

## Dynamic Forms Completion – Grants form (For Non-Students)

Log in to JobX by following the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Home Page > click on **Non-Student Applicants**



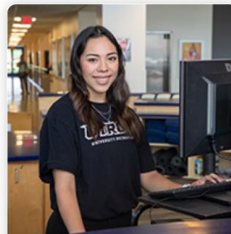
🏠 Employees • Supervisors and Administrators •

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



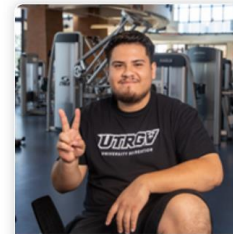
### Non-Student Applicants

- 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

Non-Student Applicants > click on **Login to Site**



☰ Employees ▾ JobX ▾



Non-Students Applicants

Search for a job or sign up for e-mail notifications about positions that interest you.

Information

**About Us**  
Part Time employment available if not considered student at UTRGV. "If you are a student, please refer to **Applicants and Student Employees** tab to search for on campus jobs". [Student Employment | UTRGV](#)

**Eligibility, qualifications, and options for student employment**  
Click the above link to learn more about employment eligibility, qualifications, and options for non-students.

**Hiring Process**  
To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.

Onboarding

**Criminal Background Check (CBC)**  
Click the link above to complete your criminal background check.

**I-9 Verification**  
**Step 1:** Complete the application.  
**Step 2:** Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. ([Campus Map](#)).

**Acceptable Documents for I-9**

**Biographical Form (Link) – only if new hire with UTRGV**

**Forms**  
Click here to review the forms and information required to begin work.

Additional Links


**FAQs**

**Training** Guides and Resources | UTRGV

**Tutorials/ Guides** Guides and Resources | UTRGV

Site Links

**Create a Non-Student Account**  
Click above if you are not a Student who needs an account to apply for a job.

**Login to Site**   
Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.

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

Log in using the **email address** and **password** selected, when creating the non-student account.



🏠 Employees ▾ JobX ▾

**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

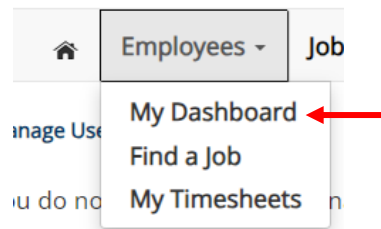
Password

[Login](#) ←

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

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Once logged in > click on **Employees** > click on **My Dashboard**



Under **Hires Pending Action** > Locate the Grants form that shows a status of **Not completed** > click on the “**Not Completed**” link

#### Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA
Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Demographic Form (Non Student)	Completed / NA
Demographic Form (Student)	Completed / NA
CBC Status	Completed
Credit Hours	
Awarded	Yes
Preferred Name	

Display:  Employee Information

#### Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">DW Student Assistant</a>		\$12.00	19.00	09/01/2024	05/31/2025			Active

#### Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">WS Student Assistant</a>		\$12.00	12.00	09/01/2024	05/31/2025		Grants Form: <a href="#">Not Completed</a>	Incomplete - Pending Forms

Once you click on the link, you will reach the **instructions page**. Please answer the question below by selecting a choice from the dropdown list > click **Next**



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First Name: \*   
Last Name: \*   
Employee Email:

#### Job Information


Department: \*   
Job Title: \*

#### Grant Funding Information

You have been selected for the position and department listed above. The funding of this position will require additional review, which may take additional time in the hiring process. By submitting this form, you are identifying that you intend to work within this department.

Should you not be interested in working within this department, please select decline below. This will result in you being removed as an applicant.

Do you have intent to accept this job once your hire is approved?

\* -- Please Select -- 



Please review the information is correct. Once you have reviewed the information, click **Next**.



First Name:   
Last Name:   
Employee Email:   
PeopleSoft Employee ID:

#### Grants and Contract Job


Type of Job:   
Job Title:   
Wage Amount (Hourly / Semimonthly):   
Timeframe Start Date:   
Timeframe End Date:   
Hours Per Week:   
Total Amount:   
Supervisor Name:   
Supervisor Title:   
Supervisor Phone:

#### Grant and Project Percent Title

Grant or Project Title	Grant or Project Number	Grant or Project Percentage
Grant or Project Number #1:	<input type="text"/>	<input type="text" value="54"/>
Grant or Project Number #2:	<input type="text"/>	<input type="text" value="46"/>
Grant or Project Number #3:	<input type="text"/>	<input type="text"/>
Grant or Project Number #4:	<input type="text"/>	<input type="text"/>

#### Grants and Contract Comments

Comments:



To submit form > **Sign your first and last name** > click **Sign Electronically**.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Previous

Sign Electronically



If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.


[Opt out and print](#)

Once the form has been submitted, the status will automatically update on **My Dashboard** to Pending Approval. For further information regarding your Grants form status, please contact the Office of Grants and Contracts.

### Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">WS Student Assistant</a>		\$12.00	19.00	09/01/2024	05/31/2025			

### Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">DW Student Academic Assistant</a>		\$12.00	19.00	09/16/2024	05/31/2025		Grants Form: Employee Section Complete, Pending Approval(s) 	Incomplete - Pending Forms

You have now completed the Grants Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).