



**Student Supervisors
Training Guide**
To Rehire a Current Student Employee

Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Approve Hire Requests

TimesheetX Admin Home

Log Out

>

href="Chm_ManageUser.aspx?Unbecome=1">Un-become M Hoefer

[Edit this Nav Bar]

Employer Filter: [show/hide]

Employer Type **Filter Employers:**
-- All On Campus --

Employer: Financial Aid Office

Only show "my" jobs
 Show all jobs within selected employer(s)

Add a new job for Financial Aid Office

Job Status Filter: [show/hide]

View Listed Jobs (0)

View Jobs Pending Approval (0)

View Jobs in Review Mode (4)

View Jobs in Storage Mode (1)

Approve External Jobs

After logging in, click on the box next to “View Jobs in Storage Mode.”

Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Approve Hire Requests

TimesheetX Admin Home

Log Out

[\[Edit this Nav Bar \]](#)

Skidmore College
815 North Broadway
Saratoga Springs, NY 12866
518-580-5750
info@skidmore.edu

Welcome, Debra A Coleman :: Monday, April 11, 2016

Employer Filter: [\[show/hide \]](#)

Employer Type: Filter Employers: -- All On Campus --

Employer: Financial Aid Office

Only show "my" jobs
 Show all jobs within selected employer(s)

[Add a new job for](#) Financial Aid Office

Job Status Filter: [\[show/hide \]](#)

View Listed Jobs (0)
 View Jobs Pending Approval (0)
 View Jobs in Review Mode (4)
 View Jobs in Storage Mode (1)

[Approve External Jobs](#)

Job Actions: [\[show/hide \]](#)


Delete Export Print -- Select Action Below -- Apply Action

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

STORAGE – Jobs NOT Currently Listed with NO Applicant Data
Financial Aid Office

<input checked="" type="checkbox"/>	Ref# 4474	file clerk	0 Applicants (0 New)
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1 to 1 of 1 |<< < > >>|



1. A list of job(s) will be available to review.
2. Click on the job you want to open.

Student Employment Home

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[\[Edit this Nav Bar \]](#)

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Manage Job

Job Title	Employer	Status
file clerk	Financial Aid Office	Storage

Additional details about this job's status:
 » This job is currently in Storage.

Update Status Listed Cannot list job because it has 0 openings. Review Mode » Click to change to Storage » Current Status	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 Student You cannot hire students while the job is in this status.

[Click here to \[Delete\] this job](#)

[\[Edit this Job\]](#)

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

file clerk	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away, AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	0
Hours	10.0 hours per week
Hourly Rate	\$9.00/hour
Wage Notes	2]
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Post-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

To make changes to this job click on “Edit this Job.”

Update Job Profile:
Due to your security level, you may make any changes to the job, and they will take effect immediately.

Job Category [e?](#) Office and Administrative

Job Title Example: Front Desk Receptionist file clerk

Job Description Please be as detailed as possible. Put ALL those fin aid files away, AlphaBeautifully

Job Requirements Please be as detailed as possible. Alpha knowledge

Number of Available Openings Based on 1 position = 10 hours/week. 0

Hours per Week 10.0 to 10.0

Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ABAP"). 02/23/2011

End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project"). 05/17/2011

Time Frame [e?](#) Spring

Rate nav rate: [e?](#)

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: Beth Post-Lundquist

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 Starbuck Ctr Garden Level

Secondary Contact People [e?](#) Beth A Post-Lundquist, Debra A Coleman, Gina M Hoefer, Lisa Lessard, Patricia A Miller

Add >>> <<< Remove

Submit

1. The job profile form will allow you to update the job description and/or requirements (if necessary). If there are no changes to be made to the general information, you will need to make 3 updates for posting a job: *Number of Available Openings, Start Date and End Date.*
2. When updates have been entered, click on the “Submit” button. This will “save” your edits to the job.

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Approve Hire Requests](#)

[TimesheetX Admin Home](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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Manage Job

Job Title	Employer	Status
file clerk	Financial Aid Office	Storage

Additional details about this job's status:
» This job is currently in **Storage**.

Update Status

Listed Cannot list job because it has 0 openings.
[Review Mode](#) » Click to change to
Storage » **Current Status**

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 Student

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

[Click here to \[Delete\] this job](#)

[\[Edit this Job\]](#)

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

file clerk	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away , AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	0
Hours	10.0 hours per week
Hourly Rate	\$9.00/hour
Wage Notes	2
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Post-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

At this time the job is still in “Storage”, it needs to be moved to the “Review” status so you are able to hire students without posting the job. In the Update Status box – click on the “Review” link – this will change the status of the position.

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Approve Hire Requests](#)

[TimesheetX Admin Home](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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Update Job Status

[\[Return to Manage Job Page\]](#)

Job Title	Employer	Current Status
file clerk	Financial Aid Office	Storage

[\[Click here to choose a different status\]](#)

Put this job in **Review Mode**
Click the button below to put this job in **Review Mode**.

[Send to Review Mode](#)



Click “Send to Review Mode.”

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Approve Hire Requests](#)

[TimesheetX Admin Home](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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Manage Job

Job Title: Employer	Status
file clerk Financial Aid Office	Review Mode

Additional details about this job's status:
» This job is currently in Review Mode.

Update Status

Listed Cannot list job because it has 0 openings.

Review Mode » Current Status

Storage » Click to 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 Student

You may not hire a student because this job has zero openings. You must first [edit the job](#) to increase the number of openings.

[\[Edit this Job\]](#)

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

file clerk	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away, AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	0
Hours	10.0 hours per week
Hourly Rate	\$9.00/hour
Wage Notes	2
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Post-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

The Manage Job form will show you that the job is in “Review Mode” and you are now able to hire students. When you are ready to hire returning students (or student you have selected for the position), click on “Hire A Student.”

Fill the job "file clerk"

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

Hire On-line Applicants	Hire candidates who did not apply On-line			
There are no on-line applicants.	First Name	M.I.	Last Name	Student ID
	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Since the student(s) did not apply online you will manually hire the students by entering the name(s). Only enter the first and last name. When you have finished entering the names click on Go to Step 2.

Fill Job Step 2: Verify Applicants

The following candidates have not yet been verified by the system.

1.	<input checked="" type="radio"/>	John, Test (jtest@skidmore.edu)
----	----------------------------------	---------------------------------

Click “Continue” to verify the student.

Fill Job Step 2: Verify Applicants - Hire Validation

Validation Requirement	-Libby Menders	Completed ?
✓ <i>I-9 Completed</i>		Yes

1. This screen confirms or denies the status of the I-9 form. If the I-9 has been submitted there will be a green check mark. If the student did not complete an I-9 the system will not let you continue. You will need to contact the student and have them complete an I-9, which they can pick up in the Financial Aid office. Once complete and entered in the system, they can be hired.
2. If the student has a green check mark, click “continue.”

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Approve Hire Requests](#)

[TimesheetX Admin Home](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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Page Title: Step 3

The following student(s) have been verified by the system and are ready to be hired.

	Student Name	Student ID	Student Email
1.	Libby Menders	lmenders@skidmore.edu	lmenders@skidmore.edu

Classification (if applicable):	Level 1 - (9.00)		
Funding Source(s):			
Wag	John Test		jtest@skidmore.edu
Expected Hours per Week:	10.0		
Employment Start Date:	02-23-2011		
Employment End Date:	05-17-2011		
Additional Comments:	<div style="border: 1px solid gray; height: 40px;"></div>		

After you have completed this form you may:

[Create a TimesheetX Hire](#) [Create a JobX hire request and set up a time sheet.](#)



Click “Create a TimesheetX Hire.” When the hire has been approved, both the student and supervisor will receive an email notification.

*** It could take up to 24 hours for the student’s timesheet to appear.**



Contact
Student Employment
x5750
stuemp@skidmore.edu

Located in the Financial Aid Office
Starbuck Center (lower level)