



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

# On-Campus Supervisor JobX Training

# Training Agenda

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Access JobX

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Job Posting

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Review and Hire Applicants

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Approved for Hire

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Questions

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# Access JobX

JobX Site: [jobx.commonwealthu.edu](http://jobx.commonwealthu.edu)

Click on “On-Campus Supervisors” to log-in.

🏠 Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾



Welcome to the Commonwealth University Student Employment Portal



### Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



### On-Campus Supervisors

- Create and post jobs
- Review applications
- Hire students
- Employment guidelines and required documents are at your fingertips



### Community-based Student Employers

- Create and post jobs
- Review applications
- Non-profit community employers may submit an application to participate in the Federal Work Study Program




### Off-Campus Jobs & Internships

- Search & apply for internships or jobs after graduation
- Follow companies that may align with your career aspirations
- Expand your career network by messaging alumni and employers to connect with them

# On-Campus Supervisor Login

## On-Campus Supervisors

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



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### Student Employment News

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

[On-Campus Supervisor Training](#)  
Click here to access the On-Campus Supervisor Training in PDF format.

[Suggestion Box](#)  
Send us your suggestions, ideas, or concerns!

### Supervisor Tools

[JobX Login](#)  
Login to post jobs, hire students, and access student applications.

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

## Login utilizing your school 'SSO ID' and 'Password'.

Employees - On-Campus Supervisors & Administrators

### 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](#)

# Create a Job Posting

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HOW DO I POST A JOB IN JOBX?

A decorative horizontal bar at the bottom of the slide, consisting of a thin red line on top and a thicker grey bar below it.

# Create a Job Posting- Add a Job

Click **'Add a Job'** button to start the process to create a job.

Employees - JobX - Reporting - Access & Audit - Help -

Job Control Panel

Result Filters:  
My Jobs Only [Reset Filters](#)

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 5 of 5 |<< < > >>|

<b>Test Grad Assistant 3/12/24</b>		Applications: <a href="#">1 (0 New)</a>	Employer: STUDENT EMPLOYMENT - Test
<input type="checkbox"/> Job Id: 4569 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 03/12/24 Job Type: Graduate Assistant	<input type="button" value="Actions"/>

<b>Test On Campus 3/12/24</b>		Applications: <a href="#">2 (1 New)</a>	Employer: STUDENT EMPLOYMENT - Test
<input type="checkbox"/> Job Id: 4568 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 03/12/24 Job Type: Student Employment - Clearance Not Required	<input type="button" value="Actions"/>


  

<b>Test Graduate Assistant - 03/08/2024</b>		Applications: <a href="#">1 (1 New)</a>	Employer: STUDENT EMPLOYMENT - Test
<input type="checkbox"/> Job Id: 4566 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 03/08/24 Job Type: Graduate Assistant	<input type="button" value="Actions"/>

<b>Test On-Campus - 03/08/2024</b>		Applications: <a href="#">3 (2 New)</a>	Employer: STUDENT EMPLOYMENT - Test
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**Employer Name:**  
Show Jobs From All My Empl...  
**Job Status:**  
 Active, Listed Jobs (5)   
 Pending Approval (0)   
 Active, Not Listed (0)   
 Inactive (0)   
**Job Type:**  
Choose Job Type  
 Show My Jobs Only  
**Wage Filter:**  
Low Wage:   
High Wage:   
Wage Range: Low Wage  To High Wage



# Create a Job Posting- Department

You are adding a brand new job to the web site for:  
>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

**Please Choose an Employer/Department**

Choose Employer

ACADEMIC AFFAIRS

Academic Learning Center

ACCESS & ACCOMMODATIONS

ADMISSIONS

ALUMNI RELATIONS

ARTS AND SCIENCES

Go to next step

NG WebSolutions, LLC. Jacksonville, FL Phone: 904.332.9001  
© Copyright 2001- 2023. All rights reserved.

Select the department for which you want to post a job 'Employer/Department Name' drop-down list. If you have posting permissions for more than one department you will see multiple options.

Once department is selected- click '**Go to next step**'

# Create a Job Posting- Job Type

Employees · JobX · Reporting · Access & Audit · Uploads · Site Set up · Content · Help ·

You are adding a brand new job to the web site for:  
Employer: Acad Dev & Counseling (Lock Haven) [Change](#)

>> Step 1: Supply Job Profile Information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one...

Choose one...  
Student Employment - Clearance Not Required  
Student Employment - Clearance Required  
Graduate Assistant

selecting "Clearances not required", above I attest that this student employee will not have direct contact and/or routine contact with a minor/child nor will they be responsible for the care, custody, or control of a minor/child during the course of their employment duties.

As the student employee's supervisor, by selecting "Clearances required", above I attest that this student employee may have direct contact and/or routine contact with a minor/child or may be responsible for the care, custody, or control of a minor/child during the course of their employment duties.

In addition, here are some examples (not an inclusive list) of what would constitute routine or direct contact:

- Theatre where minors participate in productions
- Admissions where prospective students are given tours
- TRIO/Upward Bound
- Athletics (camps/conferences)
- Other summer camp employees
- Peer Mentors

Please send any questions regarding background clearances to [complianceoffice@commonwealthu.edu](mailto:complianceoffice@commonwealthu.edu).

Please select the appropriate Job Type- Please note this is where you will select if clearances are required or not required for your position.

Once Job Type is selected - click 'Go to Next Step'



# Create a Job Posting- Complete Job Posting Template

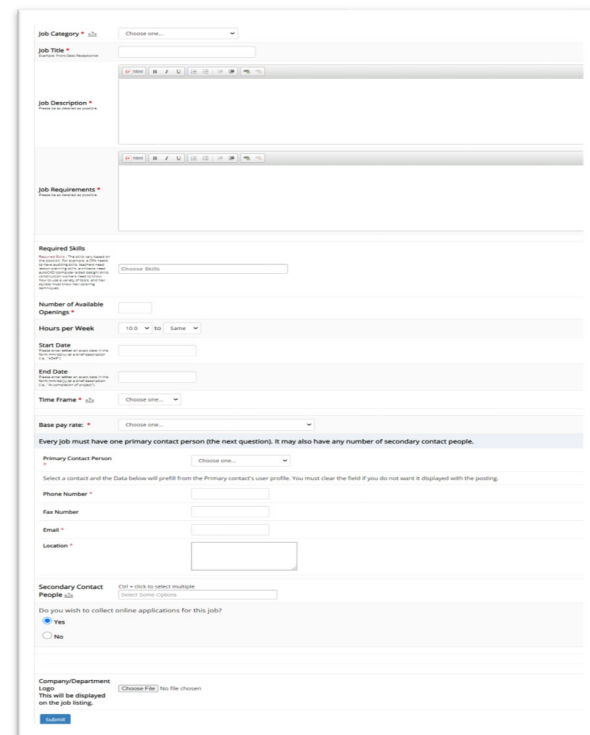
Complete the Job Posting Template

The Job Posting Template may vary depending on the job type selected

Fields denoted with a red \* are required fields

Lastly, click '**Submit**' to continue the next steps in the process.

***Important Note:*** Your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.

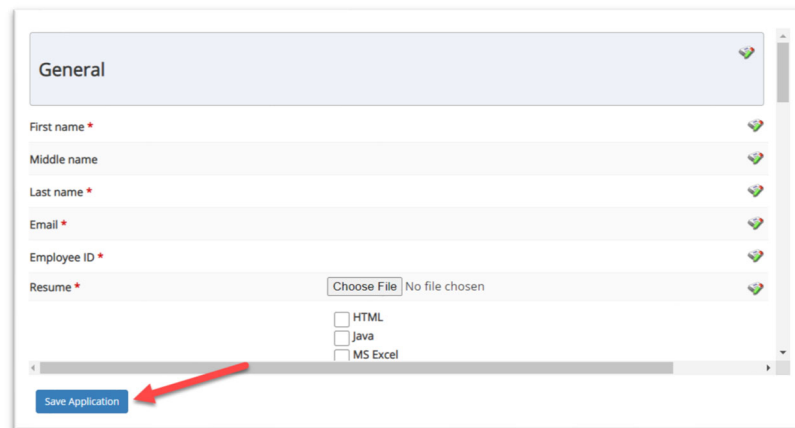


The screenshot displays a web-based form for creating a job posting. The form is organized into several sections:

- Job Category:** A dropdown menu with the text "Choose one..."
- Job Title:** A text input field with a red asterisk indicating it is required.
- Job Description:** A large text area with a red asterisk indicating it is required.
- Job Requirements:** A text area with a red asterisk indicating it is required.
- Required Skills:** A section with a "Choose Skills" button.
- Number of Available Openings:** A text input field.
- Hours per Week:** A dropdown menu with "10.0" selected and "Same" as an option.
- Start Date:** A date input field.
- End Date:** A date input field.
- Time Frame:** A dropdown menu with "Choose one..."
- Base pay rate:** A dropdown menu with "Choose one..."
- Primary Contact Person:** A dropdown menu with "Choose one..."
- Contact Information:** Fields for "Phone Number", "Fax Number", "Email", and "Location", all marked with red asterisks as required.
- Secondary Contact People:** A section with a "Select" button and a "Choose one" dropdown.
- Do you wish to collect online applications for this job?:** Radio buttons for "Yes" (selected) and "No".
- Company/Department Logo:** A "Choose File" button with the note "No file chosen".
- Submit:** A blue button at the bottom of the form.

# Create a Job Posting- Review Default Application

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The screenshot shows a web form titled "General" with the following fields and options:

- First name \*
- Middle name
- Last name \*
- Email \*
- Employee ID \*
- Resume \* with a "Choose File" button and "No file chosen" text.
- Three checkboxes:  HTML,  Java, and  MS Excel.
- A blue "Save Application" button at the bottom left, which is highlighted by a red arrow.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

# Create a Job Posting- Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

**Please note:** All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below this is a large text area for the question label. The 'Application Behavior' section includes an 'Application Section' dropdown menu with options 'Select an existing section' and 'Create a new section', and a text input field for the section name. Below this are 'Other flags' with checkboxes for 'Application input is required?' and 'Prefill this question from previous answer?'. At the bottom of the 'Application Behavior' section is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. At the very bottom of the form is an 'Add Question' button. Red arrows point to the 'Question Type' dropdown, the 'Application Section' dropdown, the 'Application input is required?' checkbox, the 'Where To Add This Question?' dropdown, and the 'Add Question' button.

# Create a Job Posting- Finalize Job Posting- Step 1

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1. When do you want the job to be reviewed for approval?
  - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
  - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
  - a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed**.
  - b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive**.
  - c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed**.
3. Do you want JobMail to be sent when the job is listed?
  - a. Select '**Yes, send JobMail**' from the list if you want this posting to be included in JobMail that will send a notification to students if your job is in an **Active, Listed** status.
  - b. Select '**No, do not send JobMail**' from the list if you do not want this posting to be included in JobMail notification student message.

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

# Create a Job Posting- Finalize Job Posting- Step 2

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4. For how many days do you want the job to be listed on the site?

- If you want the job to be posted until you close the job, select **'Until I close the job.'**
- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.

Click the **"Click here to Finish!"** button.

- Your job will be submitted to the Student Employment Office for review/approval.

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. Do you want JobMail to be sent when the job is listed?

4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

# Create a Job Posting- Pending Approval

You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the 'Pending Approval' queue

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

The screenshot displays the 'Job Control Panel' interface. On the left, there are filter sections for 'Employer Name', 'Job Status' (with 'Pending Approval (1)' selected), 'Job Type', 'My Jobs', and 'Wage Filter'. The main area shows 'Result Filters: Job Status: Pending Approval' and a search bar. Below this, a table lists job details for 'Assistant to the Dean'. Two red arrows point to the 'Assistant to the Dean' link and the 'Applications' link. The job details include Job ID: 4422, Contact Person: NextGen TimAdmin, Wage: \$10.00 - \$11.50 /hr, Status: Pending Approval, Location: 6821 Southpoint Dr. N. Ste 220 FL 32216, and Job Type: On-Campus Non-FWS Jobs. The employer is identified as 'AIB / Admissions Office - 123'.

Job ID	Contact Person	Wage	Status	Location	Listed	Job Type
4422	NextGen TimAdmin	\$10.00 - \$11.50 /hr	Pending Approval	6821 Southpoint Dr. N. Ste 220 FL 32216	On-Campus Non-FWS Jobs	On-Campus Non-FWS Jobs

# Edit a Job Posting

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WHAT STEPS DO I TAKE IF MY JOB POSTING NEEDS UPDATING?



# Edit a Job Posting

Job Control Panel

Welcome, Test On-Campus Supervisor | Logout

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Result Filters: Employer: All Available  
Job Status: Pending Approval [Reset Filters](#)

Employer Name:  [Add a job](#) [Select/Deselect All](#)  Search Title, Description [Search](#) [Apply Action](#)

Show 25 results per page 1 to 1 of 1 << >>

**Job Status:**

- Listed Jobs (2)
- Pending Approval (1)
- Review Mode (0)
- Storage Mode (0)

**Job Type:**

Choose Job Type

**My Jobs:**

- Show My Jobs Only

**Fitness Center Attendant** Applications: Employer: STUDENT RECREATION

<input type="checkbox"/> Job ID: 4496	Status: Pending Approval	Listed:
Contact Person: Test On-Campus Supervisor	Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Job Type: On-Campus Non-FWS Jobs
Wage: \$11.51 - \$12.50 /hr		

Actions

You may view the job and/or application details or request the job status be changed by simply clicking on the Job Title link.

To edit the job, click **'Edit this Job'** button on the 'Manage Job' page.

To edit the application tied to your job, click **'Edit or View the Online Application'**.

Welcome, Test On-Campus Supervisor | Logout

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Manage Job

Job Title	Employer	Status	Job Type
Fitness Center Attendant	STUDENT RECREATION	Pending Approval	On-Campus Non-FWS Jobs

**Additional details about this job's status:**

- » This is a new job that has not yet been approved.
- » It is set to go live upon approval.
- » JobMail has been requested to be sent when the job is approved and listed.

**Update Status**

- [Listed](#) » Click to update listing options
- [Review Mode](#) » Click to cancel approval and change to
- [Storage](#) » Click to cancel approval and change to

**Manage Application**

This job is configured to collect online applications.

[Edit, view or remove the online application](#)

**View Applicants**

No applications have been submitted for this job.

**Hire Applicant**

You cannot hire employees while the job is in this status.

[Edit this job](#)

Below is a view of approximately how this job appears to applicants:

HEALTHCARE

Fitness Center Attendant
Job ID 4496



# Review & Hire Applicant (s)

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# Job Posting Approved- Next Steps

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MANAGE  
APPLICATIONS



INTERVIEW AND  
SELECTION



DECLINE  
APPLICATION



HIRE APPLICANT

# Manage Applications

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HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?



# Manage Applications

The screenshot displays the 'Job Control Panel' interface. On the left is a sidebar with filters for 'Employer Name', 'Job Status', 'Job Type', and 'Wage Filter'. The main area shows a search bar and a list of job listings. Each listing includes the job title, number of applications, employer name, job ID, contact person, status, location, listed date, and job type. A red arrow points to the 'Applications: 3 (2 New)' link for the 'Student Employee Admin Assistant' job.

Job Title	Applications	Employer
Student Employee Admin Assistant	3 (2 New)	ACADEMIC AFFAIRS
Baseball Student Assistant	3 (2 New)	ATHLETICS - BASEBALL
Student Basketball Assistant	2 (2 New)	ATHLETICS - BASKETBALL

- You may hire an online applicant by clicking the **'Applications'** link next to the job title or **'Hire Applicant'** from the action drop down menu.

# Manage Applications

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Select/Deselect All Show  results per page  to 2 of 2 | < > >> |  -- Select Action Below --

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	9/24/2020	New!	F		<a href="#">Resume</a>	940.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!	F		<a href="#">Resume</a>	2500.00		Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

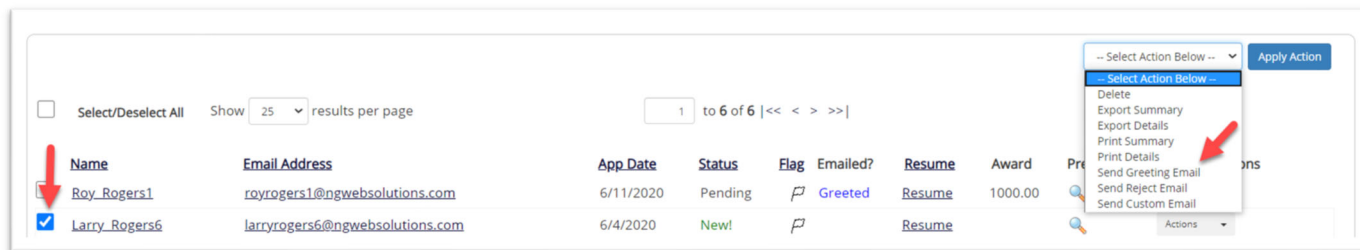
# Interview and Selection

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HOW DO I CONTACT AN APPLICATION OR APPLICANTS FOR AN INTERVIEW?



# Schedule an Interview



- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the "To" box, then click on the "Send" button.

**Important Note:** Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

# Schedule an Interview

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

**Email Applicants - Greeting**

Default: Applicants selected if not greeted/interviewed or rejected.

Rogers1, Roy [royrogers1@ngwebsolutions.com]

New!  Rogers2, Ted [tedrogers2@ngwebsolutions.com]

To **New!**  Rogers3, Frank [frankrogers3@ngwebsolutions.com]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.  
Example: Joe@yahoo.com, Mary@hotmail.com

From: teston@ngwebsolutions.com

Subject: Job: Your Institution Job Title

Body

**B** **I** **U** **↵** **↶**

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the "To" box, then click on the "Send" button.



# Decline Applicants

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HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?



# Notify applicant (s) they were NOT Selected

The screenshot shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6' with navigation arrows. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. The table contains two rows: Roy\_Rogers1 (Pending, Greeted) and Larry\_Rogers6 (New!). A red arrow points to the checkbox next to Roy\_Rogers1. To the right, an 'Actions' dropdown menu is open, showing options like 'Delete', 'Export Summary', 'Print Summary', 'Send Greeting Email', 'Send Reject Email', and 'Send Custom Email'. A red arrow points to 'Send Reject Email'. An 'Apply Action' button is visible at the top right of the menu.

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	Ⓟ	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	Ⓟ		Resume		

- Click the box next to one or more applicants you would like to send a rejection email. Next, select the 'Send **Reject Email**' action. Finally click, '**Apply Action**'

# Notify applicant (s) they were NOT Selected

- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the "To" box, then click on the "Send" button.

suggested use: i o inform applicants that they did not get this job.  
Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

**Email Applicants - Rejection**

**Default:** No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com] <b>Greeted/Interviewed</b>

**To**

**Comma-separated list of other recipients' email addresses** (i.e., walk in candidates), if any.  
Example: Joe@yahoo.com, Mary@hotmail.com

**From** julie@ngwebsolutions.com

**Subject** job: Test On-Campus FWS jobs - 052020 - Not Available

**Body**

You recently submitted an on-line application for the Test On-Campus FWS Jobs - 052020 job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

# Hire Applicants

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HOW DO I HIRE AN APPLICANT OR APPLICANTS?



# Hire an Applicant- Select Applicant

The screenshot displays the 'Job Control Panel' interface. On the left, there are filter sections for 'Employer Name', 'Job Status', 'Job Type', and 'Wage Filter'. The main area shows a list of jobs with columns for job details and actions. Two red arrows point to the 'Applications' link and the 'Actions' dropdown menu for the first job listing.

**Job Control Panel**

Result Filters:  
My Jobs Only  
Job Status: Active, Listed [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 11 of 11 | << < > >> |

Job Title	Applications	Employer
<b>Student Employee Admin Assistant</b>	Applications: <a href="#">3(3 New)</a>	Employer: ACADEMIC AFFAIRS
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs <a href="#">Actions</a>
<b>Baseball Student Assistant</b>	Applications: <a href="#">3(2 New)</a>	Employer: ATHLETICS - BASEBALL
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs <a href="#">Actions</a>
<b>Student Basketball Assistant</b>	Applications: <a href="#">2(2 New)</a>	Employer: ATHLETICS - BASKETBALL
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL	Listed: 07/31/22 Job Type: On-Campus FWS Jobs <a href="#">Actions</a>

- To hire an applicant click on the 'Applications' link or select 'Hire Applicant' from the action drop-down menu. This is also used to hire or rehire an applicant that did not submit an application.

# Hire an Applicant- Select Applicant who Applied

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

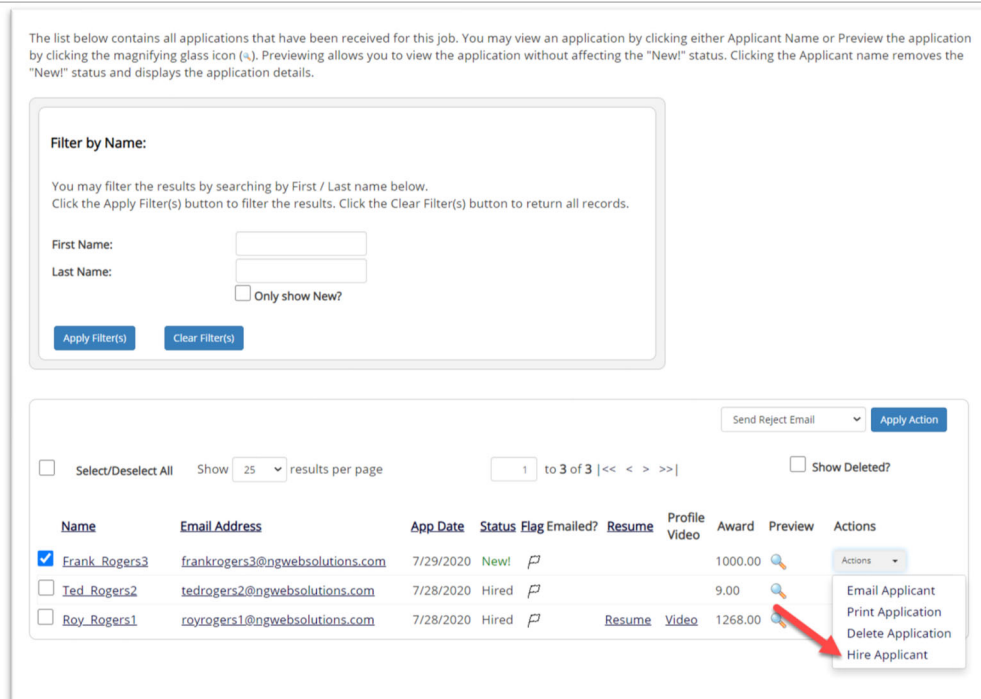
Only show New?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

[Send Reject Email](#) [Apply Action](#)

Select/Deselect All Show  results per page  to 3 of 3 | << < > >> |  Show Deleted?

Name	Email Address	App.Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/> Frank_Rogers3	frankrogers3@ngwebsolutions.com	7/29/2020	New!		<input type="checkbox"/>			1000.00	<input type="text"/>	<a href="#">Actions</a>
<input type="checkbox"/> Ted_Rogers2	tedrogers2@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>			9.00	<input type="text"/>	
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>	<a href="#">Resume</a>	<a href="#">Video</a>	1268.00	<input type="text"/>	



- If you wish to hire the applicant, please select **'Hire Applicant'** from the Actions dropdown list next to the applicant's name you wish to hire.

# Hire an Applicant- Applied to Job Posting

**Hire Students**  
For Job: Test - Community Service PWS Jobs - 052020

There is **one** opening for this position. Please select one applicant to fill this job.

① <-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:  
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	<a href="#">Cancel Request</a>

Hire On-line Applicants	Hire Candidates who did not apply On-line
<input checked="" type="checkbox"/> Samuel d Rogers4	First Name Middle Last Name Initial 1. <input type="text"/> <input type="text"/> <input type="text"/>

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click '**Go to Step 2**'.

# Hire an Applicant- Verification of Banner ID

---

Hire Student(s) Step 2: Fill Out Hire Info  
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="444444444"/>

[Check Employee ID](#)

- The Banner ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you may correct their ID by typing over the pre-filled ID.
- **Please note:** *If their ID has been mis-typed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.*
- Next, click **'Check Employee ID'** to launch the hire validation service for this employee.



# Hire an Applicant – Compliance Validation- Warning

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee does **NOT** pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire Student(s) Step 2: Fill Out Hire Info  
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="4444444444"/>

[Check Employee ID](#)

**Validation Lookup Results**

Samuel d Rogers4:

X	Awarded	Student does not have a valid Work Study Award - <b>Warning</b>
X	I9 Status	Student does not have a valid I9 on file.
X	W4 Status	Student does not have a valid W4 on file.

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.  
Click the "Cancel" button to cancel this hire.

[Cancel](#)

# Hire an Applicant- Compliance Validation- Pass

- If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a “Continue” button will be presented to continue the hire process.

Validate Employees


Employee	Enter ID:
<input checked="" type="checkbox"/> Roy a Rogers1	<input type="text" value="111111111"/>
<input type="button" value="Check Employee ID"/>	

**Validation Lookup Results**

Roy a Rogers1:

✓	Awarded	Student has a valid Work Study Award
✓	I9 Status	Student has a valid I9 on file.
✓	W4 Status	Student has a valid W4 on file.

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.



# Hire an Applicant- Hire Approval

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- Ensure you enter all information that is required and labeled with a \* if not already populated for you.
- You may edit the information prior to establishing the hire.
- Click on the “**Submit Request**” button to send your hire to your pay person to complete the hiring process.
- After this step, the process is completed within JobX.

The screenshot displays a web-based form for creating a hire. At the top right, it says "Welcome, Test On-Campus Supervisor | Logou". Below this is a navigation bar with links for "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The main heading is "Step 3: Fill Out Hire Record Info". The job title is "Student Employee Admin Assistant".

First Name	Samuel
Middle Name	d
Last Name	Rogers4
E-mail Address	samuelrogers4@ngwebsolutions.com
Wage which will be paid to Employee *	11.51
Hours Per Week *	10.0

Please review the start and end dates and be sure they are the correct dates for the employment period for this employee.

Employment Start Date *	01-08-2023
Employment End Date *	06-23-2023

Notes

Attachment: [Choose File](#) | No file chosen | [upload new Attachment.](#)

Classification *	Standard Student Employee
Primary Supervisor *	Choose one...
Secondary Supervisors	Ctrl + click to select multiple Select Some Options
Pay Schedule *	Choose one...

[Create Hire](#)

# Hire Request- Pending

---

WHERE DO I VIEW PENDING HIRE REQUESTS?



# Hire Requests- Pending Approval

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - Reporting - Access & Audit - Help -

JobX Home (Job Control Panel)  
Hire Requests  
Submit Simple Hire Request?  
Supervisor Search Student

Pending Forms & Approval(s)

Hires Pending

Filter by employer:  
All Employers

Requests I've Submitted  
Requests for my employer(s)

Search by employee  
First Name  
Last Name  
Search Reset

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Incomplete - Pending Form Completion							
04/07/23	On-Campus FWS Jobs	test	Roy Rogers1	111111111	AIB / Academic Computer Lab	W4 Form: Not Completed I9 Form: Not Completed	Actions
05/19/20	On-Campus FWS Jobs	A SCAD Test Job	Dakota Rogers9	999999999	AIB / Academic Computer Lab	W4 Form: Not Completed I9 Form: Not Completed	Actions
Status: Pending Final Approval							
10/21/22	On-Campus FWS Jobs	A SCAD Test Job 2	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
03/02/22	On-Campus FWS Jobs	A Boston Univ Test Job	Susan Rogers8	888888888	AIB / Academic Computer Lab		Actions
02/10/22	On-Campus FWS Jobs	AAA - Swarthmore - Clerical IV	Roy Rogers1	111111111	AIB / Admissions Office - 123		Actions
10/22/21	On-Campus FWS Jobs	Analyst III	Susan Rogers8	888888888	AIB / Academic Computer Lab		Actions
10/22/21	On-Campus FWS Jobs	A Boston Univ Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
03/11/21	On-Campus FWS Jobs	AA Duke Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/20/21	On-Campus FWS Jobs	A Duke University - Computer Lab - Analyst II	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/08/21	On-Campus FWS Jobs	AAA UNION UNIV TEST JOB	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/07/21	Off-Campus FWS Jobs	TESTER FWS OFF CAMPUS	Frank Rogers3	333333333	America Reads		Actions

- To view pending hire requests, you may click on the **'JobX'** menu drop down and select **'Hire Requests'**.
- In the **'Action'** drop down, you have the option to **'Preview'** the hire information, **'Cancel'** the hire, or send a follow-up **'Email'** to the student from this dashboard.

# Employment Forms

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HOW DOES A STUDENT COMPLETE EMPLOYMENT PAPERWORK?



# Employment Forms- Hire Request Page

On the Hire Request page, a supervisor will be able to monitor the form statuses in the section Incomplete – Pending Forms or Approved Hires – Pending Forms. This is based on if the student needs to complete the form before or after Administrative Approval.

The screenshot displays the 'Hires Pending' page with the following components:

- Navigation:** Top menu includes 'Employees', 'JobX - Reporting - Access & Audit - Help'. A dropdown menu is open under 'JobX - Reporting', with 'Hire Requests' highlighted by a red arrow.
- Filters:**
  - 'Filter by employer:' dropdown set to 'All Employers'.
  - Radio buttons for 'Requests I've Submitted' and 'Requests for my employer(s)'.
  - 'Search by employee' section with 'First Name' and 'Last Name' input fields and 'Search'/'Reset' buttons.
- Table 1: Pending Forms & Approval(s)**

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
<b>Status: Incomplete - Pending Form Completion</b>							
04/07/23	On-Campus FWS Jobs	test	Roy Rogers1	111111111	AIB / Academic Computer Lab		
05/19/20	On-Campus FWS Jobs	A SCAD Test Job	Dakota Rogers9	999999999	AIB / Academic Computer Lab		
<b>Status: Pending Final Approval</b>							
10/21/22	On-Campus FWS Jobs	A SCAD Test Job 2	Roy Rogers1	111111111	AIB / Academic Computer Lab		
03/02/22	On-Campus FWS Jobs	A Boston Univ Test Job	Susan Rogers8	888888888	AIB / Academic Computer Lab		
02/10/22	On-Campus FWS Jobs	AAA - Swarthmore - Clerical IV	Roy Rogers1	111111111	AIB / Admissions Office - 123		
10/22/21	On-Campus FWS Jobs	Analyst III	Susan Rogers8	888888888	AIB / Academic Computer Lab		
10/22/21	On-Campus FWS Jobs	A Boston Univ Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		
03/11/21	On-Campus FWS Jobs	AA Duke Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		
01/20/21	On-Campus FWS Jobs	A Duke University - Computer Lab - Analyst II	Roy Rogers1	111111111	AIB / Academic Computer Lab		
01/08/21	On-Campus FWS Jobs	AAA UNION UNIV TEST JOB	Roy Rogers1	111111111	AIB / Academic Computer Lab		
01/07/21	Off-Campus FWS Jobs	TESTER FWS OFF CAMPUS	Frank Rogers3	333333333	America Reads		
- Table 2: Approved Hires - Pending Forms & Approval(s)**

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
<b>Status: Pending Final Approval</b>							
09/19/23	On-Campus FWS Jobs	Business Office Student Assistant	Larry Rogers6	666666666	Business Office		Actions
09/19/23	On-Campus FWS Jobs	Business Office Student Assistant	Roy Rogers1	111111111	Business Office		Actions
08/21/23	On-Campus Non-FWS Jobs	Studio Art Assistant	Larry Rogers6	666666666	Arts And Sciences		Actions
08/03/23	On-Campus Non-FWS Jobs	Student Employee Admin Assistant	Roy Rogers1	111111111	Academic Affairs		Actions
08/03/23	On-Campus Non-FWS Jobs	Student Employee Admin Assistant	Bernice Rogers7	777777777	Academic Affairs		Actions
07/25/23	On-Campus Non-FWS Jobs	Student Employee Admin Assistant	Larry Rogers6	666666666	Academic Affairs		Actions
07/20/23	On-Campus FWS Jobs	Student Basketball Assistant	Roy Rogers1	111111111	Athletics - Basketball		Actions
07/20/23	On-Campus Non-FWS Jobs	Student Office Assistant	Roy Rogers1	111111111	Alumni Relations		Actions
<b>Approved Hires - Pending Forms</b>							
<b>Status: Hire Approved Pending Form Completion</b>							
08/18/23	On-Campus Non-FWS Jobs	Baseball Student Assistant	Ted Rogers2	222222222	Athletics - Baseball	W4 Form: Not Completed	Final
08/11/23	On-Campus Non-FWS Jobs	History Lab Assistant	Roy Rogers1	111111111	History	Form I-9: Employee Section Complete, Pending Approval(s) W4 Form: Employee Section Complete, Pending Approval(s)	Final
02/02/23	Off-Campus Non-FWS Jobs	AfterSchool Group Leader	Malachi Rogers5	555555555	Ymca	W4 Form: Employee Section Complete, Pending Approval(s)	Final
<b>Approved Hires - Pending Acceptance</b>							
<b>Status: Pending Acceptance</b>							
03/13/23	Off-Campus External Employer	Retail Associate	Larry Rogers6	666666666	Ann Taylor		Actions

# Employment Forms

A Student is approved for hire, all employment forms will need to be completed and the statuses are displayed on the student's 'My Dashboard'.

User Dashboard

Employee Information | Applications | Job Mail

Employment Eligibility Forms & Details

Criteria	Status	
I9 Status	Not completed	<a href="#">Form I-9</a>
W4 Status	Not Completed	<a href="#">W4 Form</a>

Display:  Employee Information

There are no hires to display.

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,000.00	\$2,000.00	FWS Test Year 2021 - 2022 (06/01/2022 - 08/18/2022)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
CONCEPTS IN CHEMISTRY <a href="#">(details)</a>	06/01/2022	08/18/2022	Tu	10:15 AM	12:45 PM
CONCEPTS IN CHEMISTRY <a href="#">(details)</a>	06/01/2022	08/18/2022	F	12:00 PM	1:15 PM
INTRO TO ENVIRONMENTAL SCIENCE <a href="#">(details)</a>	06/01/2022	08/18/2022	Th	10:15 AM	12:45 PM



# Student Authenticated into Dynamic Forms from JobX

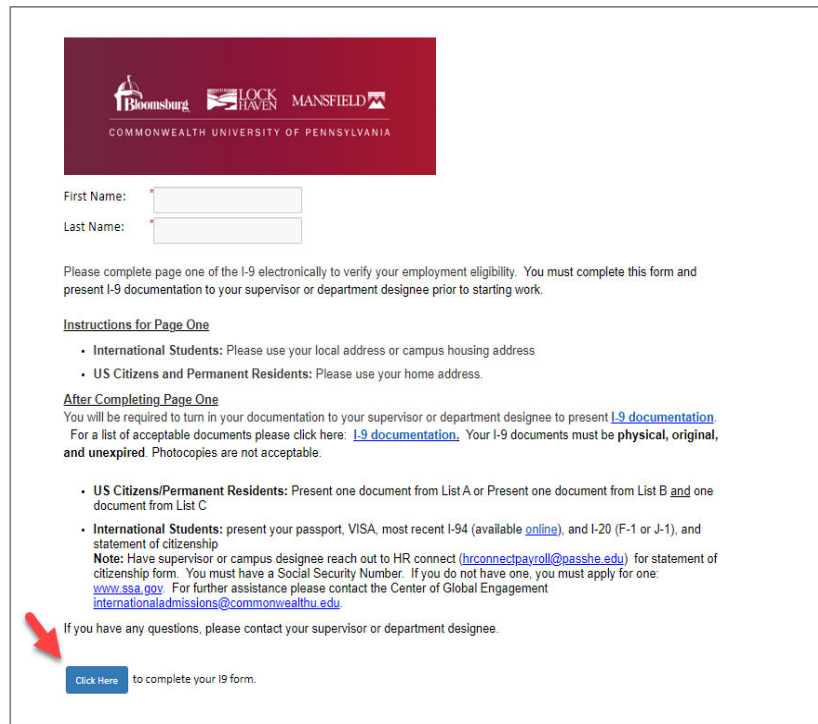
---

Student is seamlessly authenticated into Dynamic Forms via JobX when they click a link on My Dashboard.



# Electronic Form I-9 Workflow- Employees

- Student's first and last name fields are populated from JobX.
- Then, they will select '**Click Here**' to proceed to the Form I-9.
  - **Students:** Will complete section 1 of the form
  - **Administrator/Supervisors:** Complete section 2 the Form I-9 once the student presents the employment documents for physical inspection.




The screenshot shows the top of the I-9 form with the university logos (Boonsburg, Lock Haven, Mansfield) and the text "COMMONWEALTH UNIVERSITY OF PENNSYLVANIA". Below the logos are two input fields for "First Name:" and "Last Name:". The text below the fields reads: "Please complete page one of the I-9 electronically to verify your employment eligibility. You must complete this form and present I-9 documentation to your supervisor or department designee prior to starting work." There are two sections of instructions: "Instructions for Page One" and "After Completing Page One". The "Instructions for Page One" section lists requirements for International Students and US Citizens and Permanent Residents. The "After Completing Page One" section lists requirements for US Citizens/Permanent Residents and International Students, and includes a note about having a Social Security Number. At the bottom, there is a blue button labeled "Click Here" with a red arrow pointing to it, and the text "to complete your I9 form."

# Electronic Form I-9 Workflow- Employees

---

- The student will verify the person listed on the next page is the individual who will be reviewing your employment documents.





COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

First Name:  Last Name:

**Authorized Representative**

Please confirm the following is the individual who will inspect your documents.


Authorized Rep First Name:  Last Name:  Email:



# Electronic Form- Completed by Employee

- Student will complete the section 1 of the I-9 and electronically signs the form, including uploading your employment documents for record retention.
- Next, click **'Next'** to review the next page of the document until you receive a **'Thank you for submitting your document'** page. Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.




**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

USCIS  
 Form I-9  
 OMB No. 1615-0047  
 Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the instructions.

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)		Other Last Names (Last of any)	
Address (Street Number and Name)		Apt. Number (if any)		City or Town		State	
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions).

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number)

4. A noncitizen (other than item Numbers 2 and 3, above) authorized to work until (exp. date, if any)

If you check item Number 4, enter one of these:

USCIS A-Number	Form I-94 Admission Number	Foreign Passport Number and Country of Issuance
----------------	----------------------------	---

Signature of Employee (click to sign) \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

**Section 2. Employer Review and Verification:** Employer or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box, see instructions.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority	-- Choose --		-- Choose --		-- Choose --
Document Number (if any)					
Expiration Date (if any)					

Document Title 2 (if any) \_\_\_\_\_ Additional Information \_\_\_\_\_

Issuing Authority \_\_\_\_\_

Document Number (if any) \_\_\_\_\_

Expiration Date (if any) \_\_\_\_\_

Document Title 3 (if any) \_\_\_\_\_

Document Number (if any) \_\_\_\_\_

Expiration Date (if any) \_\_\_\_\_

Check here if you used an alternative procedure authorized by DHS to examine documents.

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Signature of Employer or Authorized Representative \_\_\_\_\_

Employer's Business or Organization Name \_\_\_\_\_ Employer's Business or Organization Address, City or Town, State, ZIP Code \_\_\_\_\_

For reverification or rehire, complete Supplement B, **Reverification and Rehire** on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

Previous Next

# JobX Dashboard Updated

- Once the forms are completed, the student will refresh the browser once returning to JobX.
- Form Statuses updated on the User Dashboard to show 'Employee Section Complete, Pending Approval(s)'



User Dashboard

Employee Information | Applications | Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. Please look in the Hire Pending section for the blue 'Accept/Decline' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

### Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Employee Section Complete, Pending Approval(s)	
I9 Status - upload	Completed	
W4 Status	Employee Section Complete, Pending Approval(s)	
G4	Not Completed	<a href="#">G4 Form</a>
Direct Deposit Status	Completed	
Remote Form Complete	Completed	
Confidentiality Form Complete	Completed	

Display: Current/Future Employee Information Update

### Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">Studio Art Assistant</a>	Arts And Sciences	\$11.51	10.00	01/01/2023	12/31/2023	NextGen TimAdmin		Active

# Admin/Supervisor Completes Forms

Dynamic Forms sends email to school's admin/supervisor to complete their section of the forms.

**Admin/Supervisors:** When the student presents the documents, you will find the email and click on the link to log into the system to complete the Section 2 of the Form I-9. You will need to click through all pages of the document.

The form process is complete when the Admin/Supervisor receives **'Thank you for submitting your document'** page.

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1015-0047  
Expires 07/31/2026

**START HERE.** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the instructions.

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1: Employee Information and Attestation.** Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) First Name (Given Name) Middle Initial (if any) Other Last Names Used (if any)  
Address (Street Number and Name) Apt. Number (if any) City or Town State Zip Code  
Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number  
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.  
Signature of Employee (click to sign) Today's Date (mm/dd/yyyy)  
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

**Section 2: Employer Review and Verification.** Employers or their authorized representatives must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

Document Title	List A	OR	List B	AND	List C
Document Title 1 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

**Certification:** I attest, under penalty of perjury, that (1) I have examined the documents presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.  
Last Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)  
Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code  
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4  
Previous Next

# User Dashboard Updated- Workflow Completed

Once all the forms are completed, the student's **'My Dashboard'** Form Statuses are updated to **'Completed'**.

User Dashboard

Employee Information Applications Job Mail

### Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
Graduate Assistant Form	Completed
W4 Status	Completed
Grant Form	Completed
Direct Deposit Status	Completed
Credit Hours	Yes
Enrolled	Yes
Us Citizenship	Yes
PA LST Exemption	Completed
PA Residency	Completed
Volunteer	Completed
Clearance	Completed

## Final Approval

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Students will not be approved to work, until they received a Hire Approval e-mail from payroll stating they may begin work.



# Questions?

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Please contact:

Christina Preston  
CU Student Employment Coordinator

[workstudy@commonwealthu.edu](mailto:workstudy@commonwealthu.edu)

