

On-Campus Employer Guide to JobX



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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. To edit the job descriptions or requirements of your position, click on Edit This Job. Your changes to the job will come to our office for approval. If you need to change other information, see Creating New Jobs and Making Job Changes in JobX on page 5.

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. ***Once you complete hiring, put the job in "Review" mode.*** *Storage Mode* is no longer used.
 - 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 description/requirements.
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.
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 AND MAKING JOB CHANGES IN JOBX

Posting a new job is a four-step process. First you complete a Create a New Job form, once the job is approved and entered by admin in Workday, access JobX and complete finishing the job posting, edit the job's application if desired (based on Vassar's standard application), and finally either list or put the job in review.

- Please note for any new summer break 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 complete the "Student Questionnaire for Grant/Research Payments" form under [Additional Forms and Resources](#) in JobX. Student Employment and HR will determine the source of payment.

Create a New On-Campus or Break 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 JobX login process and complete the correct form under [Additional Forms and Resources](#)

For Student Employment or department jobs: Choose "Create A New Job" **If requesting SEO to fund the new job, discuss your needs with the Sr Officer who oversees your organization. If agreed, have them forward to stuemp@vassar.edu an approval. For department funded jobs we will need an approval email from the department director.*

For Grant and endowment jobs: Choose "Gifts, Grants and Grant Internal Award Form."

- 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 fund. 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.

****Ensure all fields are completed and the Workday budget string is accurate on both of these forms.**

Click "Submit" and the request form will come to student employment. Once approved, the newly requested position will be created in Workday and you will be notified in your Vassar email. Please allow an hour for the new job to integrate over to JobX where you will finish competing the job set up.

2. To complete on JobX - Log in to [JobX](#)

In your Control Panel - Click on **Add a New Job** button

Choose "On Campus Job" or "On Campus Break Job" (depending on time) from the job type drop down menu - then click "Go to next step"

Please Choose a Job Type

On Campus Jobs ▼

Go to next step

Select the "Workday title" – from the drop down menu, click/choose the job title you are adding

Complete all information for the job that has the red asterisks.

Hours per week for academic year positions are 8-10 and break 37.5

Hourly rates for the Academic Year jobs are \$10.00 per hour. For summer break jobs, any increase has to be approved prior to this step

Click SUBMIT

3. Update or Approve the job application. Click Submit/Done

The finished job will now come to Student Employment to approve.

4. 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 Additional Openings

1. Follow step 1 for Creating a New Job, however choose the Create Additional Openings(s) for an Existing Job Form in JobX under [Additional Forms and Resources](#)
2. Once updated in Workday, the opening will appear in JobX, allow 1 hour.

Change Job Details (Budget info, Job Title or Supervisory Organization)

If it is determined that your department needs to make these changes, complete the Change Job Details form on Job X under [Additional Forms and Resources](#)

Temporarily Close or Permanently Close a Position

Both of these forms are listed on JobX under [Additional Forms and Resources](#)

- **Temporarily Close a Student Position** – This form is for temporary freezing a student position in order to reallocate the openings to another area of the department or college. If you don't need to close the opening but do not want to hire into the job, simply move the job to "Review" mode in JobX.
- **Permanently Close Student Position** – This form is to permanently close a student position that will not be used again in the future. If there is a possibility that you may need this position in the future, do not complete this form but rather move your position to Review status and leave it vacant. If you are temporarily closing a position to reallocate the opening to another area, complete the temporarily Close Student Position form.

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

*** After making a hire in JobX, allow 24 hours for the student/hire to appear in Workday. It takes 24 hours for the JobX/Workday integration**

*** Students hired in JobX with a future start date (later than today's date) will not appear in Workday until their actual start date.**

*** Terminating: After submitting a student termination form in JobX, allow 24-48 hours for SEO to update in Workday and the integration from Workday to JobX for the opening to become available in JobX for you to hire another student. Check JobX to ensure the job is in "listed" for students to apply or "review" mode if you don't want it listed.**

View On-Line Applicants

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel.
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.
 - b. I-9 List – 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.*
 - Once completed, they will bring a paper from SEO with the I-9 completion date for you to use when hiring.
 - Allow 24-48 hours for the SEO to record the I-9 and the Workday integration process
 - Once hired, students will complete their W-4 and state tax forms on Workday
 - c. “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 first and ask which position are they going to take.** 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.
 - d. “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.

- e. 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.

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 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.	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire*
<input type="button" value="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.
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 Hire a student. 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.
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 9/6/17. His employment start date cannot be prior to 9/3/17. 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. The position will be set up as hourly in JobX; however, email stuemp@vaassar.edu with the names of the salaried students along with the job information. Student employment will need to access Workday after the hire comes over and change the pays so the student will receive the accurate salary pay. *Students do not complete web time sheets.*
2. To hire a student who has applied for the position, click on Hire and you will see the student's name selected.
3. 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 Hire a student. You will be taken to the same screen where you can enter the student's name.

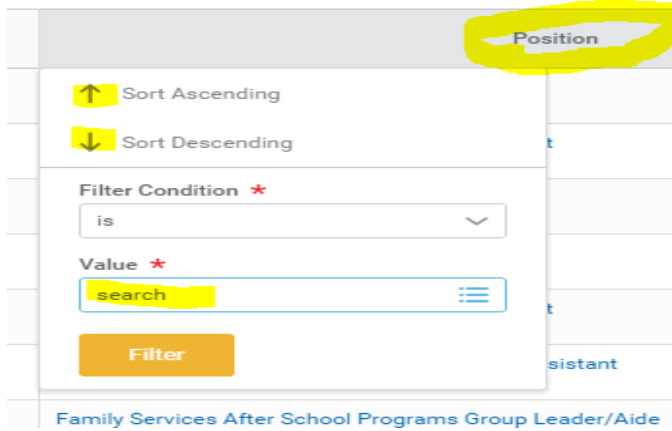
Terminate a Student

1. ***DO NOT terminate a student in Workday***
2. On the JobX Home Page, click on [Additional Forms and Resources](#).
3. Click on *Student Termination Request*.
4. Complete the form and click *Send Message*.
5. **Please allow 24-48 hours** for the termination to be processed by the SEO and a vacancy to become available in JobX (integration from Workday to JobX is an overnight process)
6. Check JobX for the opening and ensure the job is in "listed" mode for students to apply or "review" mode if you don't want it listed. (*Openings will come over in JobX to the mode they were previously in prior to terminating*)

Manage your Student Roster in Workday

You can view your student roster in Workday. It is recommended that you keep track of your students this way. If you do not see your student on Workday, this either means they have a later start date (students only appear on Workday on their start date, not before) or they have not yet been hired.

1. Click: My Team Worklet
2. Click: Headcount
3. Choose date
4. Choose the Organization (if you supervise multiple departments)
5. Click OK on bottom of screen
6. Click your Organization's roster you would like to see
7. On the Members tab your list of students will come up alphabetically. If you want to sort by position title, click POSITION box, then sort how you want. You can also search a job title by typing in the search box.
8. Print/Export to Excel: click the Export symbol in the far right side



- The Staffing tab will bring up the positions not yet filled
- The Filled Job Requisitions tab will list all job requisitions that are filled.
- Click on the Job Requisition for the hire information
- Unavailable to fill tab lists jobs that are in the future (like future breaks) or frozen or closed by our department.

Ex: Research Assistant is listed 5 times = each listing will designate the hired student in the position.

PAYING YOUR STUDENT EMPLOYEES

How to Pay your Student Employees

Payments for all job types except for approved Summer salary paid jobs are handled through Workday Web Time Entry. For directions regarding the online web time sheet refer to the Employer Guide to Workday on the [Student Financial Web](#) page.