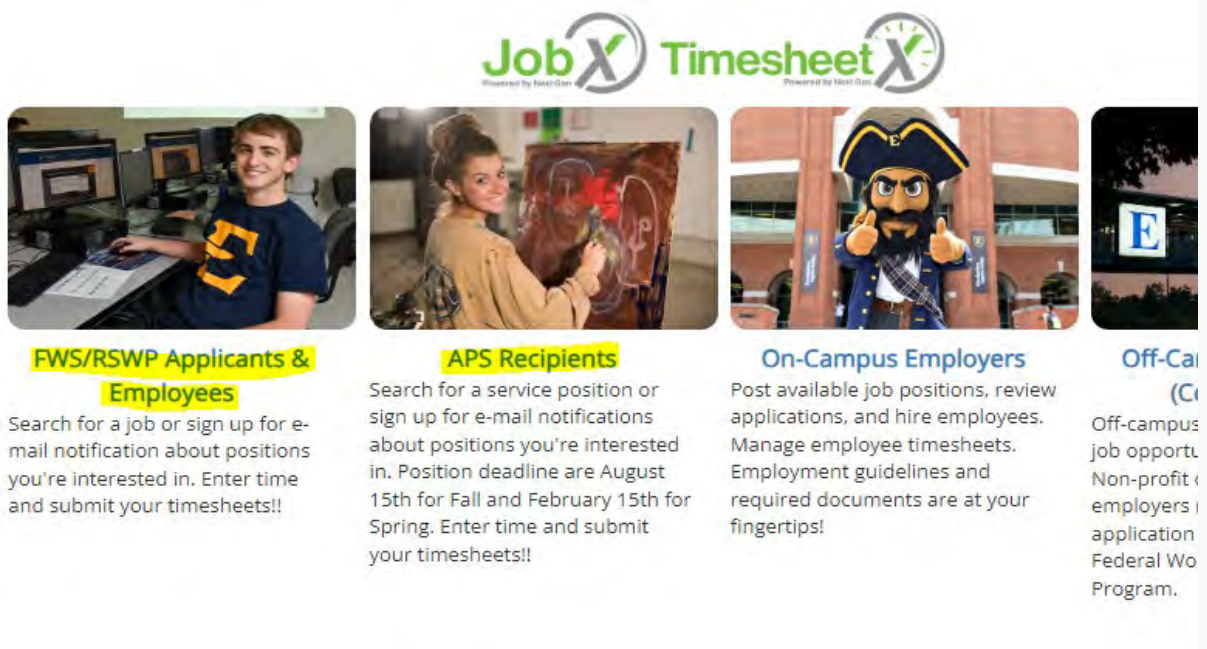
Training

- Training your APS and Work Study students is essential to success and efficacy.

- Topics to cover
  - Clocking In and Out
  - Reporting Breaks
    - When breaks are necessary
  - Submitting Timesheets
  - Task Specific Instructions
  - Departmental/Office Specifics
  - Tracking Hours

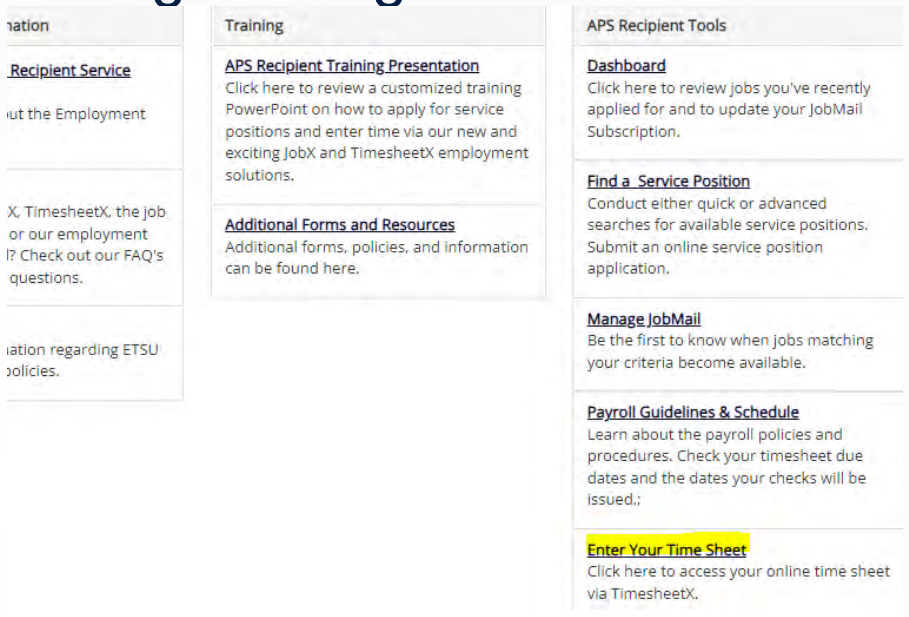
Clocking In

- Student will enter under appropriate program related entry
  - FWS/RSWP: FWS/RSWP Applicants & Employees
  - APS: APS Recipients

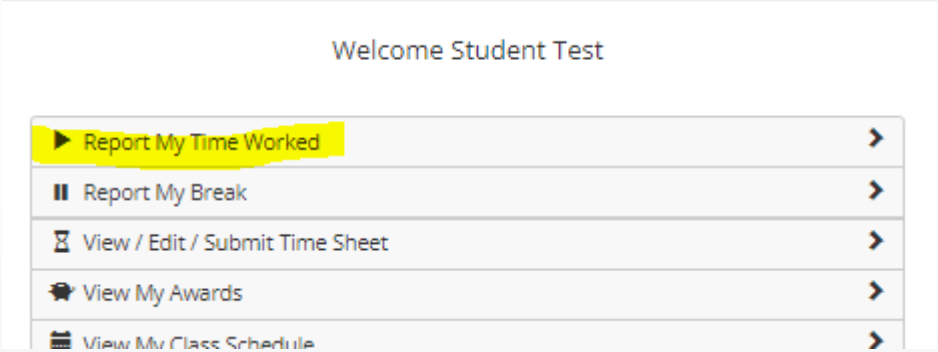


Clocking In

- Select *Enter Your Time Sheet*
  - Login using ETSU SSO

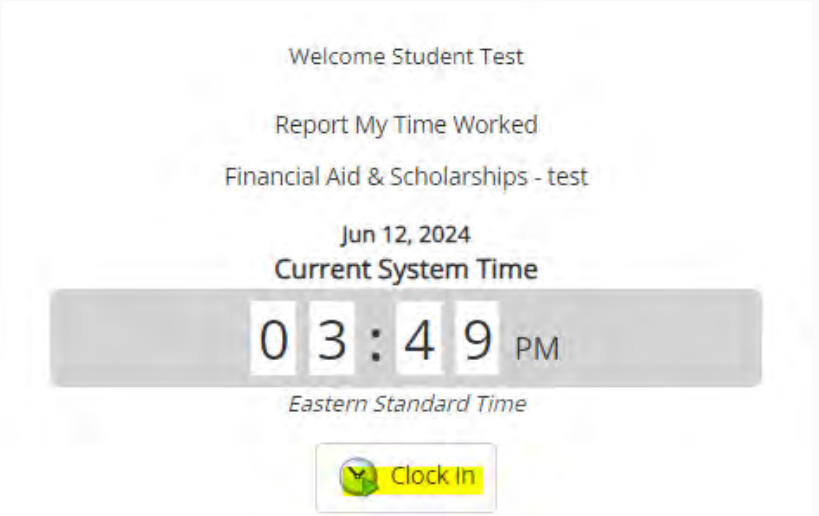


- Select *Report My Time Worked*

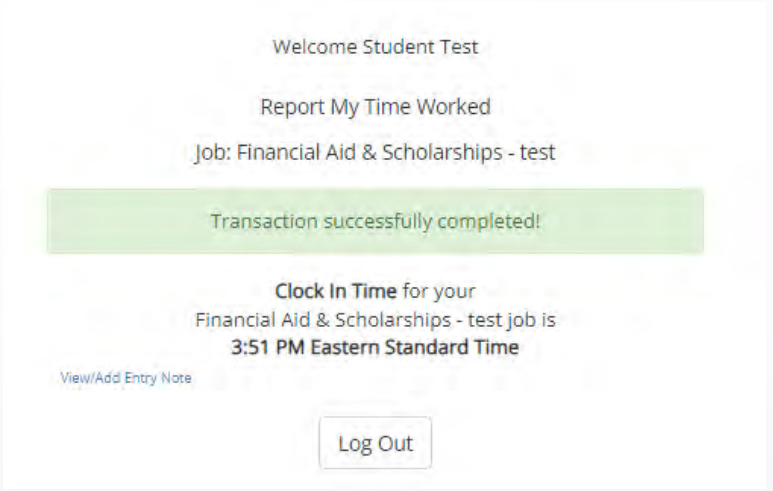


Clocking In

- Select *Clock In* button



- Student will see confirmation screen



Clocking In – Mobile View

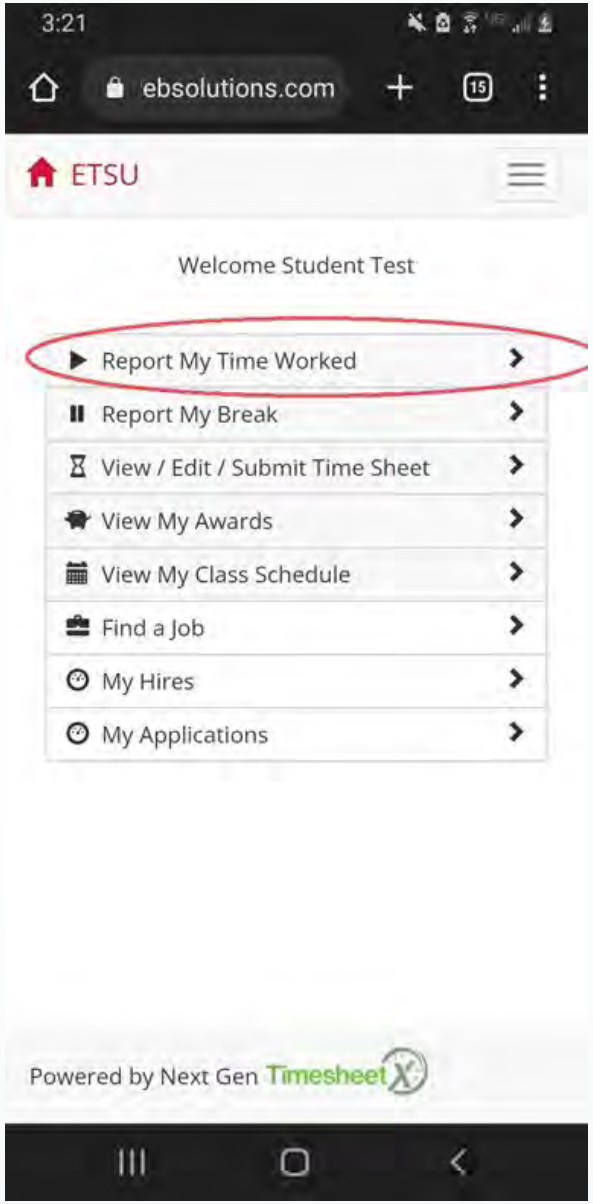
- Students can also use their phone to clock in and out on TimesheetX.
- Student will enter under appropriate program related entry
  - FWS/RSWP: FWS/RSWP Applicants & Employees
  - APS: APS Recipients

Clocking In – Mobile View

- Select *Enter Your Time Sheet*

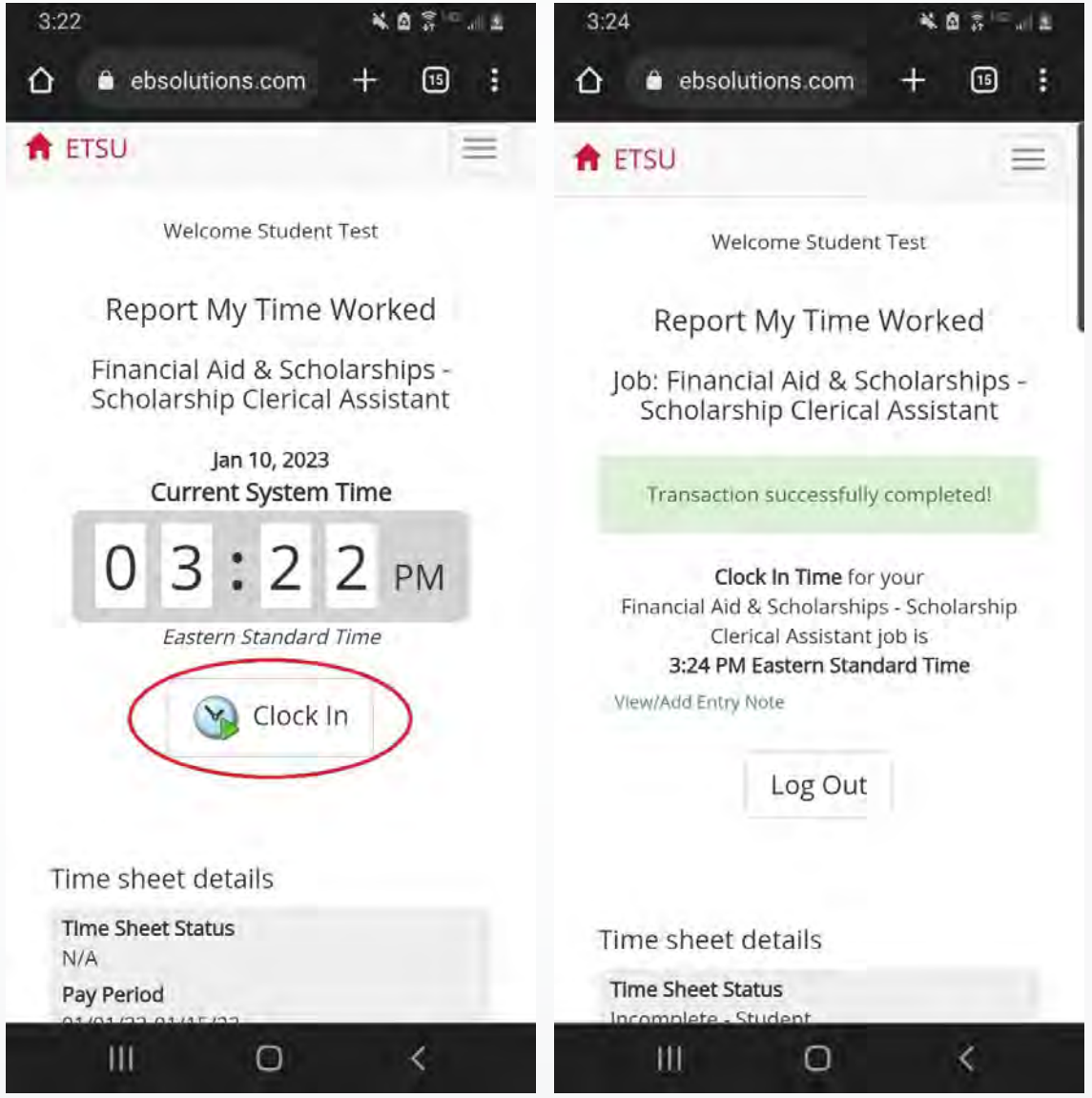
Clocking In – Mobile View

- Select *Report My Time Worked*



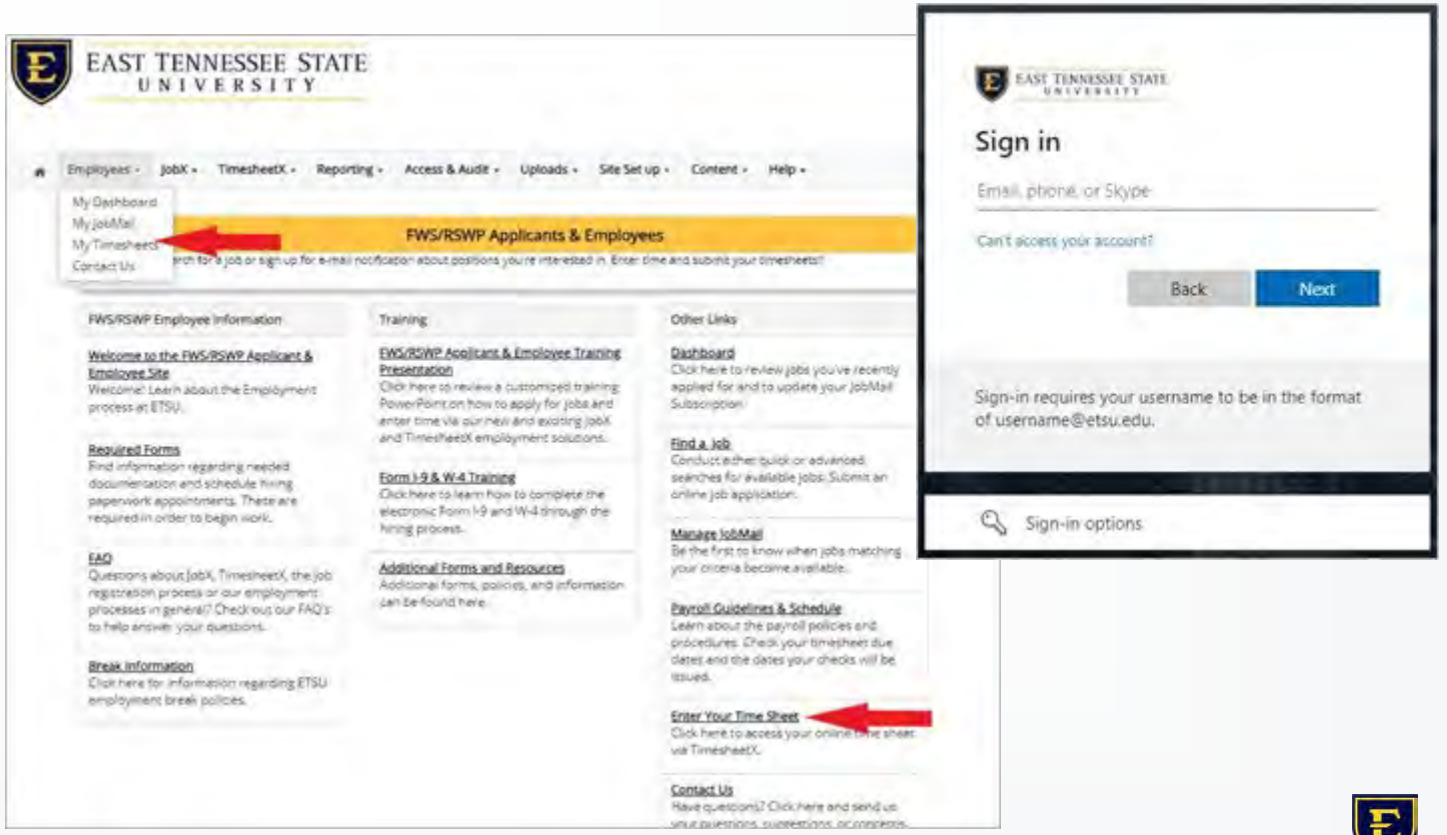
Clocking In – Mobile View

- Select *Clock In* button, and they will see a confirmation screen.



Recording Breaks

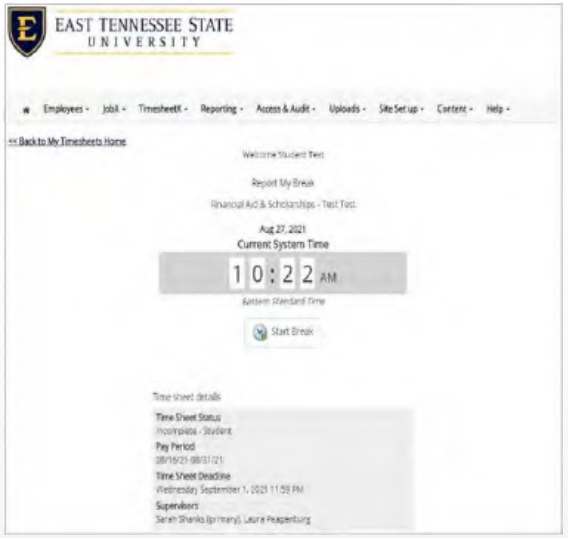
- Click *Enter Your Time Sheet* on FWS/RSWP Applicants & Employees or APS Recipients page ***OR*** click *My Timesheets* under the Employees menu.
  - Login utilizing ETSU Username and Password.



Recording Breaks

- Select *Report My Break*

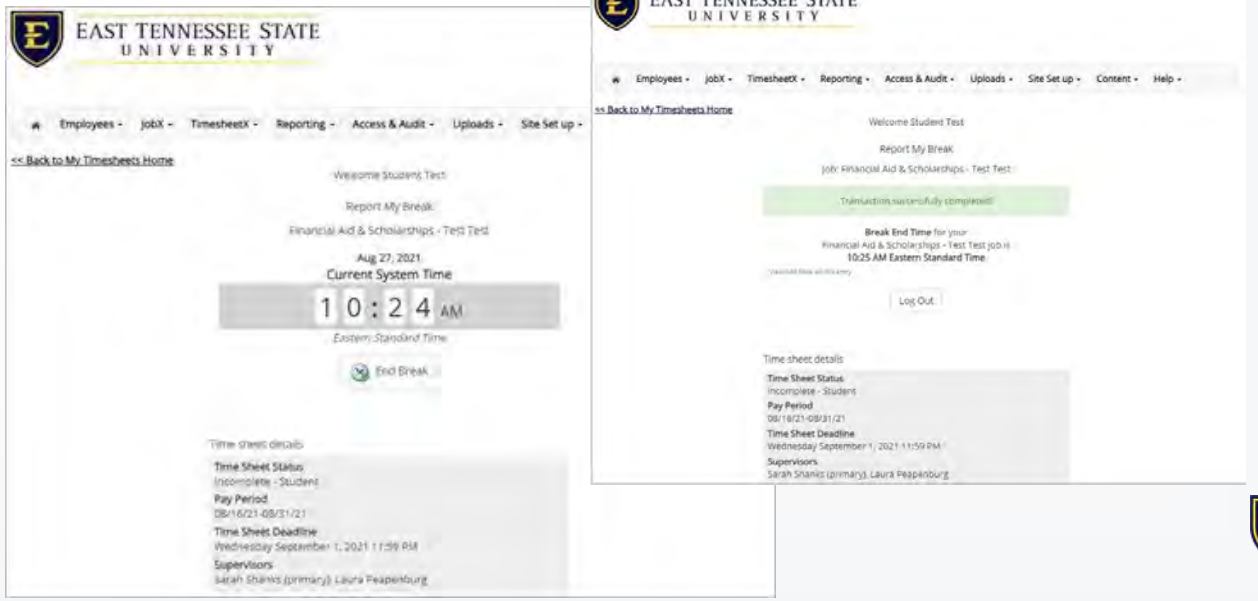
- To start a break, click the ***Start Break*** button.
  - A confirmation screen with the exact Break Start time is presented.



Recording Breaks

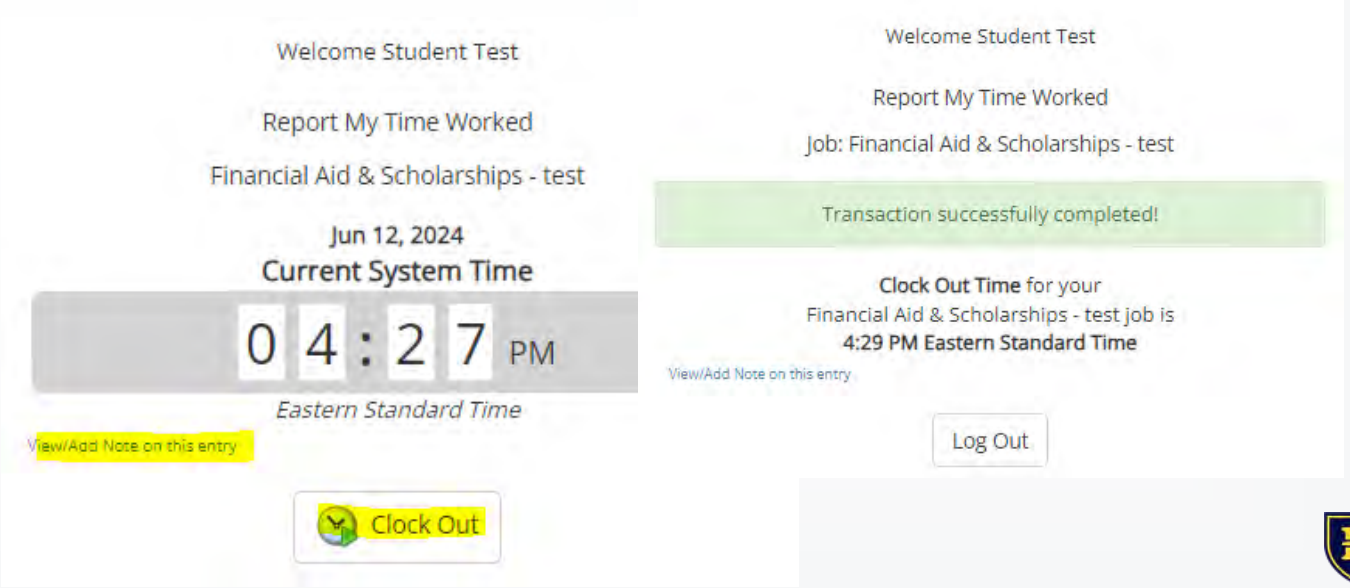
- To end a break, select *Report My Break* again.

- Click ***End Break*** button.
  - A confirmation screen with the exact break end time is presented.



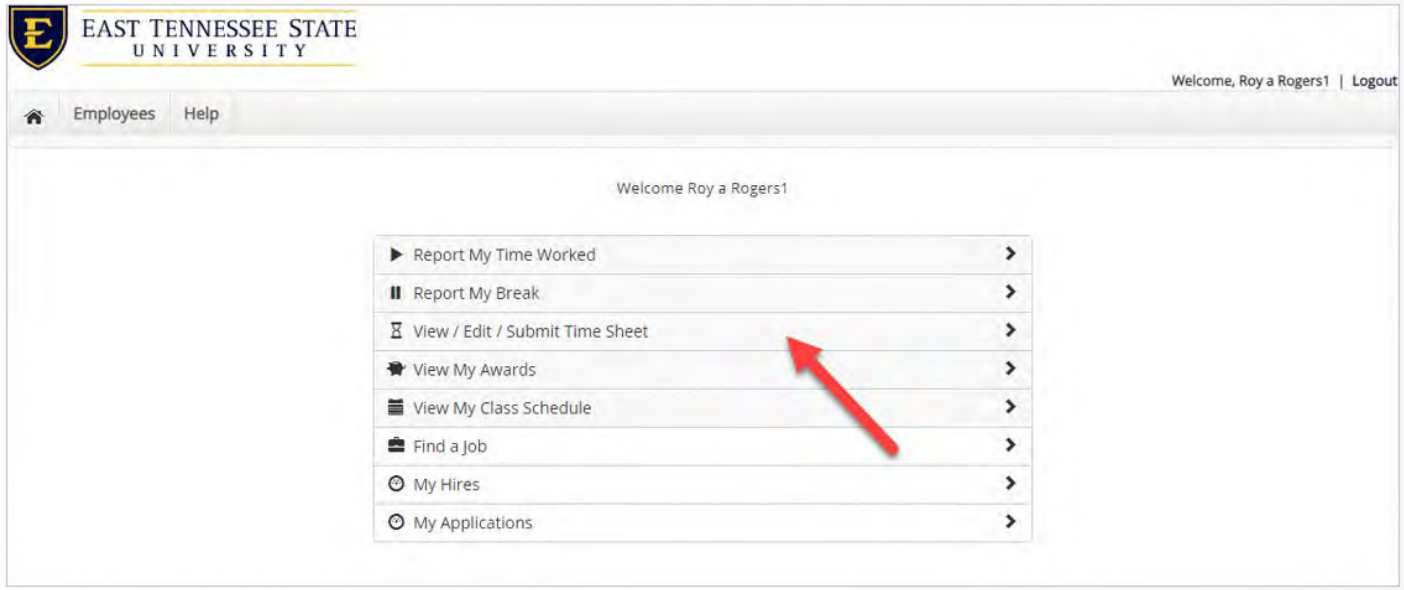
Clocking Out

- Student will enter under appropriate program related entry
  - FWS/RSWP: FWS/RSWP Applicants & Employees
  - APS: APS Recipients
- Select *Enter Your Time Sheet*
- Select *Report My Time Worked*
- Select *Clock Out* button
  - Students can add notes on the entry prior to clocking out by selecting *View/Add Note on this entry*
- Student will see confirmation screen



Submitting Timesheet – Student

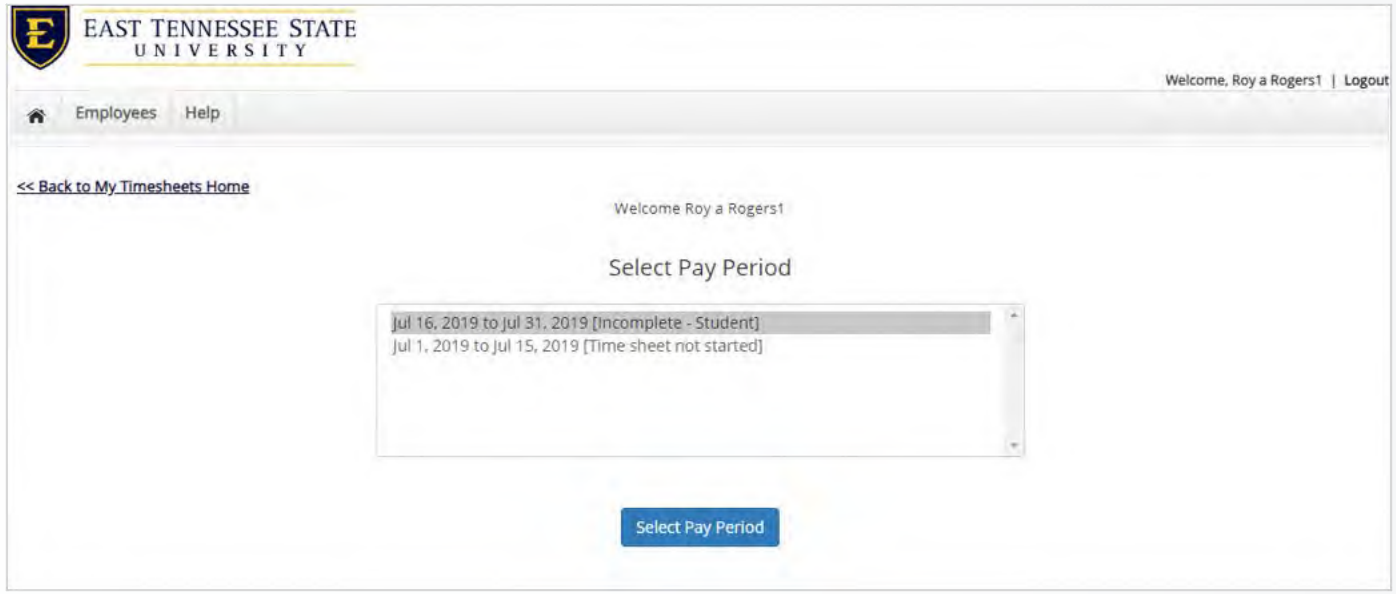
- Students are not able to edit timesheets. They can only clock in and out.
  - Edits that need to be made must be made by the supervisor prior to approving.
    - It is important to keep lines of communication open with students regarding needed edits.



- To submit a time sheet to the supervisor for review/approval, click the ***View/Edit/Submit Time Sheet*** menu option.

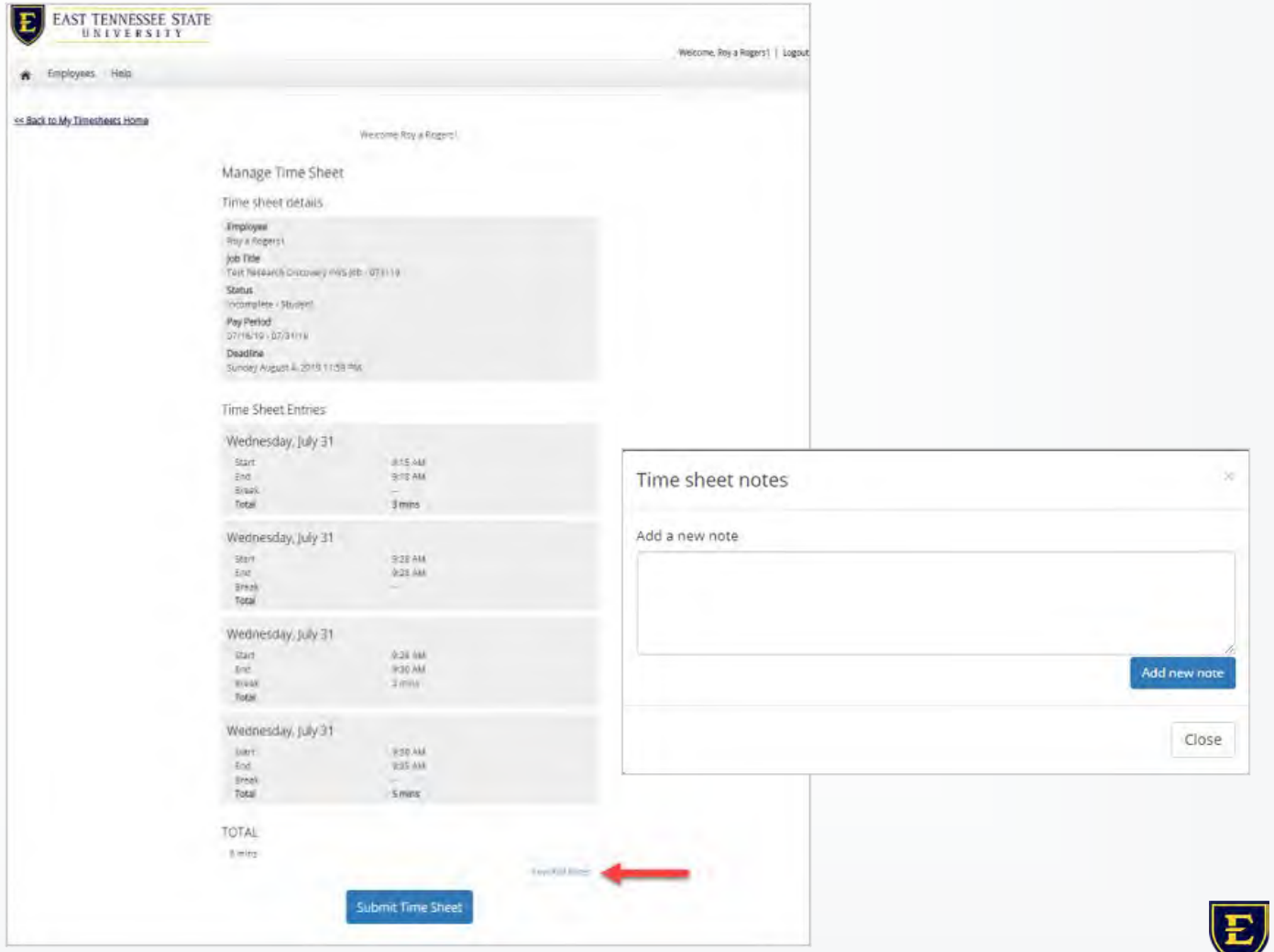
Submitting Timesheet – Student

- Students must first choose the pay period for the time sheet they wish to view and submit.



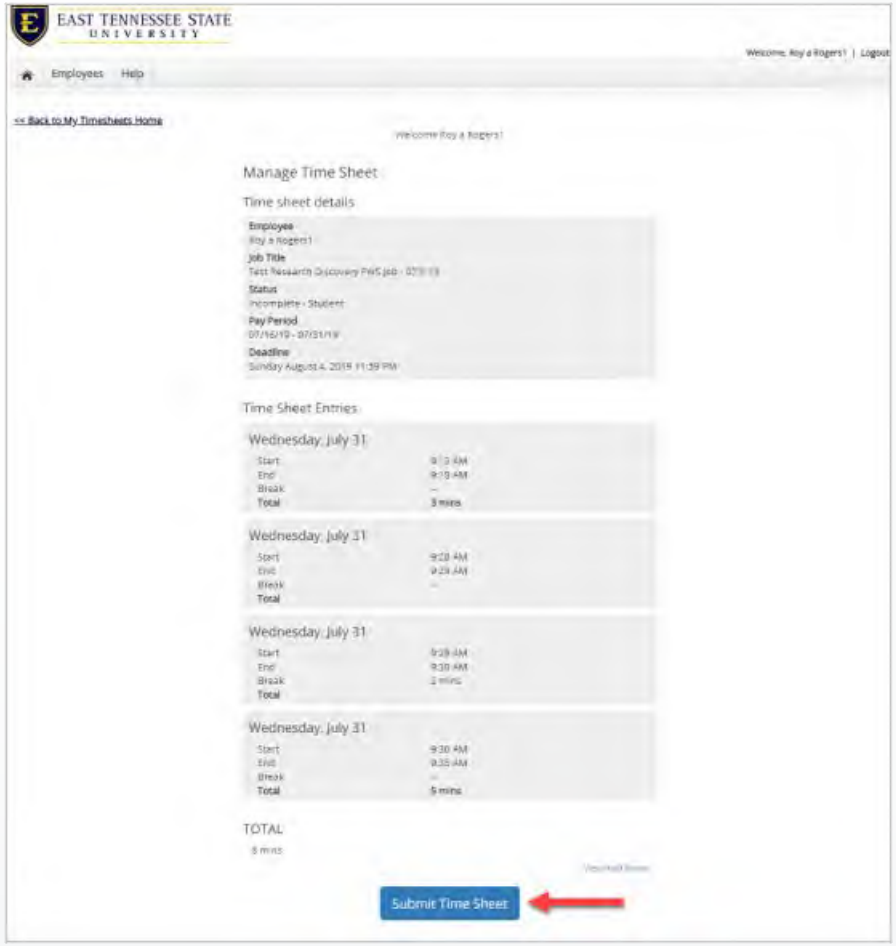
Submitting Timesheet – Student

- If a student wishes to view or add notes on their timesheet, they will click ***View/Add Notes***.



Submitting Timesheet – Student

- If a student wishes to submit their time sheet for their supervisor to review and approve, they will click the ***Submit Time Sheet*** button.



Mentoring Students: Teaching Soft Skills

- According to the Job Outlook 2024 published by the National Association of Colleges and Employers (NACE), employers rank recent graduates between somewhat proficient and very proficient on the eight career readiness competencies.

FIGURE 29:
EMPLOYERS RATE RECENT GRADUATES ON THE EIGHT CAREER READINESS COMPETENCIES

*5-point scale, where
1=Not at all proficient,
2=Not very proficient,
3=Somewhat proficient,
4=Very proficient, and
5=Extremely proficient

Competencies	Weighted Average Rating
Technology	3.95
Teamwork	3.90
Equity & Inclusion	3.85
Critical Thinking	3.77
Communication	3.62
Professionalism	3.53
Career & Self-Development	3.43
Leadership	3.30

Mentoring Students: NACE Competencies

- Both recent graduates and employers agree on the 3 most important career competencies.
  - Communication
  - Teamwork
  - Critical Thinking
- However, students and employers differ on their rating of student proficiency in career readiness.

FIGURE 1: STUDENT AND EMPLOYER RATINGS OF IMPORTANCE OF AND STUDENT PROFICIENCY IN CAREER READINESS COMPETENCIES, BY PERCENT OF RESPONDENTS.

COMPETENCY	NEW GRADUATES		EMPLOYERS	
	IMPORTANCE	PROFICIENCY	IMPORTANCE	PROFICIENCY
Communication	96.3%	78.1%	96.1%	53.5%
Critical Thinking	94.0%	80.8%	96.1%	55.9%
Teamwork	90.5%	83.5%	93.9%	81.5%
Career & Self-Development	87.8%	61.5%	65.6%	43.2%
Professionalism	88.9%	79.7%	89.4%	50.3%
Leadership	84.6%	66.0%	45.0%	31.0%
Technology	77.9%	60.5%	71.7%	72.0%
Equity & Inclusion	78.3%	79.5%	70.0%	63.3%

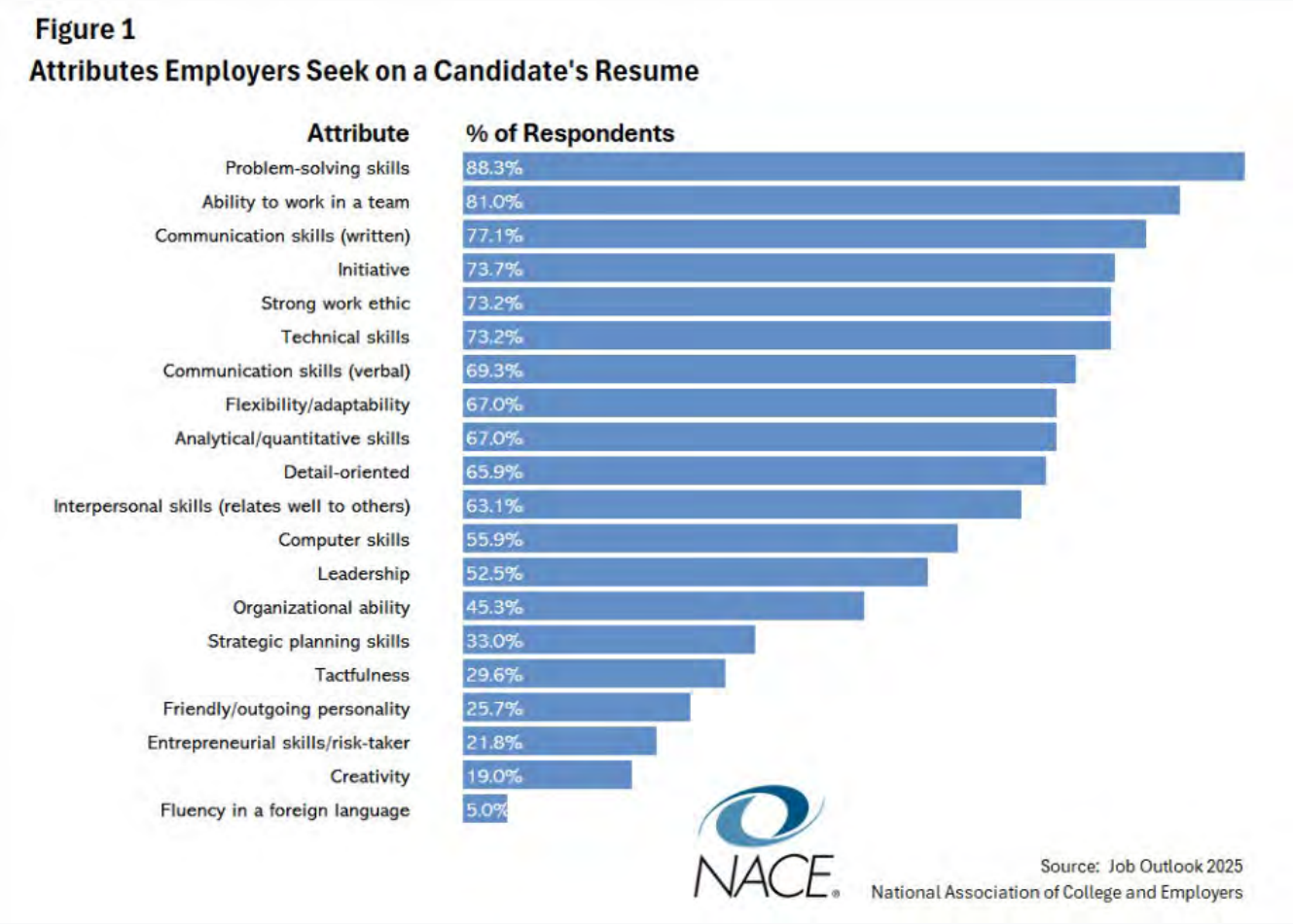
Source: National Association of Colleges and Employers. Data are from NACE's 2024 Student Survey and Job Outlook 2025 survey. Importance ratings are the percentages of responding students and employers that, on a five-point scale, rated the respective competency either "very important" (4) or "extremely important" (5). Proficiency ratings are the percentages of responding students and employers that, on a five-point scale, rated recent graduates either "very proficient" (4) or "extremely proficient" (5) in the respective competency.

Mentoring Students: Bridging the Gap

- When choosing between equally qualified candidates, what attribute do you think is most influential in the decision for employers?
  - Internships
    - Above major, general work experience, GPA, fluency in a foreign language
- What is the downfall of this?
  - Not all students can afford to participate in internships.
- How can we help our APS and Work Study students build their proficiency in these competencies to best prepare them for the workforce?

Mentoring Students: Bridging the Gap

- Communication
- Critical Thinking
- Teamwork
- Career & Self-Development
- Professionalism
- Leadership
- Technology



Rules and Regulations

Keeping Us in Compliance

APS Service Positions

- Presidential, Provost, and Deans APS recipients are required to complete 75 service hours each semester for the ***first 4 semesters*** of eligibility.
  - Thinking of it in terms of semesters will make it simpler.
- APS Service Positions are only available for students receiving the above levels of the scholarship
- Students must be enrolled in at last 15 credit hours or have an approved appeal granting permission to enroll in less for position to be approved.
- Students cannot begin completing hours until an approval email has been received.
  - Approval emails are sent to supervisors and students
- Due to the hours being required by the university, APS students ***CANNOT*** be terminated from their position.
  - If an extenuating circumstances arises, please contact the Student Employment Coordinator.

Federal Work Study & Regular Student Work Program

- Federal Work Study students must have unmet need to be eligible.
  - Need is determined by FAFSA information
- Both FWS and RSWP students must be enrolled in at least 6 CPOS credit hours
- Both FWS and RSWP students ***MUST*** complete the I-9 and W-4 prior to being approved to start working.
- RSWP students ***MUST*** enroll in direct deposit.
- FWS and RSWP students cannot begin working until an approval email has been received.
  - Approval emails are sent to supervisors and students.
- Tennessee is an “at-will” state. If students are not meeting their job requirements, they can be terminated.

Federal and State Regulations

- Students cannot work/complete service hours when they are scheduled to be in class.
  - Overrides can be entered under the following circumstances:
    - The class is completely canceled for the day
      - Early dismissal is ***NOT*** an acceptable reason for an override.
    - The class has moved from synchronous (online or in-person) to asynchronous online.
    - The student is employed as a notetaker by Disability Services.
      - The override would be for the entire semester for that specific class only.
  - Overrides can only be entered by the Student Employment Coordinator once documentation of the cancellation is received.
    - Documentation can be an email from the professor, screenshot of announcement from D2L, etc.
    - Documentation must include the course name (MUSC 1030, HIST 1110, etc.)

Federal and State Regulations

- Students cannot exceed 20 hours per week.
  - A week is 7 consecutive days (7 days in a row).
    - It does not matter what day you start the week on.
      - Monday – Sunday
      - Tuesday – Monday
      - Wednesday – Tuesday
      - Thursday – Wednesday
      - Friday – Thursday
      - Saturday – Friday
      - Sunday – Saturday
    - ***With the Voyager pay period schedule, the week runs Sunday-Saturday***.
      - However, it is still important to understand a week is 7 consecutive days.
    - The best way to avoid this is to set a schedule and stick with it.
      - If the student misses and needs flexibility constantly, work with them to set a new schedule.
    - The system will start a week on the first day of a pay period, but keep in mind that the regulation ***STILL PREVENTS*** the student from working more than 20 hours per week regardless of when the system starts a week.
      - This is why the set schedule is *SO IMPORTANT!*

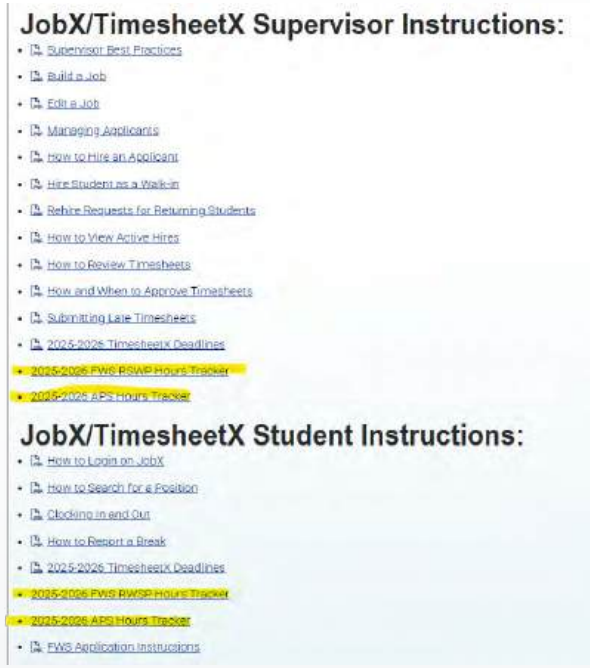
Federal and State Regulations

- Students must take a 30-minute break for every 6 consecutive hours worked.
  - This is a Tennessee State Labor Law.
- Completion of the I-9 is required for FWS and RSWP prior to the student starting work.

Hours Trackers

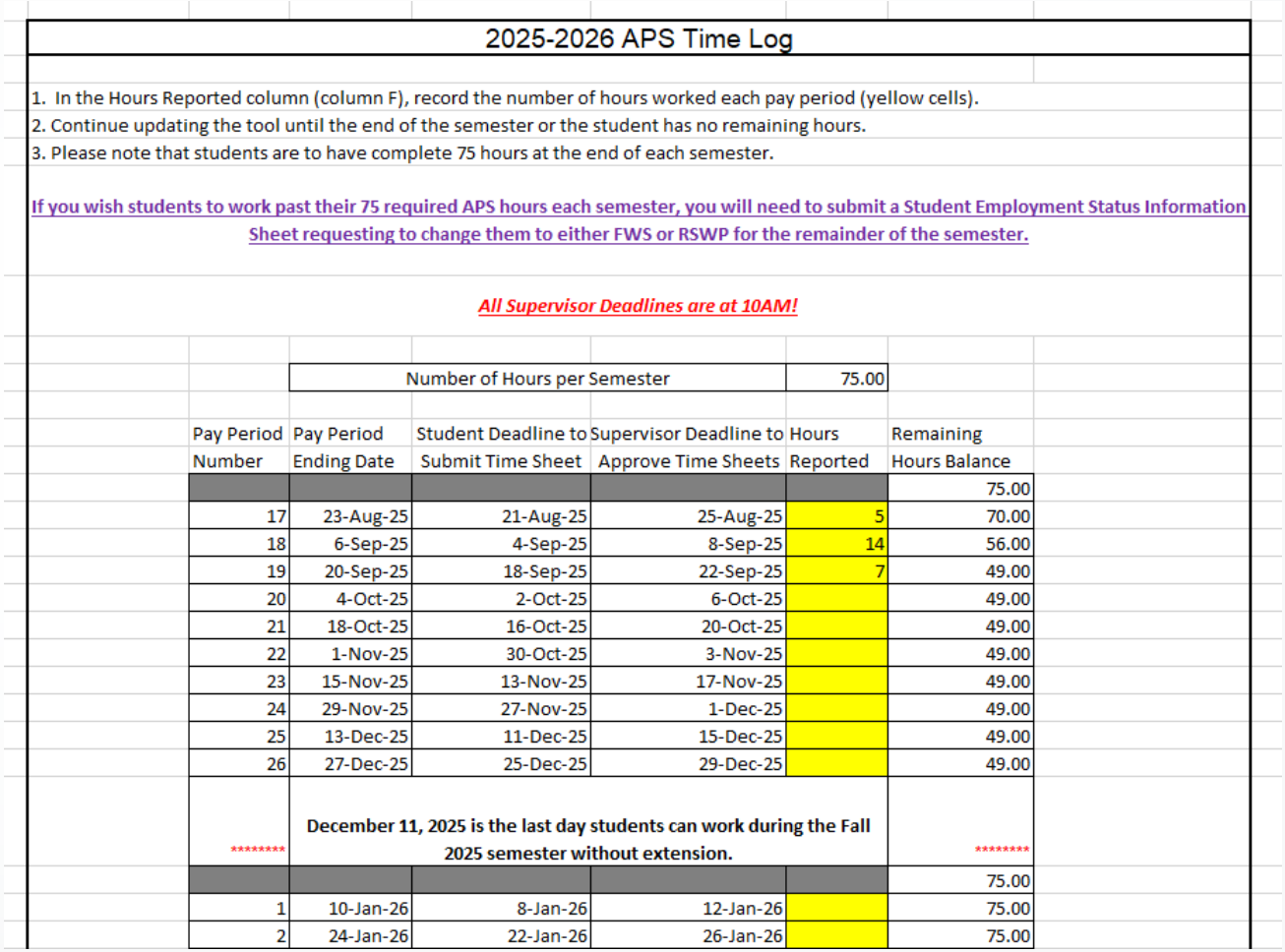
Each academic year, we post an APS Hours Tracker and a FWS/RSWP Hours Tracker on Student Employment Forms.

Hours trackers can assist you and the student with tracking their hours per pay period.



APS Hours Tracker

- The APS Hours Tracker has the formula already built into the spreadsheet. As you enter the hours reported per pay period, the remaining hours balance will decrease.
- Instructions for how to use the tracker are included on the spreadsheet as well.



2025-2026 APS Time Log

1. In the Hours Reported column (column F), record the number of hours worked each pay period (yellow cells).
2. Continue updating the tool until the end of the semester or the student has no remaining hours.
3. Please note that students are to have complete 75 hours at the end of each semester.

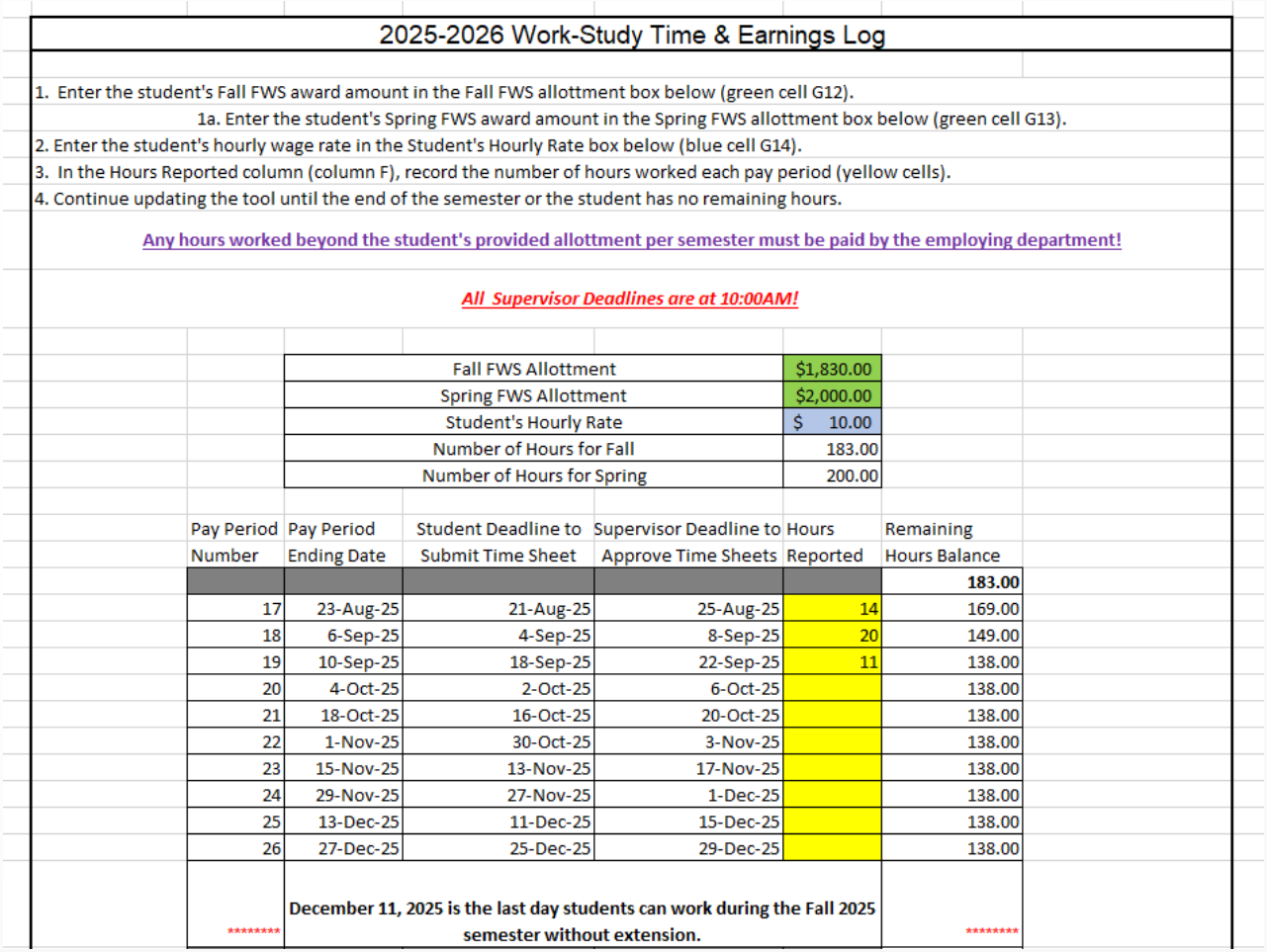
If you wish students to work past their 75 required APS hours each semester, you will need to submit a Student Employment Status Information Sheet requesting to change them to either FWS or RSWP for the remainder of the semester.

All Supervisor Deadlines are at 10AM!

			Number of Hours per Semester	75.00	
Pay Period Number	Pay Period Ending Date	Student Deadline to Submit Time Sheet	Supervisor Deadline to Approve Time Sheets	Hours Reported	Remaining Hours Balance
					75.00
17	23-Aug-25	21-Aug-25	25-Aug-25	5	70.00
18	6-Sep-25	4-Sep-25	8-Sep-25	14	56.00
19	20-Sep-25	18-Sep-25	22-Sep-25	7	49.00
20	4-Oct-25	2-Oct-25	6-Oct-25		49.00
21	18-Oct-25	16-Oct-25	20-Oct-25		49.00
22	1-Nov-25	30-Oct-25	3-Nov-25		49.00
23	15-Nov-25	13-Nov-25	17-Nov-25		49.00
24	29-Nov-25	27-Nov-25	1-Dec-25		49.00
25	13-Dec-25	11-Dec-25	15-Dec-25		49.00
26	27-Dec-25	25-Dec-25	29-Dec-25		49.00
********	**December 11, 2025 is the last day students can work during the Fall 2025 semester without extension.**				********
					75.00
1	10-Jan-26	8-Jan-26	12-Jan-26		75.00
2	24-Jan-26	22-Jan-26	26-Jan-26		75.00

FWS/RSWP Hours Tracker

- The FWS/RSWP Hours Tracker has the formula already built into the spreadsheet. As you enter the hours reported per pay period, the remaining hours balance will decrease.
- Instructions for how to use the tracker are included on the spreadsheet as well.
  - Be sure to update the student's FWS Allottment per term and Hourly Rate accordingly.



2025-2026 Work-Study Time & Earnings Log

1. Enter the student's Fall FWS award amount in the Fall FWS allottment box below (green cell G12).
   1a. Enter the student's Spring FWS award amount in the Spring FWS allottment box below (green cell G13).
2. Enter the student's hourly wage rate in the Student's Hourly Rate box below (blue cell G14).
3. In the Hours Reported column (column F), record the number of hours worked each pay period (yellow cells).
4. Continue updating the tool until the end of the semester or the student has no remaining hours.

Any hours worked beyond the student's provided allottment per semester must be paid by the employing department!

All Supervisor Deadlines are at 10:00AM!

Fall FWS Allottment	$1,830.00
Spring FWS Allottment	$2,000.00
Student's Hourly Rate	$ 10.00
Number of Hours for Fall	183.00
Number of Hours for Spring	200.00

Pay Period Number	Pay Period Ending Date	Student Deadline to Submit Time Sheet	Supervisor Deadline to Approve Time Sheets	Hours Reported	Remaining Hours Balance
					183.00
17	23-Aug-25	21-Aug-25	25-Aug-25	14	169.00
18	6-Sep-25	4-Sep-25	8-Sep-25	20	149.00
19	10-Sep-25	18-Sep-25	22-Sep-25	11	138.00
20	4-Oct-25	2-Oct-25	6-Oct-25		138.00
21	18-Oct-25	16-Oct-25	20-Oct-25		138.00
22	1-Nov-25	30-Oct-25	3-Nov-25		138.00
23	15-Nov-25	13-Nov-25	17-Nov-25		138.00
24	29-Nov-25	27-Nov-25	1-Dec-25		138.00
25	13-Dec-25	11-Dec-25	15-Dec-25		138.00
26	27-Dec-25	25-Dec-25	29-Dec-25		138.00
********	**December 11, 2025 is the last day students can work during the Fall 2025 semester without extension.**				********

Why is Tracking Hours Important?

- APS students are only required to complete 75 service hours each semester for the first 4 semesters of eligibility.
  - Once they complete the 75 hours, they are done for the semester unless you choose to change them to FWS or RSWP, if applicable.
- FWS students ***cannot*** be over-awarded per term.
  - If a student works more than their award per term, the overage is charged to the department.
  - OFAS is working with NextGen to implement additional fail safes and warnings to prevent this from occurring more in the future.
    - These changes will be implemented immediately as soon as they are ready to go live.
    - OFAS will provide more information about these changes in the future.

Timesheets

From the Supervisor Perspective

Time Sheet Terms

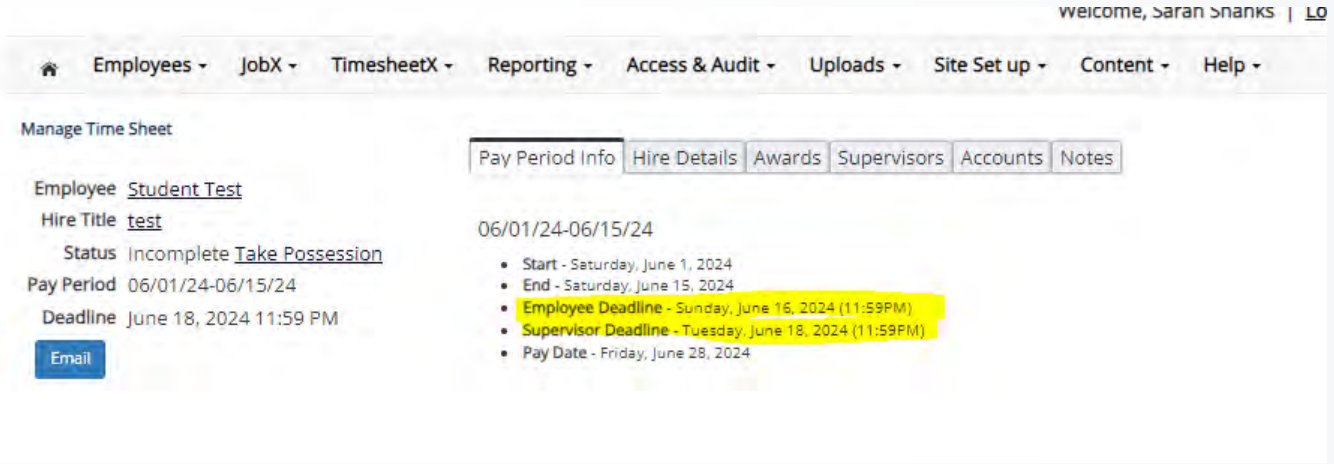
Students: Submit

Supervisors: Approve

Financial Aid & Scholarships: Finalize

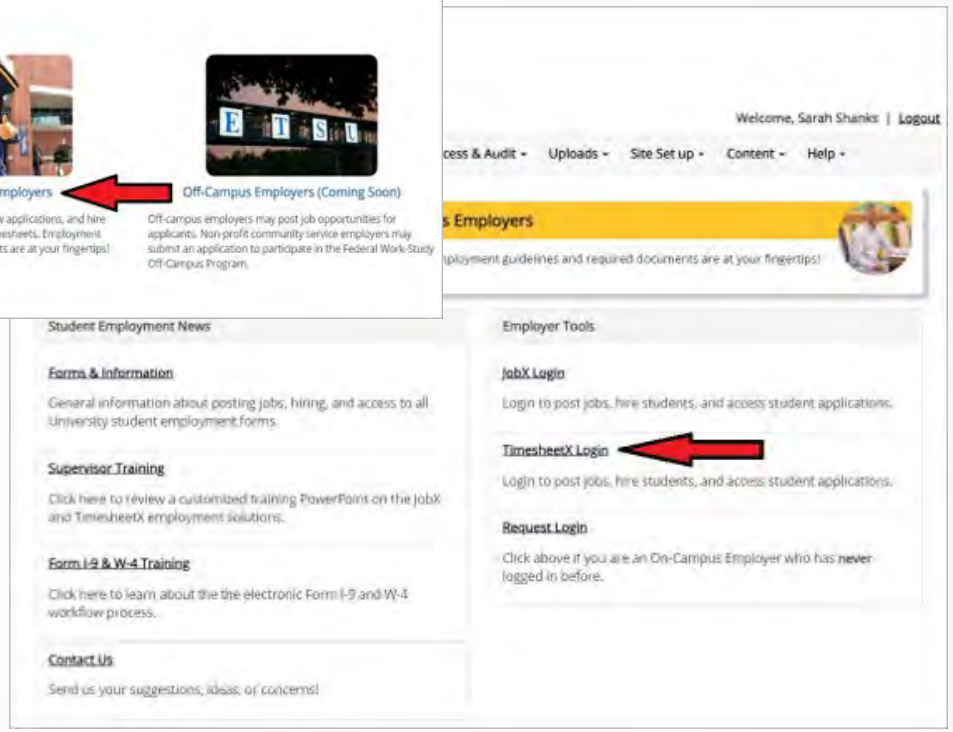
Timesheets: Deadlines

- The deadlines for APS, FWS, and RSWP are posted to Student Employment Forms each academic year.
  - The student and supervisor deadlines can also be found on the timesheet of each pay period.



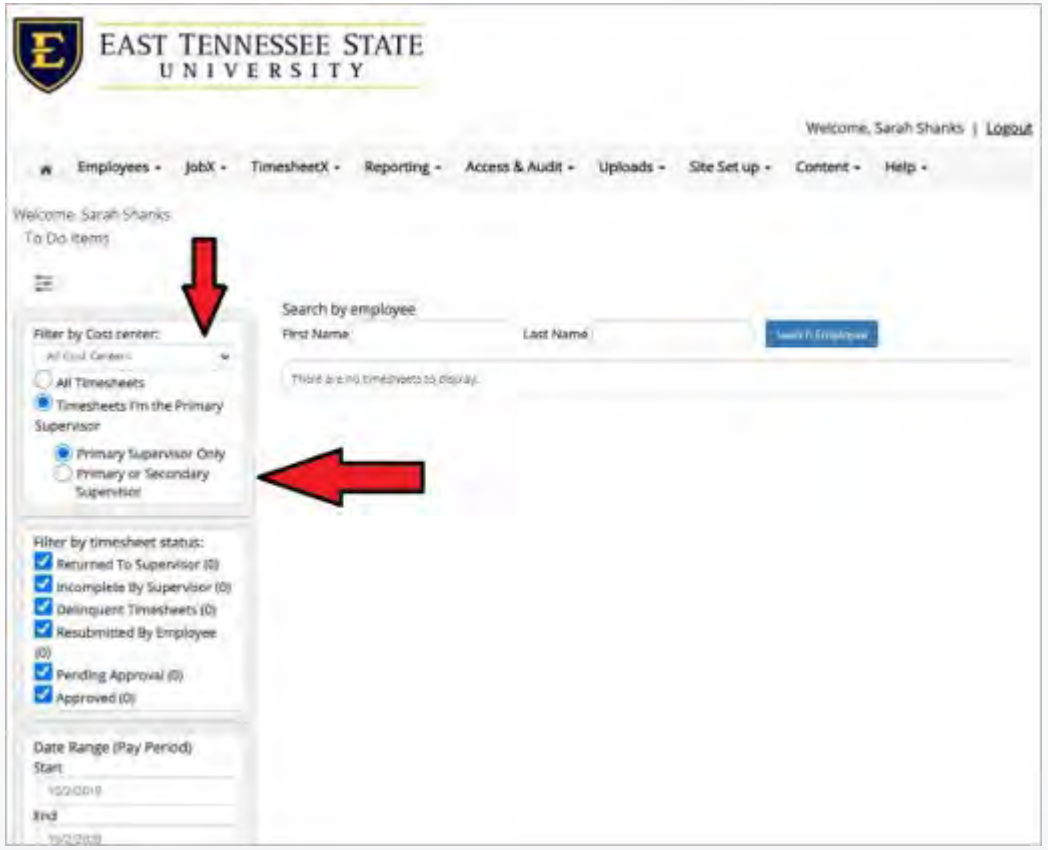
Review Time Sheets

- Login to TimesheetX directly
  - Login with ETSU SSO
- If already logged in, select *TimesheetX Employer Home (To Do Items)* from the *TimesheetX* dropdown menu.



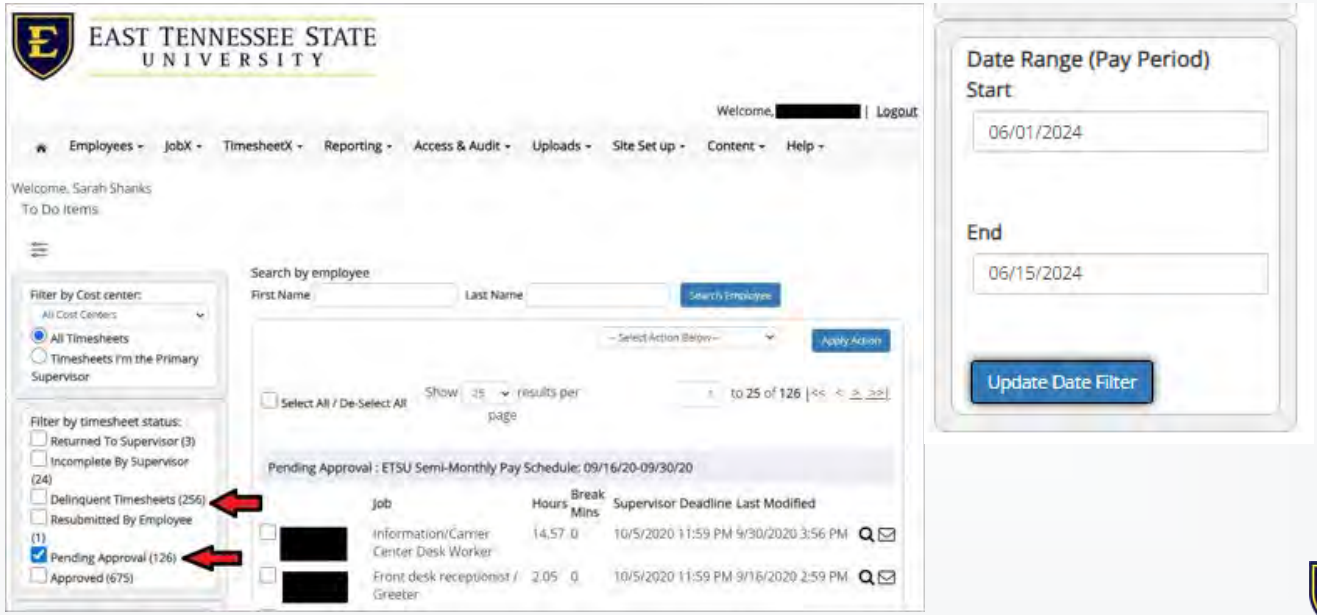
Review Time Sheets

- You will be placed on the TimesheetX “To-Do Items” page.
- Select a cost center (department/office) box at the top.
  - This only applied is you have permission to complete timesheets for more than one cost center.
- Select appropriate radio button.
  - Highly suggest *Timesheets I’m the Primary Supervisor* and *Primary or Secondary Supervisor* to see all the timesheets you can interact with.



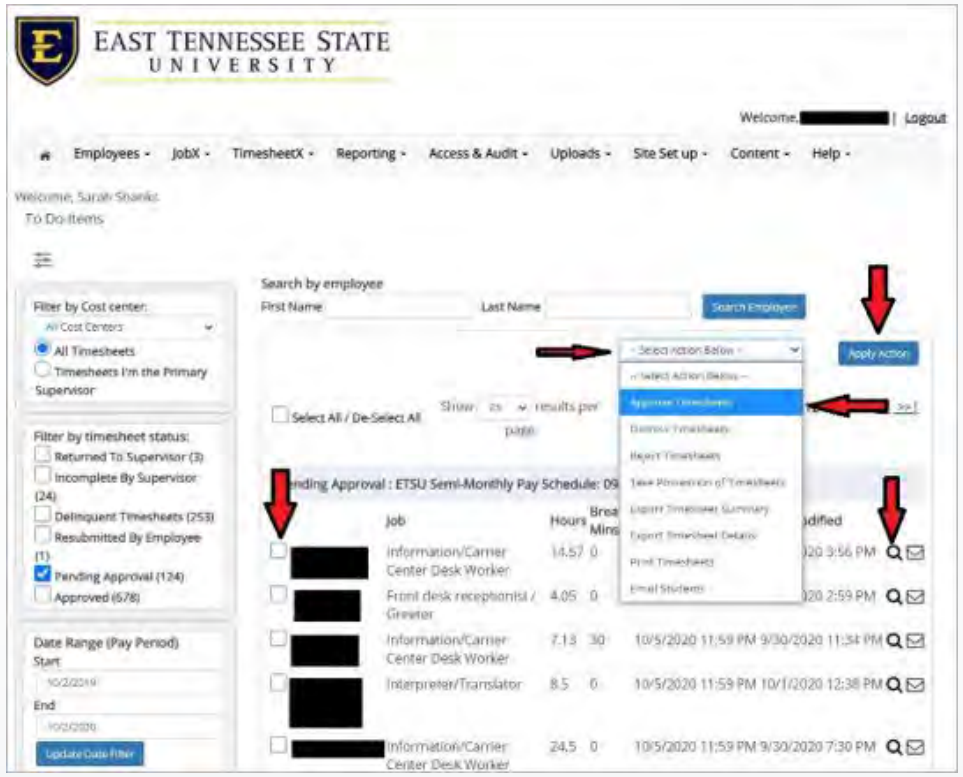
Review Time Sheets

- To locate time sheets requiring approval, uncheck the filter boxes next to all the timesheet statuses you do not want to view.
- Breakdown of Statuses
  - Returned to Supervisor
    - OFAS has returned these to the supervisor for edits. Typically, on the request of the supervisor.
  - Incomplete by Supervisor
    - Supervisor started reviewing/editing the timesheet but did not complete the approval process.
  - Delinquent Timesheets
    - Student did not submit the timesheet by the student deadline.
  - Resubmitted by Employee
    - Timesheet had been returned to the student and the student has resubmitted it after it has been returned.
  - Pending Approval
    - Student submitted the timesheet by the deadline and it needs supervisor approval
  - Approved
    - Supervisor has approved the timesheet.
- Also, change the start and end dates to reflect only the pay period you are reviewing. Select “Update Date Filter” button.



Review Time Sheets

- Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review time sheet entries or click on the magnifying glass to review more details about this hire and/or timesheet or edit/approve/reject the time sheet individually.
- If you have multiple timesheets you'd like to approve that do no need edits, simply click to box next to each timesheet you wish to approve. Then, click the *Select Action Below* dropdown, and select *Approve Timesheets*. Then, click the *Apply Action* button.

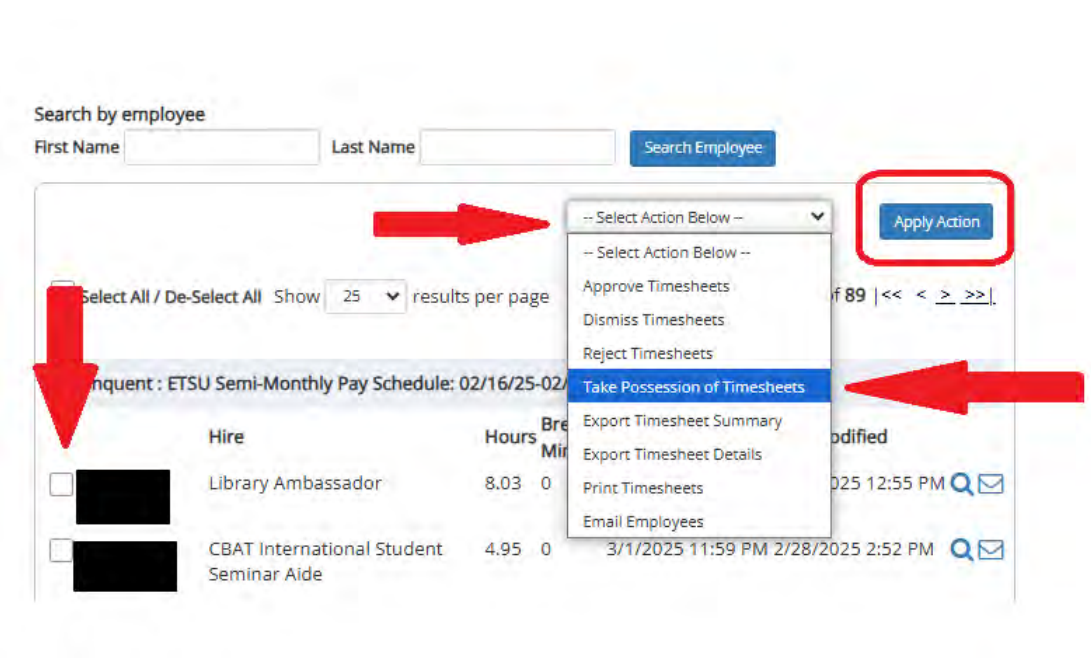


Delinquent Time Sheets

- What is a delinquent timesheet?
  - A delinquent timesheet is a timesheet that the student did not submit by the student deadline.
- What do I do with a delinquent timesheet?
  - Take possession of the timesheet so you can review, edit, and approve prior to the supervisor deadline.

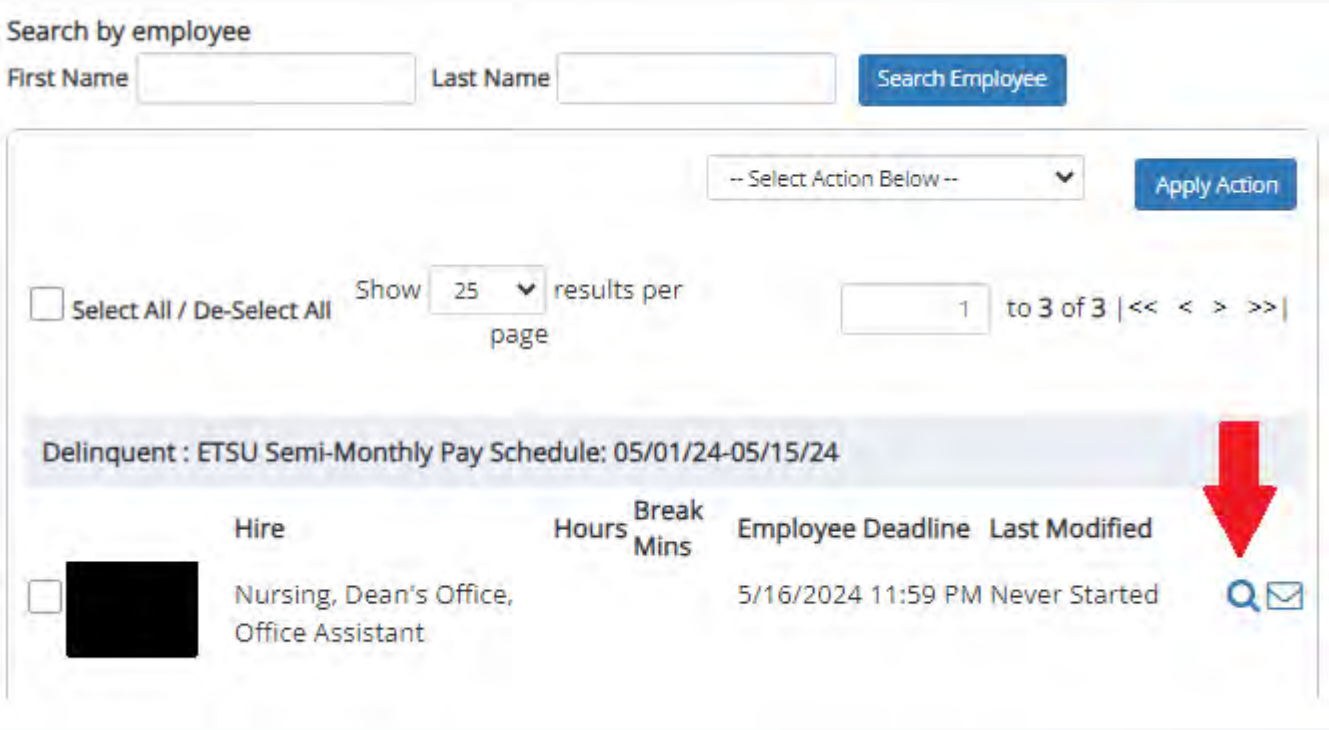
Taking Possession of a Time Sheet

- Go to your ***To-Do Items*** page.
- Check the box next to the student's name
- Select ***Take Possession of Timesheets*** from the ***Select Action Below*** dropdown menu
- Click ***Apply Action*** button
- Follow the prompts on the next page



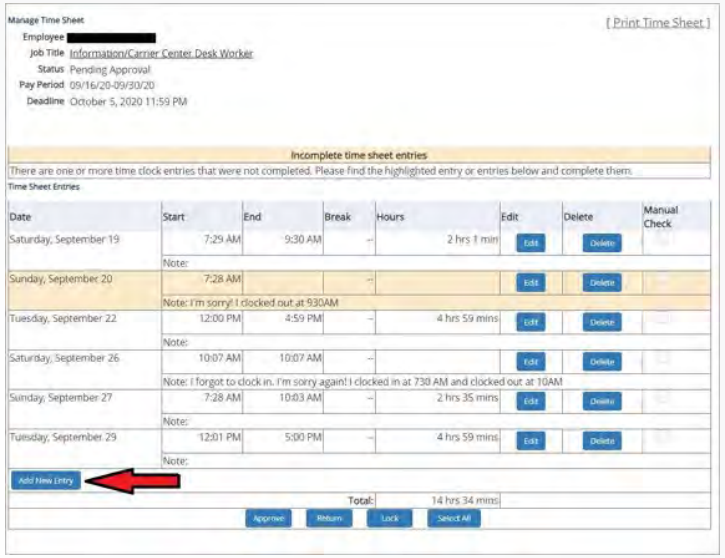
Editing Time Sheets

- From your To-Do Items page, click the magnifying glass

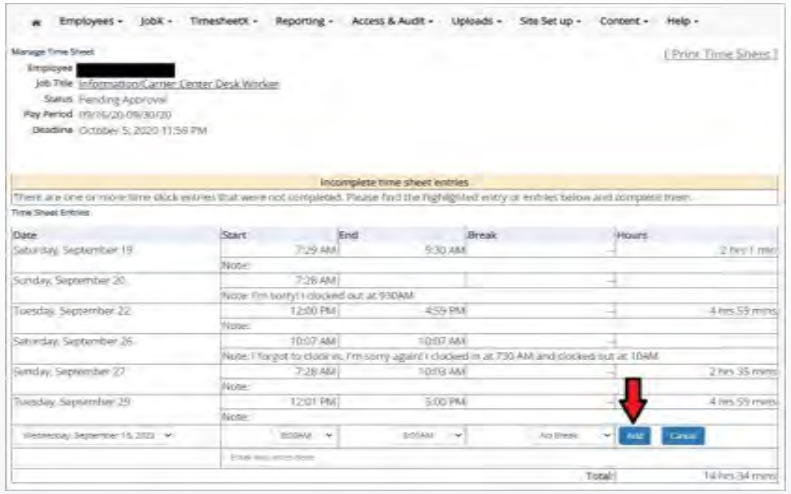


Editing Time Sheets

- To add an entry to a timesheet, click *Add New Entry.*

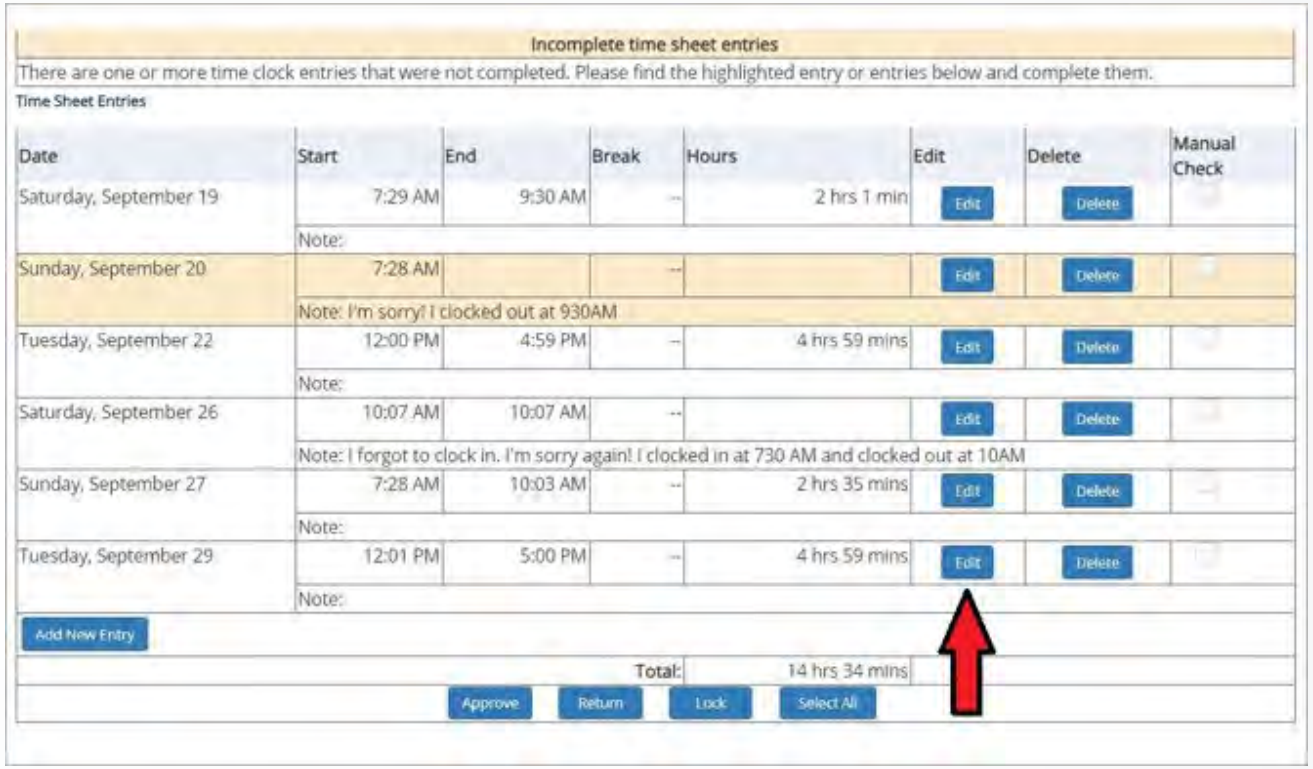


- Enter the date, start time, end time, and any break from the entry. Click *Add* to save the new entry.



Editing Time Sheets

- To edit an individual entry, click *Edit* next to the entry you wish to update.



Incomplete time sheet entries

There are one or more time clock entries that were not completed. Please find the highlighted entry or entries below and complete them.

Time Sheet Entries

Date	Start	End	Break	Hours	Edit	Delete	Manual Check
Saturday, September 19	7:29 AM	9:30 AM	--	2 hrs 1 min	Edit	Delete	
	Note:						
Sunday, September 20	7:28 AM		--		Edit	Delete	
	Note: I'm sorry! I clocked out at 930AM						
Tuesday, September 22	12:00 PM	4:59 PM	--	4 hrs 59 mins	Edit	Delete	
	Note:						
Saturday, September 26	10:07 AM	10:07 AM	--		Edit	Delete	
	Note: I forgot to clock in. I'm sorry again! I clocked in at 730 AM and clocked out at 10AM						
Sunday, September 27	7:28 AM	10:03 AM	--	2 hrs 35 mins	Edit	Delete	
	Note:						
Tuesday, September 29	12:01 PM	5:00 PM	--	4 hrs 59 mins	Edit	Delete	
	Note:						

Add New Entry

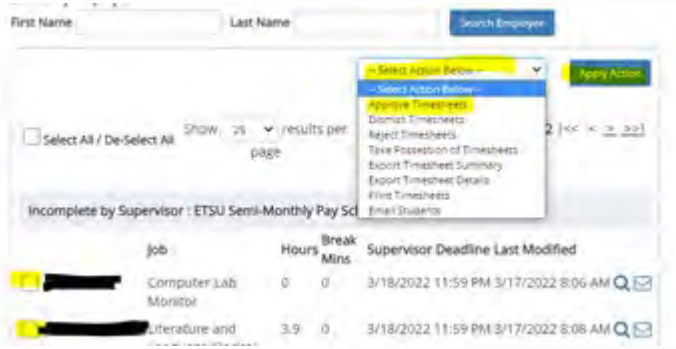
Total: 14 hrs 34 mins

Approve Return Lock Select All

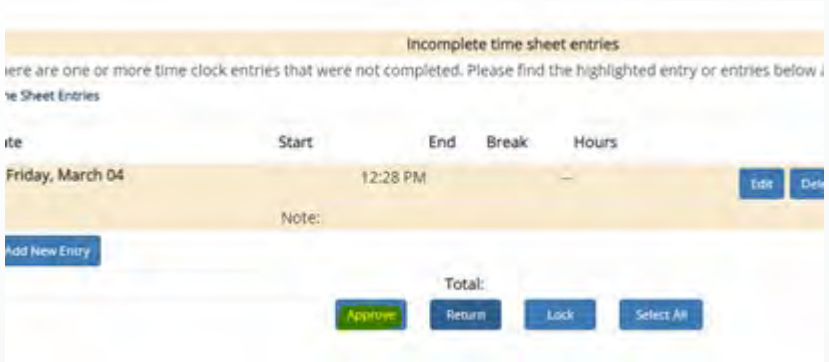
- The time sheet will now be locked to you until you save your changes.

Approving Time Sheets

- After you have reviewed/edited the timesheet, you can approve it a few different ways.
  - From the *To Do Items* Page, click the check box next to the name of the students you wish to approve. Select ***Approve Timesheets*** from the *Select Action Below* dropdown menu. Then, click the ***Apply Action*** button and follow prompts on next page.

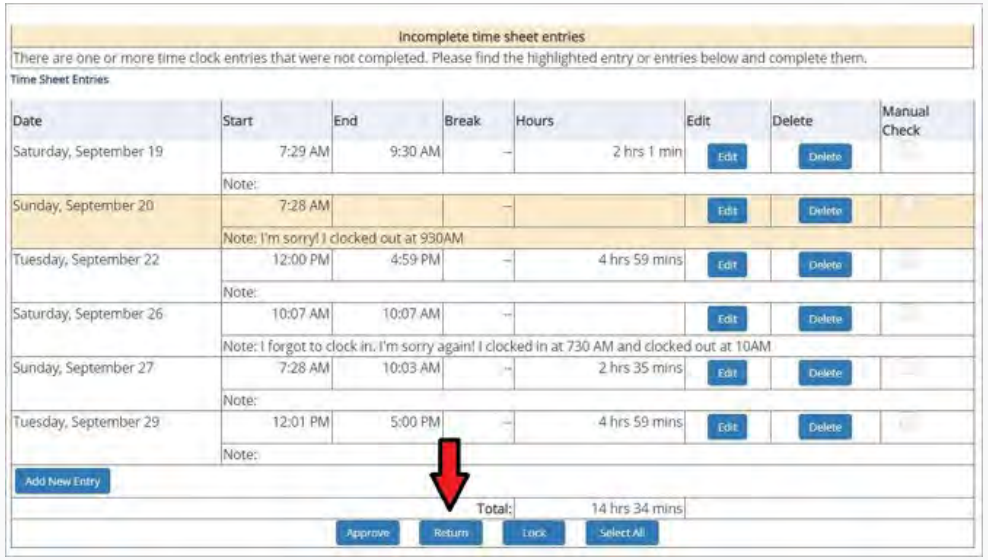


  - From the timesheet itself, click the ***Approve*** button.



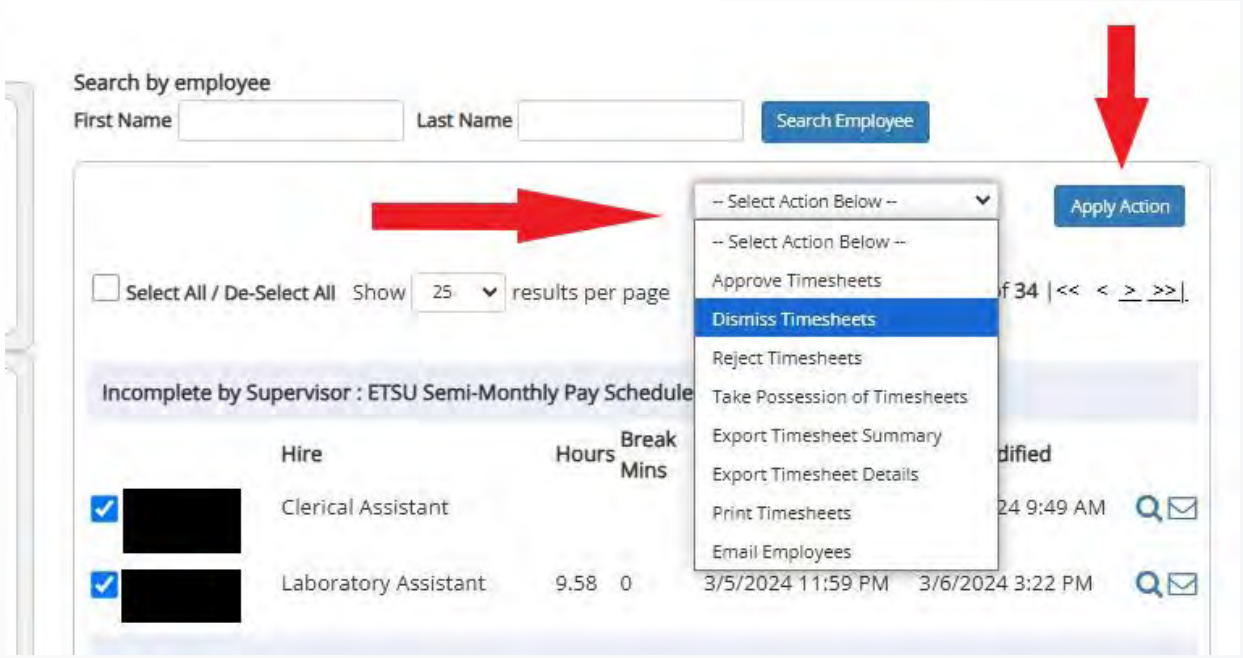
Rejecting Time Sheets

- If you need to return the timesheet back to the employee, click the ***Return*** button. This is mostly used when the student submits their timesheet too early in the pay period.
- After you select the ***Return*** button,
  - Enter the reason you are returning the timesheet and click ***Return Time Sheet***.
    - An email will be sent to the employee notifying them that their timesheet has been returned.



Dismissing Time Sheets

- From the *To Do Items* Page, click the check box next to the name of the students you wish to approve. Select ***Dismiss Timesheets*** from the *Select Action Below* dropdown menu. Then, click the ***Apply Action*** button and follow prompts on next page.



Time Sheet Deadlines

- With the transition to Voyager, the deadlines had to change.
- Student deadlines are the ***end of day on the last Thursday of the pay period.***
- Supervisor deadlines are ***10:00AM the Monday after the pay period ends***.
- These deadlines are a bit earlier than your Voyager deadlines for non-exempt/temporary because the Financial Aid deadline to have timesheets finalized, processed, and sent to Payroll is ***noon the Monday after the pay period ends***.

Time Sheet Deadlines

- Since the student deadline falls *before* the pay period ends, supervisors will need to add time worked/expected to work on the ***last Friday and Saturday*** of each pay period prior to approving the timesheet.
  - You ***CAN*** opt to allow your student to submit the timesheet later than their deadline so they can continue to clock in and out. However, having the timesheet approved by ***YOUR 10AM Monday*** deadline is your responsibility to meet.
    - If you opt to allow the student to keep the timesheet past their deadline, you MUST communicate with the student to not submit when they receive the reminders and what the deadline for submission that you are requiring of them is.
- The Office of Financial Aid & Scholarships is no longer able to be as lenient with the approval deadline as we previously were.
  - Any timesheet not approved by the supervisor deadline will need to be submitted late and will be submit to the $10.00/timesheet late fee.
    - Instructions on submitting late timesheets can be found on Student Employment Forms.

Terminations

APS & Work Study Terminations

APS Terminations

- APS students ***cannot*** be terminated after the placement deadline for the term without approval from the Office of Financial Aid & Scholarships.
- In extenuating circumstances, the Office of Financial Aid & Scholarship will approve APS students to be terminated and transferred to a different department.
  - Previously approved circumstances:
    - Hostile Work Environment
    - Medical
    - Beneficial to student's major/career plan
- APS terminations should only be done between semesters.

FWS/RSWP Terminations

- FWS/RSWP students can be terminated at any time.

How to Terminate a Student Worker

- Keep documentation of all disciplinary actions and warnings.
  - The Performance Appraisal of Student Employees can be used to review performance with student.
- Complete Termination Request.
- Send Student Employment Coordinator digital copies of disciplinary documentation for records in case student appeals the termination.
- Students have the right to appeal termination. The appeal should be submitted in writing to the supervisor of the individual who terminated the student's employment. The supervisor who receives the appeal will advise the student in writing of the outcome of the appeal.

When NOT to Submit a Termination Request

- At the end of the contract period
- If the student graduates
- If the student is no longer eligible

- The Student Employment Coordinator will end the contract in any of the above instances.
  - Do not do more work than is necessary!

- If the student is APS, mid-semester, and you do not have approval from the Office of Financial Aid & Scholarships.

What to Do if a Student Worker Resigns?

- If a FWS/RSWP student worker resigns, please submit a Termination Request.
- If an APS student expresses they wish to resign from their APS service position mid-semester, please direct them to contact the Office of Financial Aid & Scholarships.

Changing Between Programs

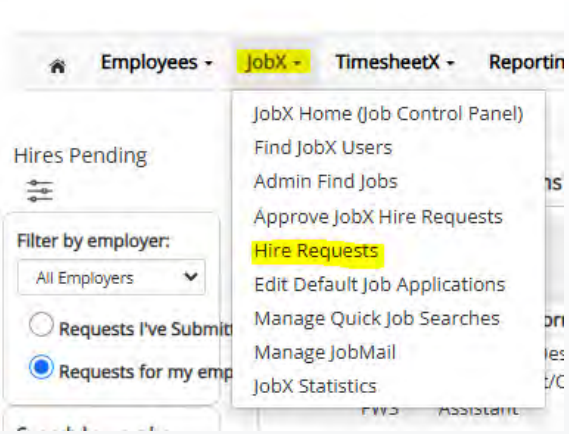
- Students cannot participate in more than one program at a time.
- However, if a student completes their hours in one program and you want to change them to another for the remainder of the semester, you can do so by using the Student Employment Status Information Sheet.
  - Ex: APS student completes all 75 hours before Fall Break. You want to change them to FWS for the remainder of the term.
  - Ex: FWS student has earned their maximum award early. You want to change them to RSWP and pay them with departmental funds for the remainder of the semester so they can continue working.
- This form should ***NOT*** be used for terminations or hires.

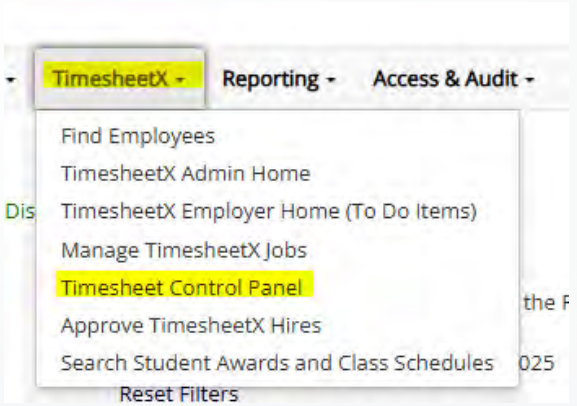
Frequently Asked Questions

- What is the last day a student can work/complete service hours each semester?
  - The last day of finals!
    - The exact date can be found on the Academic Calendar.
- What does the system count as a week?
  - Seven consecutive days from the first date of the pay period!
    - Under Voyager pay periods, this is more consistent at Sunday-Saturday.
- How many hours does my student worker have left?
  - Using the APS Hours Tracker and FWS/RSWP Hours Tracker, published to Student Employment Forms each year, can help you and the student track their hours appropriately. Enter the total hours (to the hundredth) at the end of each pay period.
- How do I calculate hours to the hundredth?
  - Divide the number of minutes for the pay period by 60. (Round down if under 5. Round up for 5 and over.) Then, add the number of hours.
    - EXAMPLE: Student completes 15 hours and 32 minutes in one pay period.
      - 32 / 60 = 0.533333 + 15 = 15.53

Frequently Asked Questions

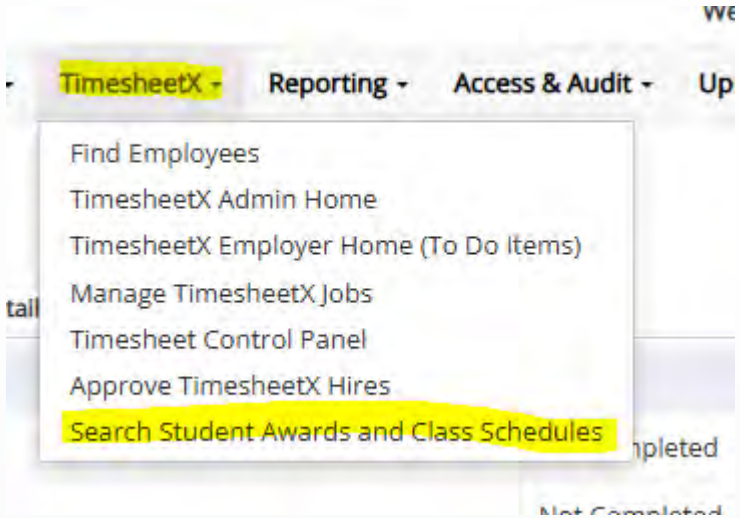
- Has the contract for this student been approved?
  - Supervisors will be copied on the approval email for each student contract that is approved.
  - You can also review the status under the JobX tab by selecting *Hire Request.* This will show you any that are pending forms/approval and any that are approved and pending acceptance.
  - You can see all Active hires on your TimesheetX Control Panel. You can filter the Control Panel by contract start and end date.

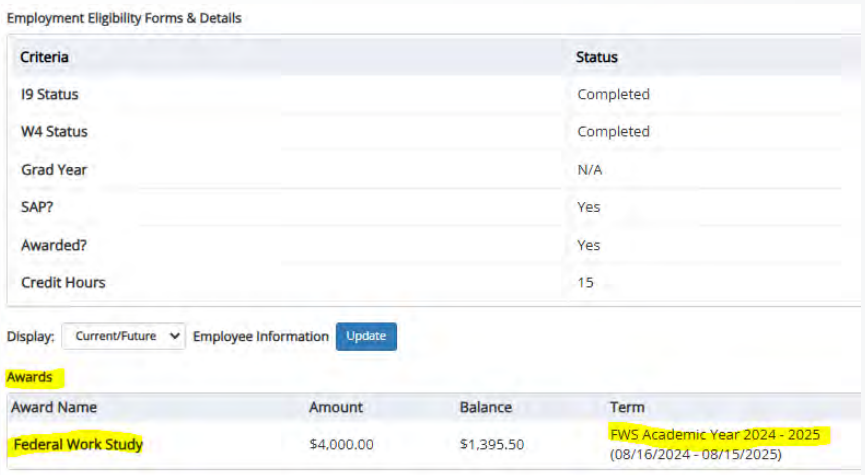




Frequently Asked Questions

- Is this student eligible for FWS?
  - You can search to see if a student is awarded by selecting *Search Student Awards and Class Schedules* under the TimesheetX tab.
    - If a student is FWS eligible, you will see it under the Awards section. Be sure to look at the award term.





If you have any further questions, please contact Student Employment Coordinator, Sarah Miller, at shankssa@etsu.edu.