Off-Campus Work-Study Employer

JobX Training Guide

Student Employment Services
Training Topics:

1. Introduction
2. Login
3. Add a job
4. Edit a job
5. Review on-line applications
6. Send Hiring Correspondence to an applicant
   - Send an Interview Request Email
   - Send a Rejection Email
7. Hire a student into an Off-Campus Work-Study Job
8. Approve student time sheets
JobX & TimesheetX = A Total Solution!

**JobX** helps schools automate the job posting and applicant review process for Off-Campus Work-Study employers.

**TimesheetX** helps schools automate the timesheet submission and approval process for students, Off-Campus Work-Study employers, and administrators.

Note: To return to Training Topics, select the link below on each page.
JobX Benefits for Employers:

• Job posting control
• Custom employment applications
• Work-Study award and class schedule information
• Streamlined hiring
• Email tools for student communication
School Specific!

CSU JobX includes:

- CSU Off-Campus Employers
- CSU Off-Campus Supervisors*
- CSU Student Information

JobX has been configured to support CSU processes!

*Supervisors entered into Oracle by March 2014 were included in the one-time upload to JobX. If you were not part of this initial upload, you must Request a Login on the JobX login page.
TimesheetX - Benefits for Employers:

• No math errors
• No sloppy handwriting
• No late timesheets
• Automated warnings
• Web accessibility
• Deadline reminders
• E-signature enabled
• Easy to use
Login to JobX
1. Select “JobX – Free Job Posting Service” from the Student Employment homepage

2. Then, select “Off-Campus Employers Login” on the next page
3. Click the “Request a Login” link.
4. Select your “Off Campus Work Study” from the drop down list and click the “Go to next step” button.
6. If you do not see your company name in the drop down list, please enter your company name in the “Notes” section.

7. Click “Submit” to send your request to the CSU’s Student Employment Services
Some supervisors will receive the following message when requesting a login:

- You already have access to the system. If you have forgotten your password please return to the log in page and select “forgot password”.

Your information was entered into JobX during a one-time upload
- Click “Forgot Password” on the Job Management Login page to choose a password.
Thank you for submitting a login request. It will be reviewed as soon as possible, and you will receive email once it is approved.

Student Employment will email you when your login request has been approved.
FORGOT YOUR PASSWORD?
NO WORRIES!

Click the “Forgot Password?” link
8. Enter the email address used when requesting the initial login
9. Click “Submit”
10. Check your email after a few minutes.
11. Click the embedded link in the email to reset your password.
12. Enter a password

13. Re-enter the password in the “Confirm Password” field.

14. Click the “Submit” button.
15. Click the “click here” link to continue to the Job Control Panel.
Now that you’re logged in, it’s time to Add a Job
1. Select a Company.

- Supervisors with access to only one company have no drop down list when selecting a company.

- Supervisors with access to multiple companies have a drop down list to select a department.
2. Once you select your company, or if the default company is listed, Click “Add a new job for - Company Name”
3. Select the “Job Category.”
4. Select a “Job Title” & “Wage” using the CSU Compensation Plan (found at www.ses.colostate.edu).
5. If additional information about the wage is required, enter in the “Additional Wage Information” text box, as needed.
6. Enter the “Job Description.”
Enter the following:

7. Job Requirements
8. Number of openings
9. Min and max hours
10. Specific hours for the job
11. Time Frame for the job
12. Choose a Primary Contact person from the list (This will be the person who receives an email when a student applies for the job)
13. Phone, Fax, Email
14. Location of the job
15. Indicate if you would like the address to appear on the listing

16. **Important:** Employment Coordinators must be listed as the Secondary Contact: Additional contacts may be added if desired.
   - Click on the person’s name from the list on the left.
   - Click the “Add >>>” button to move them over to the right “Selected” box..

17. Provide any instructions on how to apply for the job.

18. Specify if you choose to collect online applications

19. Lastly, click “Submit” to continue.
JobX provides a default employment application; however, you may insert job specific questions to the default application to ensure you get the best candidate for your job. Added questions are reviewed by Student Employment Services before the job posts to RAMweb.

20. To add a question, choose from the existing list of questions, or create a new question at the bottom of the page.
21. You may also proceed with the default application.
22. When creating a new application question, please select a type of question from the drop down menu (i.e., Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

23. Use an abbreviated name for the question you wish to add, so you can retrieve from the “Pick from Existing Questions” library at a later date. Please Note: The abbreviated name will not be presented to the applicant.

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

25. You can either add your question to the existing general section, or create a custom section for your question to be placed within.
   - If you would like to add a new section for a new question, please enter the name of the section in the “Create a new section.” At the same time, you will need to add the new field that needs to be placed within this new section. Once this section has been added with the first question, all subsequent questions may be added to this new section by simply selecting the new section from the “Select an existing section” drop down list.

26. You may set other flags (i.e., required field, etc.) for each question.

27. 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.

28. When you have completed adding a question, click the “Add Question” button. Lastly, click the “Save Application” button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by Student Employment Services.
29. Select “As soon as possible” from the list on question #1 if you want the job to be reviewed for approval immediately.

30. However, if you want to save the job for later, select “Later, I need to review it myself first.” The job will go to Storage for later review.

31. Select “Yes, immediately” from the list on question #2 if you want the job to be listed immediately upon approval.

32. Select “No, put it in storage for me” if you do not want this job listed on RAMweb, but need to hire a returning student to their previous work-study position.
33. For the question, “For how many days do you want the job to be listed on the site?”:

1. If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
   ➢ **Note:** Maximum days allowed for postings is 4 weeks, 2 days (30 days).
2. Click on the “Click here to Finish” button.
3. Your job will be submitted to Student Employment Services for 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 queues in the middle and at the bottom of the Control Panel page (covered in next slides).
How Do I Edit My Job?
If you want to edit details of your job:

1. Check the box next to the Job Status section you want to edit. Every status you check will display your jobs in that status at the bottom of the page.

Note: Mouse over each status icon while on your Control Panel to get a detailed definition of each status.
2. Locate the job you wish to edit and click the **Edit Job** icon next to your job posting.

3. Edit details as needed and click **Submit** at the bottom of the edit page.

4. You may also go to **Manage Job** to view the job and application details, or request that the job status be changed by simply clicking on the **Job Title**.

5. Click “**Edit this Job**” link to get to same edit screen as step #3 above.

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

   ![Edit a Job]
7. If you want to update the status of this job, select the status in the “Update Status” box. The **Status** options are:
   - Listed
   - Review Mode
   - Storage
   
   **Note:** Again, mouse over each status on your **Control Panel** to get a detailed definition of each status.
Your Job Is Approved by Student Employment Services…What’s Next???

Review and Respond to Online Applicant(s)!
1. From your **Job Control Panel**, you may hire an online applicant by clicking the “**Applicants**” link next to the job.
2. You may view an application by clicking either “Preview” or “View.”
   - “Preview” allows you to view the application without affecting the "New!" status, which allows you to track new vs. older applications. “View” removes the "New!" status.
3. If the student has provided a resume, click on the “Resume” link next to their name.
4. If the student has not provided a resume, “N/A” will be displayed in this field.
   - Note: Changing the flag icon to yellow sorts these applicants to the top of the list, which is helpful when you send emails (covered in next few slides).
5. Whether you select “View” or “Preview” you will next see the student’s record details.

6. If the student is a Work-Study recipient, the Work-Study Award name, amount, and applicable term will be listed under the “Current Awards and Class Schedule” tab.

7. If the student is registered, you will also see course titles with start/end dates, days of week, and start/end times for each course.
Now that I have reviewed the online applications for my job, how do I contact an applicant if I wish to set up an interview?
1. Select the “Applicants” link from your Job Control Panel
2. Then, select the Send Greeting Email(s) button above the “Applications” list.
3. Notice that the applicants you flagged (if applicable) are at the top of the list.
4. This feature is utilized to set up interviews for one or more applicants. If you do not wish to interview an applicant, please be sure the box next to that candidate is **not checked**.

   - **Note:** Do **NOT** use this function for informing applicants you will reject. For that purpose, you can utilize the integrated “**Send Rejection Email(s)**” function reviewed in the next slides.

5. You may change the text in the body of the email, then click on the “**Send**” button.
Now that I have reviewed and selected the online applications for my job, how do I reject an applicant?
1. After selecting view applicants and identifying the applicants you do not wish to hire, please click the “Send Rejection Emails” button above the “Applications” list.
2. This feature is utilized to inform specific student applicants that they did not get the job. If you select more than one student to reject, individual emails will be sent to each student selected.  

   ➢ **Note:** If you do not wish to reject an applicant, please be sure the box next to that candidate is **not checked**.

3. You may change the text in the body of the email, then click on the “Send” button.
Hire a Student into an Off-Campus Work-Study Job

Important Note: Off-Campus Work-Study hire requests must be initiated by a Supervisor. This hire request must be reviewed and approved by Student Employment Services before the student can begin working.
1. If you wish to hire a student, click the “View Applicants” link next to the job on your control panel.
2. Click the “Hire” link next to the applicant’s name.
3. The student’s name will be automatically selected for you in the “Hire an on-line applicant” box.
4. Next, click “Go to step 2” to launch the hire validation process.
Walk-In Candidate

- If you wish to hire a walk-in candidate that did not apply for your job online, or re-hire a student into a job they previously occupied, you may simply click the “Hire Applicant” icon to the far right of the job.

- Select the “Hire a ‘walk-in’ candidate radio button on the left side.

- Then, enter the Student’s last name or Employee ID to conduct a student look up. If the student has been loaded to the site, their name will appear for you to select on the following page.

- Next, click “Go to step 2” to launch the hire validation process.
5. Another way to launch the hire process for one or more applicants is to simply click the **Hire Applicant** icon next to the applicable job.

6. You can click the box next to one or more applicants you wish to hire, then click the **"Go to step 2"** button.
7. The system will validate the student’s record to ensure they:
   - Have not been previously hired into the same job
   - Are a degree-seeking student at CSU Fort Collins
   - Have a work-study award
   - **Coming Soon!** Have all required paperwork on file (i.e., I-9, SSA-1945, W-4 & Direct Deposit).

8. The system will present a warning denoted by a red X next to each form they are missing.
Important Note: A work-study student can only be hired into one work-study job at a time.

9. When hiring a work-study student that has already been hired in another work-study job, you will be presented with the “Concurrent Work-Study Hire” warning above. This is for your information only. Student Employment will transfer the existing assignment to the new position.

10. Lastly, click the “Continue to next step” button to continue the hire process.
12. Much of the “Hire Record” data will be pre-filled from the job listing to streamline hiring.
13. You may edit the information prior to completing the hire request process.
14. All fields denoted with an * are required data fields before completing your hire request. Make sure all fields are correct. This form replaces our current Data Collection Form.
15. Click on the “Continue to Timesheet” button. This will send the hire request to Student Employment Services for approval.
If you have been granted access to approve timesheets for more than one Company you will need to select the appropriate Company from the drop down list and click “Continue”.

Otherwise, this screen will NOT be presented at all.

Please Note: Be VERY careful to pick the exact same cost center/department from this drop down list that was tied to the job you’re hiring this student into.
16. If the job is present in the “Choose Existing Job” drop down list, this means you or someone else has previously hired a student into this particular job, and the job already exists on TimesheetX.

17. However, if a student has never been hired into this job, then the job will not be listed in the “Choose Existing Job” drop down list. Therefore, click “Create New Job”. This action will create the job in TimesheetX.
18. Select a primary supervisor and designate the Employment Coordinator as secondary supervisor. Both the primary and the secondary supervisor will be able to manage timesheets. You may enter other Secondary Supervisors if you wish.

19. Click the “Create Hire” button. This will create the student’s hire in TimesheetX.
20. Your hire request will be sent to Student Employment Services for approval. The Data Collection Form for is no longer required.

21. Upon successful approval of your hire request, you will receive a Hire Approval email with the hire related details.
   - New Employees will need to meet with Student Employment before hire is approved.

22. Student may start working once approval email is received.
Now it’s time to approve timesheets!

2. Then, select “Employer Login” on the next page.
3. Click the “Timesheet Management Login” link.
4. Log in with your email address and password
5. Select a cost center from the drop-down box at the top (if you have permission to complete timesheets for more than one company). Otherwise, your company will already be selected.
6. To locate timesheets requiring approval, click on the box next to the “Pending Approval”.
7. Once you locate the timesheet to review/approve:
   - Mouse over the magnifying glass to review the timesheet entries
   - Click on the magnifying glass to review more details about this hire and/or timesheet.
8. Timesheets can be edited, approved or rejected individually.

9. If you have multiple timesheets to approve, simply click the box next to each timesheet you wish to approve. Then, click the “Approve Timesheets” icon at the top of your To Do page.
10. To make changes on a timesheet, click the magnifying glass on the To Do page.

11. Next, click the “Edit” link next to the entry you wish to edit or “Delete” if you’d like to delete the entire entry.

12. The timesheet will now be locked to you until you save your changes.
13. Click “Add new Entry” if you wish to add another entry.
14. Click “Add” to save the new entry.

15. After changes are completed, approve the timesheet by clicking “Approve”.

Return to Training Topics
16. If you need to return the timesheet to the student for corrections, click the “Reject” button.
17. Enter the reason you are rejecting the timesheet and click **“Reject Timesheet”**.

18. An email will be sent to the student notifying them that their timesheet has been rejected and why.
19. To approve the timesheet, click “Approve.”
20. Click “Go to my To-Do List” to review other timesheets.

21. To view the Supervisor Control Panel, click “Go to my Control Panel.”
The Supervisor Timesheet Control Panel is where Supervisors can access information about the jobs for which they are a primary supervisor.

- Supervisors can manage their jobs and timesheets from this page.
To access timesheets, first click “View Hires” to see everyone who is hired for the selected cost center.
To view the student's current timesheet, click “Go to timesheet” under the Current Timesheet section.

To view all timesheets for the student, click “All timesheets”.

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Pay Period details can be found on the “Pay Period Info” tab.

To view Pay Period Details for a specific timesheet, after clicking the “All Timesheets” link on the Control Panel, click the “Go to timesheet” link next to the pay period you wish to view.
To view Student Award information, click the “Award” tab.

To view Student Hire Details, click on the “Hire Details” tab.

Return to Training Topics
To view Supervisor Details, click on the “Supervisors” tab.

To view the Account the student earnings are being paid out from, click on the “Accounts” tab.
To view a history of the timesheets, as well as any notes entered by the student, click the “Notes” tab.
Congratulations!

You have successfully used JobX & TimesheetX!

Return to Training Topics