



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Off-Campus Supervisor Training





=Total Solution

JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, Supervisors, and administrators.



Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX solution in this training, assist institutions to automate the job posting, application review, and reporting process for employees, Supervisors, and site administrators. The JobX solution also assists in compliance validations based on various regulations and institutional policies.

JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant.



Customize job specific questions on the application to find the “most qualified” candidates in your job(s).



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).



Systematic applicant compliance checks ensures all employment eligibility requirements are met.



Broadcast e-mail tools for improved communications with your employees.

School Specific Customization

School Specific Customization



Your JobX site has YOUR school look and feel



Your JobX site has YOUR school Off-Campus Employers



Your JobX site has been configured to support YOUR school business processes

Training Agenda

Access JobX

Job Posting

Review and Hire Applicants

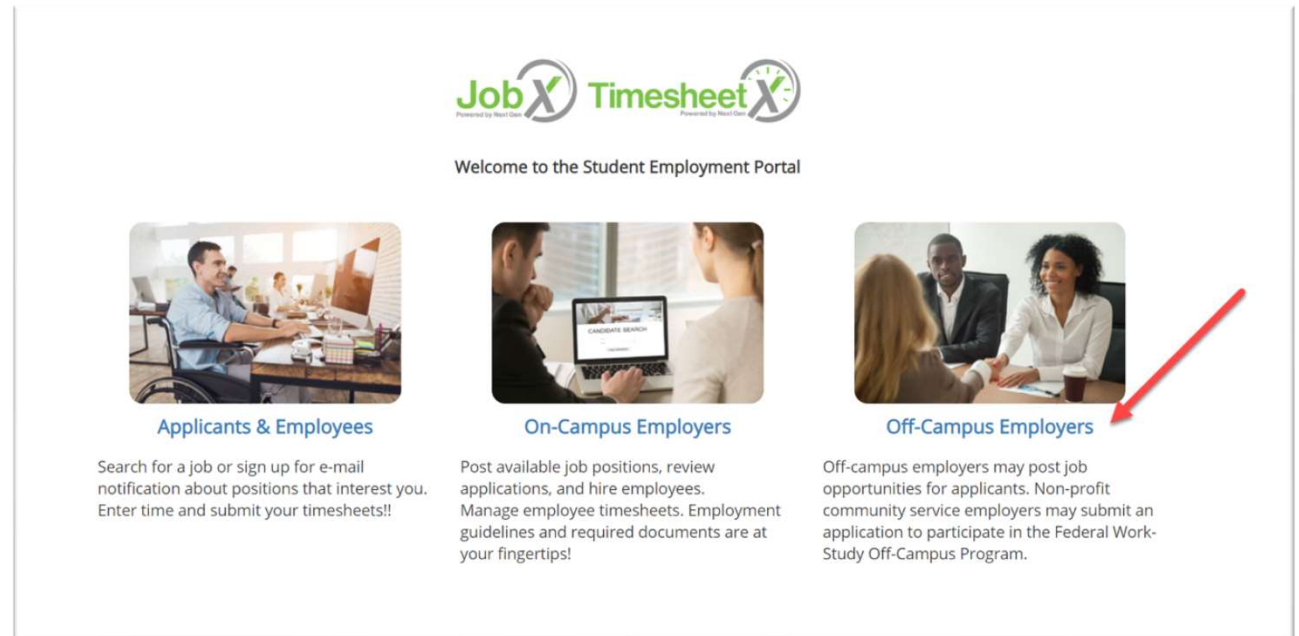
Approved for Hire

Questions

Access JobX & TimesheetX

Navigate to your school's
customized
JobX/TimesheetX Site.

Then click on the
'Off-Campus Employers'
link.



JobX TimesheetX
Powered by NextGen

Welcome to the Student Employment Portal

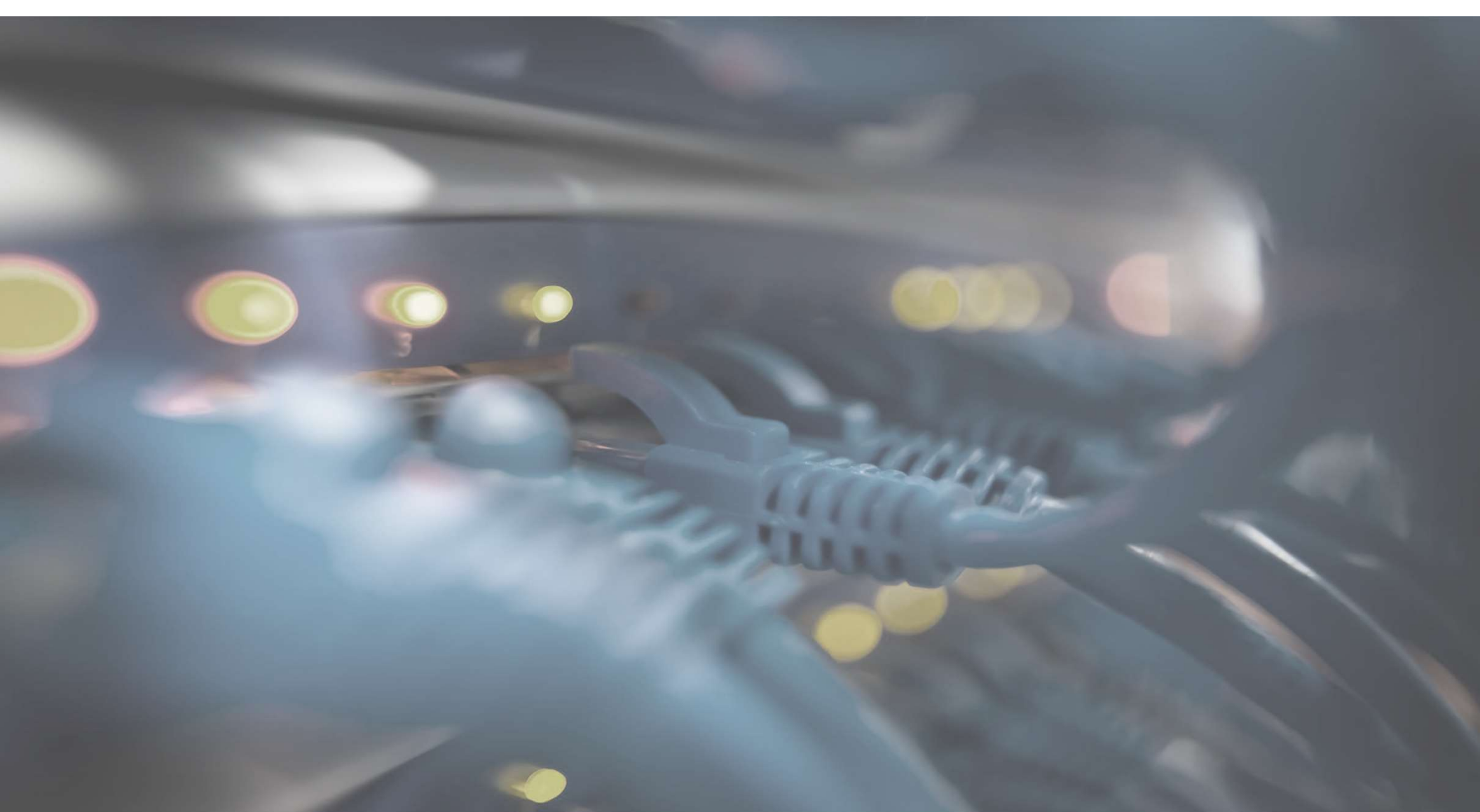
Applicants & Employees
Search for a job or sign up for e-mail notification about positions that interest you. Enter time and submit your timesheets!!

On-Campus Employers
Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Off-Campus Employers
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Sample College JobX & TimesheetX Site:

<https://sample.studentemployment.ngwebsolutions.com/>



Access JobX

Access JobX

Navigate to your school's customized JobX Site

Then click on the 'Off-Campus Community Employer' link.

Employees - On-Campus Supervisors & Administrators -

JobX
Powered by NextGen

Welcome to the Commonwealth 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

Off-Campus Community Employers

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

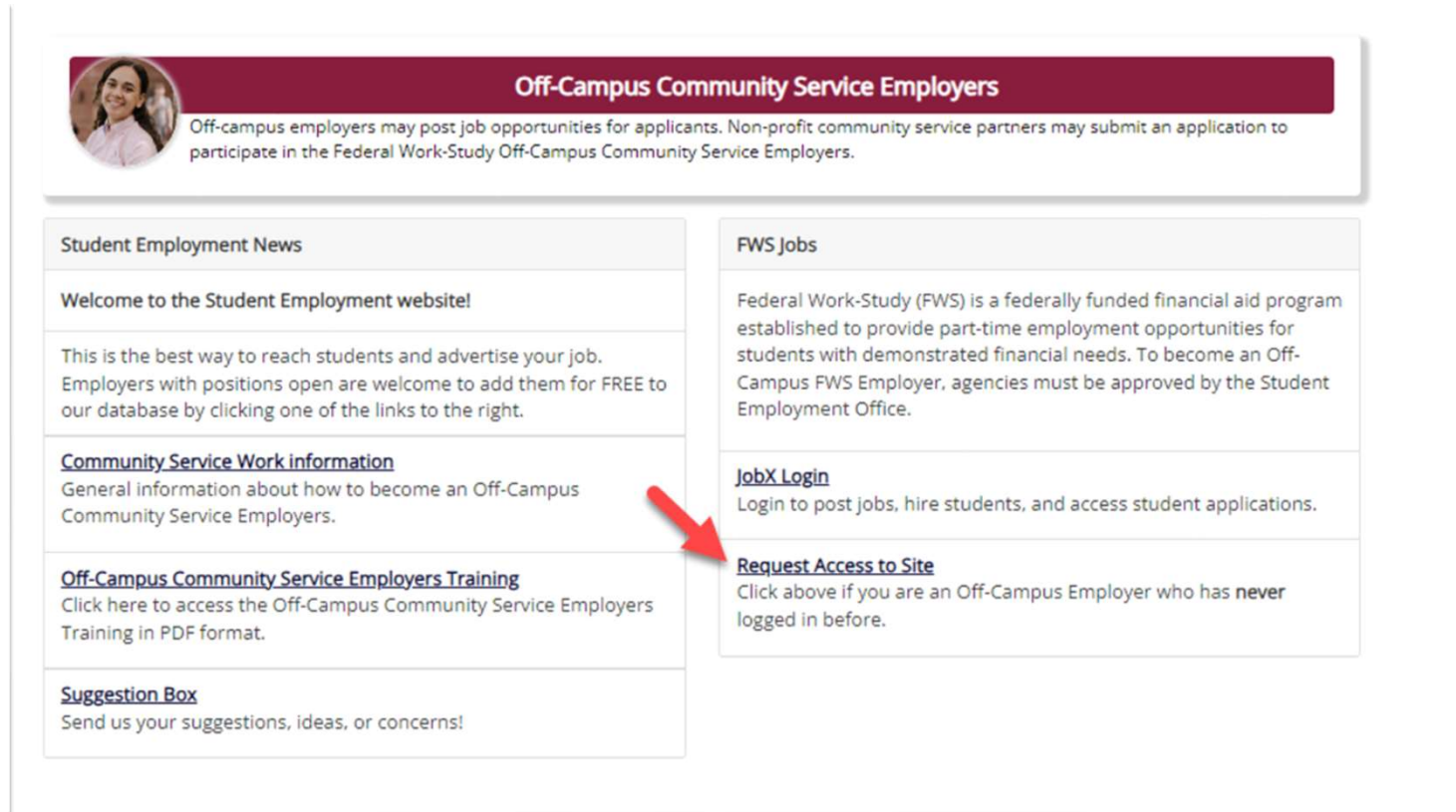
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JobX Site:

<https://commonwealthu.studentemployment.ngwebsolutions.com>

Off-Campus Supervisor Request Login

Click the 'Request Access to Site' link.



Off-Campus Community Service Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service partners may submit an application to participate in the Federal Work-Study Off-Campus Community Service Employers.

Student Employment News

Welcome to the Student Employment website!

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

[Community Service Work information](#)
General information about how to become an Off-Campus Community Service Employers.

[Off-Campus Community Service Employers Training](#)
Click here to access the Off-Campus Community Service Employers Training in PDF format.

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

FWS Jobs

Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial needs. To become an Off-Campus FWS Employer, agencies must be approved by the Student Employment Office.

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

[Request Access to Site](#)
Click above if you are an Off-Campus Employer who has **never** logged in before.

Off-Campus Employer Request Login

Select **'Off-Campus'** from the dropdown menu.

Then click **'Go to next step'** button to proceed to the form.

The image displays two sequential screenshots of a web application interface. The top screenshot shows a navigation bar with a home icon, 'Employees', and 'Employers & Administrators'. Below the navigation bar, the text 'Request Log in permission' is visible. A light blue box contains the text: 'Thank you for your interest in registering to post job employer that best describes you from the list below'. Below this text is a dropdown menu with the text 'Choose one...' and a downward arrow. The dropdown menu is open, showing three options: 'Choose one...', 'On Campus', and 'Off Campus'. A red arrow points to the 'Off Campus' option. The bottom screenshot shows the same navigation bar and 'Request Log in permission' text. The light blue box contains the text: 'Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.' Below this text is a dropdown menu with the text 'Choose one...' and a downward arrow. Below the dropdown menu is a blue button with the text 'Go to next step'. A red arrow points to the 'Go to next step' button.

Off-Campus Employer Request Login

Complete Request Login Form.

Then click '**Submit**' button to submit your request for an approved login.

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.


First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Full Email Address * <small>Example: j.yourse@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Choose a Password * <small>Passwords are case-sensitive.</small>	Enter Password: <input type="password"/>
	Re-Enter Password: <input type="password"/>

Please choose the employer for which you work from the list below.


Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text" value="Nextgenjr"/>

Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

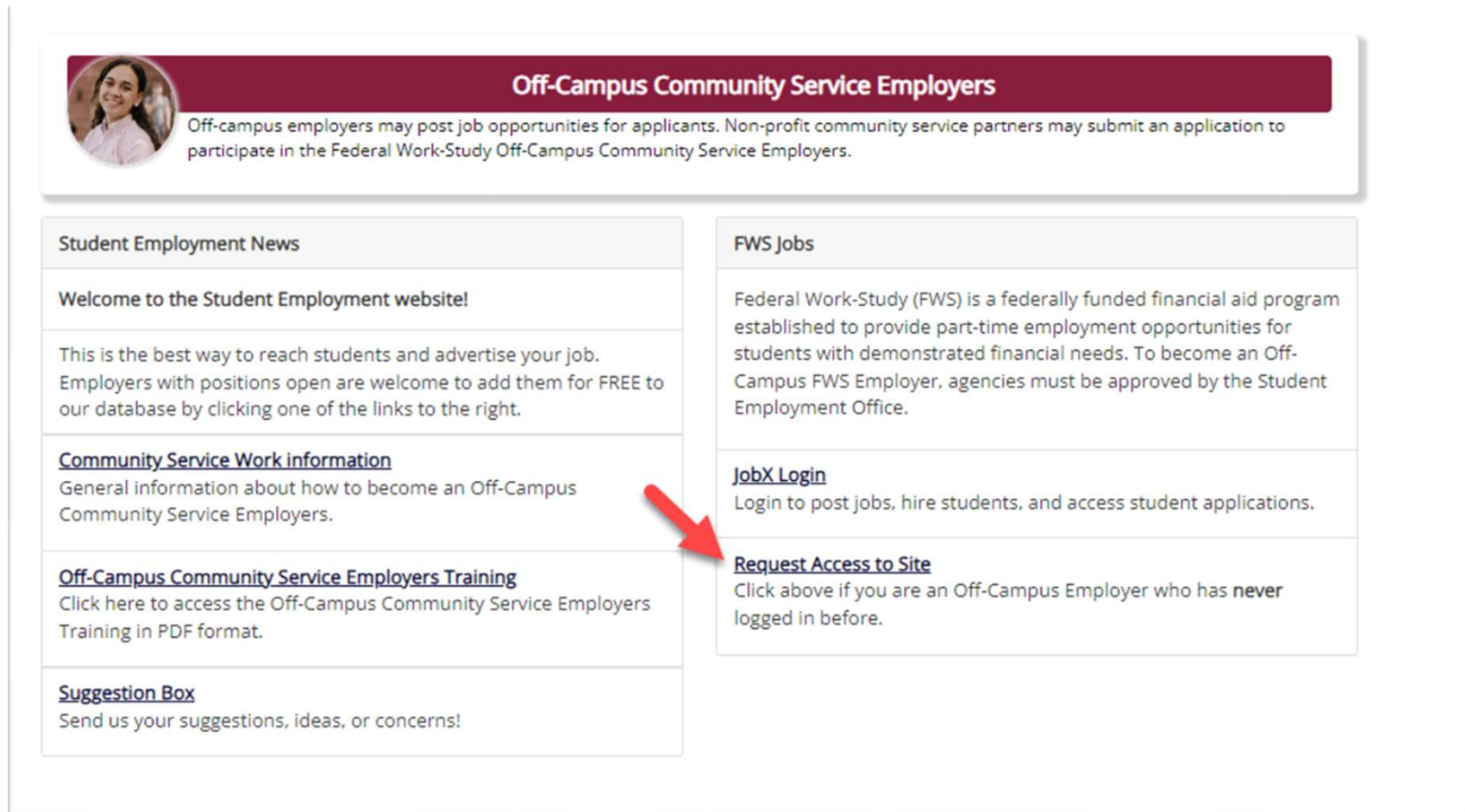
I'm not a robot 

[Privacy](#) - [Terms](#)



On-Campus Supervisor JobX Login

After access approval, click the 'JobX Login' link to login to the system.



The screenshot shows a webpage for "Off-Campus Community Service Employers". At the top left is a circular profile picture of a woman. To its right is a dark red header with the text "Off-Campus Community Service Employers". Below this header is a paragraph: "Off-campus employers may post job opportunities for applicants. Non-profit community service partners may submit an application to participate in the Federal Work-Study Off-Campus Community Service Employers." The page is divided into two main columns. The left column contains four sections: "Student Employment News" with a welcome message and a link to "Community Service Work information"; "Off-Campus Community Service Employers Training" with a link to a PDF; and "Suggestion Box". The right column contains "FWS Jobs" with a description of the program, and a "JobX Login" section with a link to "Request Access to Site". A red arrow points from the "Request Access to Site" link in the right column to the "Community Service Work information" link in the left column.

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.

If this is your first time visiting this site, please click [here](#). Otherwise, Please Log In!

Email Address

Password

Login

[Forgot Password?](#)

[Employer - Create Account Request](#)

Off-Campus Employer JobX Login

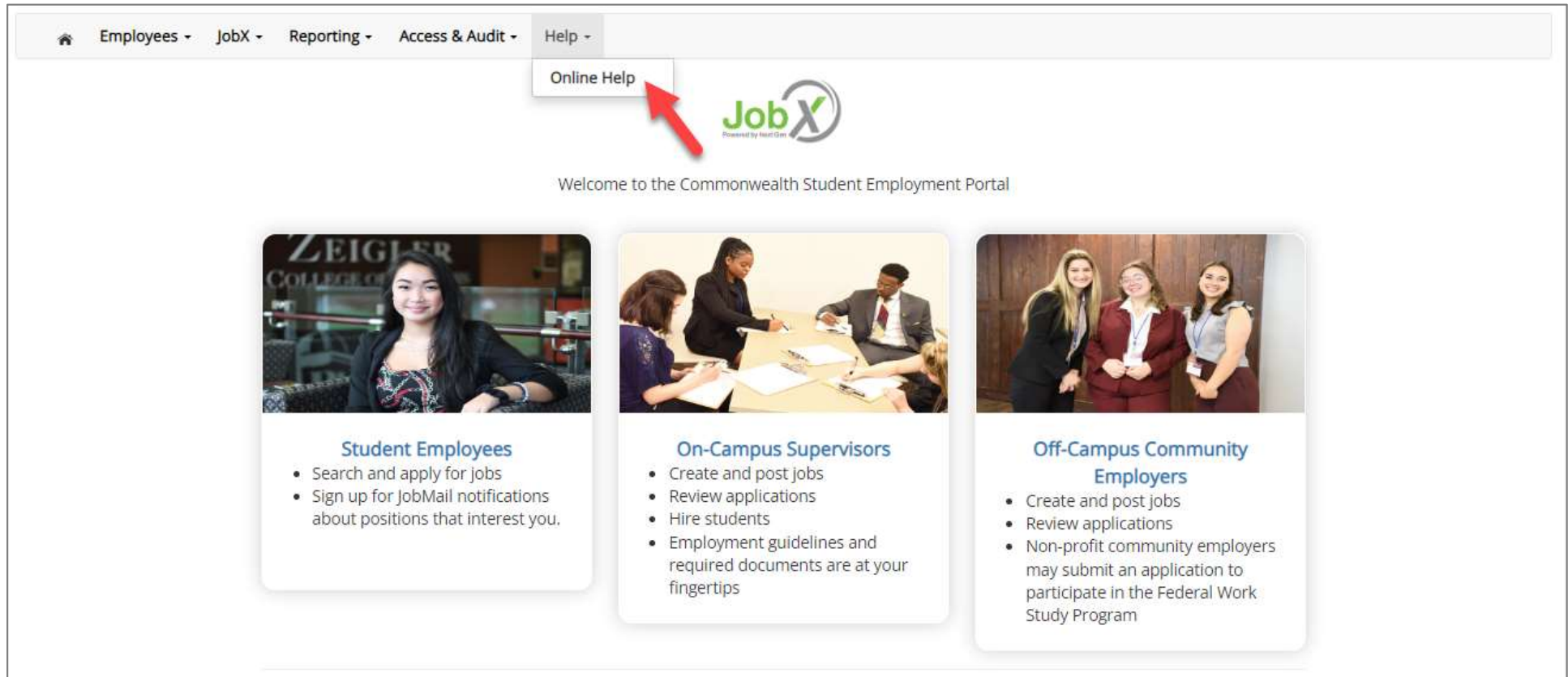
To login to the system, ensure you are using the standard login page provided by the site and **NOT** the school's SSO login.

Use the email and password you created during the request access to the site process.



Online Help

Online Help



The screenshot shows the top navigation bar of the Commonwealth Student Employment Portal. The 'Help' menu is expanded, and a red arrow points to the 'Online Help' option. Below the navigation bar, the 'JobX' logo is visible, followed by the text 'Welcome to the Commonwealth Student Employment Portal'. Three main content cards are displayed: 'Student Employees', 'On-Campus Supervisors', and 'Off-Campus Community Employers', each with a list of actions.

Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Online Help

JobX
Powered by NextGen

Welcome to the Commonwealth 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

Off-Campus Community Employers

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

Click the **'Help'** menu after you login and select **'Online Help'**.

Online Help

JobX & TimesheetX Manuals

 0 articles JobX - Administrators Online Help	 21 articles JobX - Supervisors Online Help	 7 articles JobX - Employee / Student Online Help
 0 articles TimesheetX - Administrator Online Help	 7 articles TimesheetX - Supervisor Online Help	 5 articles TimesheetX - Employee / Student Online Help

Two red arrows point to the 'JobX - Supervisors Online Help' and 'TimesheetX - Supervisor Online Help' boxes.

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

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

The screenshot displays a web application interface for job management. At the top, there is a navigation bar with links for Employees, JobX, Reporting, Access & Audit, and Help. Below this is a 'Job Control Panel' with a sidebar on the left containing filters for Employer Name, Job Status, Job Type, and Wage Filter. The main area shows 'Result Filters' for 'My Jobs Only' with an 'Add a Job' button and a search bar. Below the search bar, there are controls for 'Select/Deselect All', 'Show 25 results per page', and a pagination indicator '1 to 25 of 28'. The job listings are organized into three sections: 'Student Employee Admin Assistant' (3 applications), 'Baseball Student Assistant' (3 applications), and 'Student Basketball Assistant' (2 applications). Each listing includes a checkbox, job ID, contact person, status, location, listed date, and job type.

Job Control Panel

Result Filters:
My Jobs Only [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 25 of 28 |<< < > >>|

Student Employee Admin Assistant Applications: [3 \(3 New\)](#) Employer: ACADEMIC AFFAIRS

Job Id: 4526 Status: Active, Listed Listed: 01/30/23 Actions
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

Baseball Student Assistant Applications: [3 \(2 New\)](#) Employer: ATHLETICS - BASEBALL

Job Id: 4503 Status: Active, Listed Listed: 01/30/23 Actions
Contact Person: Test On-Campus Supervisor Location: 6821 Southpoint Dr. N Jacksonville FL 32216 Job Type: On-Campus Non-FWS Jobs
Wage: \$8.00 - \$9.50 /hr

Student Basketball Assistant Applications: [2 \(2 New\)](#) Employer: ATHLETICS - BASKETBALL

Job Id: 4527 Status: Active, Listed Listed: 07/31/22 Actions
Contact Person: Test On-Campus Supervisor Location: 6821 Southpoint Dr. N Jacksonville FL 32216 Job Type: On-Campus FWS Jobs
Wage: \$8.00 - \$10.00 /hr

Create a Job Posting - Employer

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

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

Next click **'Go to next step'** button to proceed.

Note: If you only have permission to post for one department, please proceed to the next slide.

Create a Job Posting – Job Type

If you have posting permissions for more than one job type, Select the job type for which you want to post a job from the '**Job Type**' drop down list. Then click '**Go to next step**' to proceed.

You are adding a brand new job to the web site for:
Employer: Test Off-Campus Employer [Change](#)

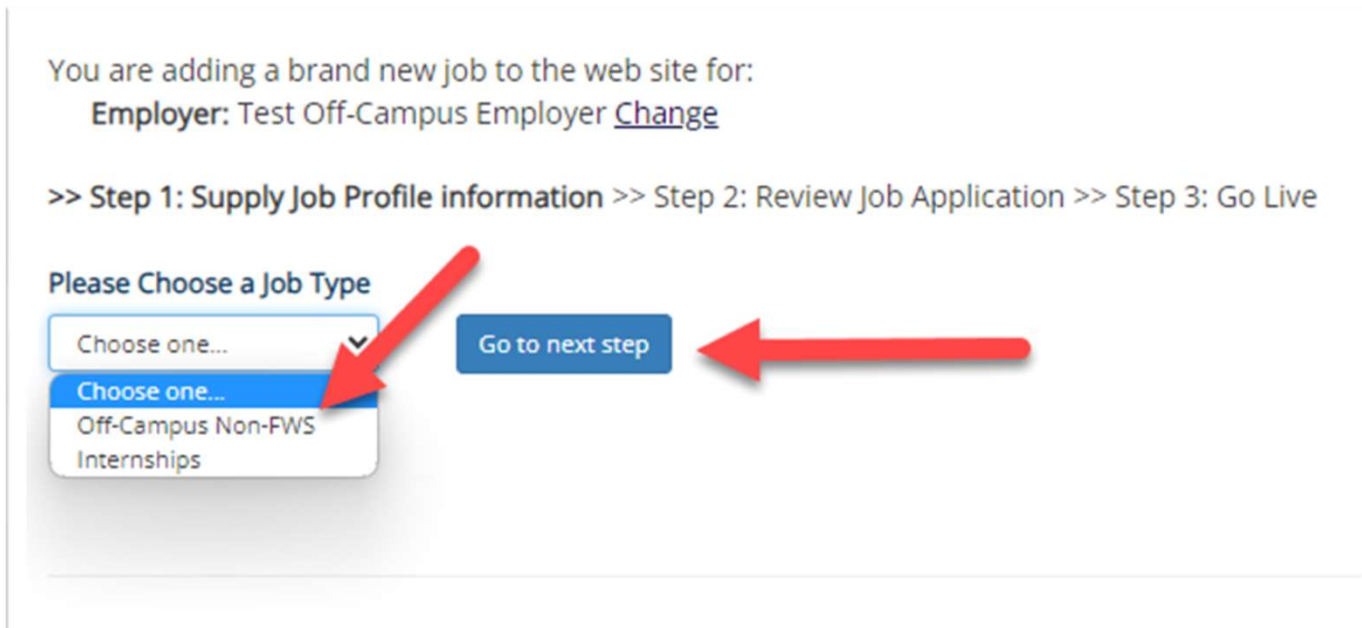
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one... ▼

- Choose one...
- Off-Campus Non-FWS
- Internships

Go to next step

A screenshot of a web form for creating a job posting. The form is titled "Please Choose a Job Type" and contains a dropdown menu with three options: "Choose one...", "Off-Campus Non-FWS", and "Internships". A red arrow points to the dropdown menu. To the right of the dropdown is a blue button labeled "Go to next step", with another red arrow pointing to it. Above the dropdown, the text "You are adding a brand new job to the web site for:" is followed by "Employer: Test Off-Campus Employer" and a link "Change". Below the employer information, the steps are listed: ">> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live".

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: *If your school has loaded 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 shows a web form for creating a job posting. The form includes the following sections and fields:

- Job Category:** A dropdown menu with "Choose one..." selected.
- Job Title:** A text input field.
- Job Description:** A rich text editor with a toolbar.
- Job Requirements:** Another rich text editor with a toolbar.
- Required Skills:** A section with a "Choose Skills" dropdown and a "Required Skills" text area.
- 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..." selected.
- Base pay rate:** A dropdown menu with "Choose one..." selected.
- Primary Contact Person:** A dropdown menu with "Choose one..." selected.
- Contact Information:** Fields for Phone Number, Fax Number, Email, and Location.
- Secondary Contact People:** A section with a "Select Some Options" dropdown and a "Do you wish to collect online applications for this job?" question with radio buttons for "Yes" (selected) and "No".
- Company/Department Logo:** A "Choose File" button and the text "No file chosen".
- Submit:** A blue button at the bottom left.

Create a Job Posting – Review Default Application

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 "Save Application" button at the bottom left, 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 1st 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'. A red arrow points to the 'Please select' option. Below the dropdown is a text input field 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'. A red arrow points to the 'Create a new section' option. Below this is a text input field for the section name. The 'Other flags' section includes two checkboxes: 'Application input is required?' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required?' checkbox. Below this is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to this dropdown. At the bottom of the form is an 'Add Question' button, with a red arrow pointing to it.

Create a Job Posting – Finalize Job Posting – Step 1

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!](#)

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.

Create a Job Posting – Finalize Job Posting – Step 2

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!](#)

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.

Create a Job Posting – Pending Approval

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.](#)

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.

The screenshot displays the 'Job Control Panel' interface. On the left is a sidebar with filters for Employer Name, Job Status (with 'Pending Approval (1)' selected), Job Type, My jobs, and Wage Filter. The main area shows a search bar and a table of jobs. A job titled 'Assistant to the Dean' is highlighted, with a red arrow pointing to its title. Another red arrow points to the 'Status: Pending Approval' field. The job details include Job ID: 4422, Contact Person: NextGen TimAdmin, Wage: \$10.00 - \$11.50 /hr, Location: 6821 Southpoint Dr. N. Ste 220 FL 32216, and Job Type: On-Campus Non-FWS Jobs. The employer is listed as 'AIB / Admissions Office - 123'.

Edit a Job Posting

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

Edit a Job Posting

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

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

Job Control Panel

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

Employer Name:
Show Jobs From All My Employers

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

[Add a Job](#)

Select/Deselect All

[Fitness Center Attendant](#)

Job Id: 4496
Contact Person: Test On-Campus Supervisor
Wage: \$11.51 - \$12.50 /hr

Status: P
Location: 6821 Sou
FL 32216

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:

HEALTHY FOOD

Fitness Center Attendant
Job ID 4496

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**'.



Review & Hire Applicant(s)

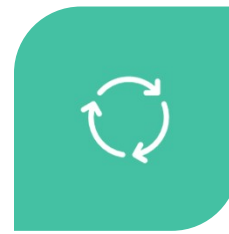
Job Posting Approved - Next Steps



MANAGE
APPLICATIONS



INTERVIEW
AND SELECTION



DECLINE
APPLICATION



HIRE
APPLICANT

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

Job Control Panel

Employer Name: Show Jobs From All My Employers

Job Status: Active, Listed Jobs (11) Pending Approval (1) Active, Not Listed (14) Inactive (2)

Job Type: Choose Job Type Show My Jobs Only

Wage Filter: Low Wage: High Wage: Wage Range: Low Wage To High Wage Search

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
Student Employee Admin Assistant	3 (3 New)	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 Actions
Baseball Student Assistant	3 (2 New)	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 Actions
Student Basketball Assistant	2 (2 New)	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 Actions

- 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?

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

Select/Deselect All Show results per page 1 to 2 of 2 | << < > >> | [-- Select Action Below --](#) [Apply Action](#)

<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"/>	Frank_Rogers3	frankrogers3@ngwebsolutions.com	9/24/2020	New!	<i>P</i>		Resume	940.00		Actions ▾
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	9/24/2020	New!	<i>P</i>		Resume	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

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

Schedule an Interview

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		

- 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.

To

Rogers1, Roy [royrogers1@ngwebsolutions.com]
 Rogers2, Ted [tedrogers2@ngwebsolutions.com]
 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

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.

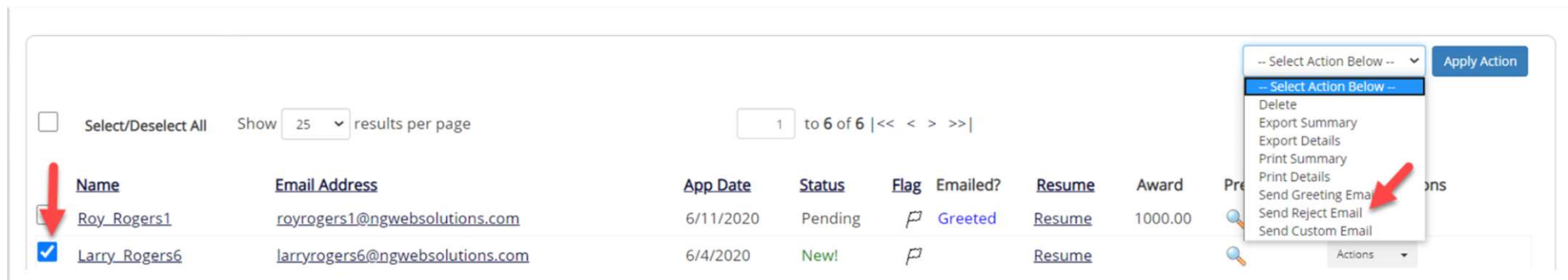
Send Cancel

- 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

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 left, there is a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy Rogers1 (Pending, Greeted) and Larry Rogers6 (New!). A red arrow points to the checkbox next to Roy Rogers1. To the right of the table, there is an 'Apply Action' button and a dropdown menu with the following options: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email (highlighted with a red arrow), and Send Custom Email.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/> Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		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: to 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] Greeted/Interviewed

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

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant

The screenshot displays the 'Job Control Panel' interface. On the left is a sidebar with filters for Employer Name, Job Status (Active, Pending Approval, Active Not Listed, Inactive), Job Type, and Wage Filter. The main area shows a list of jobs with columns for Job Title, Applications, Employer, Job ID, Contact Person, Status, Location, Listed Date, Job Type, and Actions. Two red arrows point to the 'Applications' link and the 'Actions' dropdown menu for the first job listing.

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

- 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?

Send Reject Email

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 checked="" type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="🔍"/> Actions
<input type="checkbox"/> Ted_Rogers2	tedrogers2@ngwebsolutions.com	7/28/2020	Hired		<input checked="" type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	7/28/2020	Hired		<input checked="" type="checkbox"/>	Resume	Video	1268.00	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>

Email Applicant

Print Application

Delete Application

Hire Applicant

- 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 FWS 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	Cancel Request

Hire On-line Applicants	Hire Candidates who did not apply On-line						
<input checked="" type="checkbox"/> Samuel d Rogers4	<table border="1"><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Initial	Last Name	1. <input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name					
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 Student 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"/>

- The Employee's Downstate 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="444444444"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results

Samuel d Rogers4:		
<input checked="" type="checkbox"/>	Awarded	Student does not have a valid Work Study Award - Warning
<input checked="" type="checkbox"/>	I9 Status	Student does not have a valid I9 on file.
<input checked="" type="checkbox"/>	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.

Hire an Applicant– Compliance Validation - Pass

Validate Employees

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


[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.

[Continue](#) 

- 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.

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.

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

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

Step 3: Fill Out Hire Record Info

Job Title: 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 *	<input type="text" value="11.51"/>
Hours Per Week *	<input type="text" value="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 *	<input type="text" value="01-08-2023"/>
Employment End Date *	<input type="text" value="06-23-2023"/>

Notes

Attachment No file chosen
upload new Attachment.

Classification *	<input type="text" value="Standard Student Employee"/>
Primary Supervisor *	<input type="text" value="Choose one..."/>
Secondary Supervisors	<input type="text" value="Ctrl + click to select multiple"/> <input type="text" value="Select Some Options"/>
Pay Schedule *	<input type="text" value="Choose one..."/>

Hire Request - Pending

WHERE DO I VIEW PENDING HIRE REQUESTS?

Hire Requests – Pending Approval

The screenshot displays the JobX system interface. At the top right, it says "Welcome, Test On-Campus Supervisor | Logout". The main navigation bar includes "Employees", "JobX", "Reporting", "Access & Audit", and "Help". The "JobX" menu is open, showing options: "JobX Home (Job Control Panel)", "Hire Requests" (highlighted with a red arrow), "Submit Simple Hire Request?", and "Supervisor Search Student".

On the left side, there are filters for "Hires Pending" and "Filter by employer:" (set to "All Employers"). Below that are radio buttons for "Requests I've Submitted" and "Requests for my employer(s)". There are also search fields for "First Name" and "Last Name" with "Search" and "Reset" buttons.

The main content area shows a table of pending hire requests. The table has columns: Request Date, Job Type, Job Title, Name, ID, Employer, Form/Status, and Actions. The data is grouped into two status sections: "Status: Incomplete - Pending Form Completion" and "Status: Pending Final Approval".

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

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 'Hire Requests - Pending Forms & Approval(s)' page. The top navigation bar includes 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. A dropdown menu for 'JobX' is open, showing 'JobX Home (Job Control Panel)', 'Hire Requests', 'Submit Simple Hire Request?', and 'Supervisor Search Student'. A red arrow points to 'Hire Requests'. The main content area is divided into two sections: 'Hires Pending' and 'Hires Requests - Pending Forms & Approval(s)'. The 'Hires Pending' section has a filter for 'All Employers' and radio buttons for 'Requests I've Submitted' and 'Requests for my employer(s)'. Below it is a search box for employee names. The 'Hires Requests - Pending Forms & Approval(s)' section has a similar filter and search box. It contains three tables: 1. 'Status: Incomplete - Pending Form Completion' with columns: Request Date, Job Type, Job Title, Name, ID, Employer, Form/Status, Actions. 2. 'Status: Pending Final Approval' with the same columns. 3. 'Approved Hires - Pending Forms' with columns: Request Date, Job Type, Job Title, Name, ID, Employer, Form/Status, Email. A red arrow points to the 'Email' column in this table. Below it is another table for 'Approved Hires - Pending Acceptance' with columns: Request Date, Job Type, Job Title, Name, ID, Employer, Form/Status, Actions. The 'nextgen WEB SOLUTIONS' logo is in the bottom left, and the 'JobX Powered by NextGen' logo is in the bottom right.

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					
03/02/22	On-Campus FWS Jobs	A Boston Univ Test Job					
02/10/22	On-Campus FWS Jobs	AAA - Swarthmore - Clerical IV					
10/22/21	On-Campus FWS Jobs	Analyst III					
10/22/21	On-Campus FWS Jobs	A Boston Univ Test Job					
03/11/21	On-Campus FWS Jobs	AA Duke Test Job					
01/20/21	On-Campus FWS Jobs	A Duke University - Computer Lab - Analyst					
01/08/21	On-Campus FWS Jobs	AAA UNION UNIV TEST JOB					
01/07/21	Off-Campus FWS Jobs	TESTER FWS OFF CAMPUS					

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Pending Final Approval							
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

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Email
Status: Hire Approved Pending Form Completion							
08/18/23	On-Campus Non-FWS Jobs	Baseball Student Assistant	Ted Rogers2	222222222	Athletics - Baseball	W4 Form: Not Completed	Email
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)	Email
02/02/23	Off-Campus Non-FWS Jobs	Afterschool Group Leader	Malachi Rogers5	555555555	Ymca	W4 Form: Employee Section Complete, Pending Approval(s)	Email

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Pending Acceptance							
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	Form I-9
W4 Status	Not Completed	W4 Form

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)

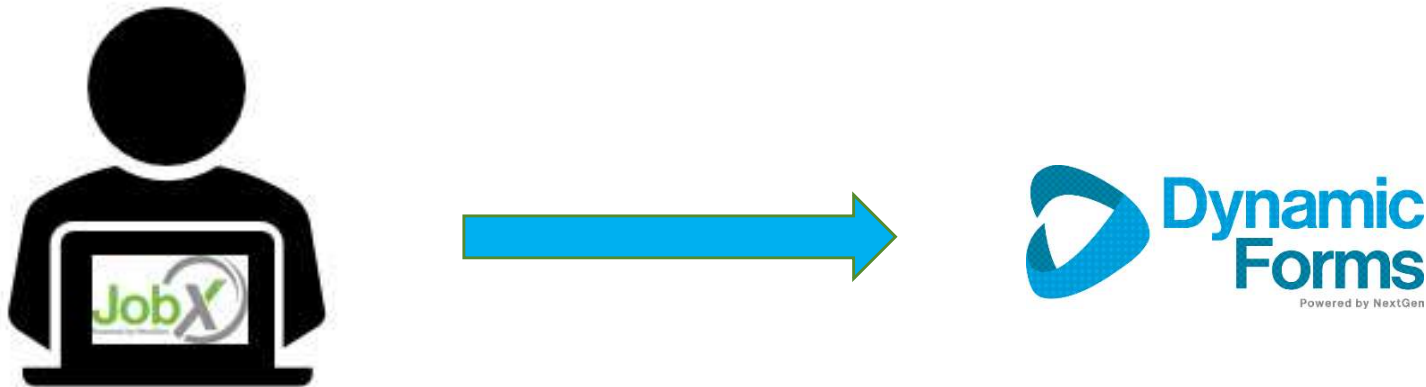
Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
CONCEPTS IN CHEMISTRY (details)	06/01/2022	08/18/2022	Tu	10:15 AM	12:45 PM
CONCEPTS IN CHEMISTRY (details)	06/01/2022	08/18/2022	F	12:00 PM	1:15 PM
INTRO TO ENVIRONMENTAL SCIENCE (details)	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 - Employee

- 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 an I-9 form. At the top is a maroon banner with the logos for Bloomsburg, Lock Haven, and Mansfield, and the text 'COMMONWEALTH UNIVERSITY OF PENNSYLVANIA'. Below the banner are two input fields: 'First Name:' and 'Last Name:'. Below these fields is a paragraph of text: '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.' This is followed by 'Instructions for Page One' with two bullet points: 'International Students: Please use your local address or campus housing address' and 'US Citizens and Permanent Residents: Please use your home address.' Below that is 'After Completing Page One' with a paragraph: 'You will be required to turn in your documentation to your supervisor or department designee to present I-9 documentation. For a list of acceptable documents please click here: I-9 documentation. Your I-9 documents must be physical, original, and unexpired. Photocopies are not acceptable.' This is followed by two bullet points: 'US Citizens/Permanent Residents: Present one document from List A or Present one document from List B and one document from List C' and 'International Students: present your passport, VISA, most recent I-94 (available online), and I-20 (F-1 or J-1), and statement of citizenship'. A note follows: 'Note: Have supervisor or campus designee reach out to HR connect (hrconnectpayroll@passhe.edu) for statement of citizenship form. You must have a Social Security Number. If you do not have one, you must apply for one: www.ssa.gov. For further assistance please contact the Center of Global Engagement internationaladmissions@commonwealthu.edu.' At the bottom, there is a red arrow pointing to a blue button labeled 'Click Here' with the text 'to complete your I9 form.'

Electronic Form I-9 Workflow - Employee

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





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 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.

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) * -- Choose --

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

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 Today's Date (mm/dd/yyyy)

(click to sign)

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 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					
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 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

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.

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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	G4 Form
Direct Deposit Status	Completed	
Remote Form Complete	Completed	
Confidentiality Form Complete	Completed	

Display: Employee Information

Hires

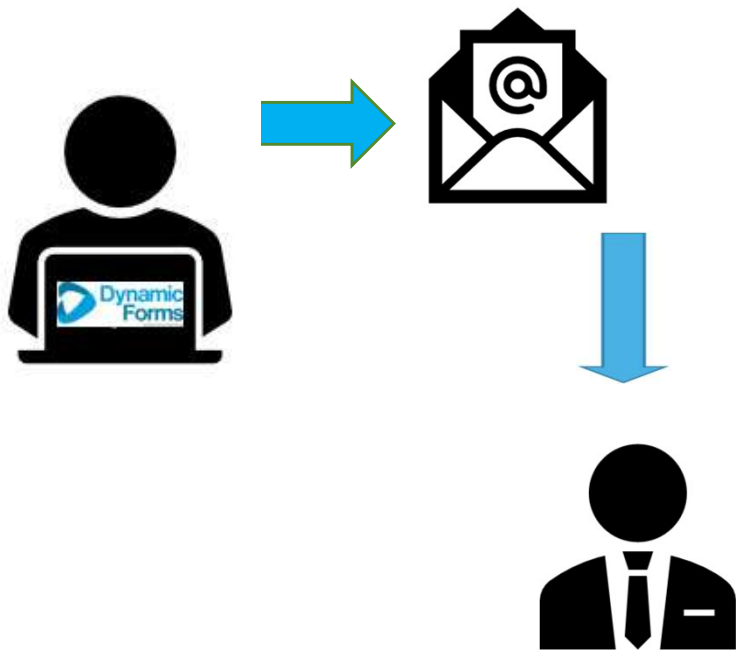
Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Studio Art Assistant	Arts And Sciences	\$11.51	10.00	01/01/2023	12/31/2023	NextGen TimAdmin		Active

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. 1615-0047
Expires 07/31/2026

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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.

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 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 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, the 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					
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 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
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.

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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

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





Approved for Hire

Active Hire

WHAT ARE THE NEXT STEPS ONCE STUDENTS ARE ACTIVE?

Next Step: Approved for Hire

Update with Your Information:

Questions?

Please contact the **Student Employment** at:

xxxx@institution.edu

or call us at: xxx-xxx-xxxx

