

Instructions on How to Run Reports for Your JobX Hires

(For Supervisors)

This manual serves as a guide on how to run a report on JobX for your department hires and job postings. You can use these JobX reports to track and keep record of hires and job posting submissions.

Before logging in to JobX, please make sure that you have requested Supervisor access. To request access, please fill out a New Account Registration form by following the link: <https://utrgv.studentemployment.ngwebsolutions.com/JobXRequestLogin.aspx>

Once you receive access as a Supervisor, click on the link to log in to JobX: <https://utrgv.studentemployment.ngwebsolutions.com/>.

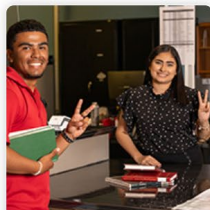
Note: It is recommended to use Google Chrome browser.

Option 1: Home Page > click **On-Campus Employers**

The University of Texas
Rio Grande Valley

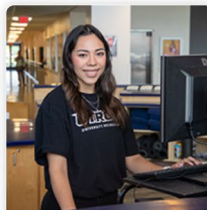
Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal



Applicants & Student Employees

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



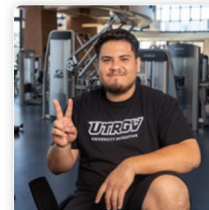
Non-Student Applicants

- 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
- Manage timesheets
- Employment guidelines and required documents.



Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an Interest Form to participate in UTRGV Work Study Program

On-Campus Employers > click **JobX Login**



[Home](#) [Employees](#) [Supervisors and Administrators](#)

On-Campus Employers

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

Student Employment News


[Forms & Information](#)
General information about posting jobs, hiring, and access to all University student employment forms.

[JobX Website](#)

[JobX on Campus Supervisor Training Presentation](#)

[JobX on Campus Supervisor Training Video](#)

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 Access to Site](#)
Click above if you are an On-Campus Employer who has **never** been granted access to the site.

Login to JobX (*SSO login with UTRGV credentials*)

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.


Please Log In!

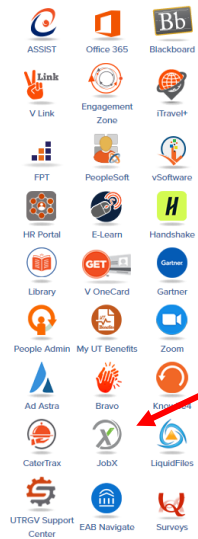
Email Address

Password

[Forgot Password?](#) [Employer - Create Account Request](#)

Option 2:

Applications 



If you receive this message, click on > **JobX** > **JobX Home**

The University of Texas
Rio Grande Valley

[Logout](#)

 [Employees](#) > [JobX](#) > [Timesheet](#) > [Reporting](#)

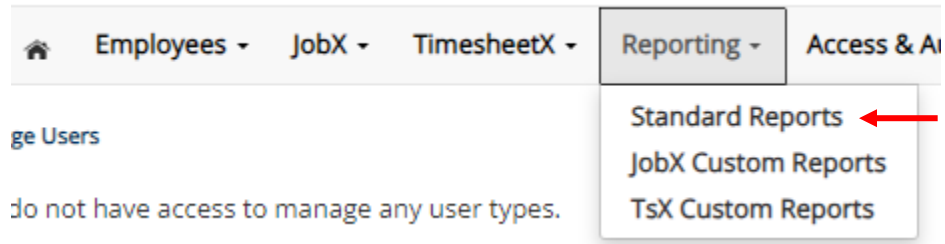
There was a problem getting Details for this user. - Student Not logged in.

User Dashboard

NG WebSolutions, LLC Jacksonville, FL
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Once logged in, click on **Reporting > Standard Reports**



Standard Reports home page

33: Hire Details Report – report of all hire requests submitted with their current status.

62: Hire Details Report with Job Info – report of all hire requests submitted with status and job posting information.

32: Job Detail Report (w/Job Description & Requirements) – report of job postings submitted with job descriptions and requirements.

31: Job Details Report (without Description & Requirements) - report of job postings submitted, not including description and/or requirements.

Reports Home

Welcome to Student Employment Reports, [\(See Page Help\)](#)

My JobX Reports

My TimesheetX Reports

My Favorite Reports

Report ID	Report Name	Report Category	
33	Hire Details Report	Hires	Run Report
62	Hire Details Report with Job info	Hires	Run Report
32	Job Details Report (w/Job Description & Requirements)	Jobs	Run Report
31	Job Details Report (without Description & Requirements)	Jobs	Run Report

My Recent Reports

No reports found.

To run a report of the hire requests submitted, with a status > run the **Hire Details Report** > click on **Run Report**

Reports Home

Welcome to Student Employment Reports, [\(See Page Help\)](#)

My JobX Reports **My TimesheetX Reports**

My Favorite Reports

Report ID	Report Name	Report Category	
33	Hire Details Report	Hires	Run Report
62	Hire Details Report with Job info	Hires	Run Report
32	Job Details Report (w/Job Description & Requirements)	Jobs	Run Report
31	Job Details Report (without Description & Requirements)	Jobs	Run Report

My Recent Reports

No reports found.

Step 1: Select report filters (if applicable) > click **Next >>**

Note: if no filters are selected, the report will include all hire requests submitted for the department, regardless of the status or date submitted.

Home > Report Filter Selection

Step 1: Report Filter Selection [\(See Page Help\)](#) **Current Report :: Hire Details Report**

Check the box next to each filter to narrow your report's results.

☐ Hire Status is

☐ Hire Approval Date (MM/DD/YYYY) is

☐ Hire Approval Date (MM/DD/YYYY) is

☐ Hire Start Date & Hire End Date (MM/DD/YYYY) is

☐ Hire Start Date (MM/DD/YYYY) is

☐ Hire End Date (MM/DD/YYYY) is

☐ Hire Wage is

☐ Hire Wage Range is

☐ Job Title is

☐ Job Type is

<< Back

Next >>

Step 2: Report Summary Selection > click **Select** next to the group preferred.

Note: Select the type of summary report you want to receive. For example, select **Group by Hire Status** to sort the hire requests by hire status (pending, approved, etc.)

[Home](#) > [Report Filter Selection](#) > Report Summary Selection

Step 2: Report Summary Selection ([See Page Help](#))

Current Report :: Hire Details Report

Choose the summary of the report below.

Summary Name	Summary Details	
Group by Employer	Number of Hires Submitted by Employer	Select
Group by Timeframe	Number of Hires by Timeframe	Select
Group by Hire Status	Number of Hires by Hire Status	Select
No Summary Details Requested	Summary Details Not Applicable	Select

[<< Back](#)

Step 3: Report Sort Selection > make selection (is applicable) > click **Next >>**

Note: Primary Sort is based on the selection in Step 2. Secondary Sort is optional.

Step 3: Report Sort Selection ([See Page Help](#))

Current Report :: Hire Details Report

Choose one or more of the fields below to determine how your report is sorted.

1) Primary Sort: 'Hire Status' - Default

2) Secondary Sort: -- Please Select -- [Select](#)

[X Clear Selected Sort](#)

[<< Back](#) [Next >>](#)

-- Please Select --
Employee Email
Employee First Name
Employee ID
Employee Last Name
Employer ID
Employer Name
Hire Approval Date
Hire End Date
Hire Start Date
Hire/Rehire
HireID
Hours
Job ID
Job Title
Job Type
Primary Contact
Primary Contact Email
Timeframe
Wage

Step 4: View Report

[Home](#) >
 [Report Filter Selection](#) >
 [Report Summary Selection](#) >
 [Report Sort Selection](#) >
 View Report

[View Report Criteria Details](#)

Step 4: View Report [\(See Page Help\)](#)

Current Report :: Hire Details Report

1 of 1	Select a format	Export
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JobX - Hire Details Report - Group by Hire Status								
Hire Status	Hire ID	Hire Approval Date	Employee ID	Employee First Name	Employee Last Name	Employee Email	Employer ID	Employer Name
	200	3/19/2024 5:25:00 PM		K	N	ki@utrgv.edu	853	Health & Human Performance
Total Hires for : 1								
Final Approval	200	3/14/2024 5:14:28 PM		C	M	c@live.com	853	Health & Human Performance
	200	3/18/2024 4:57:40 PM		A	L	l@gmail.com	853	Health & Human Performance
Total Hires for Final Approval : 2								
Pending Approval	200	3/14/2024 5:25:59 PM		R	A	ri@outlook.com	853	Health & Human Performance
	200	3/18/2024 4:20:36 PM		L	S	l@utrgv.edu	853	Health & Human Performance
Total Hires for Pending Approval : 2								

Note: to export the report, click on **Select a format** > click **Export**. Report will automatically download once you click **Export**.

Step 4: View Report [\(See Page Help\)](#)

1 of 1	Select a format	Export
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JobX - Hire Details Report - Group by Hire Status								
Hire Status	Hire ID	Hire Approval Date	Employee ID	Employee First Name	Employee Last Name	Employee Email	Employer ID	Employer Name
	200	3/19/2024 5:25:00 PM		K	N	ki@utrgv.edu	853	Health & Human Performance
Total Hires for : 1								
Final Approval	200	3/14/2024 5:14:28 PM		C	M	c@live.com	853	Health & Human Performance
	200	3/18/2024 4:57:40 PM		A	L	l@gmail.com	853	Health & Human Performance
Total Hires for Final Approval : 2								
Pending Approval	200	3/14/2024 5:25:59 PM		R	A	ri@outlook.com	853	Health & Human Performance
	200	3/18/2024 4:20:36 PM		L	S	l@utrgv.edu	853	Health & Human Performance
Total Hires for Pending Approval : 2								

For more information or assistance, please contact studentemployment@utrgv.edu.