On-Campus Employer
Guide to JobX

Last Updated August 10, 2016

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GETTING STARTED

Log into JobX

1. Open your browser (Internet Explorer preferred) and copy and paste the JobX main address:
   https://vassar.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6.
2. You will be directed to the Central Authentication Service (CAS) to log in with your Vassar username and password. This is the same username and password you use to log into the Vassar computer network.
3. Upon logging in, click on On-Campus Employers and you will be directed to the On-Campus Employer Home Page. Click on Job Control Panel.

Manage & Edit your Jobs(s)

1. Follow the login process. Upon logging in, you will be directed to the Job Control Panel where you will see the Job Status Filter.
2. To view your listed positions available for students to search on JobX, check View Listed Jobs. Hover your mouse over the icons to the left of each check box to see what each status description means. (You will spend most of your time viewing your listed jobs, followed by those in review mode which are jobs that are not viewable by students but you may still hire into. Also, your break positions will be listed in review mode until break registration is available). For more info on Job Status, please view the section Manage Job Status below or the Vassar College Employer User Guide.
3. To view the position information, click on the name of the position. You will be able to manage the job here and/or edit the job. Any edits to the job profile are sent to the SEO Administrator for approval.
4. ****IMPORTANT: FOR ANY EDITS TO YOUR JOB(S), INDICATE THE ITEM(S) YOU'VE CHANGED/UPDATED UNDER JUSTIFICATION NOTES**.
5. To edit the position, click on Edit This Job. Here you may update the various features of the job profile.
   a. If you wish to increase the available openings or change the base pay rate for a job funded by the SEO, include an explanation in the *Justification Notes*. This particular request must be reviewed by the SEO Task Force. You will be notified by email upon approval/denial.
   b. To edit the budget info for a job that is paid out of a grant or department budget, you can edit these fields here.
   c. You can make any changes to the job description/requirements.
      ***Please note if you edit your job and it is not in the Listed Status, after making edits and filling in the justification notes, you must put the job into Listed Status.
      Your changes to the job application will be sent to the Admin for approval.

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6. Your changes to the job application will be sent to the Admin for approval.

Edit Student Job Application

1. To edit the student job application form students must submit to apply for the position, first move the job to review status if it is not already (see Manage Job Status below).
2. Edit the application.
3. Select *Click here when finished.*
4. Click *Return to Manage Job Page.*
5. Change the status to *Listed* and you will see the screen titled *List this job on the site*. Select from the drop down box *List immediately upon approval*.
6. Click *Save Changes*.
7. Your changes to the job application will be sent to the Admin for approval.

Manage Job Status

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel.
2. In the Job Control Panel, you will see the Job Status Filter. To show all jobs regardless of status, check all of the boxes.
3. To learn what each status means, hover the mouse over the icon to the left of the box. To summarize:
    a. *Listed Jobs* will show your positions that can be viewed and searched by students. Students can submit a job application in this status.
    b. *Review Mode* cannot be viewed or searched by students, and students cannot submit a job application in this status. However, if there are still vacancies left, you can hire students into the position. This status is mainly for positions for which an employer does not wish to have students view; positions that may not be needed for a certain time during the year (i.e. break positions); positions that have a large number of applicants and you wish to stop receiving more applications. Positions that become filled will automatically be moved to this status.
    c. *Storage Mode* is mainly for jobs that are closed for the year but may be open in future years. Any job application submitted to this job will be deleted. This mode will be used very minimally if at all.
    d. *Pending Approval* is the location for any job that has had a change request submitted with it. Examples include a change in any part of the job template/description, a new job request, a change in job status etc.
4. To change a job status, click on the job title where you will be taken to the screen titled Manage Job.
5. In the box titled Update Status, you can click the status you wish to switch the job to, and you will be taken to the page titled Update Job Status.

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6. To continue with your selection, click the button Send to ___ Mode. To choose a different status, click on [Click here to choose a different status].
7. You have the option to list the job on the site at a future date or right now, to have JobMail automatically sent to students who are interested and/or the length of time you'd like the job listed.
8. All status change requests are submitted to the SEO administration and must be approved by the SEO administration.

CREATING NEW JOBS IN JOBX

Posting a new job is a three-step process. First you create the job profile, then edit the job's application if desired (based on Vassar's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps. Please note for any new positions that are funded through Federal Sponsored Research, a student and post-baccalaureate research payment questionnaire must be completed to determine the method of payment. Please contact Student Employment to obtain this form.

Create a New On-Campus Job

*Choose this job type for a new hourly position to be funded by the SEO or your department/grant during the academic year

1. Follow the login process. Upon logging in, you will be directed to the Job Control Panel.
2. If you have supervisor access in multiple departments, Under Employer Filter click the drop-down next to "Employer" and choose the designated department.
3. Under Employer Filter in the Job Control Panel, click on the button "**Add a new job for** *your department.*"
4. Choose the job type **On Campus Jobs** and click *Go to next step*.
5. Complete the job profile by filling out all of the information requested. If you hover the mouse over the <<?>> image, you will be provided with additional information. In filling out the job profile, please note the following important items:
    a. Select 8-10 hours per week if this is an academic year position for students to work "full-time" hours (8/week for freshmen; 9/week for sophomores; 10/week for juniors and seniors). If part time, list the designated hours.
    b. Choose a Base pay rate that coincides with the Student Wage Scale.
    c. **For a new on-campus job to be funded by the SEO,** complete the *Justification Notes* and provide an explanation for the request. Include the Department Chair's name and email address that is authorizing the position so we may contact them. *Please leave the budget codes blank* (these will be determined by the SEO). This will then be reviewed by the SEO.
    d. **For a new on-campus job to be funded by your department,** insert the budget number to be charged. In the *Justification Notes*, provide the name and email of the Department Chair that has approved the funding for this position.

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e. **For a new on-campus job to be funded by a grant,** first obtain approval from either Patricia Pritchard (papritchard@vassar.edu) for federal grants (fund will begin with a letter or group of letters ex. N, PRV) or Amanda Thorton (amthorton@vassar.edu) for other grants or Dana Nalbandian (danalbandian@vassar.edu) for all gift/endowment funds (fund will begin with a number 3 or 7 and then a letter ex. 7DXXXX. Email either Patricia, Amanda or Dana the proposed position title, budget name, budget number, the hourly amount and an estimate of the total anticipated amount. Please allow a week for their response and cc: stuemp@vassar.edu on all correspondence. *No grant-funded position will be approved without this supplementary email*.

> **For Federal Sponsored Research Positions on campus, the supervisor or individual overseeing the grant must complete a Questionnaire for Student and Post-Baccalaureate Research Payments in order to determine the appropriate method of payment and tax withholdings in accordance with state and federal labor laws and IRS regulations. This form can be found on the website or obtained by contacting our office. Student Employment and Human Resources will review the questionnaire and determine the proper process for payment. If it is determined that the payment is not for work but rather for scholarship/fellowship, a position does not need to be created in JobX and the student will be paid through Accounts Payable. For any questions related to this please contact Student Employment.*

6. After submitting the job profile, review the job application for the position. The questions shown are required; to add additional questions go to the bottom of the form, choose the type of question format from the drop down and click *Insert*. For more information on adding questions, see the Post a Job section of the Employer Handbook.
7. *Click Here when finished.*
8. You will see a message "your job will be approved by an administrator before it can be posted, please choose an option". Select the appropriate choice from the drop down boxes. *Click here to finish!*
9. You will now see this position in your control panel under Pending Approval. Any new position to be funded by the SEO must be reviewed by the SEO Task Force and an email will be sent upon approval/denial. Any new position to be funded by the Department, with the Department Chair's approval, will be approved by the SEO within 24-48 hours of the request.
10. Upon approval, you will see the position listed in your Job Control Panel under the requested Job Status. If this is a job you do not want students to see on the job board, once you are notified of the job approval move the job into Review Status.

Create a New On-Campus Break Job

* Choose this job type for a new hourly position to be funded by the SEO OR your department/grant during winter, spring or summer break

1. Follow the login process. Upon logging in, you will be directed to the Job Control Panel.

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2. If you have supervisor access in multiple departments, Under Employer Filter click the drop-down next to "Employer" and choose the designated department.
3. Under Employer Filter in the Job Control Panel, click on the button "**Add a new job for** *your department*."
4. Choose the job type **On-Campus Break Jobs** and click *Go to next step*.
5. In filling out the job profile, note the following important items:
   a. Please choose a Base pay rate that coincides with the Student Wage Scale.
   b. **For a new on-campus break job to be funded by the SEO,** please chose 37.5 hours per week. Complete the *Justification Notes* and provide an explanation for the request. Include the Department Chair's name and email address that is authorizing the position so we may contact them. *Please leave the budget codes blank* (these will be determined by the SEO). This will then be reviewed by the SEO Task Force.
   c. **For a new on-campus break job to be funded by your department,** insert the budget number to be charged. In the *Justification Notes*, provide the name and email of the Department Chair that has approved the funding for this position.
   a. **For a new on-campus break job to be funded by a grant,** first obtain approval from either Patricia Pritchard (papritchard@vassar.edu) for federal grants (fund will begin with a letter or group of letters ex. N, PRV) or Amanda Thorton (amthorton@vassar.edu) for other grants or Dana Nalbandian (danalbandian@vassar.edu) for all gift/endowment funds (fund will begin with a number 3 or 7 and then a letter ex. 7DXXXX. Email either Patricia, Amanda or Dana the proposed position title, budget name, budget number, the hourly amount and an estimate of the total anticipated amount. Please allow a week for their response and cc: stuemp@vassar.edu on all correspondence. *No grant-funded position will be approved without this supplementary email*.

      *For Federal Sponsored Research Positions on campus, the supervisor or individual overseeing the grant must complete a Questionnaire for Student and Post-Baccalaureate Research Payments in order to determine the appropriate method of payment and tax withholdings in accordance with state and federal labor laws and IRS regulations. This form can be found on the website or obtained by contacting our office. Student Employment and Human Resources will review the questionnaire and determine the proper process for payment. If it is determined that the payment is not for work but rather for scholarship/fellowship, a position does not need to be created in JobX and the student will be paid through Accounts Payable. For any questions related to this please contact Student Employment.

6. After submitting the job profile, review the job application for the position. The questions shown are required; to add additional questions go to the bottom of the form, choose the type of question format from the drop down and click *Insert*. For more information on adding questions, see the Post a Job section of the Employer Handbook.
7. *Click Here when finished.*

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11. You will see a message "your job will be approved by an administrator before it can be posted, please choose an option". Select the appropriate choice from the drop down boxes. *Click here to finish!*
8. You will now see this position in your control panel under Pending Approval. Any new position to be funded by the SEO must be reviewed by the SEO Task Force and an email will be sent upon approval/denial. Any new position to be funded by the Department, with the Department Chair's approval, will be approved by the SEO within 24-48 hours of the request.
9. Upon approval, you will see the position listed in your Job Control Panel under the requested Job Status. If this is a job you do not want students to see on the job board, once you are notified of the job approval move the job into Review Status. *All break positions should be in Review Status unless break registration is available.*

Chart to Help Determine Job Type

On Campus Jobs	On Campus Break Jobs
Hourly Wage	Hourly Wage
Electronic Web Time Sheet	Electronic Web Time Sheet
During Academic Year	During Break Period
Funded by SEO, Department or Grant	Funded by SEO, Department or Grant

MANAGING AND HIRING APPLICANTS

View On-Line Applicants

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel.

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2. To locate the job to hire a student, click the box next to *View Listed Jobs*. If your job is in Review Mode, you will need to click that box. If unsure, select all boxes.
3. To view job applications, click on the link that says *"X" Applicants ("X" New)*. Here you can Preview, View or Delete an application. You can also view a resume if a student chose to upload one.
    a. If you Preview an application, the status will still show *New!* on the left. If you View the application, *New!* will no longer show.
    b. To note applications that you like, you can flag the application by clicking the flag icon.
    c. If you delete an application, you will no longer have access to the student's application in the future. You will only have record of the student info in your hiring archive; you will not be able to access a job application once it has been deleted.
4. If you return to the application list, by clicking *Send Greeting Email(s)* or *Send Rejection Email(s)* you have the option of contacting the student(s) with a click of a button or personalize your own messages.
5. If you have received a large number of applications and wish to no longer have the job visible by students, you can move the job into Review mode (see Manage Job Status instructions). The job is then de-listed from the job search site, however you can still hire students into the job.
6. **If you hire a student by clicking hire next to their name in the applicant list (see hiring process steps), once hired, this will change from *hire* to *hired*. If you choose the other option where you type in the name, even if they submitted an application, their application status will never change to *hired*. This is only important if you are monitoring your student hires this way; otherwise it shouldn't matter which way you hire a student.

Hire Validation Process

During the first month of each job registration (fall and spring) only students with work study (are on the award list) in their financial aid packages can apply through JobX for positions. After the first full month of class, all students, regardless of work study, can apply for jobs through JobX. The hire validation process occurs during the on-line hire process; however, you should become familiar with this process prior to hiring any students.

1. During the hire, upon entering a student's name followed by email address, JobX validates several different pieces of information:
    a. Award List (CWS or ISEP) – If the student is NOT on this list, the student will have a red X and does not have a work study award; students who do not have work study cannot be hired until after the first month of each semester (see the job registration calendar for specific dates). Otherwise, the student will have a green check mark if they have a work study award.

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b. <u>I-9 List</u> – The student must be on this list in order for you to hire in JobX and begin work. If the student is not on this list, contact the student and instruct him/her to come to the SEO to complete the form. Students who have not completed the I-9 form cannot be hired. *It is against the law for a student to begin work prior to completing the I-9 form*.

c. <u>W-4 List</u> – If the student is not on this list, contact the student and instruct him/her to come to the SEO to complete the form. Students who have not completed the W-4 form cannot be hired. ** Exception: If the student is an International student waiting for a social security number, they can begin work as long as they complete the I-9; they are just not able to get paid until they complete the W-4 and must keep track of the hours worked. If you are trying to hire an international student who has completed the I-9 but unable to complete the W-4, please contact Student Employment so we may assist you in the hiring process.

d. "Warning – Student has already been hired in another job for the same period". While the system allows you to proceed with the hire, **we request that you contact the student and the SEO prior to hiring the student**. Students may apply and interview for multiple jobs and get hired into another job. In most cases we don't allow students to work more than one position. The request would need to go through the SEO for a student to have more than one job. The SEO will be monitoring this as well.

e. "Email Entered does not Match Student Name". If the name of the student and/or the email address is typed incorrectly, the validation will not work and you will be unable to proceed. Please verify this is the correct name and email of the student.

f. Duplicate Hire – If you receive this message, this means that you have already hired this student into this position; the system will not allow you to do it a second time.

2. **Break Job Validation** is slightly different due to Vassar's policy for break placement: Registration is only available to students on financial aid. Students who can commit to working the full break with full time hours (37.5 hours per week) will be considered first. First priority will be given to International students who have been issued a social security number and receive financial aid, followed by students on financial aid demonstrating high financial need. Therefore, if you have multiple job applications and/or interview more than one student, please give priority to students who are on the International list. Student Employment has the final say in all break placements and in the event that the priority placement policy is not followed, the SEO can override any hire and place another student into the position.

a. **Note:** Some departments may wish to hire a student that is not on financial aid and pay them out of their department budget or grant. If unable to hire a student due to not passing validation, please contact stuemp@vassar.edu, include the student name, email, and ID and we can process the hire for you.

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Hire an On-Line Applicant into an On-Campus or On-Campus Break Job

***Students are to be hired **prior** to beginning any work*
1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel. View your jobs in your control panel.
2. To hire a student who has applied for the position, click on *Hire* next to the position and you will see the student's name selected.
3. Click *Go to Step 2*, then click Check Email to validate the student information. If the name or email is spelled incorrectly, the validation will not be successful. Double check the student email by going to the student directory *(click)* on Ask Banner.
4. The Validation Lookup Results will inform you if the student can be hired (see Hire Validation Process).
5. If the student passes validation, you will be taken to *Step 2: Fill Out Hire Info*.
6. ***Important:** If hiring a student after the defaulted date in *Estimated Employment Start Date*, update this date to the current date. The employment start date cannot be more than three days prior to the I9 completion date. You will be notified during the hiring process if the date does not meet the requirements, and if so, what the I9 completion date is in order to hire accurately. Ex. John Smith completes the I9 on 9/6/16. His employment start date cannot be prior to 9/3/16. It is against the law for any person to begin work prior to the completing the I9.

Wage which will be paid student	10.00
Hours per week	8.00
Estimated Employment Start Date (mm/dd/yyyy)	09/10/2013
Estimated Employment End Date (mm/dd/yyyy)	05/21/2014 *
Is this a hire or a re-hire? If you are not sure, select hire.	⦿ Hire ⚬ Re-Hire*

Submit Request

7. Here you may check the Re-Hire button if you know this is a rehire. If unsure, select hire. No other fields need to be updated.
8. Click *Submit Request* at the bottom of the page.
9. Email Hire Approver Details: An email will be pre-populated with the hire details to send to both the student and employer. Here you can add any text and/or additional recipients. Click *Email Hire Approval*. *Note New York State law requires a student employee to be notified of earnings at the beginning of a new job assignment.

Hire a Walk-In Applicant into an On-Campus or On-Campus Break Job

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel. View your jobs in your control panel.

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2. To hire a walk-in student who has not applied online, click on the job in your Job Control Panel.
3. Under Manage Job you can click <u>Hire a student</u>. You will be taken to the same screen as you would if you were to be hiring an on-line applicant. Here you can enter the student's first and last name.
4. Enter the email address in order to validate the student's status. The Validation Lookup Results will inform you if the student can be hired (see Hire Validation Process). Double check the student email by going to the student directory on Ask Banner: https://banweb1.vassar.edu/directory/studir.html.
5. You will be taken to *Step 2: Fill Out Hire Info.*
6. ***Important:** If hiring a student after the defaulted date in *Estimated Employment Start Date*, update this date to the current date. The employment start date cannot be more than three days prior to the I9 completion date. You will be notified during the hiring process if the date does not meet the requirements, and if so, what the I9 completion date is in order to hire accurately. Ex. John Smith completes the I9 on 9/6/16. His employment start date cannot be prior to 9/3/16. It is against the law for any person to begin work prior to the completing the I9.
7. Here you may check the Re-Hire button if you know this is a rehire. If unsure, select hire. No other fields need to be updated.
8. Email Hire Approval Details: An email will be pre-populated with the hire details to send to both the student and employer. Here you can add any text and/or additional recipients. Click *Email Hire Approval*. *Note New York State law requires a student employee to be notified of earnings at the beginning of a new job assignment.

Hire a Student into an Approved Summer Salary Position

1. To hire a student who has applied for the position, click on <u>Hire</u> and you will see the student's name selected.
2. To hire a walk-in student who has not applied online: You can either enter their name on the same screen where you hired the other student, *or* you can click on the job in your Job Control Panel and under Manage Job click <u>*Hire a student*</u>. You will be taken to the same screen where you can enter the student's name. **Important: If you are hiring multiple students into the same job, but they are receiving different pays, you can enter as many names as there are vacancies at this step in the process.

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Hire Students
For Job: I see you, do you see me?

There are **3** openings for this position. Please select 3 or fewer applicants to fill this job.

(i) <-- Click for help on completing this step.

Hire On-line Applicants	Hire candidates who did not apply On-line.		
There are currently no applicants for this job. You must write the name(s) in manually.	**First Name**	**Middle Initial**	**Last Name**
	1. John		Smith
	2. Jane		Smith
	3.		
	Go to step 2		

3. Click *Go to Step 2*, click *Check Email(s)* to validate the student information. If the name or email is spelled incorrectly, the validation will not be successful. The Validation Lookup Results will inform you if the student is on the I-9 and W-4 Lists.

Hire Student(s) Step 2: Fill Out Hire Info
For Job: I see you, do you see me?

Validate Students

Student	Enter Email Address:	
Jane Smith	jasmith@vassar.edu	*
John Smith	josmith@vassar.edu	*
Check Emails		

4. Many salary positions are the same job, but will vary among the amounts, and start and end dates. You can update those here. If you do not know the hours per week, leave what is there.
    a. Ex. You are hiring both John Smith and Jane Smith into the same job which has two vacancies. Enter **both** John Smith and Jane Smith on the *Hire Students* page; when you reach Step 2: Fill Out Hire Info, update the first student's hire info and submit request, then enter the second student's hire info.

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Hire Student(s) Step 2: Fill Out Hire Info
For Job: Exploring Transfer Counselor

Please fill out hire info for this student.

Student First Name	Naja
Student Middle Name	
Student Last Name	Jackson
Student Email Address	najackson@vassar.edu
Vassar Student ID	999457077
Total Salary Amount	0.00 *
Hours per week	8.00 *
Estimated Employment Start Date (mm/dd/yyyy) - You MUST update this date accurately	*
Estimated Employment End Date (mm/dd/yyyy)	08-27-2017 *
Is this a hire or a re-hire? If you are not sure, select hire.	● Hire ○ Re-Hire*

5. Click *Submit Request* at the bottom of the page.
6. Make any desired edits to the email and then click *Email Hire Approval*.

Manage your Student Roster

1. To manage your student roster, employers will need to keep track. There are a few different ways to do this. Our first recommendation is to set up an excel spreadsheet with the pertinent information. The SEO has developed a template to use.

Tab 1: Active Roster

	Position #	Department	Position Name	Last Name	First Name	ID	Email	Start Date
2	V8XXXX	Student Employment Offic	SEO Intern	Doe	John	999XXXXXX	jodoe@vassar.edu	9/3/2013
3	V8XXXX	Student Employment Offic	SEO Intern	Doe	Jane	999XXXXXX	jadoe@vassar.edu	9/5/2013
4								

Tab 1: Position Info

	Position #	Department	Position Name	Total # of Positions
1	V8XXXX	Student Employment Office	SEO Intern	2

Tab 3: Terminations

	Position #	Department	Position Name	Last Name	First Name	ID	Email	Date Terminated
2	V8XXXX	VELLOP	English Language Literacy Tutor	Doe	John	999XXXX	Jodoe@vassar.edu	12/21/2013

2. If at any time you are not sure if your roster is up to date, please contact stuemp@vassar.edu and we can assist you.

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3. Another option to see who you have hired in JobX is to run the Vassar Hire Report . *This only tracks hiring's, terminations will not show on this report.*

   a. Click *Reporting* in the navigation bar.
   b. Click *Run Report* where the Report Name says Vassar Hire Report.

   c. On the next two screens you have filter options; if your department has many positions, you may choose to filter by Job Title (be sure to enter the exact job title) or Job Type to distinguish between break jobs, campus jobs and stipend pay jobs. To select an item, click the item you wish to filter by under Available Items, and then click the arrows to the left to move the item to Selected Items.

   d. Click *Next*. Choose the Summary of the report. (If you choose time frame, the report will be broken down by this item). Or you can choose No Summary Details.
   e. Click *Next*. Choose a Primary Sort. (You may want to select Employee Last Name to sort alphabetically, or hire date to sort by order students were hired).
   f. Click *Next*. You will now see your Vassar Hire Details Report.
   g. To export this to Excel, click the arrow where it says Select a format, choose Excel, and then click the word Export.

   h. **Please remember that JobX does not track terminations; these are only students you hired. When you terminate a student, his/her name will still

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appear on the list. You can save this report, and keep track of terminations on here, add/remove students etc. However, you choose is up to you.

Terminate a Student

1. On the On-Campus Employer Home Page, click on *Contact Student Employment.*
2. Click on *Student Termination Request.*
3. Complete the form and click *Send Message.*
4. Please allow 24-48 hours for the termination to be processed by the SEO and a vacancy to become available in JobX.

PAYING YOUR STUDENT EMPLOYEES

How to Pay your Student Employees

1. Payments for all job types except for approved Summer salary paid jobs are handled through Banner Online via Electronic Web Time Entry. For questions regarding the online web time sheet process click here. You can also access the instructions in the Additional Forms and Resources section of the On-Campus Employer Home Page, or you may contact the Payroll Department.
2. To approve time electronically, you must have a Banner ID and Oracle ID to access and approve student web time sheets. If you do not have access to approve time sheets, please contact the SEO.

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