



Student Employee Training



=Total Solution

JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.

Benefits for Students



Apply for multiple jobs with one application



JobMail notifications on potential jobs matches



Job searches based on skills



Accelerated online hiring process



Elimination of paper forms



Automated notices throughout the job search process



Web accessibility



24-hour service

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 specific school processes

Training Agenda



Login to JobX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Login JobX

Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Student Workers' link.

PIEDMONT TECHNICAL COLLEGE

Employees - Employers & Administrators -

JobX
Powered by NextGen

Welcome to the Student Employment Portal

Student Workers

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you

On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Employment guidelines and required documents are at your fingertips

Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service employers may submit an application to participate in the Federal Work Study Program

Disclaimer:
Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices.

JobX Portal:

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

How to Login to JobX

Step 1: Depending on what you wish to do when visiting your PTC JobX site, click **'Find a Job'**, **'Dashboard'**, or **'Manage JobMail'** link on the Student Workers home page.

PIEDMONT
TECHNICAL COLLEGE

Employees - Employers & Administrators -

Job Seekers

Welcome
Welcome! Learn about the Employment process at Piedmont Technical College.

[Find a Job](#)
Conduct either quick or advanced searches for available jobs. Submit an online job application.

[Manage JobMail](#)
Be the first to know when jobs matching your criteria become available.

[Direct Deposit](#)
Click here to access and complete the Direct Deposit Form.

[Federal Work-Study Hire Packet](#)
Click here to access and sign the Contract, Statement of Confidentiality, Electronic Consent Agreement and Handbook Acknowledgement forms.

[Form I9](#)
Click here to access and complete the I9 Form.
Please Note: Our employer Name/Code is 14880. Then, click Login to start the form.

[State W4 Form](#)
Click here to download the State W4 Form.

[Federal W4 Form](#)
Click here to download the Federal W4 Form.

Current Employees

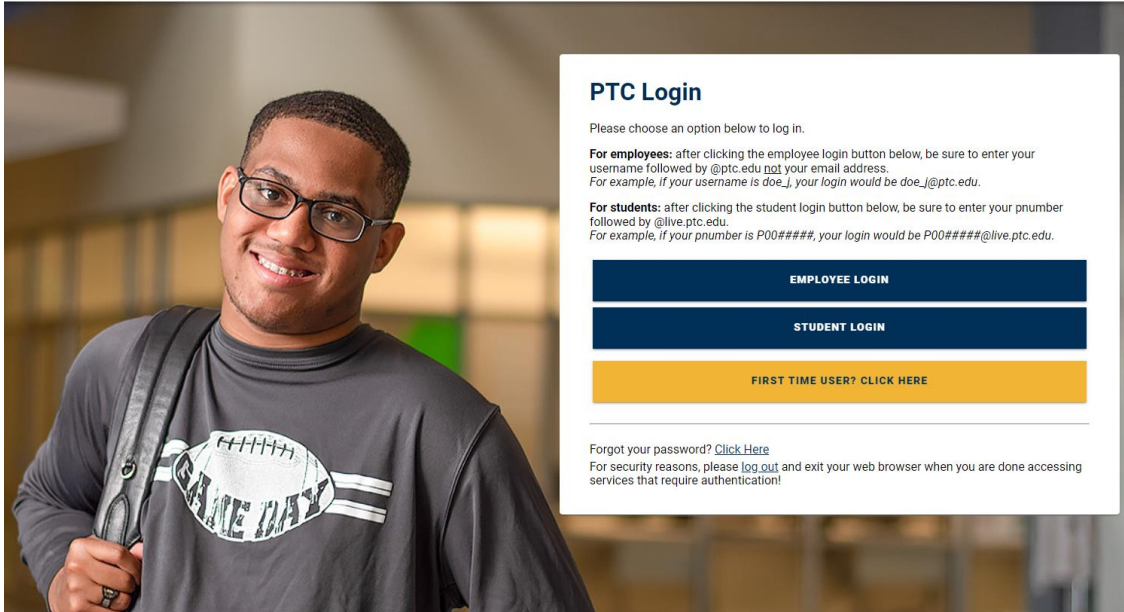
[Federal Work-Study Position Renewal:](#)
Click here to access and sign the Renewal Contract.

[Federal Work-Study Handbook](#)
Click here to access the Federal Work-Study Student Handbook.

Other Resources

[Dashboard](#)
Click here to review the jobs you've recently applied for and to access other employment information.

[Contact Us](#)
Have questions? Click here and send us your questions, suggestions, or concerns.



Student Worker Login to JobX

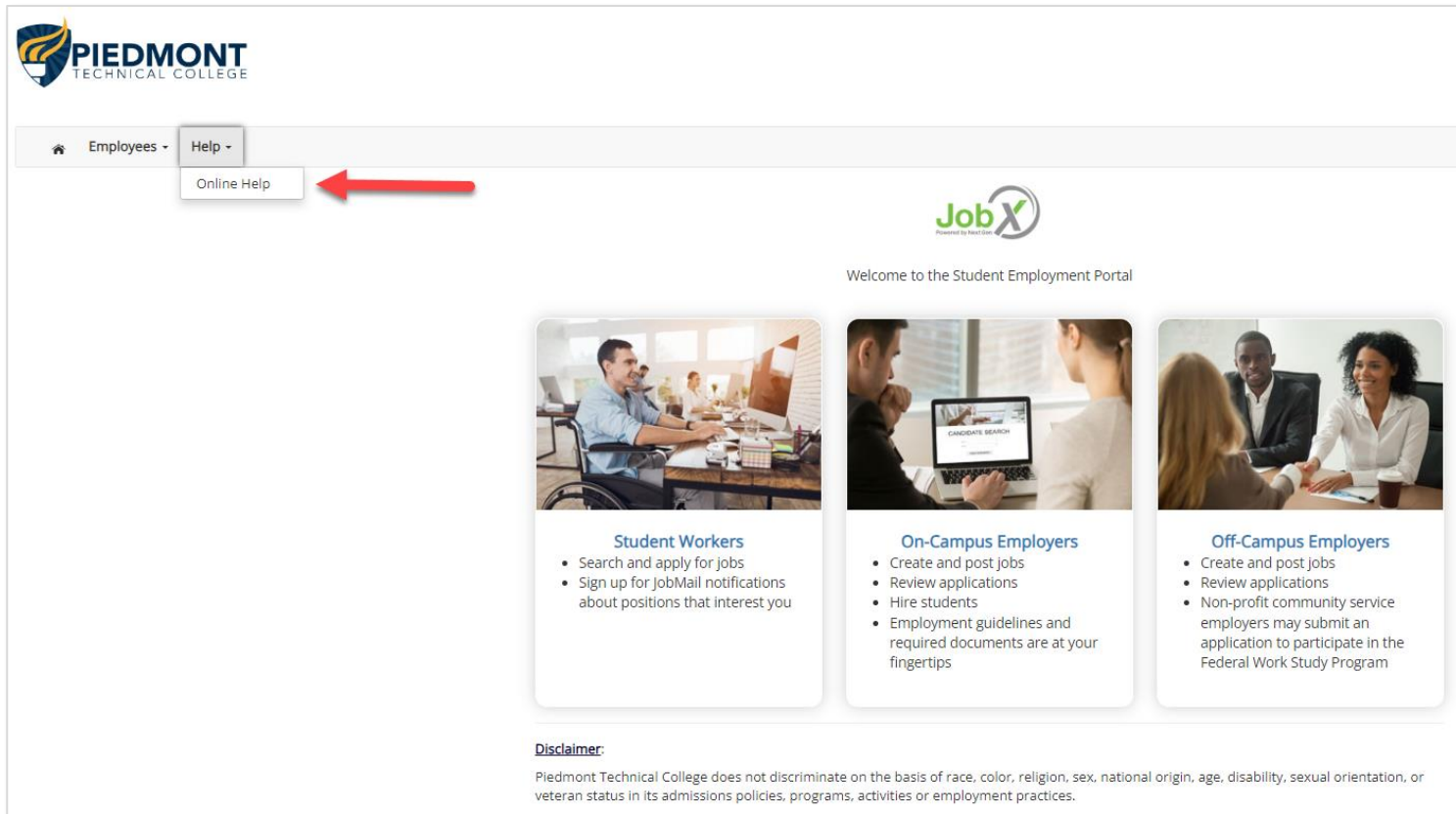
Step 2: Login utilizing your PTC Banner 'Student ID' and 'Password'.





Online Help

Online Help



PIEDMONT
TECHNICAL COLLEGE

Home Employees - Help -
Online Help

JobX
Powered by NextGen

Welcome to the Student Employment Portal

Student Workers

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you

On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Employment guidelines and required documents are at your fingertips

Off-Campus Employers







- Create and post jobs
- Review applications
- Non-profit community service employers may submit an application to participate in the Federal Work Study Program


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Click the **'Help'** menu after you login and select **'Online Help'**.

Online Help

JobX & TimesheetX Manuals

 0 articles JobX - Administrators Online Help	 0 articles JobX - Supervisors Online Help	 7 articles JobX - Employee / Student Online Help
 0 articles TimesheetX - Administrator Online Help	 0 articles TimesheetX - Supervisor Online Help	 5 articles TimesheetX - Employee / Student Online Help



- Online JobX guide is available based on your login role (e.g., Student, Supervisor, Admin).
- Employee/Students can only see Online Help for Employee/Students.
- You can search by keyword or topics in the search field.



JobMail

What is JobMail?



JobMail notifies students about potential job matches based on their interest



Students can complete unlimited JobMail Subscriptions to receive notifications about all jobs that align with their interests, major(s), and career goals.



After JobMail is setup, students will receive notifications on new job listings that align with their interests.



The email will provide all details about the job to assist the student with identifying an excellent job opportunity

How to Access JobMail

Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Student Workers home page.

PIEDMONT
TECHNICAL COLLEGE

Employees - Employers & Administrators -

Job Seekers

Welcome
Welcome! Learn about the Employment process at Piedmont Technical College.

Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

Manage JobMail
Be the first to know when jobs matching your criteria become available.

Direct Deposit
Click here to access and complete the Direct Deposit Form.

Federal Work-Study Hire Packet
Click here to access and sign the Contract, Statement of Confidentiality, Electronic Consent Agreement and Handbook Acknowledgement forms.

Form I9
Click here to access and complete the I9 Form. Please Note: Our employer Name/Code is 14880. Then, click Login to start the form.

State W4 Form
Click here to download the State W4 Form.

Federal W4 Form
Click here to download the Federal W4 Form.

Current Employees

Federal Work-Study Position Renewal:
Click here to access and sign the Renewal Contract.

Federal Work-Study Handbook
Click here to access the Federal Work-Study Student Handbook.

Other Resources

Dashboard
Click here to review the jobs you've recently applied for and to access other employment information.

Contact Us
Have questions? Click here and send us your questions, suggestions, or concerns.

Configure your JobMail Subscription

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus FWS Jobs [Add New Job Mail Subscription](#)

[Edit Category Name](#) [Delete Job Mail Subscription - Category](#)

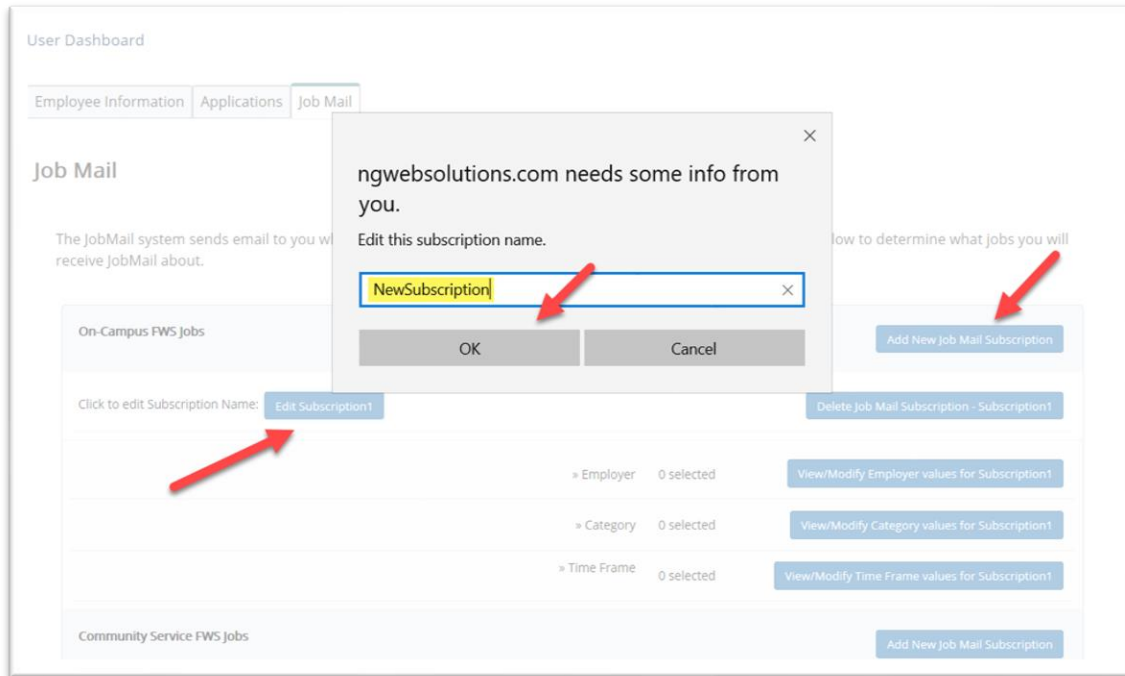
Employer	0 selected	View/Modify Employer values for Category
Category	9 selected	View/Modify Category values for Category
Time Frame	0 selected	View/Modify Time Frame values for Category

[Edit Subscription2 Name](#) [Delete Job Mail Subscription - Subscription2](#)

Employer	0 selected	View/Modify Employer values for Subscription2
Category	0 selected	View/Modify Category values for Subscription2
Time Frame	0 selected	View/Modify Time Frame values for Subscription2

- Students can create multiple subscriptions and name them as desired for each Job Type (e.g., On-Campus FWS, On-Campus Community Service, and Off-Campus Community Service) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g., Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g., Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g., Summer Only, Academic Year, etc.)

Configure your JobMail Subscription



- Click 'Add New JobMail Subscription' button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the scription name, click the 'Edit Subscription' button.

Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	modified	View/Modify Employer values for NewSubscription
» Category	1 selected	modified	View/Modify Category values for NewSubscription
» Time Frame	2 selected	modified	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

Red arrows point to the 'View/Modify' buttons for Employer, Category, and Time Frame.

View/Manage Employer values Close

Selected Items Remove All Options
Click Remove to remove an item to the list
None selected

Available Items Add All Options
Click Add to add an item to the list

- ACADEMIC AFFAIRS Add
- ACCESS & ACCOMMODATIONS Add
- ADMISSIONS Add
- ALUMNI RELATIONS Add

Click Save when complete Save

Red arrows point to the 'Add All Options' and 'Add' buttons.

➤ Click 'Add all Options' or 'Add' next to each item you wish to add to your JobMail subscription.

Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs

Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	modified	View/Modify Employer values for NewSubscription
» Category	1 selected	modified	View/Modify Category values for NewSubscription
» Time Frame	2 selected	modified	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs

Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

View/Manage Category values

Close

Selected Items

Click Remove to remove an item to the list

Remove All Options

Administrative and Office Support	Remove
Athletics	Remove
Food and Hospitality	Remove
Information Technology	Remove

Available Items

Click Add to add an item to the list

Add All Options

None available

Click Save when complete

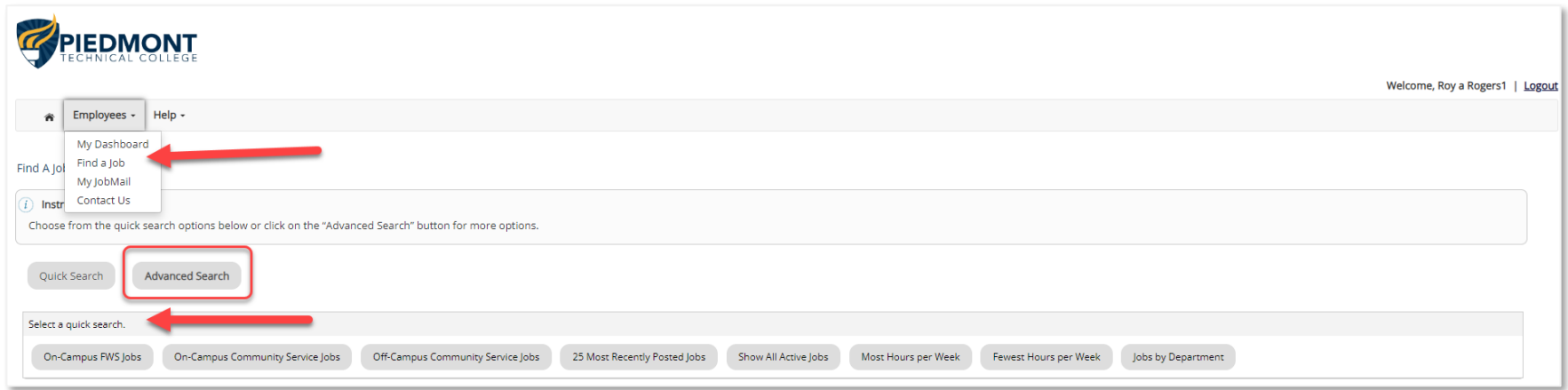
Save

- Your selection(s) will appear in the top under **‘Selected Items’**.
- When you’re finished adding search criteria, click **‘Save’**.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.



Find a Job

Quick Search



- Click the 'Find a Job' function from the Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

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

The screenshot shows the 'Find A Job' advanced search interface. At the top, there are 'Quick Search' and 'Advanced Search' buttons. Below them, the 'Job Type(s):' section has three radio buttons: 'On-Campus FWS Jobs' (selected), 'On-Campus Community Service Jobs', and 'Off-Campus Community Service Jobs'. A blue 'Update Job Type' button is located below these options. A 'Keyword(s):' text input field is present. The search criteria are organized into expandable sections: 'Categories' (with three dropdowns for 'Select Job Category (Up to 3)'), 'Employers' (with three dropdowns for 'Select Job Employer (Up to 3)'), 'Time Frames' (with a checkbox for 'Academic Year'), 'Wage' (with a 'Greater than:' dropdown set to 'Doesn't Matter'), and 'Hours per Week' (with 'Between' dropdowns and 'and' connectors). A blue 'Search' button is at the bottom. Red arrows point to the 'Job Type(s):' label, the 'Update Job Type' button, the 'Search' button, and the 'On-Campus FWS Jobs' radio button.



Apply for a Job

Disclaimer Statements

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

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

Disclaimer: Off-Campus Community Service Jobs

Before we can allow you to see the details of an off-campus job, you must agree to the disclaimer below. Piedmont Technical College is not responsible for transporting you to an off-campus employment location. By applying for an off-campus job, you agree that you have reliable transportation to work.

Federal Work Study: The Federal Work Study Program provides funds that are earned through part-time employment to assist students in financing the costs of postsecondary education. This program allows students to earn money while gaining work experience. Eligibility is based on the student's resources and is determined by a formula developed by the U.S. Department of Education. Final eligibility is determined prior to hire. For questions, please contact the Financial Aid Department.

Disclaimer: On-Campus Community Service Jobs

Before we can allow you to see the details of an on-campus job, you must agree to the disclaimer below. Piedmont Technical College is not responsible for transporting you to an on-campus employment location. By applying for an on-campus job, you agree that you have reliable transportation to work.

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Federal Work Study: The Federal Work Study Program provides funds that are earned through part-time employment to assist students in financing the costs of postsecondary education. This program allows students to earn money while gaining work experience. Eligibility is based on the student's resources and is determined by a formula developed by the U.S. Department of Education. Final eligibility is determined prior to hire. For questions, please contact the Financial Aid Department.

To view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for one or more Jobs! With One Click

- Simply **click the box** next to one (1) or multiple job(s) you wish to apply.
- Then, **click the 'Apply for Selected Jobs' button**.

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[Run a New Search]

Apply for selected jobs

On-Campus FWS Jobs

Jobs found: 5

Show: All results per page Refresh

<input checked="" type="checkbox"/>	On-Campus FWS Job - 04242024 Employer: Student Employment - Test
	Wage: \$11.00/hr Openings: 3 Listed: 04/17/2024
	Hours: 10 / week Location: 6821 Southpoint Dr. N. Jax FL 32216
	Category: Administrative and Office Support Job Type: On-Campus FWS Jobs
<input checked="" type="checkbox"/>	Test out BGC frame Employer: Agriculture - AGR
	Wage: \$11.00/hr Openings: 20 Listed: 05/06/2024
	Hours: 5 to 20 hours / week Location: 6821 Southpoint Dr. N. Jax FL 32216
	Category: Information Technology Job Type: On-Campus FWS Jobs
<input checked="" type="checkbox"/>	Test Job Employer: Agriculture - AGR
	Wage: \$11.00/hr Openings: 19 Listed: 05/07/2024
	Hours: 5 to 20 hours / week Location: 6821 Southpoint Dr. N. Jax FL 32216
	Category: Library Assistant Job Type: On-Campus FWS Jobs

Application Compliance Service

Application Validation

Welcome, Larry f Rogers6 :: Monday, June 3, 2024

Based on your application selections, your school has eligibility requirements based on the following:

Unfortunately, you are currently not eligible to apply for the following job(s):



On-Campus FWS Jobs

- On Campus FWS Job - 04242024
- Test out PTC Timeframe

Error Reason(s):

We apologize for this inconvenience, however, you are currently not eligible to apply for this job due to the following reason(s):

- Student does not have a valid Award

If you feel you should be eligible to apply for this job, please contact the Financial Aid Office

If when applying you are not eligible to do so (e.g., applying for a FWS job without an FWS award), a detailed error message will be presented to inform you of the exact issue.

If you feel you received this message in error, please contact your Financial Aid Office.

Job Application

Apply To Job

Instructions
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.
Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:
On Campus FWS Job - 04242024 - Student Employment - Test
Test Out PTC Timeframe - Agriculture - AGR
Test Job - Agriculture - AGR

General

Employee ID * 111111111

First name * Roy

Middle name *

Last name * Rogers1

Email
Please use your institutional email address (if you have one) * royrogers1@demo@ngwebsolutions.com

Mobile Number *

Major *

Projected Enrollment Term(s) for the Year (Fall, Spring, Summer) - Please select all that apply. *
 Fall
 Spring
 Summer

Please list any languages (beyond English) of which you have a working knowledge.

Days and times available for work - Please select all that apply. *
 Monday Morning
 Monday Afternoon
 Monday Evening
 Tuesday Morning
 Tuesday Afternoon
 Tuesday Evening

- If you were permitted to apply for the job(s) selected, that means you are eligible to do so and will be presented with the application for completion.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. To do so, browse to that file on your computer and click 'Open'.

Application Successfully Submitted

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

Employee Information Applications Job Mail

Display 1 Year of Application Data.

Applications

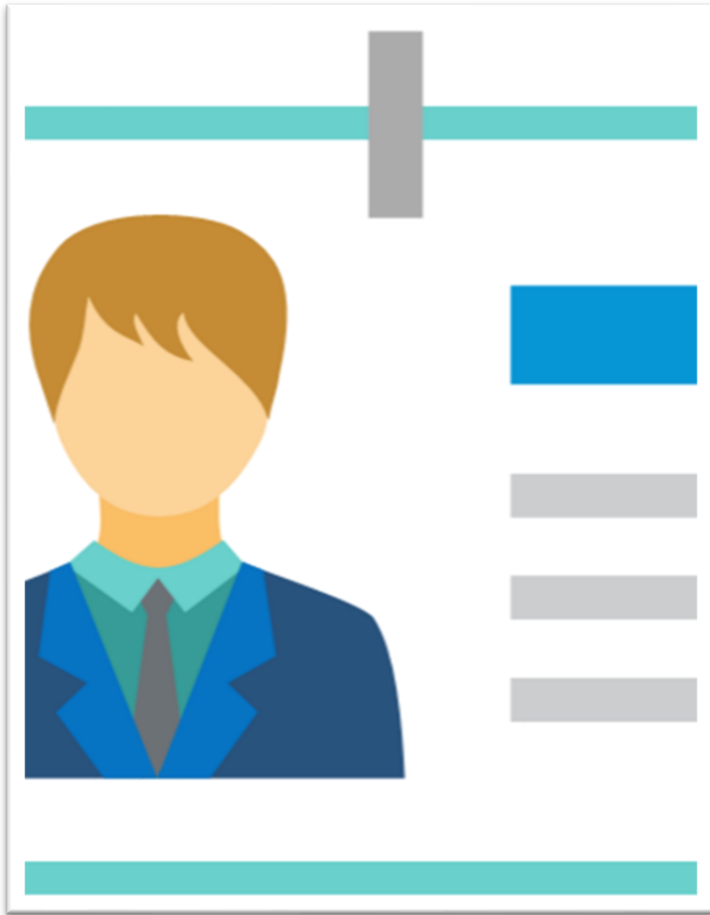
Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

➤ Your application is successfully submitted when you received the Congratulations message.



My Dashboard

What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
 - ❖ **Hires:** Past /Current / Future
 - ❖ **Class Schedules:** Provided by your institution
 - ❖ **Applications:** Status, View, Print, Withdraw
 - ❖ **JobMail Subscriptions**

My Dashboard: Access

The screenshot displays the Piedmont Technical College 'My Dashboard' interface. A red arrow points to the 'My Dashboard' option in the 'Employees' menu. The main dashboard area shows a 'User Dashboard' with tabs for 'Employee Information', 'Applications', and 'Job Mail'. Below this are sections for 'Employment Eligibility Forms & Details', 'Hires', and 'Classes'.

Employment Eligibility Forms & Details

Criteria	Status
Awarded	Yes

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Hire Status
Taige Test Off-Campus Comm Svc - 05132024	Greenwood Food Bank	\$12.00	10	07/01/2024	06/30/2025	Test Off-Campus Supervisor	Active
On Campus Comm Svc Job - 04242024	Hope Pantry - HP	\$11.00	10	07/01/2023	06/20/2024	Taige Test Employer	Active

Classes

Course Title	Start Date	End Date	Days	Start	End
CONCEPTS IN CHEMISTRY (details)	07/01/2023	06/30/2024	Tu	10:15 AM	12:45 PM
CONCEPTS IN CHEMISTRY (details)	07/01/2023	06/30/2024	F	12:00 PM	1:15 PM
INTRO TO ENVIRONMENTAL SCIENCE (details)	07/01/2023	06/30/2024	Tu	12:45 PM	1:45 PM
INTRO TO ENVIRONMENTAL SCIENCE (details)	07/01/2023	06/30/2024	Th	10:15 AM	12:45 PM

- To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Employees* menu.
- To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.

My Dashboard: Application

Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ of Application Data.

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

My Dashboard: Hires

Employee Information Applications Job Mail


Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test On-Campus FWS Jobs - 052020	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)



- My dashboard provides real-time self-service access to past / current / pending hires.
- Click on the Employee Information Tab to see the status of your jobs.



Hired

Next Step: Approved for Hire

Once you receive your hire approval email contact your supervisor for next steps.

Regarding recent hire request.



financialaid@ptc.edu

To royrogers1

Hiring Request Details:

Employee Name/ID: Roy Rogers1 (111111111)

Position: Taige Test On Campus FWS 05132024

Employer Name: Student Employment - Test

Wage: \$11.00 an hour

Questions?

Please contact the Financial Aid
Office at:

financialaid@ptc.edu

