A Guide To New Website Features

Pratt Student Employment Supervisor Tips

Pratt

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Hiring for a Graduate Assistantships?

You must use the new stipend hiring process. Please refer to the "Supervisor Stipend User Guide"

And they must be hired per semester

NO exceptions!

Example

- **If a GA starts in the Fall, you must hire online with the dates for Fall and submit a GA form for Fall only.**
- **If they continue to work in Spring, you must hire them again with dates for Spring and submit a new GA form for Spring only.**
- **Same goes for Summer I & II**

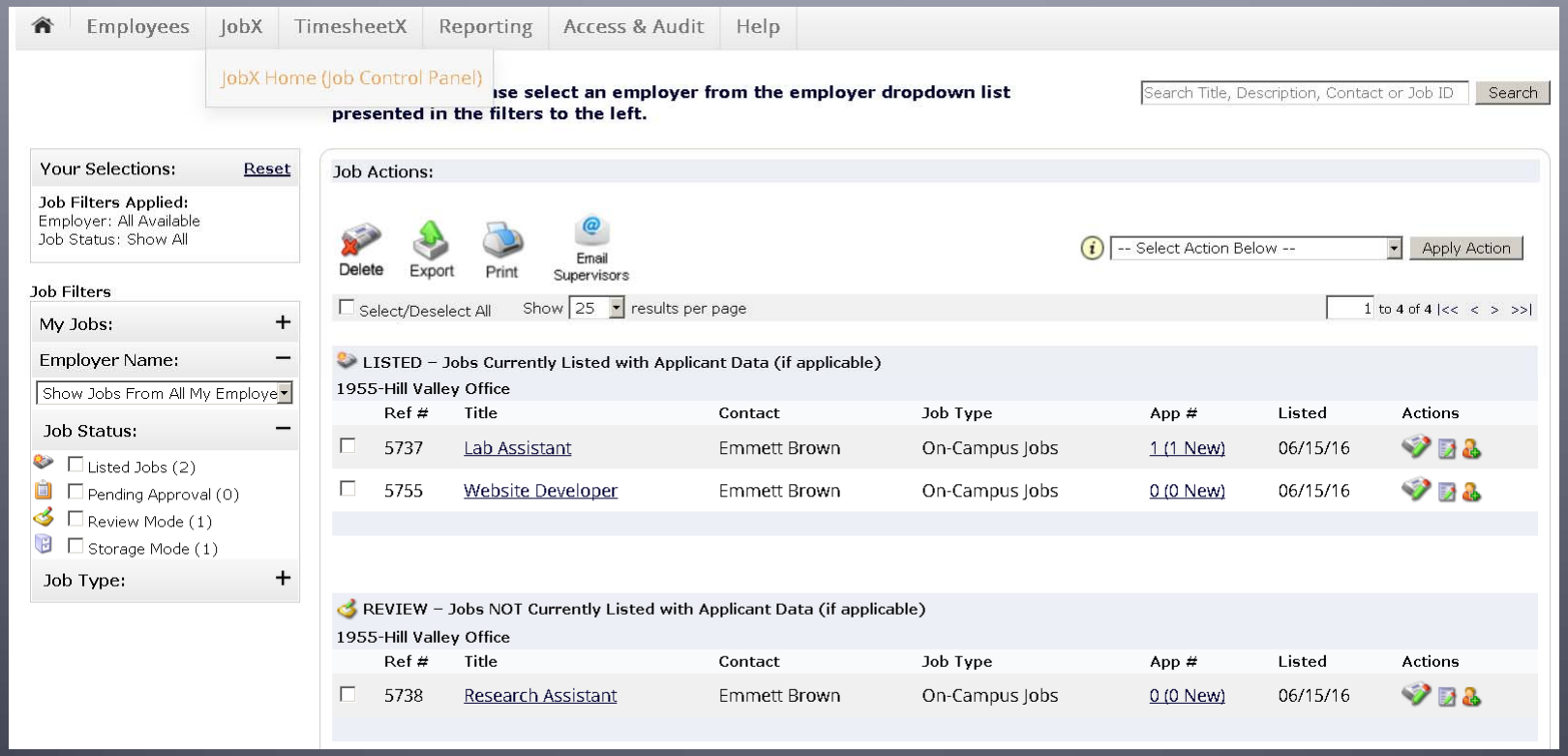
If a student's EAF (Employment Authorization Form), SSP (Special of Sponsored Projects) or GA (Graduate Assistantship) Form are incomplete or do not match their online hire

APPROVAL AND PAYMENT WILL BE DELAYED!

Please make review before you give to student and submit to HR

Job Control Panel

Accessible under JobX drop-down



It all begins with the Job Control Panel

- List your job on the website so students can apply
- Edit your job
- Manage the application for the job
- Add a new job
- Move jobs from storage mode to review mode and vice versa
- And of course hire a student!

Edit, Manage, and hire

- The action icons are all you need to
  - Edit your job
  - Manage the application
  - Hire a student

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

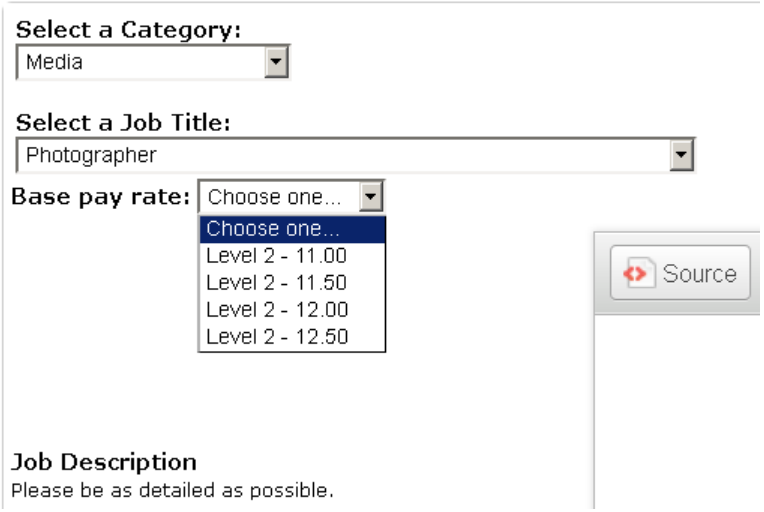
1955-Hill Valley Office

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐	5737	Lab Assistant	Emmett Brown	On-Campus Jobs	1 (1 New)	06/15/16	
☐	5755	Website Developer	Emmett Brown	On-Campus Jobs	0 (0 New)	06/15/16	

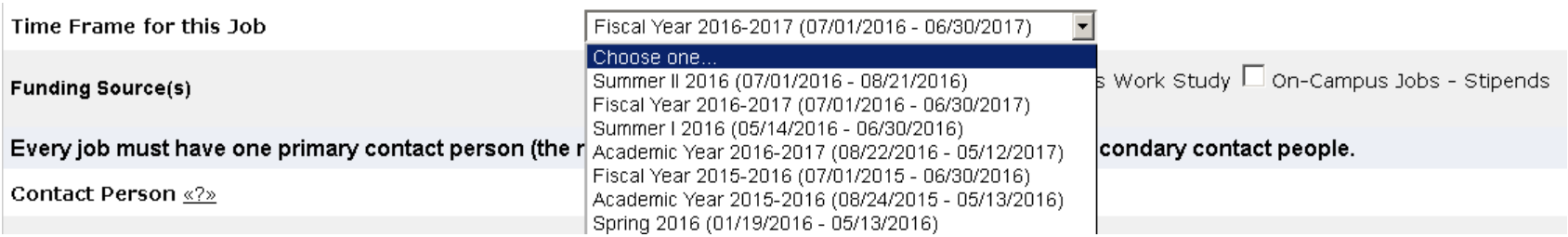
- Hover over icon to see what each one does

Edit a job

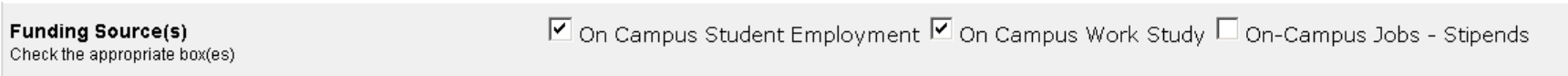
- Now when editing a job or adding a new job you select the rate from the drop-down menu



- Keep your jobs up-to-date by selecting the current time frame

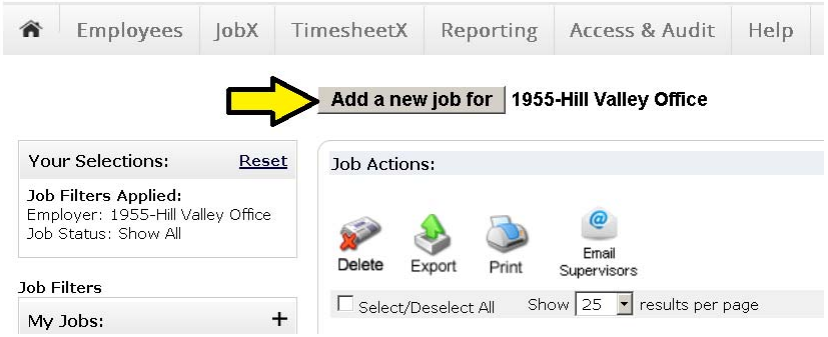


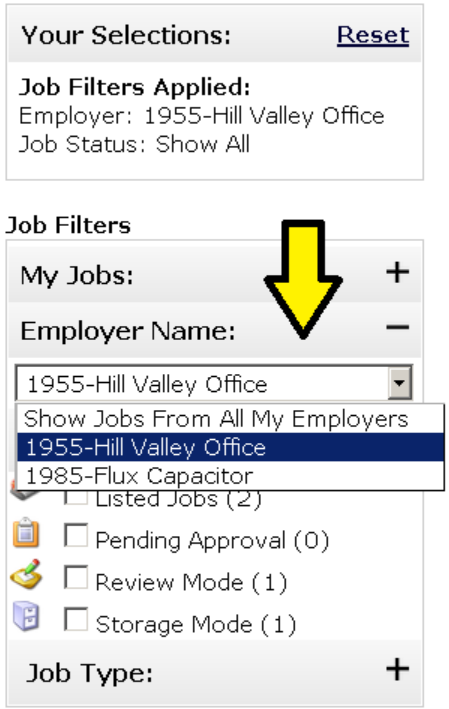
- Select the correct funding sources to help students find your job



Add a job

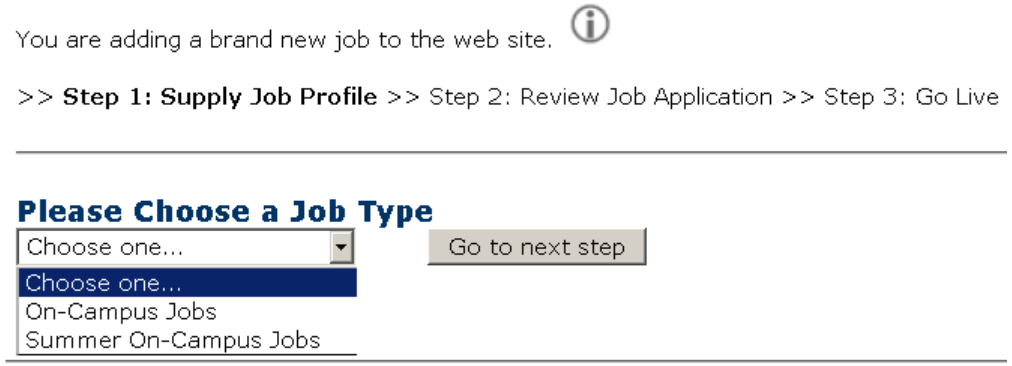
- Click “Add a new job”





- If you don’t see **Add a new job for** at the top this means you hire under multiple departments. Make sure you select one from the employer name drop-down.

- Majority of the time you will select On-Campus Job



- Fill in all required fields including secondary supervisor then click submit

You are adding a brand new job to the web site.

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

Select a Category: Media

Select a Job Title: Photographer

Base pay rate: Level 2 - 11.00

Job Description
Please be as detailed as possible.

Source

Number of Available Openings

Hours per Week 10.0 to Same

Time Frame for this Job: Choose one...

Funding Source(s)
Check the appropriate box(es)
☐ On Campus Student Employment ☐ On Campus Work Study ☐ On-Campus Jobs - Stipends

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: Choose one...

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Fax Number

Email

Location

Secondary Contact People «?»

Available: Clara Clayton, Emmett Brown

Add >>>

<<< Remove

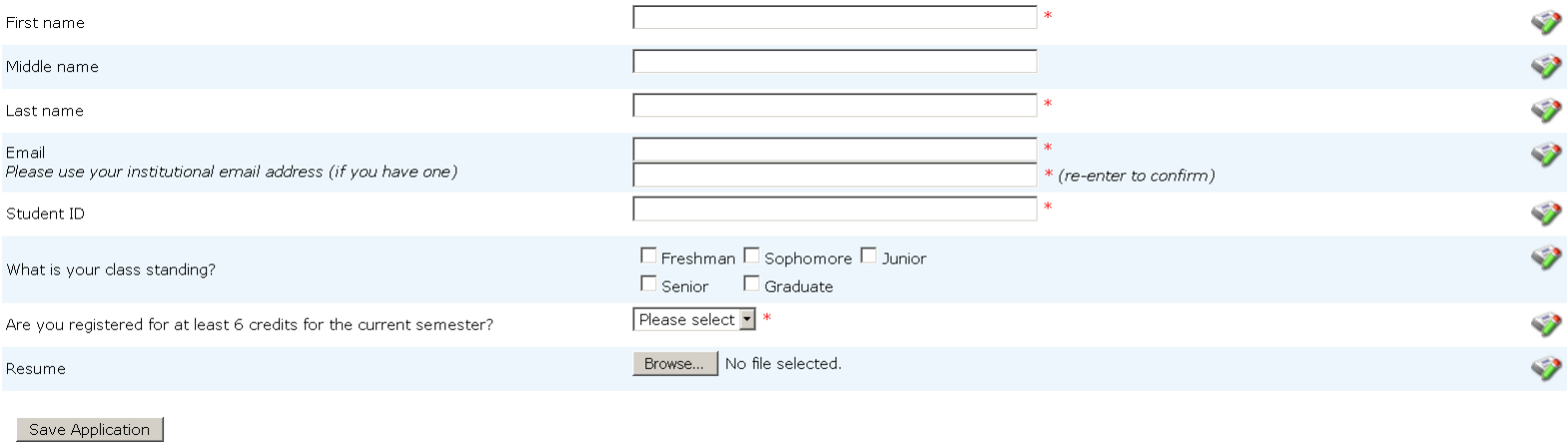
Selected

Campus Job Location: Choose one...

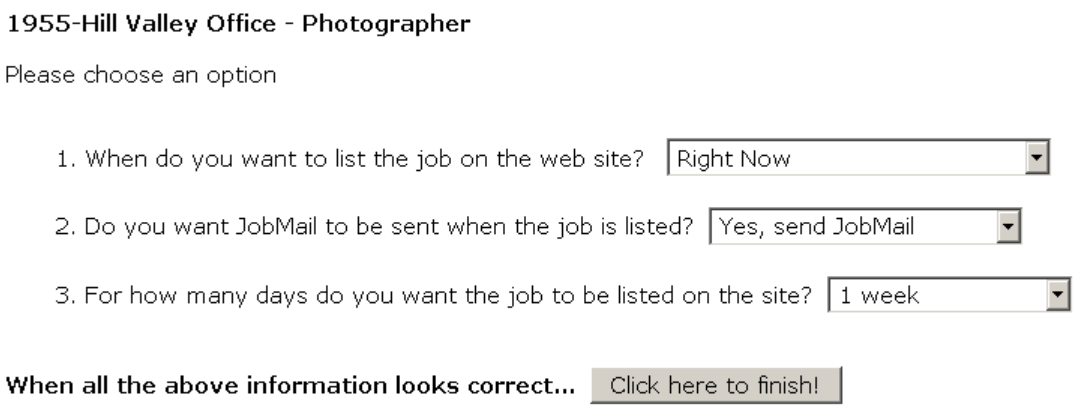
Department Location

Submit

- To use the default application that includes a resume upload click “Save Application”

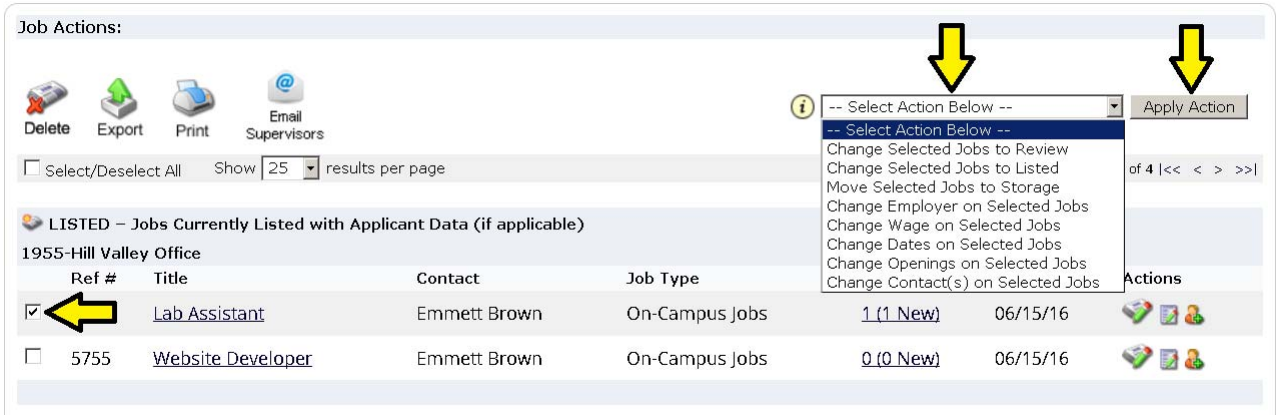


- 1. Select “Right Now” to list the job live on the website so students can send in applications or choose “Sometime Later” to put in review mode.
- 2. JobMail will help students find your job on the website
- 3. List the job for as long as you want
- Click to finish and you have created a new job



Move a job

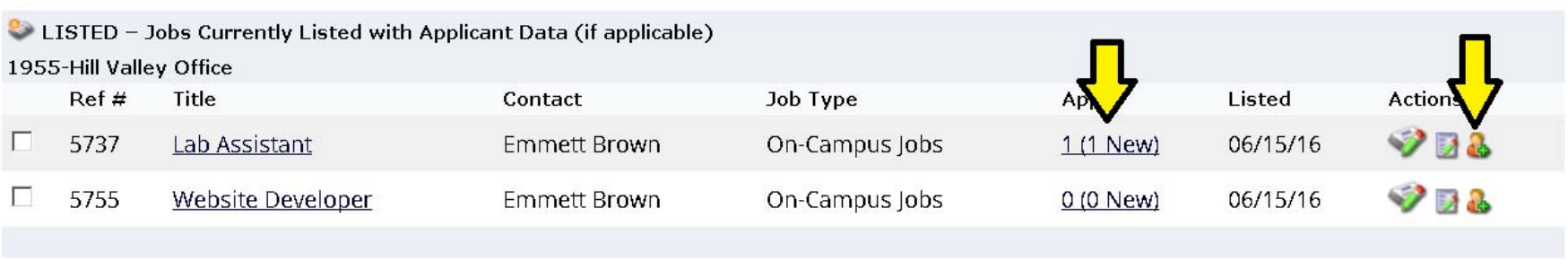
- Click the box to the left of your job
- Then select the action from the drop-down box
- Then click apply action
  - To move job from ‘listed to review’ ‘or ‘review to storage’ etc.



- Listed – jobs that are listed on the website for student to apply
- Review – jobs that are not listed but you may still hire a student
- Storage – you can not hire a student for this job

Hire a student (Hourly Only)

- Either click under App # to view student applications or click the hire icon to go directly to hiring a student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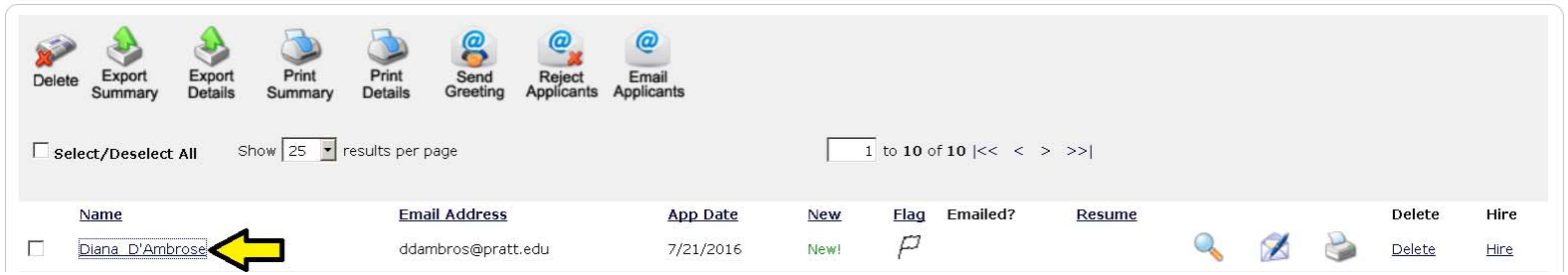
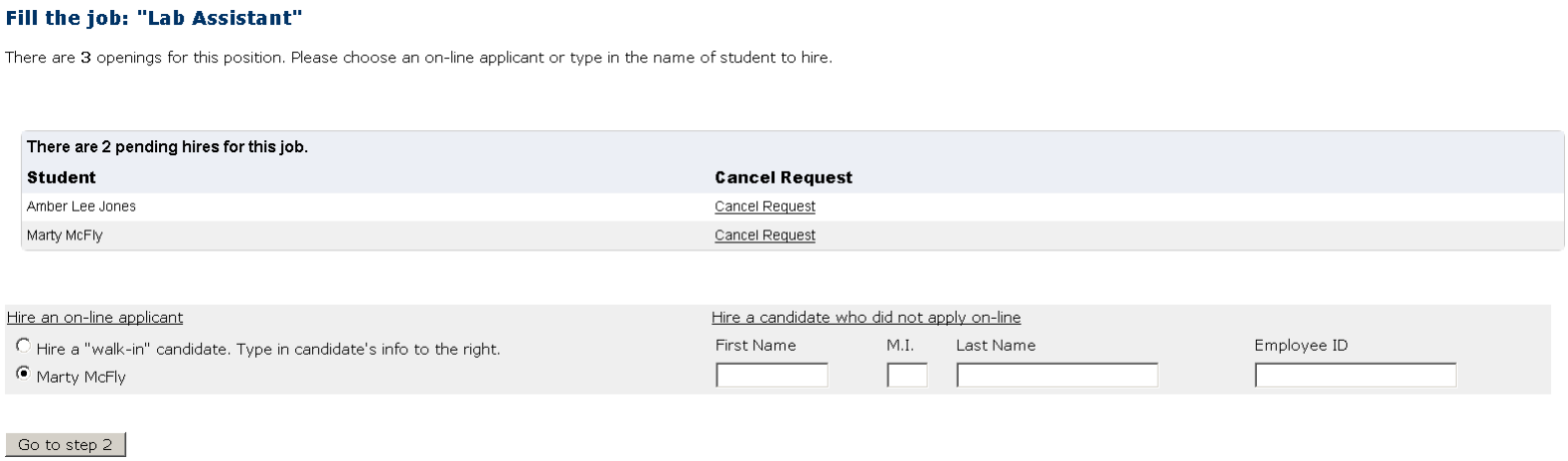
- To view their application and download their resume click on the students name



- When you're ready to hire select their name from the list or hire a "walk-in" candidate by entering in their first and last name OR employee ID #



- For best results use the student ID only

- The student must be registered for at least 6 credits and they must have their SSN on file with Registrar and Student Financial Services. If you see the green check mark you can continue with the hire. If not STOP and contact the student to discuss their registration status or their SSN record status.

Fill Job Step 2: Verify Applicants

Student Validation Results	
✔ Eligible List?	Validation Passed

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Student Info			
First Name	**Middle Name**	**Last Name**	**E-mail Address**
Marty		**McFly**	**mmcfly85@pratt.edu**

Continue to next step Cancel

- Enter the correct hours per week and the exact start and end date of the hire
- The end date cannot exceed past the end of the current fiscal year (i.e. 6/30/18)
- YOU MUST click “Continue to Time Sheet” in order to proceed to the last step of the hiring process

Step 3: Fill Out Hire Record Info

Job Title: Lab Assistant

First Name	**Marty**
Middle Name	
Last Name	**McFly**
E-mail Address	**mmcfly85@pratt.edu**
Wage	10.00
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 student.	
Employment Start Date	08-22-2016
Employment End Date	05-12-2017
Notes	

Continue to Time Sheet | Create a JobX hire request and set up a time sheet.

- You must select a primary and secondary supervisor
  - If you do not see anyone in the secondary supervisor list please contact us
- Review the information of the hire

Create Time Sheet with Hire Request

Add a Hire Instance	
Student	Marty McFly
Job	Lab Assistant
Primary Supervisor	Emmett Brown
Secondary Supervisors	Available: Emmett Brown; Add >>>; <<< Remove; Selected: Clara Clayton
Wage	10.00
Hours per Week	10.00
Start Date	08-22-2016
End Date	05-12-2017

Create Hire | Cancel

- Click “Create Hire”. You will then see the Hire Confirmation Page

Hire Confirmation

You have successfully submitted a hiring request and created a timesheet for Marty McFly

If you do not see the HIRE CONFIRMATION PAGE your student is not a pending hire.

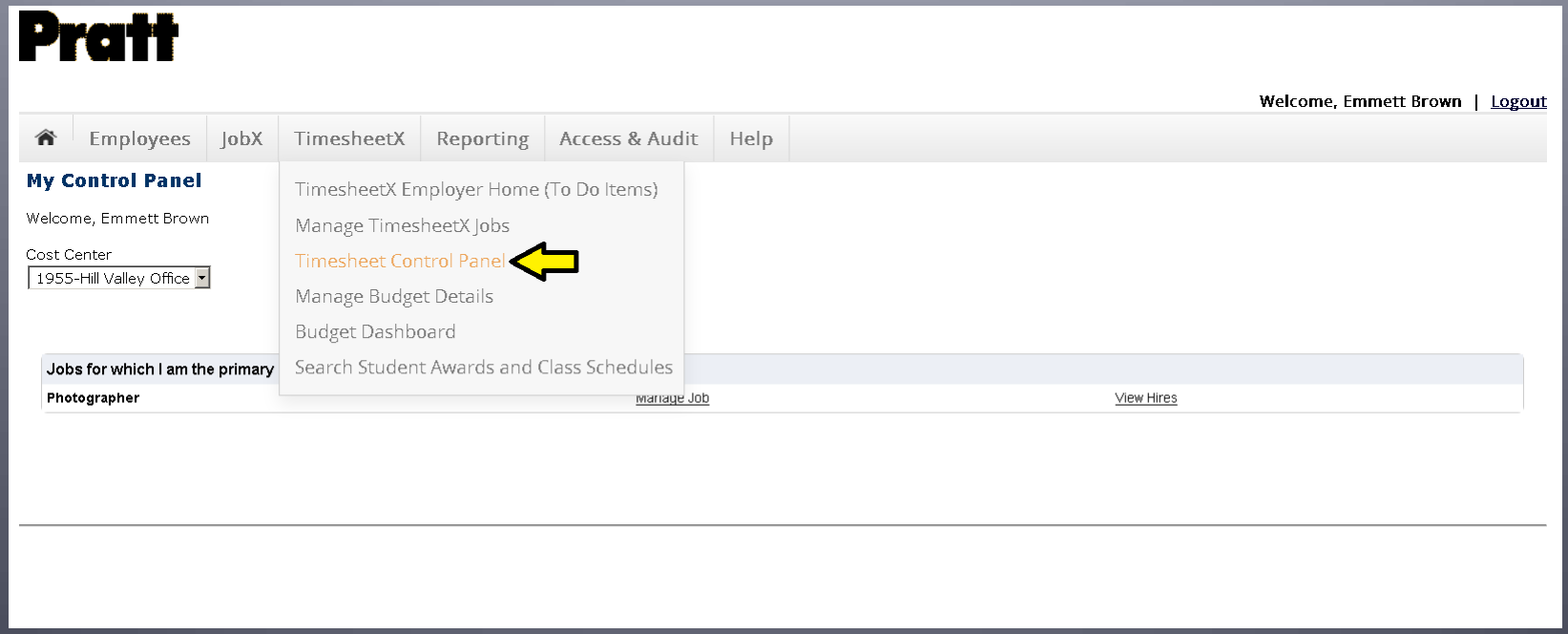
There are 3 pending hires for this job.

Student	Cancel Request
Amber Lee Jones	Cancel Request
Marty McFly	Cancel Request
Marty McFly	Cancel Request

Seeing a pending hire request here does not mean the student has been hired. Make sure you see the Hire Confirmation Page!

Timesheet Control Panel

Accessible under the TimesheetX drop-down

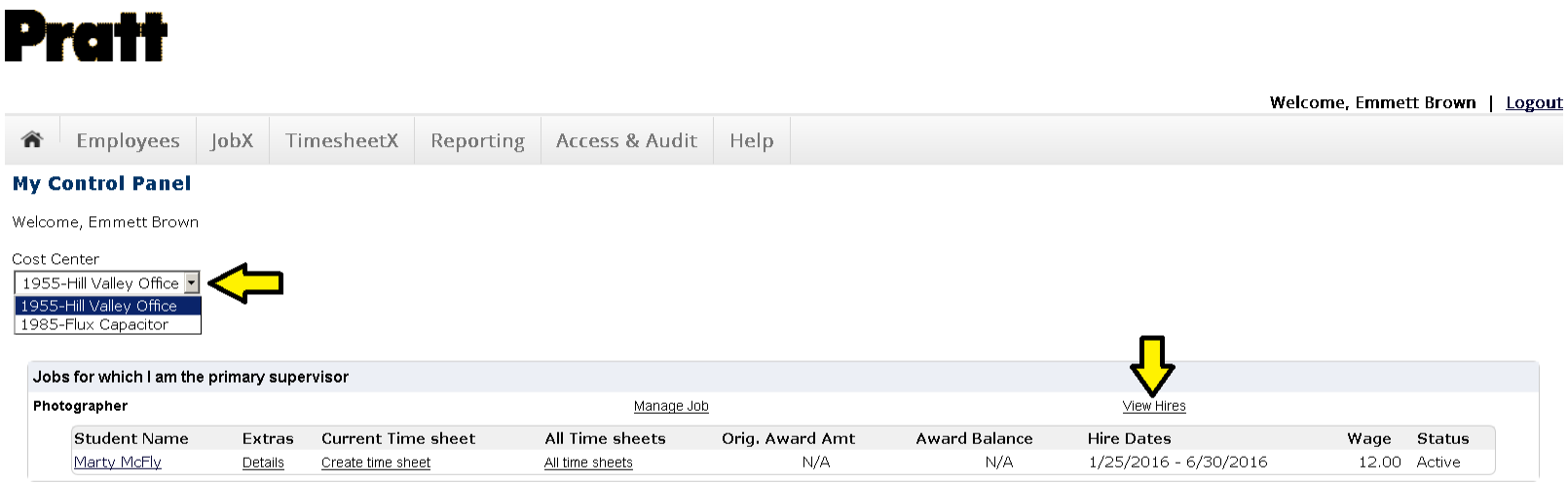


Timesheet Control Panel is your best friend!

- You can view your students hire info, such as
  - Hire start and end date
  - Wage
  - Status, active or closed?
  - And some extra details
- Edit their expected hours working per week
- Update primary and secondary supervisors
- View your students time sheets

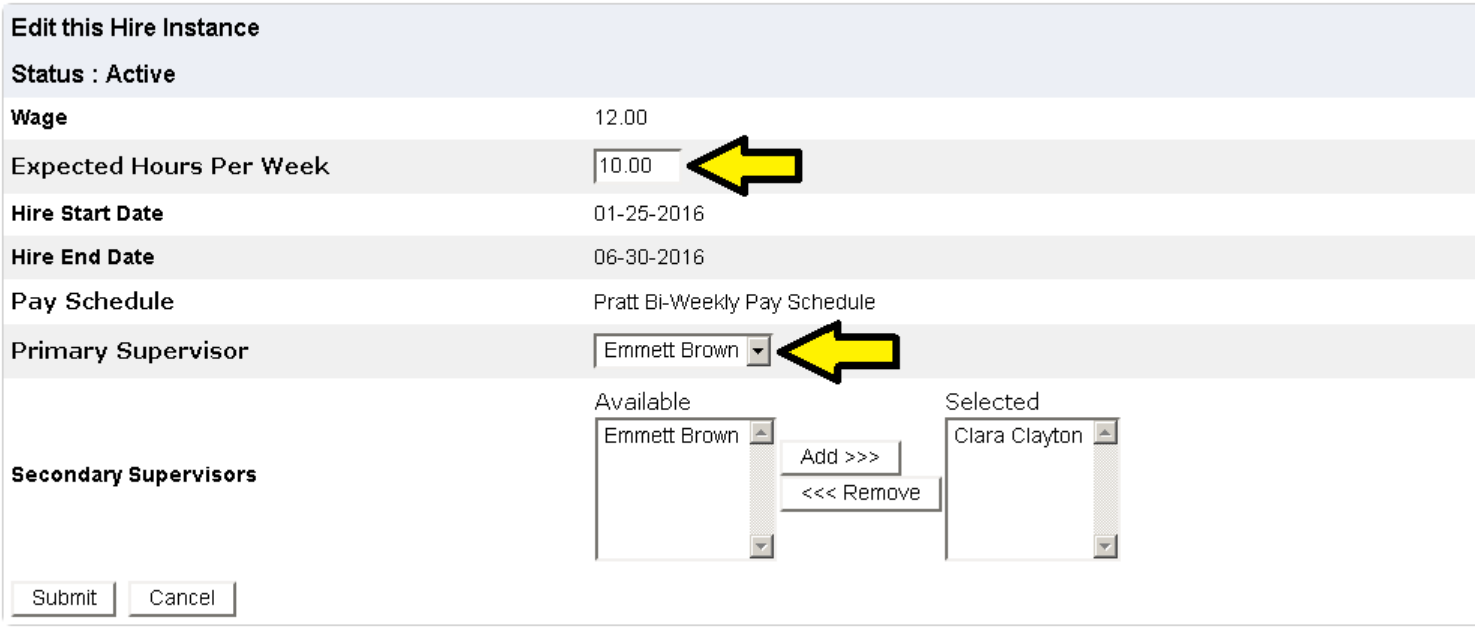
To view a students hire info

- Select your cost center (department) from the drop-down box
- Click “View Hires” across from the appropriate job title to see all students under this job
- You can now see their hire info
- Hover over “Details” under Extras to see even more



Edit expected hours and supervisors

- Click on students name to reach this screen
- From here you can edit their expected hours
- You can also adjust the primary and secondary supervisors
- Click submit when finished updating or cancel to go back to the control panel



To view a students time sheets

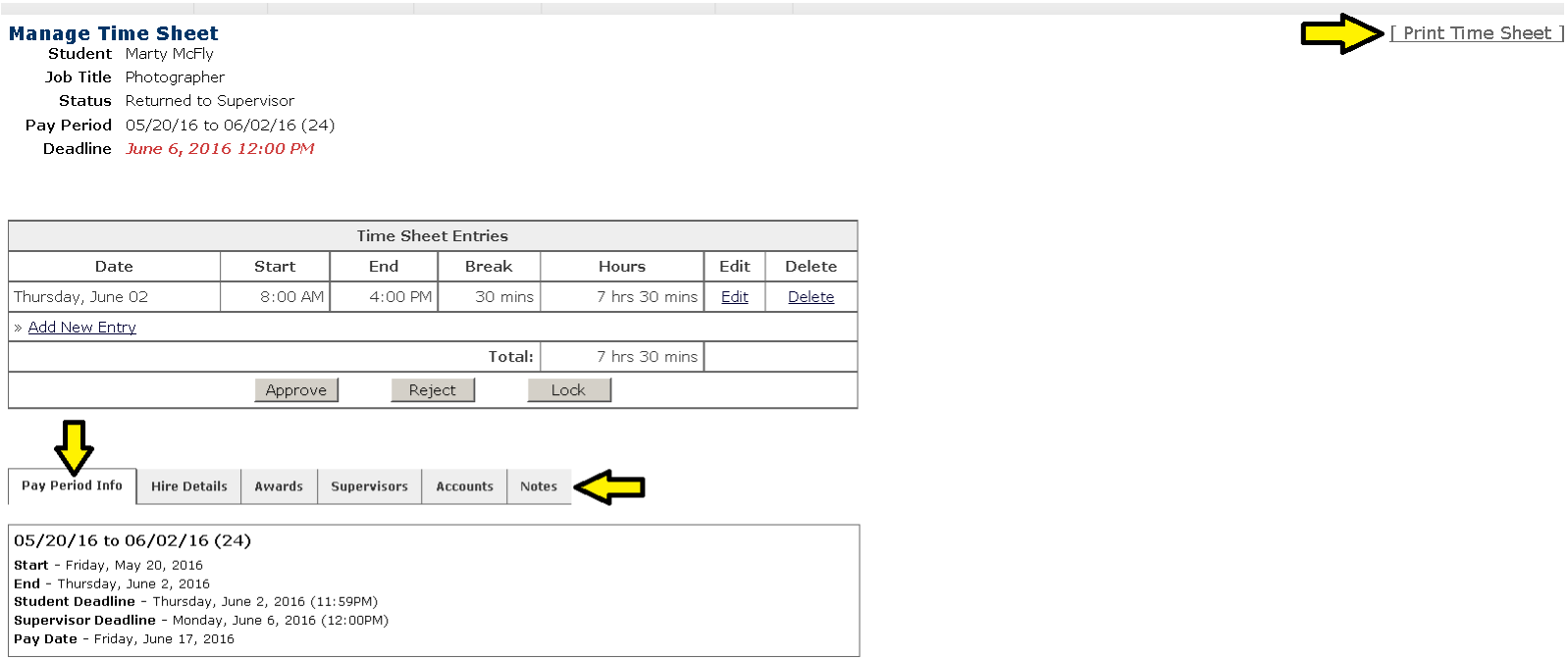
- Click on “All time sheets” to get to this screen
- From here you can view all their time sheets and their status.
- If you click “go to time sheet” you can drill down to find details on any particular time sheet.

Time Sheets for Job: *Photographer*

Status	Pay Period	Start Date	End Date	Actual Earnings	Time Sheet
	06/17/16 to 06/30/16 (26)	Friday, June 17, 2016	Thursday, June 30, 2016		Start time sheet
	06/03/16 to 06/16/16 (25)	Friday, June 03, 2016	Thursday, June 16, 2016		Past Deadline / Never Started
	05/20/16 to 06/02/16 (24)	Friday, May 20, 2016	Thursday, June 02, 2016		Go to time sheet
	05/06/16 to 05/19/16 (23)	Friday, May 06, 2016	Thursday, May 19, 2016		Go to time sheet
	04/22/16 to 05/05/16 (22)	Friday, April 22, 2016	Thursday, May 05, 2016		Go to time sheet
	04/08/16 to 04/21/16 (21)	Friday, April 08, 2016	Thursday, April 21, 2016		Go to time sheet
	03/25/16 to 04/07/16 (20)	Friday, March 25, 2016	Thursday, April 07, 2016		Go to time sheet
	03/11/16 to 03/24/16 (19)	Friday, March 11, 2016	Thursday, March 24, 2016		Past Deadline / Never Started
	02/26/16 to 03/10/16 (18)	Friday, February 26, 2016	Thursday, March 10, 2016		Past Deadline / Never Started
	02/12/16 to 02/25/16 (17)	Friday, February 12, 2016	Thursday, February 25, 2016		Past Deadline / Never Started
	01/29/16 to 02/11/16 (16)	Friday, January 29, 2016	Thursday, February 11, 2016		Past Deadline / Never Started
	01/15/16 to 01/28/15 (15)	Friday, January 15, 2016	Thursday, January 28, 2016		Past Deadline / Never Started

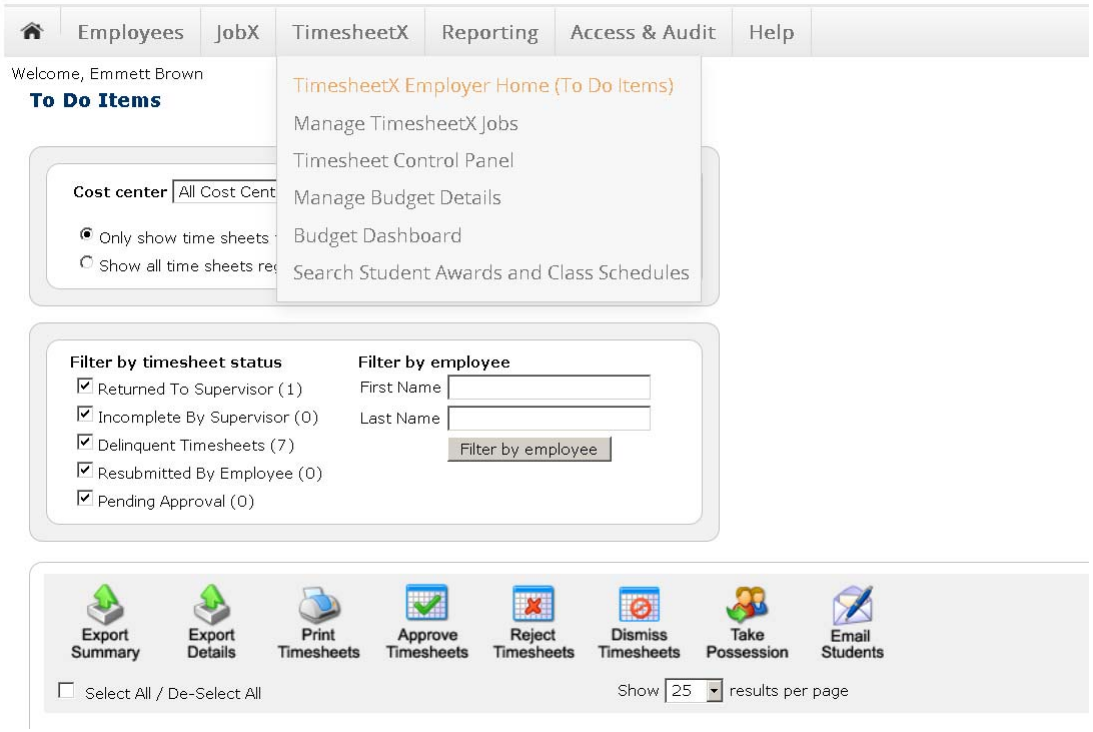
Time sheet info

- On this screen you can
  - View their hours and break period entered
  - View pay period info pertaining to this time sheet
- If you click on the “Notes” tab you can view or add a note
- You can also print the time sheet if necessary



Open a students time sheet

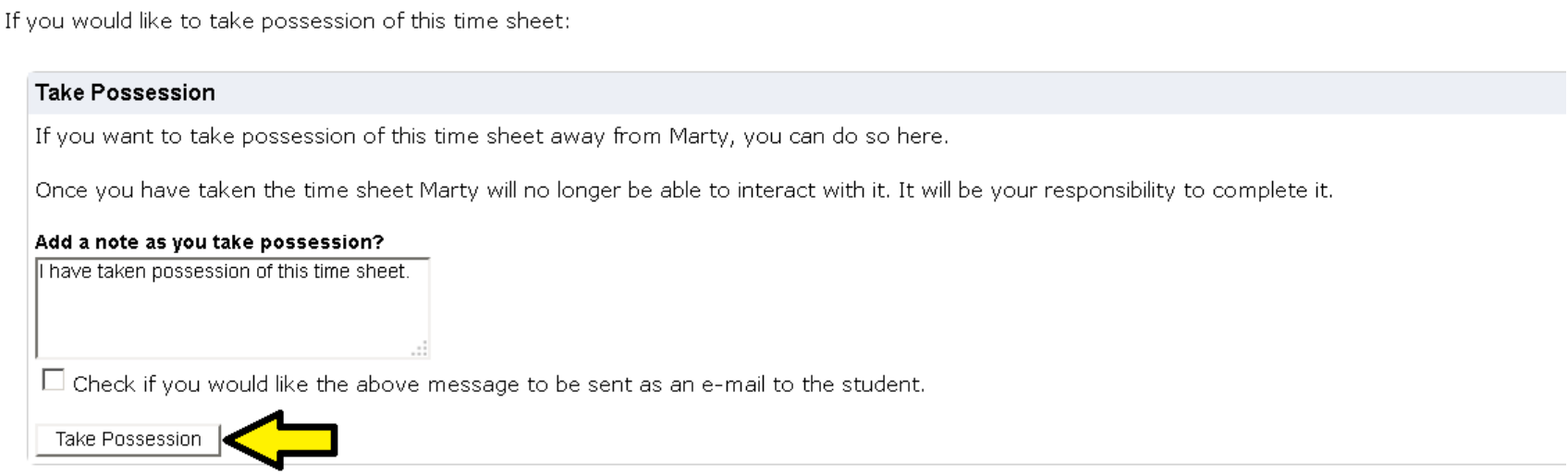
- Go to Timesheet Employer Home (To Do Items)



Time sheet To Do Items

- Under Delinquent Timesheet Status click on magnify glass icon

- On the next screen click “Take Possession



Manage Time Sheet

- Click “Add New Entry”

Manage Time Sheet

Student	Marty McFly
Job Title	Photographer
Status	Incomplete
Pay Period	01/29/16 to 02/11/16 (16)
Deadline	*February 12, 2016 12:00 PM*

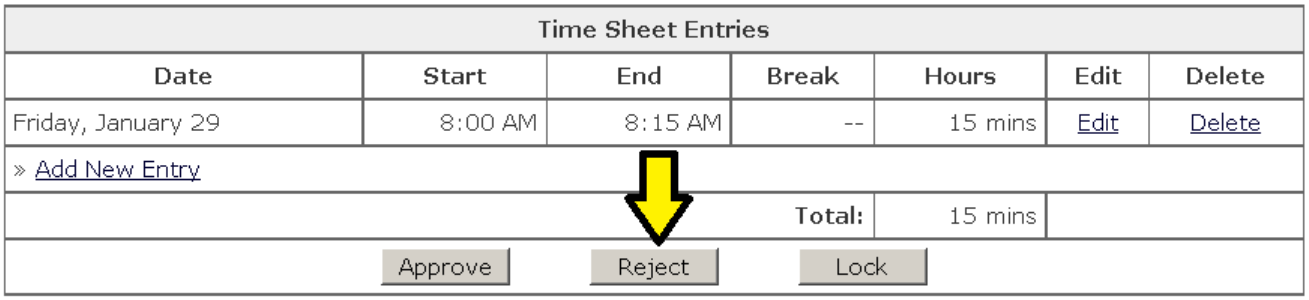
Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display. » Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry						

- Then click “Add” to enter a 15 minute place holder in their time sheet

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display. » Click to dismiss time sheet if no hours will be worked for this pay period.				
Friday, January 29, 2016	8:00AM	8:15AM	No Break	Add Cancel

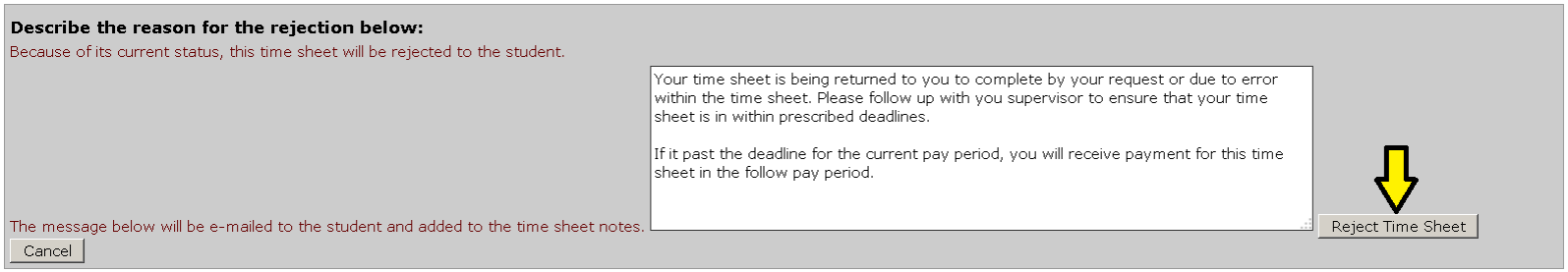
Manage Time Sheet

- "Reject"



Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Friday, January 29	8:00 AM	8:15 AM	--	15 mins	Edit	Delete
» Add New Entry						
			Total:	15 mins		
	Approve	Reject	Lock			

- Click "Reject" again



- This will notify the student their time sheet has been rejected back to them so they can fill it out

Search Student Awards and Hires

- Look up if a student has a FWS award and if they have another on-campus job

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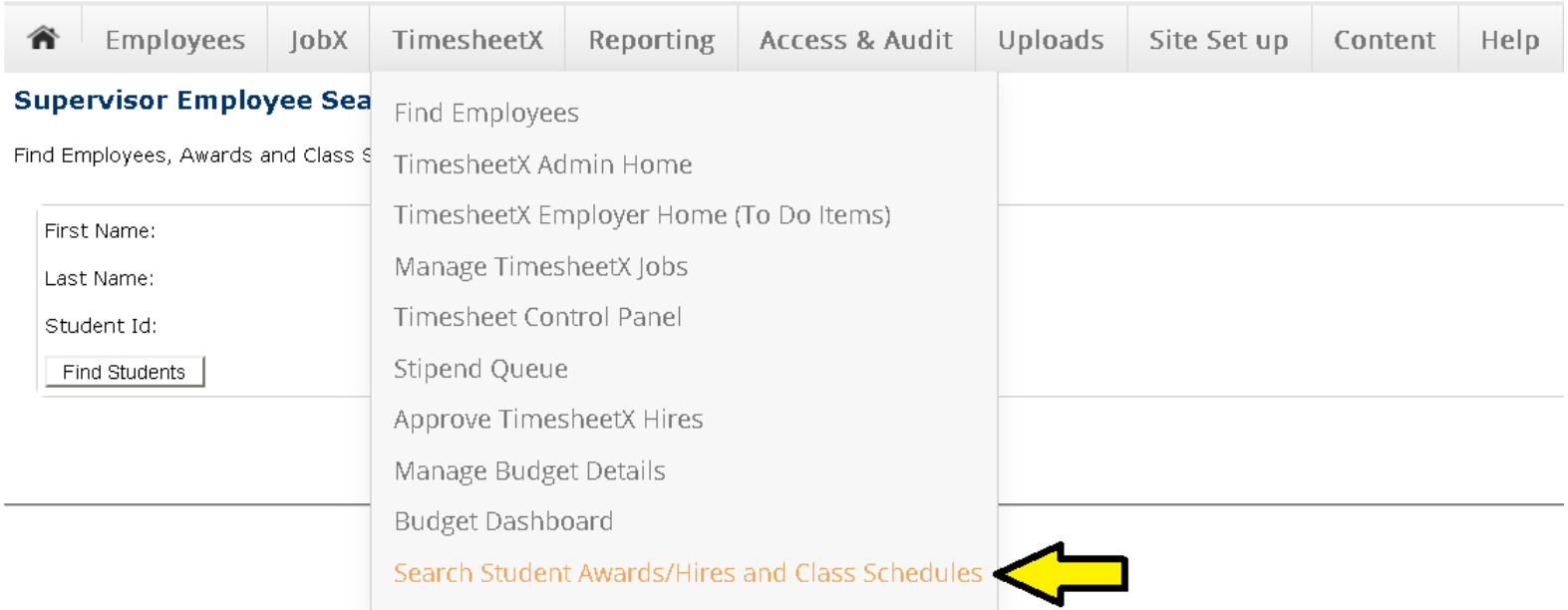
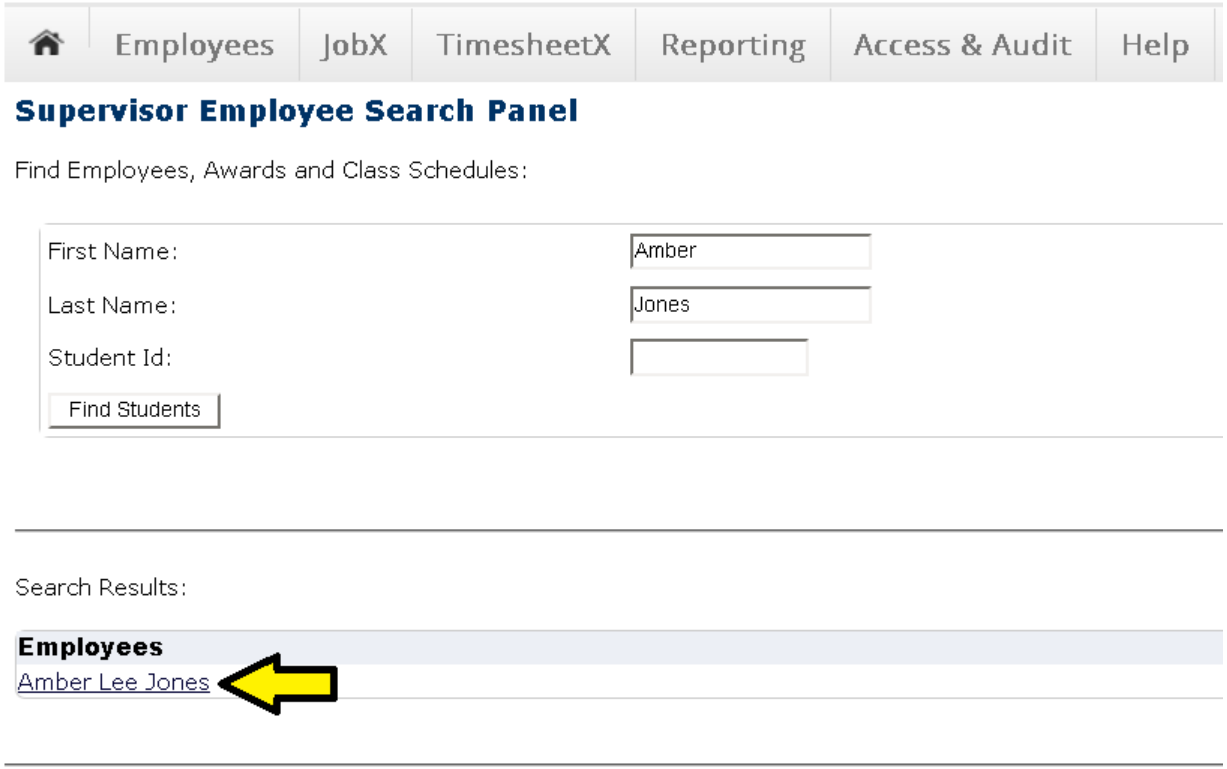


Find Students

- Enter their first and last name or ID number
- Click “Find Students”
- Search results will be listed at the bottom
- Click on the students name to proceed



View student award info

- From this screen you can view if a student has an award or not
- It shows the amount they have been awarded, the balance and the term

Employee Details

Current Awards

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	$2,500.00	$27.94	Academic Year 2015/2016 (07/01/2015 - 06/30/2016)

Employee Details

There are no current class schedules or awards to display

View student hire info

- From this screen you can view what current hires a student has
- A student may have more than one job within a department or multiple jobs within different departments

Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date
Fine Arts Office Assistant	1438-Fine Arts	$9.00	07/01/2016	08/21/2016
Pratt Artist League Co-President	1438-Fine Arts	$9.00	07/01/2016	06/30/2017

= Active = Inactive = Closed = Pending = Rejected

There are no current awards to display.