Vassar College Student Employment
JobX- Most frequently asked questions

Q: When can students start work in their academic year jobs?
A: August 29, 2016, the first day of class.

Q: Where can I see my student jobs and specific JobX instructions?
A: On Campus Employers: JobX *(click)* To log on, use your Vassar Gmail name Ex: josmith and your Vassar Gmail password.

- Questions on JobX procedures: On-Campus Employer Guide to JobX
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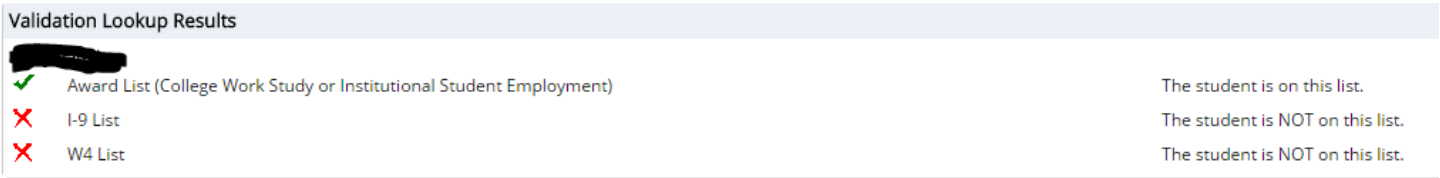
Off Campus Employers: JobX link *(click)* To log on, use your email and password
or follow these steps: Vassar.edu > Ask Banner > Student Employment > Need to hire student employees? Select either On-Campus or Off-Campus Employer.

- Questions on JobX procedures: Off-Campus Employer Guide to JobX

I-9 and W-4 Form Hiring Date Questions

Q: I receive "Student not on this list" for the I-9 and W-4 list. Can the student begin to work now and then I hire him in JobX once he completes his form?



Validation Lookup Results

[redacted]

✓	Award List (College Work Study or Institutional Student Employment)	The student is on this list.
✗	I-9 List	The student is NOT on this list.
✗	W4 List	The student is NOT on this list.

A: No. Federal labor laws prohibit anyone from working until all legal forms are on file. The I-9 is required to begin work and the W-4 is required to be paid. Students cannot complete the I-9 form unless an employer *offers the student a job*.

- Notify the student you wish to hire them and inform them to come to Student Financial Services to complete the I-9 and W-4 so they can be hired and begin to work.
- Once they complete the forms, our office will give the student a blue work paper to give to you with date they can begin working and can be hired in JobX. (During peak times, please allow 2-3 business days for these forms to be processed before attempting to hire in JobX.) * Please read the next Q & A for entering date of hire in JobX.
    - *International students without a SSN can be hired without the W-4 and must keep track of the hours they work. Once they receive an SSN they will complete a W-4, their web time sheet will become available and they can submit late paper time sheets for previous hours worked

Q: Once a student has completed the I-9 and W-4, what start date do I use when hiring?

A: Please ask the student for the work authorization note (printed on **blue paper**) we will give student once their forms are completed. The date the student completed the forms will be listed there.

- When hiring, the employment start date cannot be more than ***three days*** prior to the I-9 completion date. When hiring in JobX, you will receive a warning if the date does not meet the requirements and the I-9 completion date will be listed in order for you to update the hiring date accurately.
    - ***Example***: John Smith completes I-9 on 9/6/16 – The earliest his employment start date can be is 9/3/16. *This is a federal regulation*
- ***Please be sure your professors and directors are aware of this***. *Students will not be paid if they begin working prior to 3 days prior to completing the I-9.*
- Students can be hired with a later start date after completing their forms

Hiring and Terminating Students

Q: How do I hire a student?

A: Step-by-step Instructions for hiring a student can be found by following the above user guide links.

Q: Can I hire a student without a job application?

A: Yes, you can hire the student in JobX. A job application is not required in order to hire a student. In most cases a job application is available because that is how the student demonstrates interest in a job. However, there are times where a department may have a student walk-in and then decide to hire the student and not need an application for example.

Q: How do I hire returning students?

A: Student positions do not automatically roll over from year to year. It is the employer's responsibility to rehire any students each year. Employers can ask the student to apply for the job in JobX or they can choose to hire the student themselves by entering the name and email information. ***Tip*:** Employers should speak with their student workers in the spring to inquire as to whether they would like to return to the job. These students should be noted somewhere so that when employers are notified over the summer that they can access JobX to hire for the fall, they can simply rehire the students by entering the name and email information.

Q; How do see if a student has work study?

A: Begin the hire process in JobX. Click "Hire a Student" and enter their name and email. If you receive a result as below, the student does have work study and you can proceed with the hire. If you receive a red X, the student is not on the award list.

✔ **Award List (College Work Study or Institutional Student Employment) The student is on this list**

Q: Why can't I hire a student in JobX who does not have work study?

X **Award List (College Work Study or Institutional Student Employment) The student is NOT on this list**

A: Priority is given to students on work study (CWS or ISEP) during the summer and first month of each semester. Students with a work study award in their financial aid package are guaranteed employment on campus and use these funds to help with expenses during the year. Giving them priority gives them ample time to secure a position. Students without work study are not able to apply or be hired into a position until October 1st. We understand there may be positions on campus that require special skills, however priority should always be given to students with a work study award.

* ***Returning Research Assistants and Academic Interns are exempt from this rule***. If you wish to hire a returning R/A who does not have work study, email stuemp@vassar.edu and provide the student's name, email and position and we will update the info on our end and contact you when you can process the hire.

Note: You will have to process the hire within the same day as you receive our email. All Academic Interns are hired through our office; please do not hire academic interns.

Q: I want to hire a student who does not have work study prior to October 1st. Is this possible?

A: Priority should always be given to students on work study; however, if you are unable to fill the position based on the applicants you received and have made an effort to do so, please email stuemp@vassar.edu justifying the request. Include the student's first and last name, email, position and start and end dates. The request will be reviewed by Student Employment.

Q: The Warning says the student is hired into another job, what does this mean?

A: Students may get hired into multiple jobs by different employers. Note that this is just a warning and you can proceed with the hire. If a student is actually in two different jobs, Student Employment will contact the employers and student asking the student to choose one position. If a student you already hired in JobX declines your position, complete a JobX Student Termination Request **(*click*).** Once our office receives your request, we will open a vacancy for you to rehire within 1-2 business days. Very few exceptions are made for students having two academic year positions as we have a limited number of jobs on campus and guarantee employment for students on work study.

Q: I have a student who will no longer be working in his/her job. How do I terminate their position so I can hire another student?

A: If a student is leaving for a reason unrelated to work performance, complete a Student Termination Request. This form can also be found in JobX under Additional Forms & Resources. Please allow 1-2 business days for processing time.

If a student is leaving because there are work performance or other issues, please follow the guidelines in the Student Employment Handbook (pages 16-19). After you have followed the guidelines and there are still issues and you wish to terminate the student, please complete a termination request above.

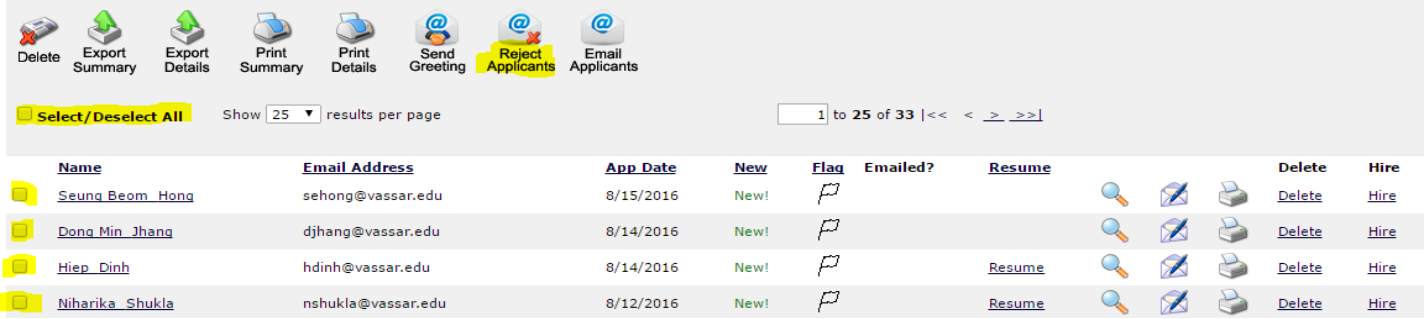
Position Management in Job Control Panel

Q: I need to change the job description and contact information. How do I do this?

A: In your job control panel, click on the position title you would like to edit. Click where it says **[Edit this Job]**.

Q: Our department would like to hire more students to an existing job or create a new position; how do I proceed?

A: Please refer to the Employer guides as there are certain approvals required in order to increase position(s).
On-Campus Employer Guide to JobX
Off-Campus Employer Guide to JobX

Q: We will not be filling all our student vacancies; how do I make this change in JobX?

A: If you determine you will not need to hire as many students as you have vacancies, once you have hired the students you want, change the job from “listed” to “review” mode in JobX so students can no longer see and apply to the job. Contact the applicants you are not hiring so they can move on in their job search. This should be standard procedure and can be done easily through a mass email in JobX. Click “View Applicants”, select the students you are not hiring and click “Send Rejection Emails(s)”. You can personalize/change the wording of the email to fit your needs.