

HOW LOG IN TO JOBX/TIMESHEETX



LifeWorks Program

NOTE: IF YOU ARE A **NEW** BERRY EMPLOYEE WHO PLANS TO SUPERVISE STUDENTS, PLEASE CONTACT OUR OFFICE WITH THE FOLLOWING DETAILS SO WE CAN CREATE YOUR ACCOUNT: NAME, BERRY ID, DEPARTMENT, POSITION TITLE

ALSO, LET US KNOW IF YOU ARE REPLACING A DEPARTING SUPERVISOR SO WE CAN REASSIGN THOSE JOBS/HIRES TO YOU AS THE NEW SUPERVISOR

From your My Apps page, choose Student Work OR go to STUDENTWORK.BERRY.EDU

The screenshot displays the Berry College My Apps dashboard. At the top left is the Berry College logo and the text "My Apps" with a dropdown arrow. A search bar labeled "Search apps" is positioned at the top center. On the right side of the top bar are icons for "Add apps", "Create collection", and "Customize view".

The main area is titled "Apps dashboard" and features two tabs: "Berry Apps" (which is selected and underlined) and "Apps". Below the tabs is a grid of application tiles. Each tile contains an icon and the name of the application. The tiles are arranged in three rows and seven columns. The "Student Work TimesheetX/JobX" tile, located in the second row, seventh column, is highlighted with a red border and a red arrow pointing to it from the bottom right.

Icon	Application Name
	Handshake
	Health Center Patient Portal
	Hirezon
	Housing Portal
	Interlibrary Loan
	IT Self-Service
	J1Web
	LinkedIn Learning
	Marketing Requests (previously...)
	MeeScan
	My Library Account
	OpenAthens
	PathwayU
	Student Work TimesheetX/JobX
	SurveyMonkey
	Viking OneCard
	VikingWeb
	Yuja
	Zoom

At the bottom left, there is a "Settings" link with a gear icon.

Choose On-Campus Employers

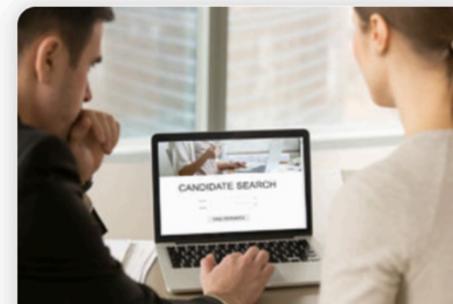


Welcome to the Student Employment Portal



Student Workers

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



On-Campus Employers

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



Community and Industry Partners

- Review Timesheets

After choosing JobX or Timesheet X log in, you will be prompted to enter your Berry SSO credentials

B BERRY COLLEGE LifeWorks Program

Employees ▾ Employers & Administrators ▾

On-Campus Employers

Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Student Employment News

- [Forms & Information](#)
For information on the Berry College Student Work Program.
- [Suggestion Box](#)
Send us your suggestions, ideas, or concerns!

Employer Tools

- [JobX Login](#)
Login to post jobs, hire students, and access student applications.
- [TimesheetX Login](#)
Login to post jobs, hire students, and access student applications.
- [Request Login](#)
Click above if you are a Faculty/Staff member who has never logged in before or has requested a password but has not received one via email. **Please do NOT click here if you are a student.**

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JobX **TimesheetX**

You are now logged in the system. You can access your JobX or TimesheetX control panels from the top drop-down menus. In JobX you can: see and edit your jobs, enter new jobs, review applications, and hire students. In TimesheetX you can: see and approve student timesheets.

