Berry College
Office of Student Work

Supervisor User Guide
for
JobX/TimesheetX Software

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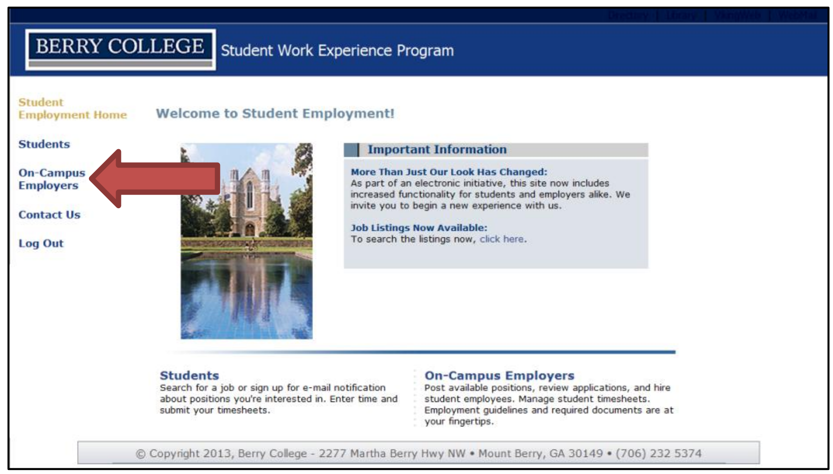
Password and Login – General

The JobX and TimesheetX software used by the Student Work Office is web-based, meaning that users can access the system both on and off campus as long as an internet connection is available.

In order to access any employer function of the system, a user must always log in. Once logged in, the system will remain logged in unless the browser window is closed or the user manually logs out via the left hand navigation menu.

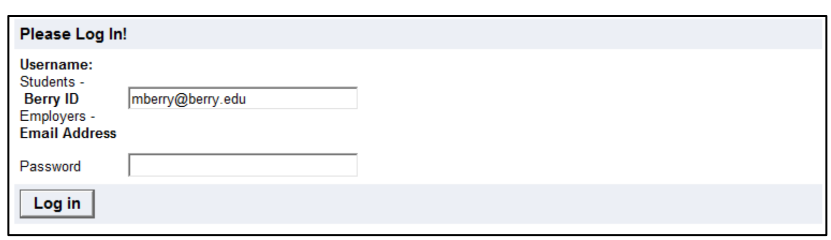
To log into the website:

- Go to https://studentwork.berry.edu
- Click on **On-Campus Employers** via the left navigation menu



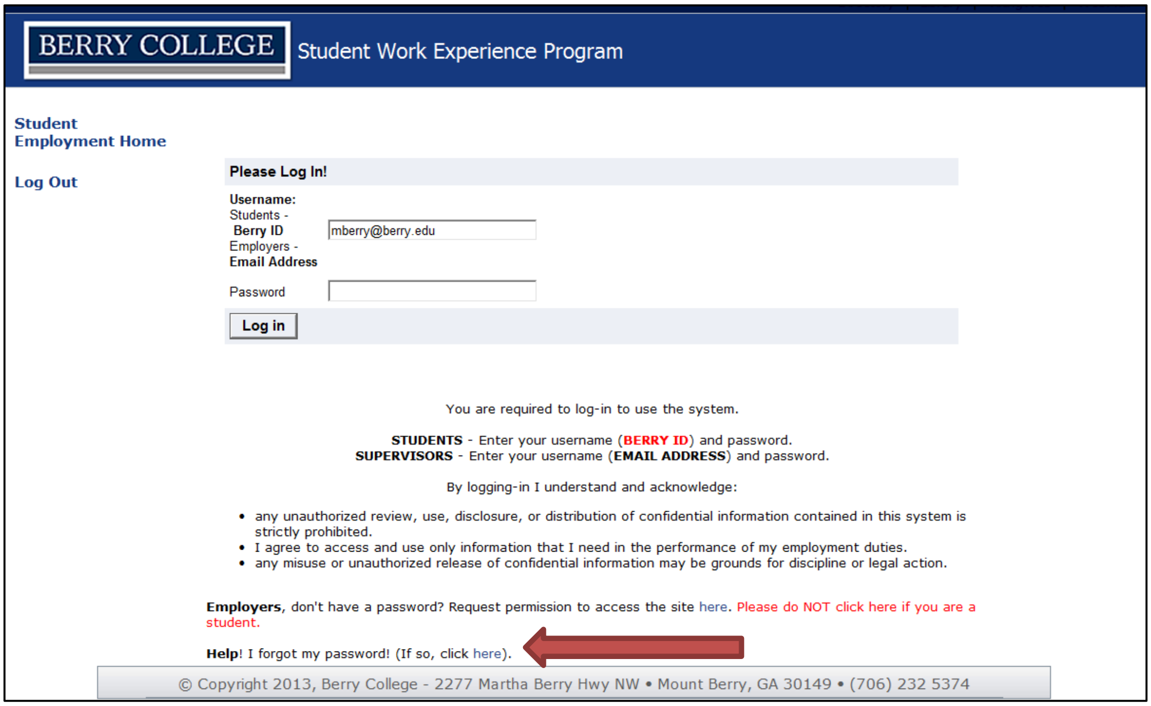
- Click **Job Management Login** via the navigation menu under **Employer Tools**

The next step will be to enter login credentials. For faculty and staff supervisors, the username will **always** be the complete and official Berry College email address assigned to that individual (example@berry.edu). The password, once created, has no character restrictions and can be the same as the user's email password. Click Log in to proceed.



Password and Login – Password Reset

If a user does not know their password, or has forgotten it, the password reset function is available. Click the active link within the **Help! I forgot my password! (If so, click here)** phrase.


BERRY COLLEGE Student Work Experience Program

Student Employment Home

Log Out

Please Log In!

Username:
Students - **Berry ID**
Employers - **Email Address**

mberry@berry.edu

Password

Log in

You are required to log-in to use the system.

STUDENTS - Enter your username (**BERRY ID**) and password.
SUPERVISORS - 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 only information that I need in the performance of my employment duties.
- any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to access the site here. Please do NOT click here if you are a student.

Help! I forgot my password! (If so, click here).

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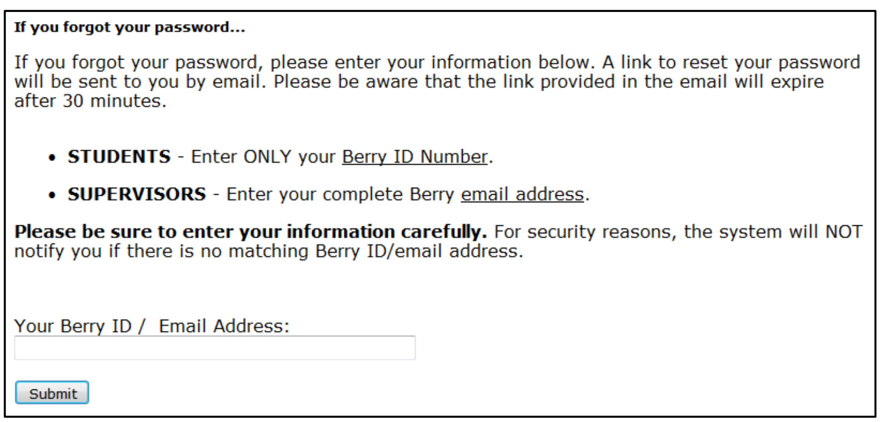
The following screen will prompt the user to enter a username. **Remember, this is always the @berry.edu email address for faculty and staff supervisors.**


If you forgot your password...

If you forgot your password, please enter your information below. A link to reset your password will be sent to you by email. Please be aware that the link provided in the email will expire after 30 minutes.

- **STUDENTS** - Enter ONLY your Berry ID Number.
- **SUPERVISORS** - Enter your complete Berry email address.

Please be sure to enter your information carefully. For security reasons, the system will NOT notify you if there is no matching Berry ID/email address.

Your Berry ID / Email Address:

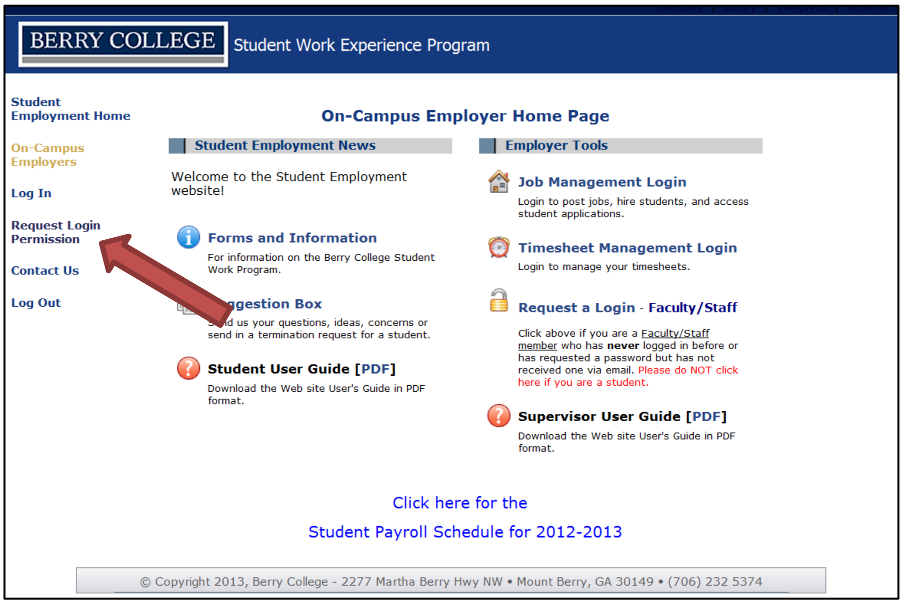
Submit

Upon entering an email address and clicking Submit , the user will be emailed a password reset link to that address. If no email is received within 10 minutes, please contact the Student Work Office at x2244. Note that the password reset process must be completed within 30 minutes of receiving the email or the reset link will expire. Once the password has been reset, the normal login process (see previous page) should allow the user to access the system.

Password and Login – New User

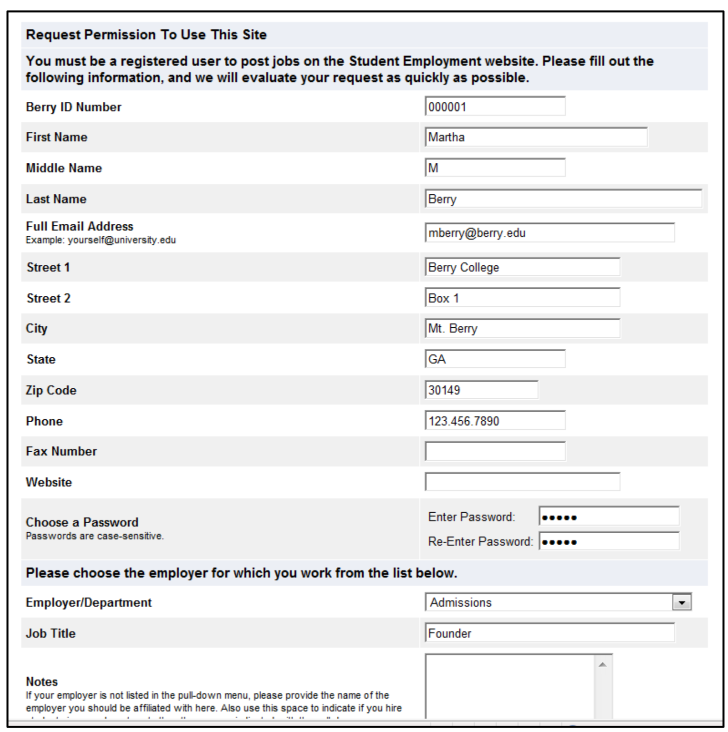
If a user has never logged into the system (for example, a new employee or a veteran employee who is supervising students for the first time), he or she might need to request access.

After navigating to the student work website and clicking **On Campus Employers** via the left navigation menu as previously mentioned, the new user should click **Request Login Permission** from the left navigation menu.



Next, the user should fill out the online form with all pertinent information.

This form allows the user to choose their own password. Remember, there are no character restrictions and the password can be the same that is used for general Berry email. It is extremely important to complete the bottom portion of the form, which allows the user to identify which department he or she needs access to. As the prompt suggests, the user should indicate in the text box if there are any additional departments that access is being requested for. Once the user has filled out the form and submitted it, the Student Work Coordinator will evaluate the request and grant permissions to the appropriate departments. The user will receive confirmation via email when access has been granted.



Request Permission To Use This Site

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

Berry ID Number	000001
First Name	Martha
Middle Name	M
Last Name	Berry
Full Email Address Example: yourself@university.edu	mberry@berry.edu
Street 1	Berry College
Street 2	Box 1
City	Mt. Berry
State	GA
Zip Code	30149
Phone	123.456.7890
Fax Number	
Website	
Choose a Password Passwords are case-sensitive.	Enter Password: ••••• Re-Enter Password: •••••

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

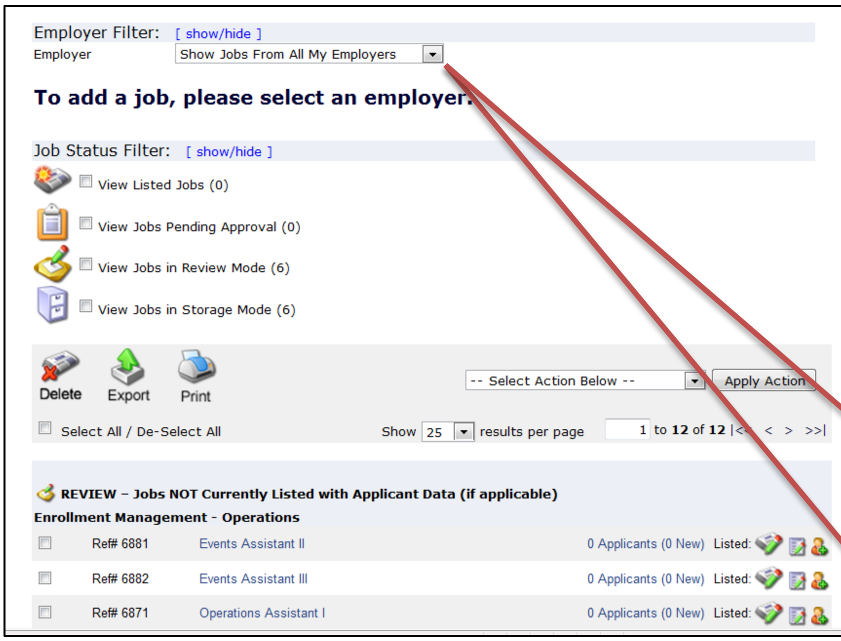
Employer/Department	Admissions
Job Title	Founder
Notes If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire	

Job Control Panel

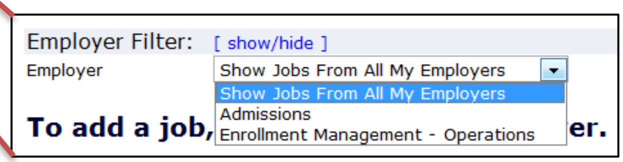
By logging in via the aforementioned steps, the user will be taken to the **Job Control Panel**.

The Job Control Panel is the “hub” of the system, where a user can create new jobs, manipulate existing jobs, manage applicants for individual jobs and hire students into those jobs.

The default screen should look like this:

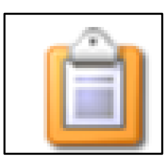


If a user has access to more than one department, they can select the department for which job management needs to take place from the **Employer Filter** drop down menu. If a user is only assigned to one department, no drop-down menu will be provided.



There are four different modes that a job can be found in. The software provides information about each mode when the user hovers over the corresponding icon.

Listed: Jobs in this status have been approved by the Student Work Office. The job is currently posted among the list of available jobs, and may be searched and/or applied for by students. Changes to Listed jobs may require approval.



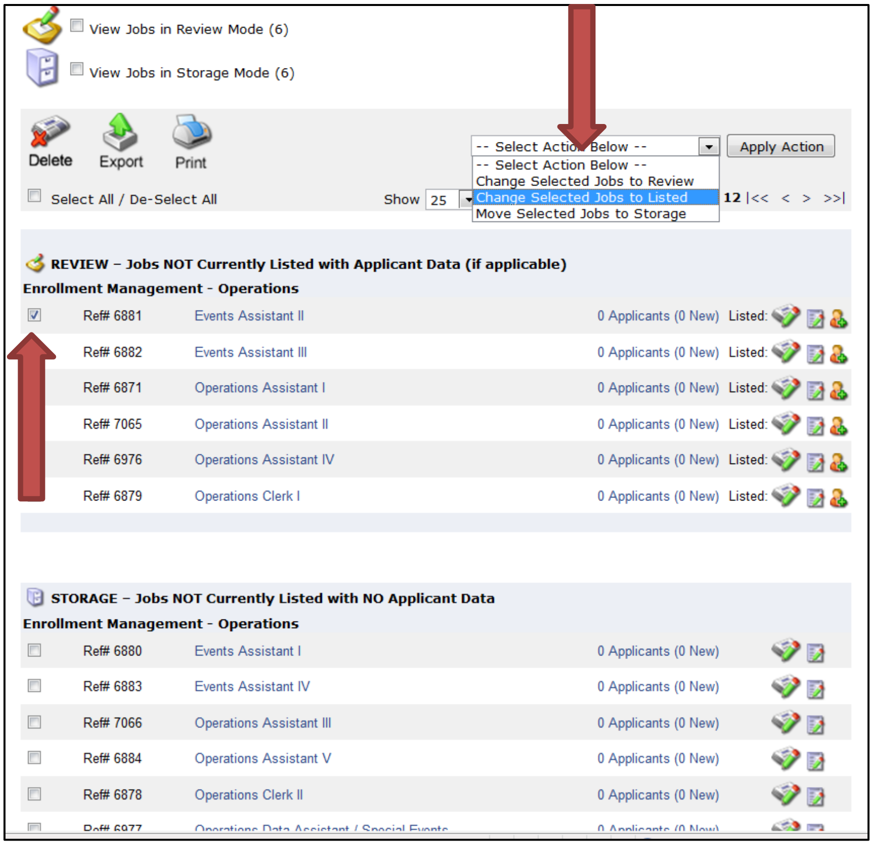
Pending: Jobs in this status have been submitted to the Office of Student Work for approval. All primary and secondary supervisors listed on the job will be notified via email when it has been approved.

Review: Jobs in this status have been delisted from the site, and can’t be viewed, searched or applied for by a student. A user can still review applicant data and hire a student into the position. Changes to Review jobs may require approval.

Storage: Jobs in this status have been delisted from the website, and can’t be viewed, searched or applied for by a student. Any associated applicant data <u>will be lost</u> if a job is moved to Storage. Changes to a Storage job may require approval.

Job Control Panel – Job Transactions

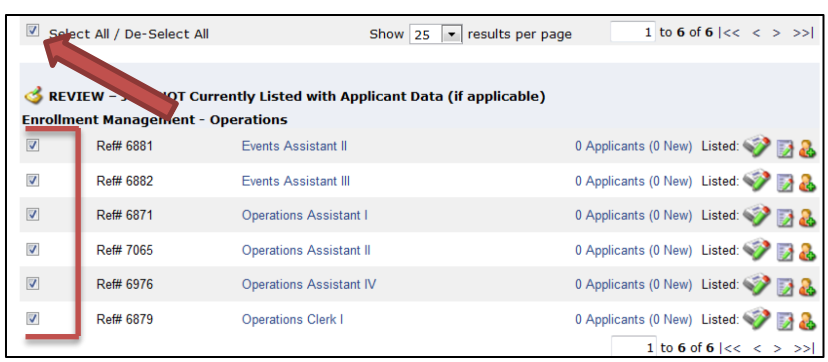
Many users will move a job **from Listed Mode to Review Mode** once they are satisfied with the applications received and no longer want to advertise the position, but need time to process the applicant data (the job, while unfilled, is essentially "hidden" from general applicants). Jobs are typically moved **from Listed Mode or Review Mode to Storage Mode** after hiring is completed or if the user does not intend to use the position again for some time. **Please remember that <u>all</u> associated applicant data will be lost when a job is placed into Storage Mode, *and cannot be retrieved!***



A job can be moved from one mode to another at any time. To change the mode, simply click the box next to the job title and then select the desired action from the drop down menu above (confirm selection by clicking Apply Action).The next screen will prompt the user to further confirm the transaction.

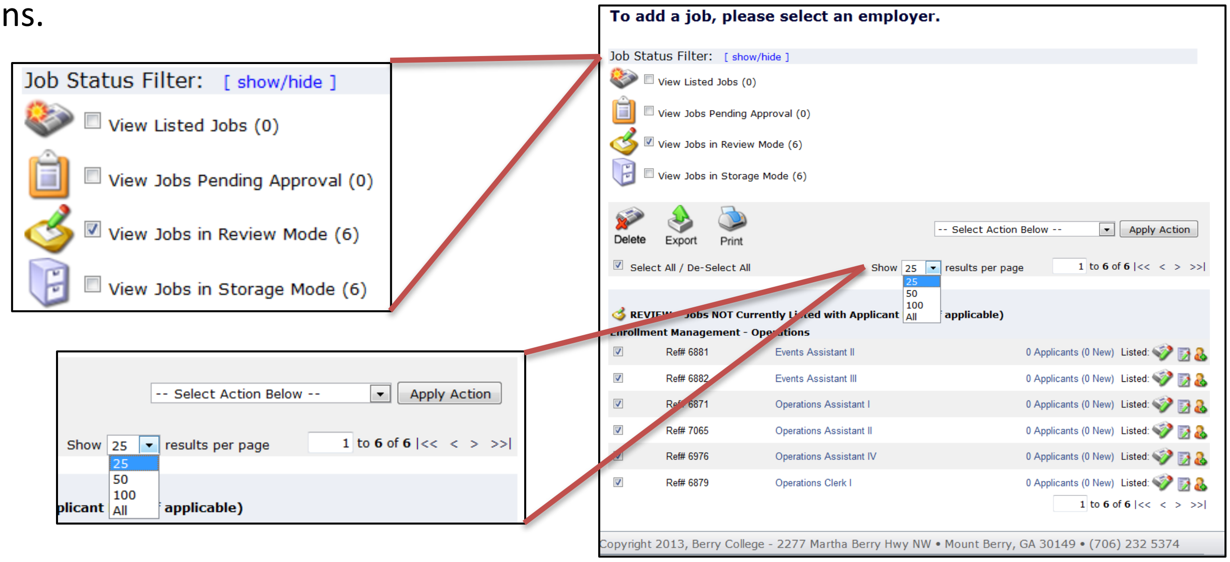
If the wrong job was chosen or no longer needs to be moved, the user may reverse the transaction by clicking the **[x]** next to the job information. The user will then be taken back to the main page of the **Job Control Panel**.

The system also has a mass job transaction function which enables a user to move multiple jobs at one time via the process outlined above. The user can select various jobs individually, or may utilize the **Select All/De-Select All** function.



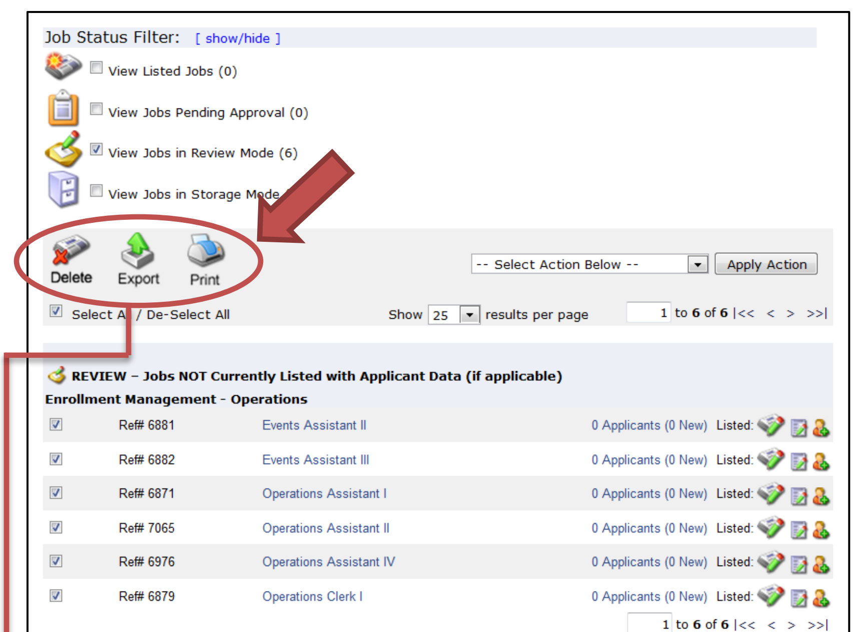
Job Control Panel – Additional Features

Any time a user accesses the **Job Control Panel**, he or she can limit the page to only show jobs in a certain mode (versus showing all jobs at once) via the **Job Status Filter** <u>and</u> can also expand the number of results (jobs displayed) per page, for departments with a large number of positions.



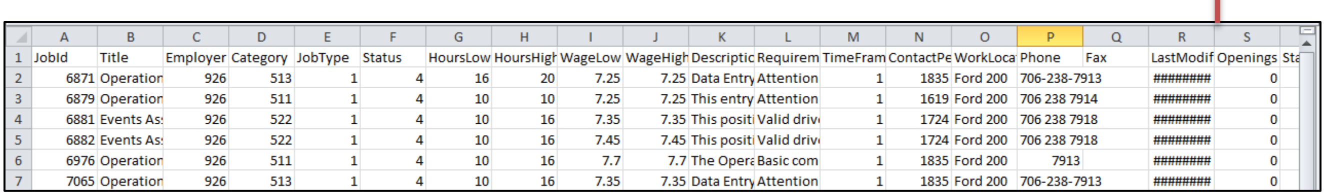
A user may also delete a job, export job information to Excel or print job information by clicking the corresponding icon under the **Job Status Filter**. To complete any of these actions, the user should select one or multiple job(s) before clicking one of the three options.

A user should exercise extreme caution when/if utilizing the *Delete* function. Once a job is deleted, all information about the position and any hires associated with it will be lost and <u>cannot be retrieved!</u>



The *Print* function will take the user to a new page which will arrange the job information in a print-friendly format.

Exporting hire data to Excel will allow the user to organize raw job data in the form of a spreadsheet. Note that changes made in the spreadsheet will <u>not</u> affect information on the **Job Control Panel**.



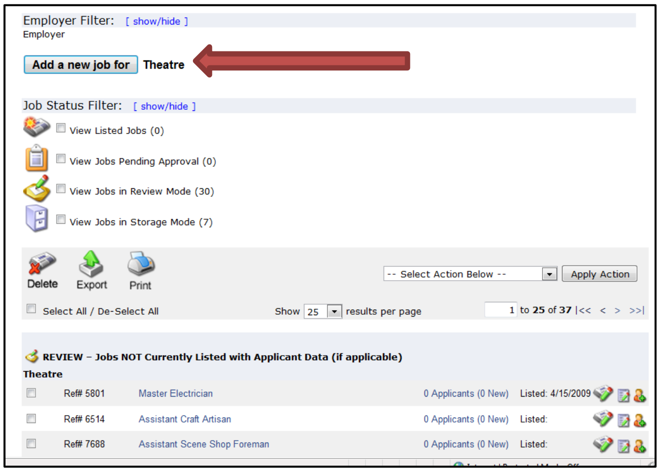
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	JobId	Title	Employer	Category	JobType	Status	HoursLow	HoursHigh	WageLow	WageHigh	Descriptic	Requirem	TimeFram	ContactPe	WorkLoca	Phone	Fax	LastModif	Openings
2	6871	Operation	926	513	1	4	16	20	7.25	7.25	Data Entry	Attention	1	1835	Ford 200	706-238-7913		#########	0
3	6879	Operation	926	511	1	4	10	10	7.25	7.25	This entry	Attention	1	1619	Ford 200	706 238 7914		#########	0
4	6881	Events As:	926	522	1	4	10	16	7.35	7.35	This positi	Valid driv	1	1724	Ford 200	706 238 7918		#########	0
5	6882	Events As:	926	522	1	4	10	16	7.45	7.45	This positi	Valid driv	1	1724	Ford 200	706 238 7918		#########	0
6	6976	Operation	926	511	1	4	10	16	7.7	7.7	The Opera	Basic com	1	1835	Ford 200	7913		#########	0
7	7065	Operation	926	513	1	4	10	16	7.35	7.35	Data Entry	Attention	1	1835	Ford 200	706-238-7913		#########	0

Posting a New Job

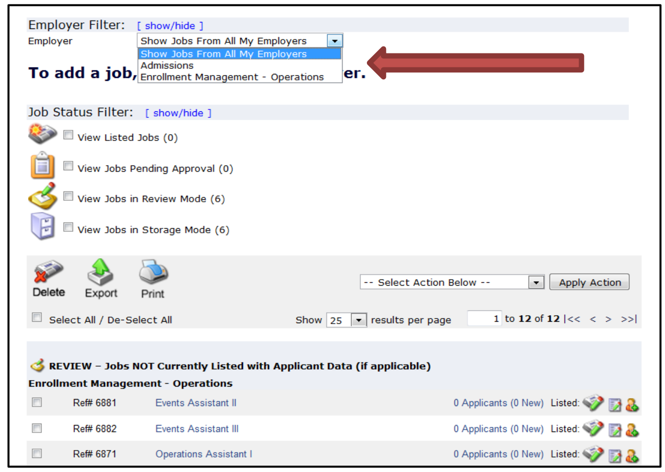
If a user wishes to create a new job that does not currently exist in any mode on the **Job Control Panel**, the following process must be completed to create the job profile.

First, from the **Job Control Panel**, click the Add a new job for **[Department]** button. If the user has access to more than one department, they must first select the department from the drop down menu via the **Employer Filter**, at which point the Add a new job for **[Department]** button will appear.

Users with access to only one department



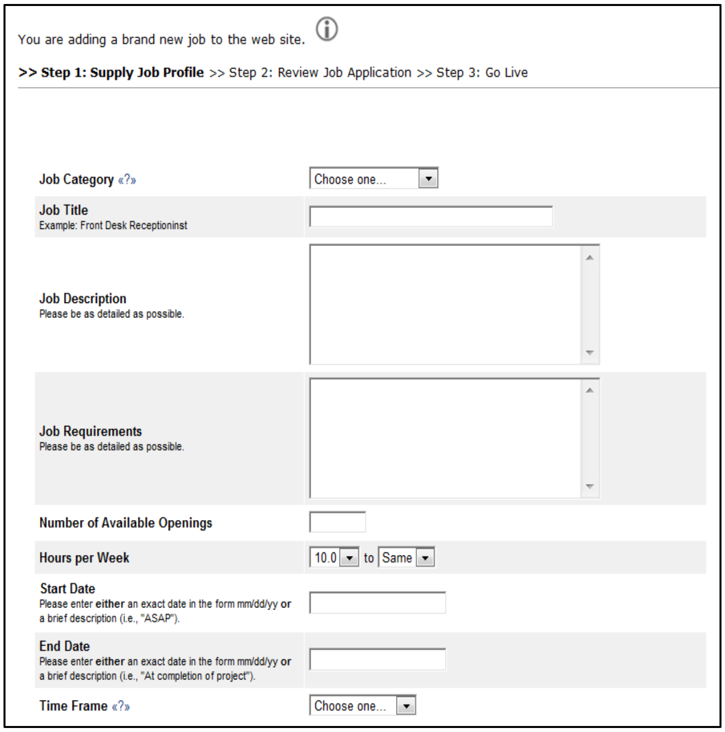
Users with access to multiple departments



This section intentionally left blank.

Posting a New Job – Job Profile

After prompting the system to add a new job, the user will be taken to a blank online form which is used to create the position. Descriptions and explanations of the forms fields are below, with some basic examples.



Job Category: Pick a general category from the drop down menu that describes the type of job being created. Students can search for jobs by category.

Job Title: Each job should have a unique title (example: Class Bus Driver, Circulation Assistant, Web Content Specialist, etc.). Do not include the level in the job title; rather, use other identifying verbiage (example: Beef Cattle Trainee vs. Beef Cattle Team Leader).

Job Description: Include typical job duties and example of work that will be done. Being as specific as possible will allow the student to be informed if they are considering this position.

Job Requirements: Include any general requirements of the position (i.e. valid driver's license, willingness to work weekends, etc.) as well as any specialized skills (example: proficiency or experience with a certain computer program).

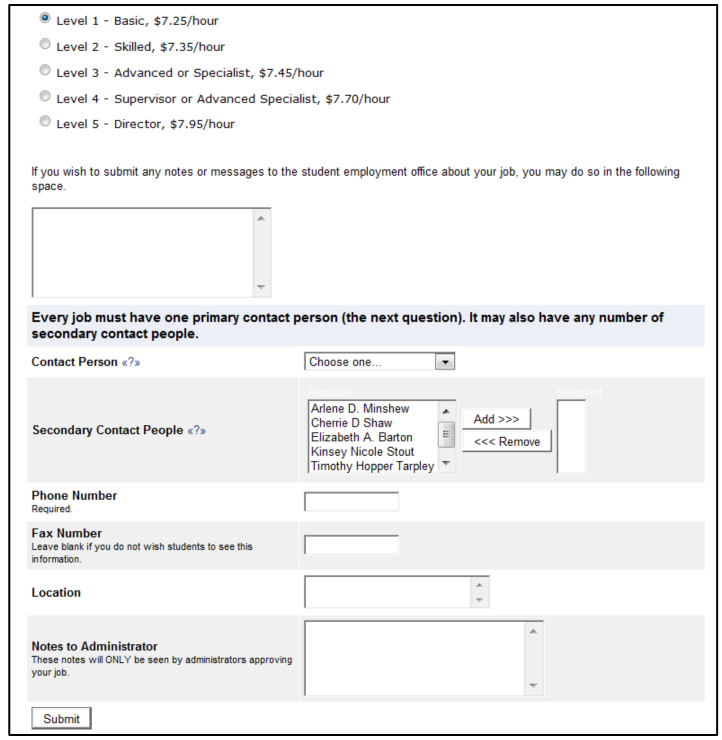
Number of available openings: Indicate the number of positions that need to be filled. This number will decrease automatically as students are hired into the job. Note that the position will remain in **Listed Mode** as long as the number of available openings is greater than 0.

Hours per Week: Indicate the estimated number of hours per week that the student will work. Many students will reference this for scheduling purpose, as they probably already know how many hours per week they can dedicate to a job.

Start Date: This is either the beginning of the semester or the specific date that a student is to begin working. (Contact the Student Work Office for specific semester start dates.)

End Date: This is either the end of the semester or the specific date that a student is to end their employment. (Contact the Student Work Office for specific semester end dates.)

Timeframe: Select "Academic Year" for jobs during the school year, and "Summer" for jobs that take place while regular semester classes are not in session.



Level 1 - Basic, $7.25/hour
Level 2 - Skilled, $7.35/hour
Level 3 - Advanced or Specialist, $7.45/hour
Level 4 - Supervisor or Advanced Specialist, $7.70/hour
Level 5 - Director, $7.95/hour

If you wish to submit any notes or messages to the student employment office about your job, you may do so in the following space.

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

Contact Person «?»	Choose one...
Secondary Contact People «?»	Arlene D. Minshew Cherrie D Shaw Elizabeth A. Barton Kinsey Nicole Stout Timothy Hopper Tarpley Add >>> <<< Remove
Phone Number Required.	
Fax Number Leave blank if you do not wish students to see this information.	
Location	
Notes to Administrator These notes will ONLY be seen by administrators approving your job.	

Submit

Level: Choose a level that fits the type of work and responsibility that the student will have in this position. Criteria for the different levels are included in the Job Profile Form (but have been omitted here). For more information on job levels and student eligibility, please refer to the **Supervisor's Guide to the Work Program** posted on Viking Web. If there are any specific details about the job that the Student Work Office should know, please indicate them in the text box below the level selection menu.

Primary Contact Person: A list of all potential supervisors in a department should show up in the drop down menu. The primary supervisor will be responsible for managing the job and will receive auto-generated emails about the position (when a student applies, hire confirmations, timesheets, etc.). If a supervisor doesn't appear in the menu of choices, please contact the Student Work Office. Each job must have a primary contact person.

Secondary Contact People: A list of all potential supervisors in a department should show up in the left menu. Secondary contacts will also receive notification is a student applies for the position online and will be able to access the job profile to hire students. Secondary supervisors, however, will not receive hire confirmation notifications when a student is hired into the position. A job can have as many or as few (even 0) secondary supervisors. To add a secondary supervisor, the user should highlight the individual's name and click Add >>> .

Phone Number: Enter the complete number or extension where a student could contact a supervisor with any questions.

Fax Number: This information is not required.

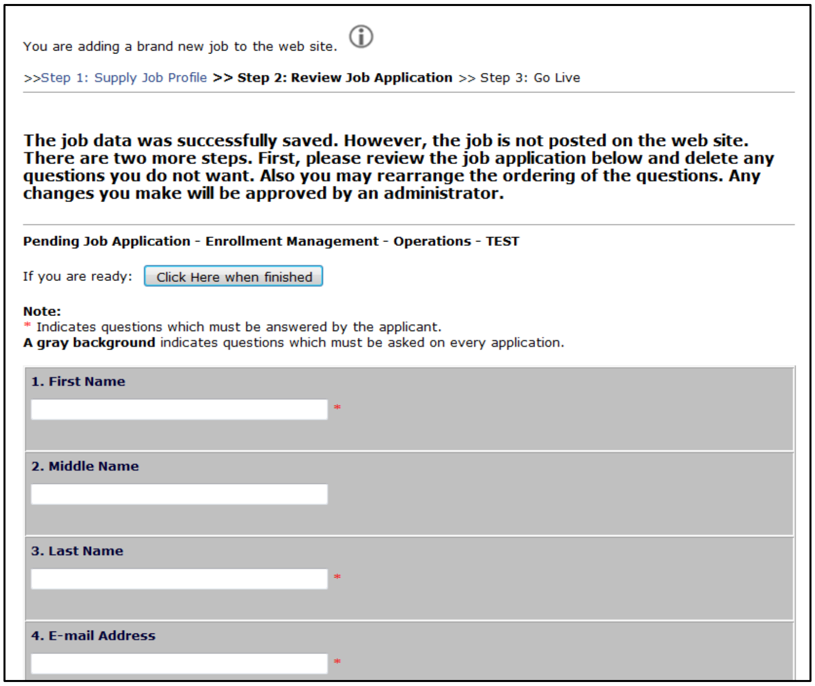
Location: This information is helpful, but not required.

Notes to Administrator: In this text box, a supervisor can indicate to the Student Work Office extra notes that will not be made public. This is most commonly used when a department already knows which student(s) will be hired into the position, and thus don't want the job listed on the website for general applications. This information can be very helpful to the Student Work Office, as the job will otherwise be placed in **Listed Mode** upon approval.

The user should then click the Submit button to be taken to the **Job Application.**

Posting a New Job – Job Application

After completing the job profile, the user will be taken to a screen which will allow him or her to review the job application that students must complete when applying for the job online.



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

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.

Pending Job Application - Enrollment Management - Operations - TEST

If you are ready: Click Here when finished

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name *

2. Middle Name

3. Last Name *

4. E-mail Address *

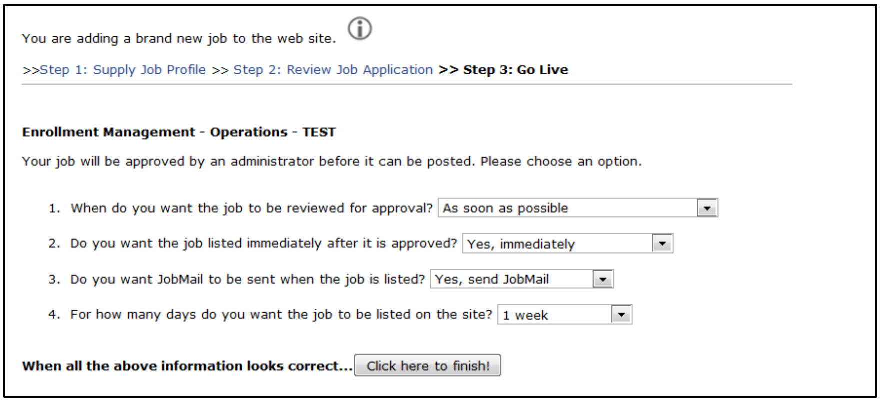
The Student Work Office has developed a general job application that is commonly used across all departments. While a user may edit the application, most supervisors typically just leave the questions as they are. The entire application asks students to provide the following, which cannot be removed even if the application is modified by the user:

• First Name • Middle Name • Last Name • Email Address • Student ID • Phone Number • Hours/week availability	• How soon they can work • Currently employed on campus? • If employed, where? • Favorite job • Brief explanation of why the student is applying

After making revisions (or simply staying with the general application provided), the user should click the Click Here when finished button, either at the top or the bottom of the application questions.

Posting a New Job – Next Steps

Upon submitting the job profile and reviewing the application, the user will be taken to a final screen that will allow them to indicate what should happen to the job upon approval by the Student Work Office. Explanations of the questions are below.

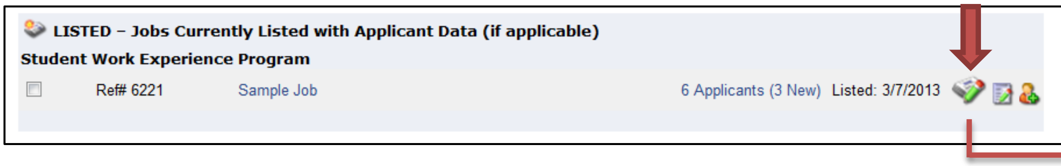


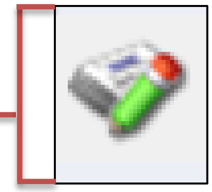
1. **When do you want the job to be reviewed for approval?**
   a. *As Soon As Possible*: The job will be submitted immediately to an administrator for approval.
   b. *Later – I need to review it myself first*: The job will move into **Review Mode** and will not be seen by an administrator. Jobs moved into **Review Mode** can be submitted for approval and posting at a later date.
2. **Do you want the job listed immediately after it is approved**?
   a. *Yes, immediately*: The job will be placed in **Listed Mode** once it is approved.
   b. *No, put it in storage for me*: The job will move into **Storage Mode** after it is approved and can be posted later to the website without additional approval.
3. **Do you want JobMail to be sent when the job is listed?**
   a. *Yes, send JobMail*: JobMail is a feature whereby an auto-generated email will be sent to any student who has expressed interest in being notified when a job in this department becomes available.
   b. *No, do not send JobMail*: JobMail will not be sent.
4. **For how many days do you want the job to be listed on the site?**
   a. *XX Days or Weeks*: The job can be set to close automatically after a certain number of days indicated in this field. Once the timeframe is set, the job will delist from the website unless extended by the user or an administrator. Regardless of the number of days selected, a user will be able to manually close the job at any time. Additionally, the website will automatically delist the job when the number of available openings reaches 0 (so, if the user initially only set 1 opening and hired a student, the website will take the job out of **Listed Mode**).

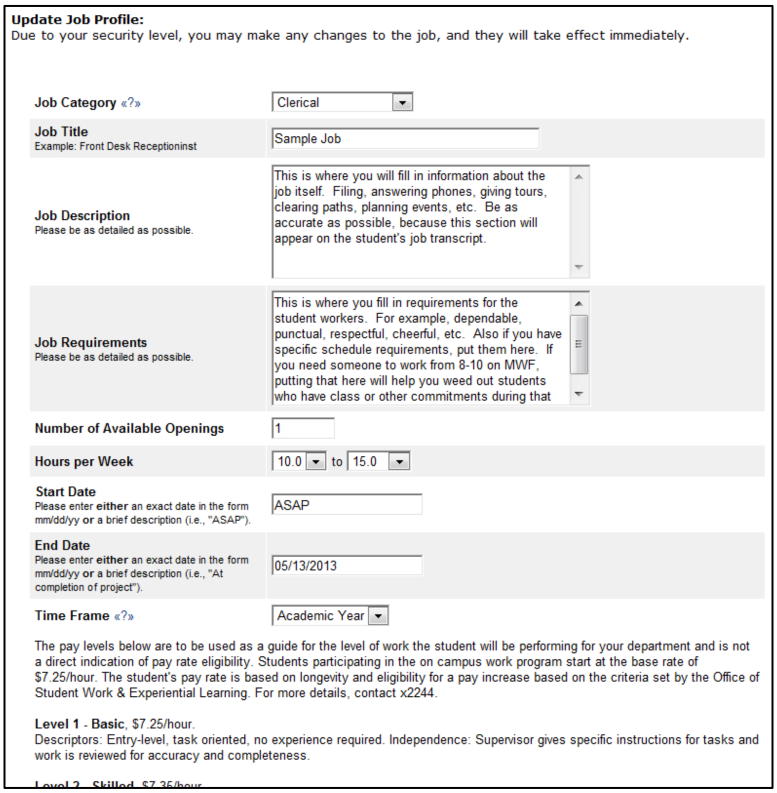
After answering these questions, the user should click the Click here to finish! button and the job creation process is complete. The details of the job will be accessible from the **Job Control Panel**.

Managing Existing Jobs

Users can modify the details of existing jobs, as well. Jobs can be modified in any mode, though some updates will require approval from an administrator. To make changes to an existing job, the user must select the first of three icons located to the far right of the job title on the **Job Control Panel.**







The user will then be taken to the **Update Job Profile** screen, where changes can be made to any and all elements of the job. The **Update Job Profile** function is most likely to be used for one of the three following reasons:

- Update **number of available openings** (this number must be greater than 0 in order to hire a student into the position)
- Update **start and end dates** (note: alpha prompts such as "ASAP" or "Beginning of the Semester" are acceptable)
- Update **primary or secondary supervisor** information

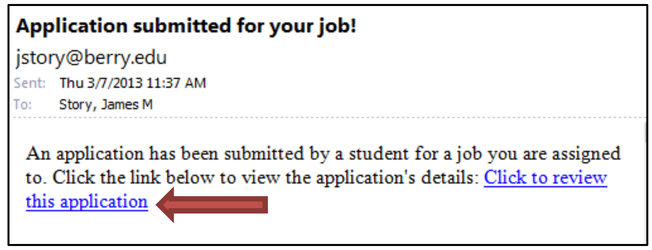
Changes to the **Job Profile** can also be made by clicking the job title via the **Job Control Panel** and then clicking **[Edit this Job]**. Accessing this screen will also give the user expanded details about the job (i.e. what mode it can be found it, how many applicants there are, etc.). Users can also hire from this screen, though a more efficient method will be presented in the following pages.

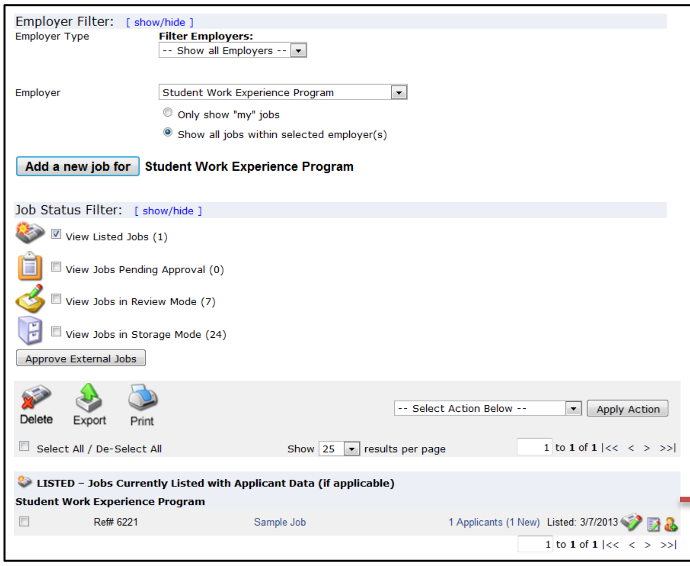
Most changes to the job title, description, requirements and/or level will require administrative review and will be moved to the requested mode upon approval.

Reviewing Student Applications

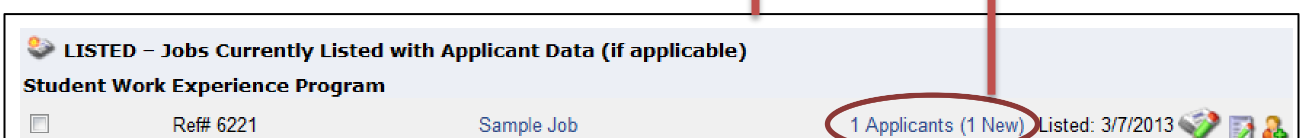
Once the job has been approved and is in **Listed Mode** on the website, the primary and secondary contacts will receive an auto-generated email each time a student applies for the position. To view the application(s), the user can access this information one of two ways.

The auto-generated email will provide the user with an active link which, when clicked, will connect directly to the applicant information page.

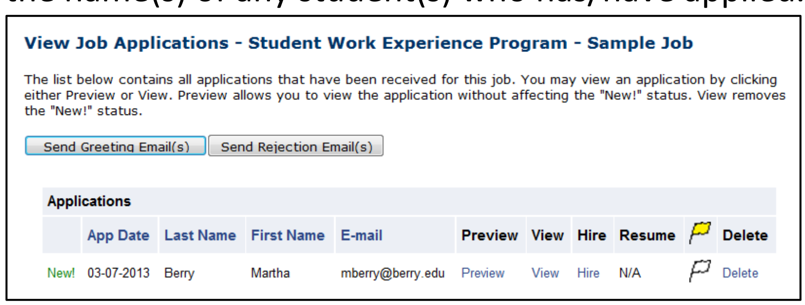




Or, the user can navigate to the **Job Control Panel.** The listed job can be displayed via the **Job Status Filter** and will indicate how many new, as well as total, applicants have expressed interest in the position. New applicants are students who have applied since the applicants were last reviewed.

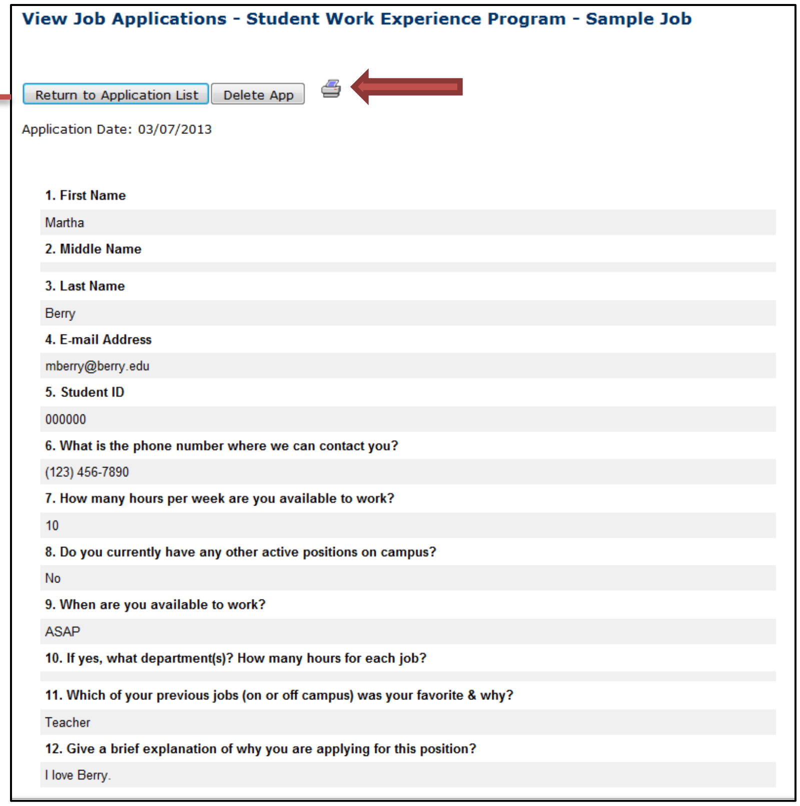


Clicking the active link that shows total and new number of applicants will take the user to another screen where he or she can see the name(s) of any student(s) who has/have applied. Applicants are initially displayed in descending order by date and time of application, and new applicants are designated by the **New!** icon next to the student's name. Clicking one of the column headings (i.e. "Last Name") will allow the user to organize

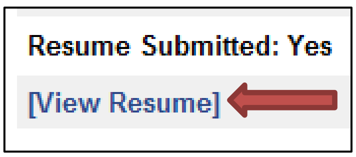


the applicant data by the selected field. Applications can also be flagged for follow up by clicking the clear flag (to change it to yellow) next to the specific application. To view the application, the user should click either **Preview** or **View** – both links will display the application the same way. Clicking **View**, however, will eliminate the **New!** status, whereas clicking **Preview** will maintain the **New!** display (similar to the "Mark as Read" or "Mark as Unread" function in email programs). After clicking **Preview** or **View**, the individual application will appear.

When a user chooses to view the student's application via the **Preview** or **View** function, the applicant's responses to each question will appear on the next screen. The system offers a print-friendly version of the application which will appear in a separate window when the printer icon is selected.

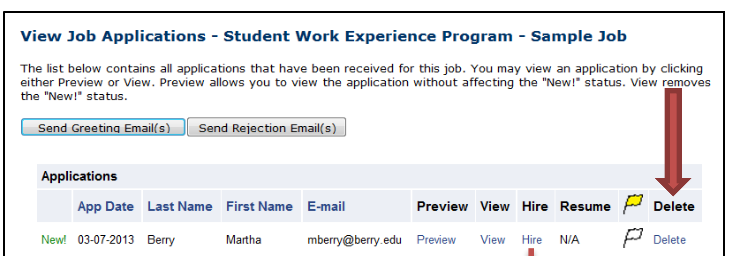


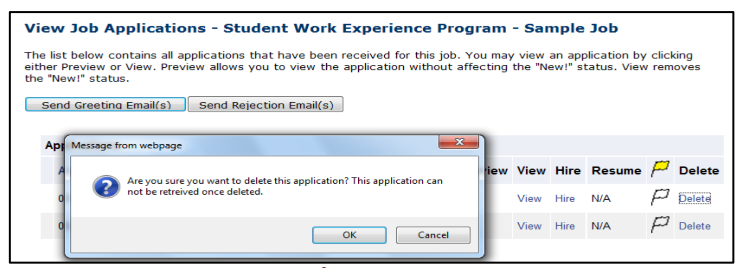
If an applicant chose to submit a resume, the system will provide an active link to the document following **Question 12**.

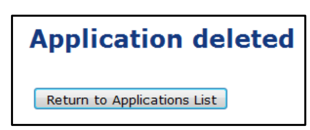


When review of the individual application is complete, the user may return to the list of applicants or delete the application via the two buttons at the top of the application page. **Caution: once an application is deleted, all data is lost and cannot be retrieved!**

Individual applications can also be deleted from the **View Job Applications** screen by clicking the **Delete** link next to the applicant's name. The user will be prompted to confirm that he or she wishes to delete the application, and the following screen will confirm that the application has been deleted.







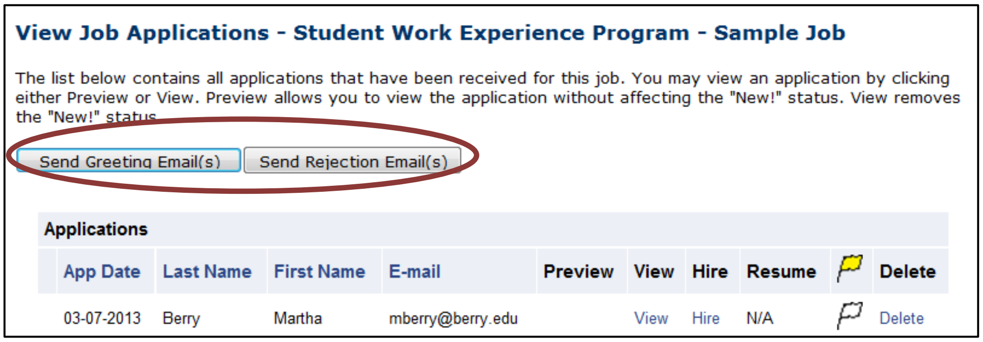
Users can also hire from this screen, though a more efficient method will be presented in the following pages.

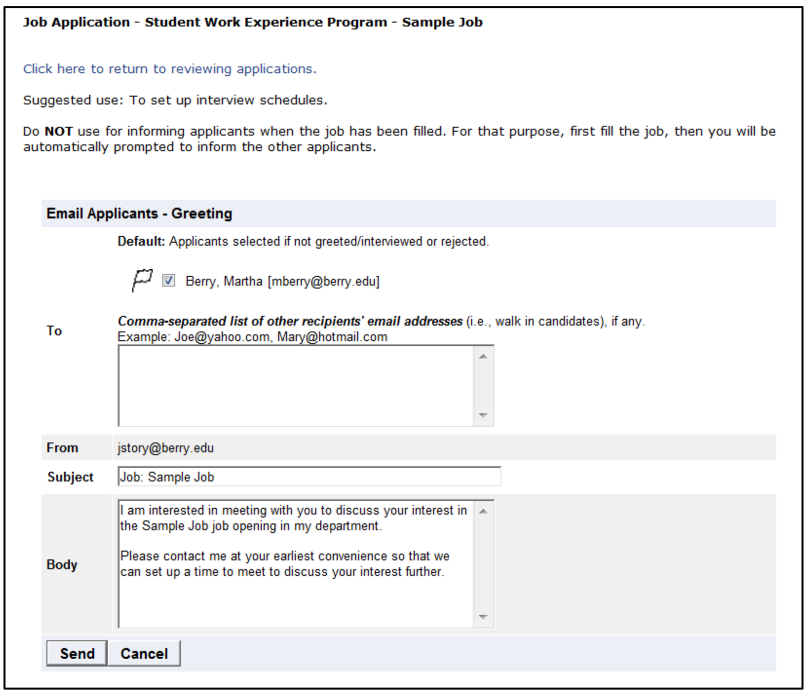
Remember

Once deleted, an application and its associated data cannot be retrieved!!

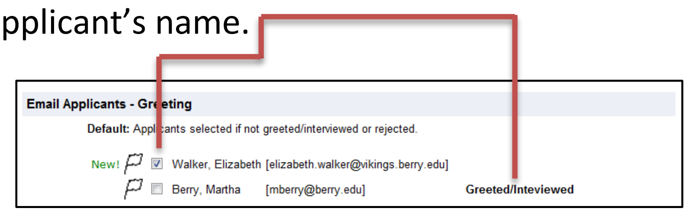
Reviewing Student Applications – Contacting Applicants

While emailing student applicants directly from a user's College email account is an option, the system also offers a function that allows the user to contact the applicant(s) directly from the **View Job Applications** screen. The user will be logged in under his or her individual account, so the system will generate all correspondence from the user's email address without the user having to access an email client to send a message. There are two available options above the list of applicants for the job: **Send Greeting Email(s)** and **Send Rejection Email(s)**.



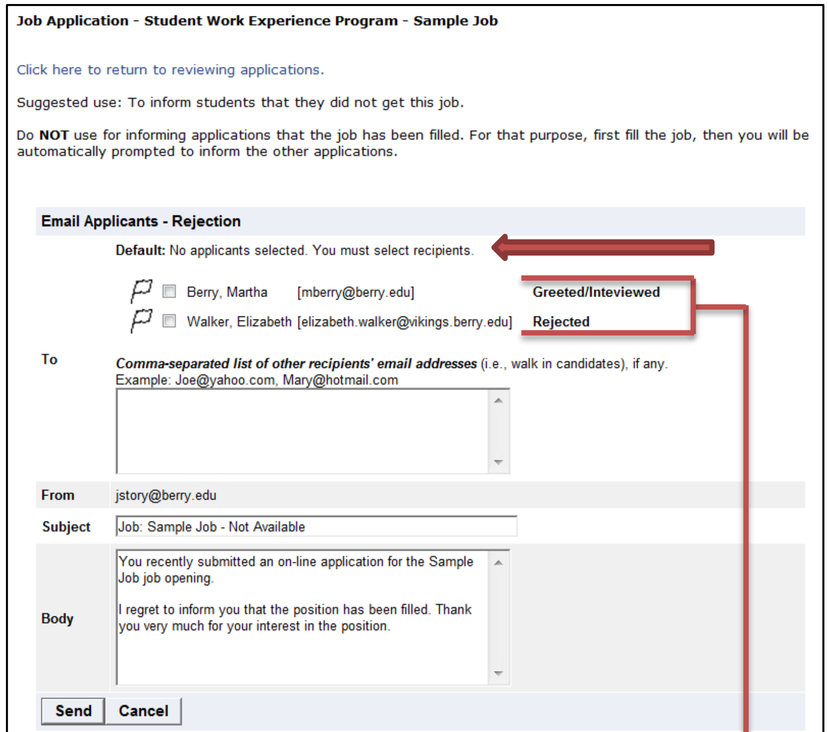


Choosing the Send Greeting Email(s) button will pull up another page. First, the user will need to select which applicant(s) the message is to be sent to. If there are multiple applicants, each name will appear and the user has the option of sending the message to one, some or all of the applicants. By default, all applicants who have <u>not already received a message</u> about the job are selected. If an applicant has previously been contacted through the system, this will be noted next to the applicant's name.



The **To:** field will allow the user to enter the email address(es) of anyone else who he or she desires to receive a copy of the message (i.e. a secondary supervisor or another member of the department). **Note: it is <u>not</u> necessary to type the applicant's email address in this field, as the system will send the message to the email address associated with the selected applicants above.** The **From:** field will generate the user's email address, as well. The **Subject** and **Body** sections will show generic text that is preloaded into the system but the user may modify the existing text or delete it totally and type a new subject/message. Once sent, the user will receive a copy of the email sent to the email address associated with his or her user information (see following page).

Choosing the Send Rejection Email(s) button will pull up a separate page. As is the case with the **Send Greeting Email(s)** page, the user will need to select which applicant(s) the message is to be sent to. If there are multiple applicants, each name will appear and the user has the option of sending the message to one, some or all of the applicants. Note that there are no defaults on this page (as is the case on the **Send Greeting Email(s)** page) and the user must select which applicants to contact. If an applicant has previously been contacted through the system, this will be noted next to the applicant's name.



Job Application - Student Work Experience Program - Sample Job

Click here to return to reviewing applications.

Suggested use: To inform students 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

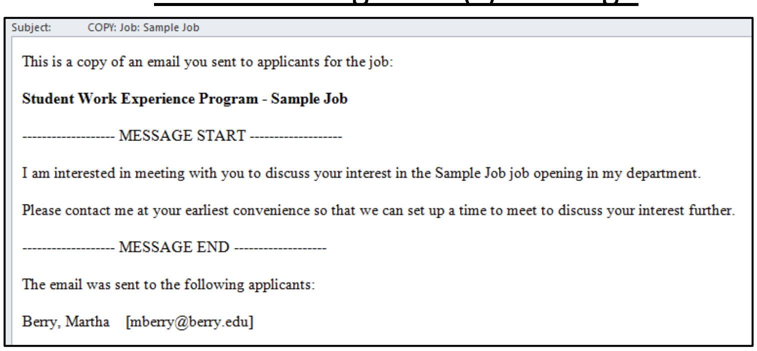
To	**Default:** No applicants selected. You must select recipients. ☐ Berry, Martha [mberry@berry.edu] **Greeted/Inteviewed** ☐ Walker, Elizabeth [elizabeth.walker@vikings.berry.edu] **Rejected** ***Comma-separated list of other recipients' email addresses*** (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com
From	jstory@berry.edu
Subject	Job: Sample Job - Not Available
Body	You recently submitted an on-line application for the Sample Job job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send **Cancel**

The **To:** field will allow the user to enter the email address(es) of anyone else who he or she desires to receive a copy of the message (i.e. a secondary supervisor or another member of the department). **Note: it is <u>not</u> necessary to type the applicant's email address in this field, as the system will send the message to the email address associated with the selected applicants above.** The **From:** field will generate the user's email address, as well. The **Subject** and **Body** sections will show generic text that is preloaded into the system but the user may modify the existing text or delete it totally and type a new subject/message.

Once a message is sent (via the **Send Greeting Email(s)** page or the **Send Rejection Email(s)** page), the user will receive a copy of the email sent to the address associated with his or her user information. Any delivery failure notices (due to bad email addresses, a full inbox, etc.) will be sent to address associated with the user's information, as well.

<u>Send Greeting Email(s) message</u>



Subject: COPY: Job: Sample Job

This is a copy of an email you sent to applicants for the job:

Student Work Experience Program - Sample Job

------------------ MESSAGE START ------------------

I am interested in meeting with you to discuss your interest in the Sample Job job opening in my department.

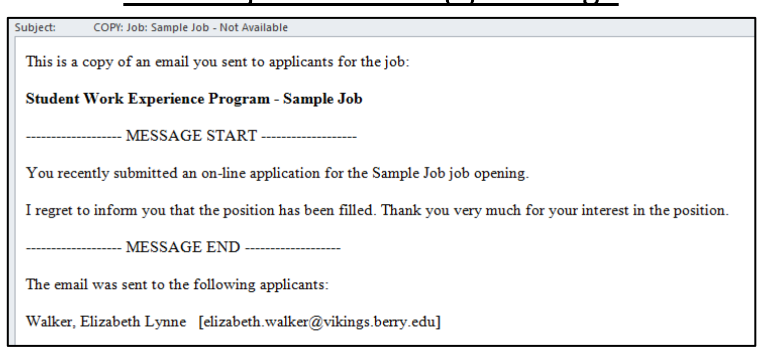
Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

------------------ MESSAGE END ------------------

The email was sent to the following applicants:

Berry, Martha [mberry@berry.edu]

<u>Send Rejection Email(s) message</u>



Subject: COPY: Job: Sample Job - Not Available

This is a copy of an email you sent to applicants for the job:

Student Work Experience Program - Sample Job

------------------ MESSAGE START ------------------

You recently submitted an on-line application for the Sample Job job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

------------------ MESSAGE END ------------------

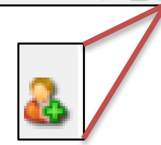
The email was sent to the following applicants:

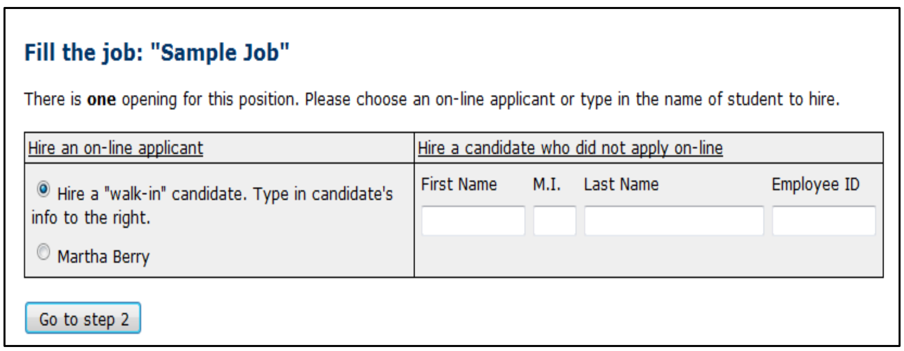
Walker, Elizabeth Lynne [elizabeth.walker@vikings.berry.edu]

Hiring a Student

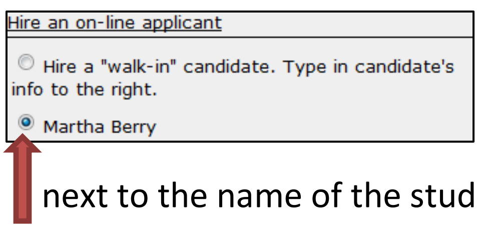
Though there are multiple ways to hire a student (which will ultimately lead the user to the same place), the quickest and most efficient way to hire an applicant into a job is via the **Job Control Panel.** Note that students can only be hired if the job is in either **Listed Mode** or **Review Mode** – jobs that are **Pending Approval** or are in **Storage Mode** will not allow the user to hire a student into the position.

Once the job is located on the **Job Control Panel**, the user should click the icon that indicates a person with a plus sign, the third icon to the far right of the job title.



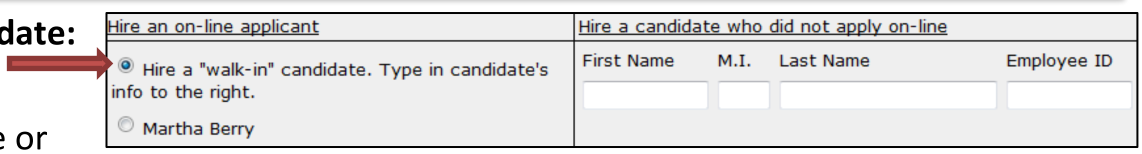


The user will then be taken to the **Fill the Job** screen where he or she will choose or enter the student's name. There are two different ways a student can be selected: **Hire an online applicant** or **Hire a walk-in candidate.**



Hire an online applicant: If the job was placed into **Listed Mode** and, at any point, was applied for by a/multiple student(s), the names of that/those applicant(s) will automatically appear. The applicant should select the bubble next to the name of the student he or she wishes to hire and then click the Go to step 2 button.

Hire a walk-in candidate: If the job was never listed on the website or the user wishes to hire someone other than an applicant who applied online, he or she should hire the student as a "walk-in" – which means to hire an applicant without them having applied for the position. To do this, the user should click the bubble next to this option on the left-hand pane of the window. While first name and/or middle initial are not necessary, the user **must** enter part or all of the last name and/or the student's ID number. The user will then select the student from all relevant matches on the next screen to proceed to the next step.



Note: supervisors most commonly use the **Hire a walk-in candidate** function when promoting a student from one level to another or if they already know which student(s) is/are to be hired into the position (thereby eliminating the need to list the job and accept general applications).

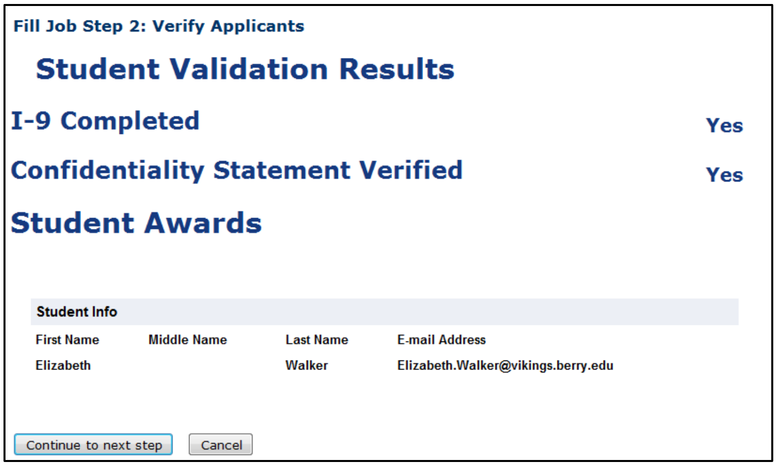
VERY IMPORTANT!

The United States Department of Homeland Security mandates that companies (including the College) <u>must obtain</u> employment eligibility verification on any and all employees **before the individual begins working in their position.** Student workers are considered employees of the College and, as such, must fill out the same Federal Form I-9 as full time employees.

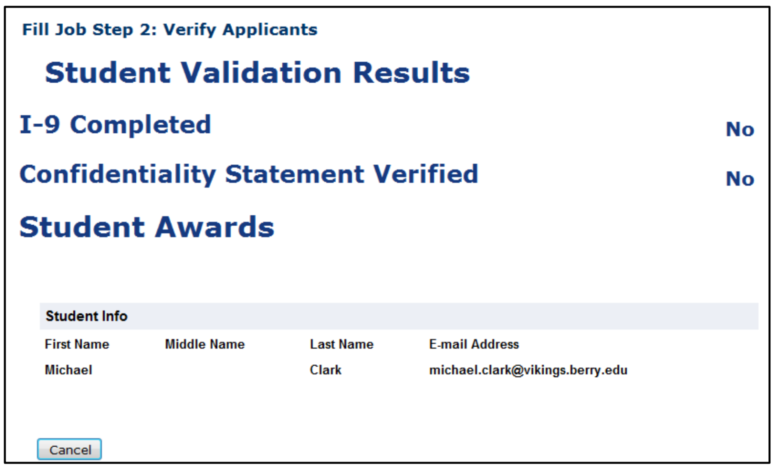
After selecting a student from the **Fill the Job** screen, the user will be taken to a page which will indicate whether or not the student has completed all necessary paperwork. Along with the I-9 Form, the Student Work Office also requires all student workers to sign a Confidentiality Statement to protect sensitive information about the College or its faculty, staff and students.

If the answer to either question is <u>NO</u>, the supervisor should send the student to the Student Work Office and, most importantly, <u>should not let the student begin working until the paperwork is complete.</u> It is a violation of Federal law to allow an employee to work without first verifying that they are eligible to work in the United States of America!

This section intentionally left blank.



If the student has completed all necessary paperwork, both statements will show a **YES** result and the user will be able to proceed on with the hire via the Continue to next step button at the bottom of the screen.

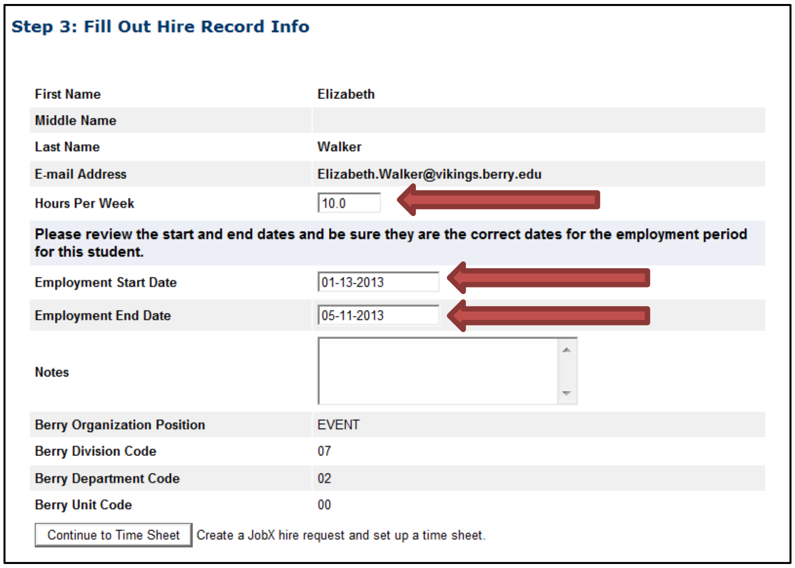


If the student has <u>not</u> completed all necessary paperwork, one or both statements will show **NO** result and the user will not be able to proceed on with the hire. The only available option at the bottom of the screen will be the Cancel button. **Remember: the student must complete the paperwork <u>before</u> they can begin working!**

For jobs that are paid at the Level 4 or Level 5 pay rate – students must have an approved resume on file with the Career Center before they can be hired into the position. A third row regarding the approved resume will appear on Level 4 and Level 5 hire requests <u>only</u>. If this field shows a **NO** result, the only available option at the bottom of the screen will be the Cancel button. **The student's resume must be cleared by the Career Center <u>before</u> they can begin working!**

Assuming the student has completed all necessary paperwork with the Student Work Office, the user should be able to continue with the hire request via the Continue to next step button at the bottom of the screen.

The next screen will allow the user to change pertinent details relating to the individual job.

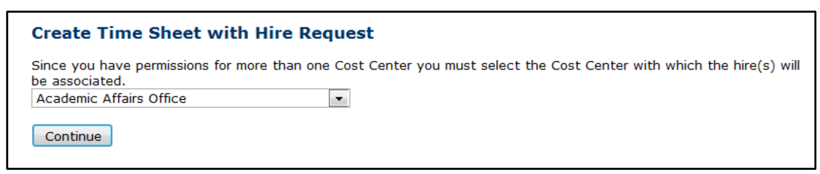


Step 3: Fill Out Hire Record Info

First Name	Elizabeth
Middle Name	
Last Name	Walker
E-mail Address	Elizabeth.Walker@vikings.berry.edu
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	01-13-2013
Employment End Date	05-11-2013
Notes	
Berry Organization Position	EVENT
Berry Division Code	07
Berry Department Code	02
Berry Unit Code	00

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

The system will pull data from the original **Job Profile** for the **Hours Per Week**, **Employment Start Date** and **Employment End Date** form fields and automatically insert the appropriate information. However, changes can be made by the user on this screen as well. It is important to insert an accurate **Employment Start Date** and **Employment End Date** as the system will generate timesheets for all pay periods in between these dates when the hire is approved. (So, irrelevant timesheets will be created if the hire dates don't align with when the student will actually be working.) If alpha data was entered on the original **Job Profile** (for example, having "ASAP" as the **Employment Start Date**), the form field will be blank and the user must insert an actual calendar date. The **Notes** section can always be left blank, and the coding information on this screen is only relevant to the Student Work Office and can't be changed by the individual user. Once the hire dates are set, the user can proceed by clicking the Continue to Time Sheet button on the bottom of the page.



Create Time Sheet with Hire Request

Since you have permissions for more than one Cost Center you must select the Cost Center with which the hire(s) will be associated.

Academic Affairs Office

Continue

The next screen will provide a drop down menu for users who have access to multiple departments. If this is the case, the user will need to choose the appropriate department for this position from the drop down menu that is provided. Once the department has been selected, the user should click the Continue button.

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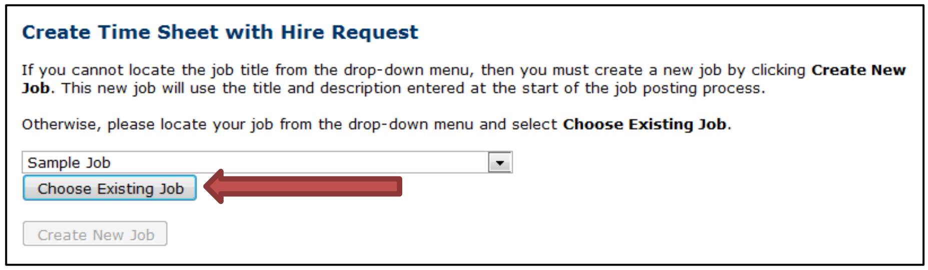
The next screen will begin the process of allowing the user to create a timesheet for the student who is to be hired into the position. **This step is VERY important!**


Create Time Sheet with Hire Request

If you cannot locate the job title from the drop-down menu, then you must create a new job by clicking **Create New Job**. This new job will use the title and description entered at the start of the job posting process.

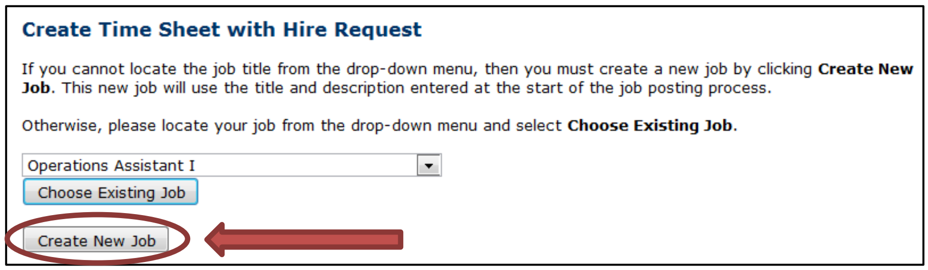
Otherwise, please locate your job from the drop-down menu and select **Choose Existing Job**.

Sample Job

Choose Existing Job

Create New Job

If the user has previously hired a student into this position, the system will automatically populate the <u>correct</u> job title in the drop down menu. The user should simply proceed on by clicking the Choose Existing Job button. **<u>There is no need to choose a different job title from the menu!</u>**


Create Time Sheet with Hire Request

If you cannot locate the job title from the drop-down menu, then you must create a new job by clicking **Create New Job**. This new job will use the title and description entered at the start of the job posting process.

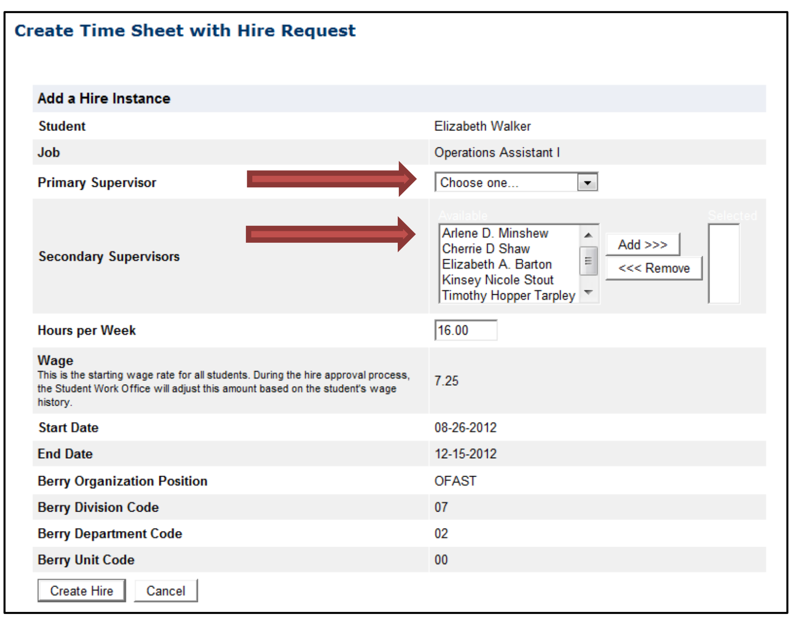
Otherwise, please locate your job from the drop-down menu and select **Choose Existing Job**.

Operations Assistant I

Choose Existing Job

Create New Job

If this is a new job and/or this is the <u>first time</u> a student is being hired into the position, the system will not be able to automatically populate the correct job title in the drop down menu. If this is the case, the user must click the Create New Job button (which will only be activated in this situation). **<u>The user should not attempt to find the correct job title in the drop down menu, or choose something "close" to the correct job title.</u>** The hire request will not process correctly if this important step is not followed. Note: this step is only required the first time a student is being hired into a specific position. It is not required for subsequent hires (i.e. if a second student was being hired into the same position, the job title would populate in the drop down menu for the second hire request).

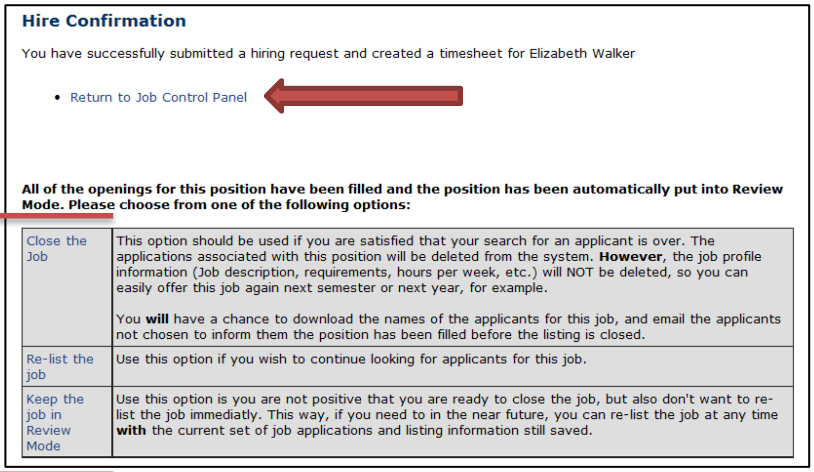

Create Time Sheet with Hire Request

Add a Hire Instance	
Student	Elizabeth Walker
Job	Operations Assistant I
Primary Supervisor	Choose one...
Secondary Supervisors	Arlene D. Minshew Cherrie D Shaw Elizabeth A. Barton Kinsey Nicole Stout Timothy Hopper Tarpley Add >>> <<< Remove
Hours per Week	16.00
Wage This is the starting wage rate for all students. During the hire approval process, the Student Work Office will adjust this amount based on the student's wage history.	7.25
Start Date	08-26-2012
End Date	12-15-2012
Berry Organization Position	OFAST
Berry Division Code	07
Berry Department Code	02
Berry Unit Code	00

Create Hire Cancel

The final step is to delegate supervisor responsibilities for the specific timesheet. As is the case in the **Job Profile**, the hire must have one **Primary Supervisor** but delegating one or multiple **Secondary Supervisors** is optional. Note that a/some **Secondary Supervisor(s)** will be able to access and approve the timesheet if the **Primary Supervisor** is unable to do so. Additional information (**wage, start/end dates**) will pull from earlier screens. The coding at the bottom is not relevant to the user.

The final step to set up the hire is to click the Create Hire button at the bottom of the screen.



Hire Confirmation

You have successfully submitted a hiring request and created a timesheet for Elizabeth Walker

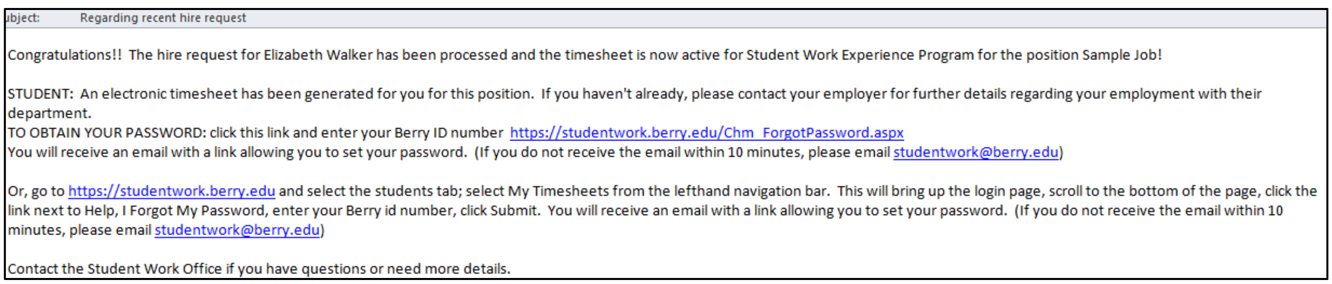
- Return to Job Control Panel

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

Close the Job	This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. **However**, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example. You **will** have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	Use this option is you are not positive that you are ready to close the job, but also don't want to re-list the job immediatly. This way, if you need to in the near future, you can re-list the job at any time **with** the current set of job applications and listing information still saved.

The last screen in the hiring process will provide a **Hire Confirmation**. As is indicated on the page, the job will automatically be placed in **Review Mode** when all available openings have been filled. Note that if the position had multiple openings, the job will remain in **Listed Mode** on the website. From this screen, the user may return to the **Job Control Panel** or choose to take additional action by placing the position in a different mode.

When the Student Work Office has approved the hire request, both the student and the **Primary Supervisor** will receive an email confirming the approval. The message will generate the student's name and job title in the body of the email.



ubject: Regarding recent hire request

Congratulations!! The hire request for Elizabeth Walker has been processed and the timesheet is now active for Student Work Experience Program for the position Sample Job!

STUDENT: An electronic timesheet has been generated for you for this position. If you haven't already, please contact your employer for further details regarding your employment with their department.
TO OBTAIN YOUR PASSWORD: click this link and enter your Berry ID number https://studentwork.berry.edu/Chm_ForgotPassword.aspx
You will receive an email with a link allowing you to set your password. (If you do not receive the email within 10 minutes, please email studentwork@berry.edu)

Or, go to https://studentwork.berry.edu and select the students tab; select My Timesheets from the lefthand navigation bar. This will bring up the login page, scroll to the bottom of the page, click the link next to Help, I Forgot My Password, enter your Berry id number, click Submit. You will receive an email with a link allowing you to set your password. (If you do not receive the email within 10 minutes, please email studentwork@berry.edu)

Contact the Student Work Office if you have questions or need more details.

Note that only one applicant at a time can be hired into a position. This process must be completed for each individual hire request.

If a hire request is being completed for a student who has applied for the position online, the **Hire** column of the **View Job Applications** screen will note that there is a "Hire Pending" for the student until the hire is approved by the Student Work Office. Once approved, the column will switch to say "Hired" for the corresponding student.

View Job Applications - Community/Industry Work Experience - Horticulture Technician - WinShape Retreat

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

Send Greeting Email(s) | Send Rejection Email(s)

Applications

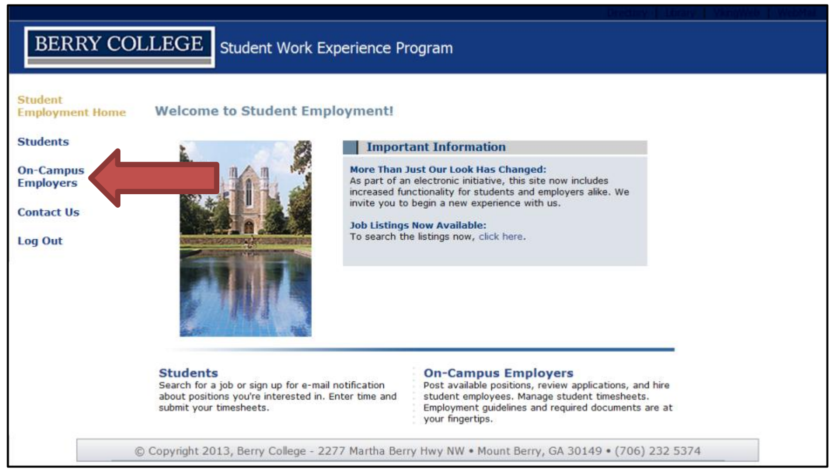
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete
New!	04-19-2013	Watson	Paul	paul.watson@vikings.berry.edu	Preview	View	Hire Pending	N/A		Delete
New!	04-15-2013	Waters	Christy	christy.waters@vikings.berry.edu	Preview	View	Hire Pending	Resume		Delete

Reminder: Posted jobs will automatically delist from the website when all open positions have been filled. Users are encouraged to delete applications after all available positions have been filled to prevent confusion or duplicate contact in the future.

Timesheet Management

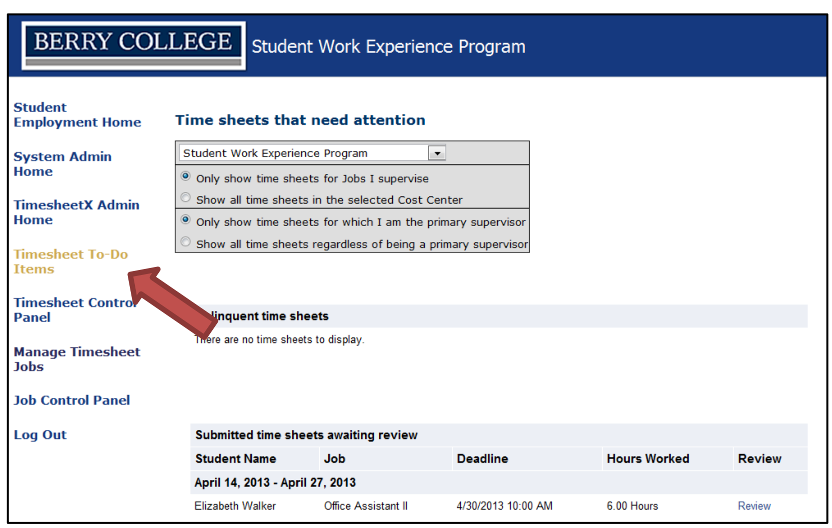
When a student has logged time for the pay period and submits his or her timesheet, the system sends it to the supervisor for approval. To approve pending timesheets, the user should once again access the main website to login.

- Go to https://studentwork.berry.edu
- Click on **On-Campus Employers** via the left navigation menu

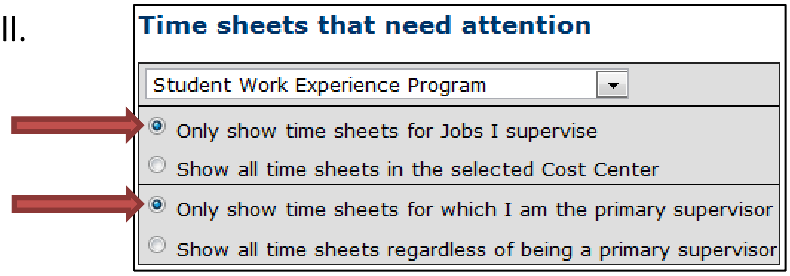


- Click **Timesheet Management Login** via the navigation menu under **Employer Tools**

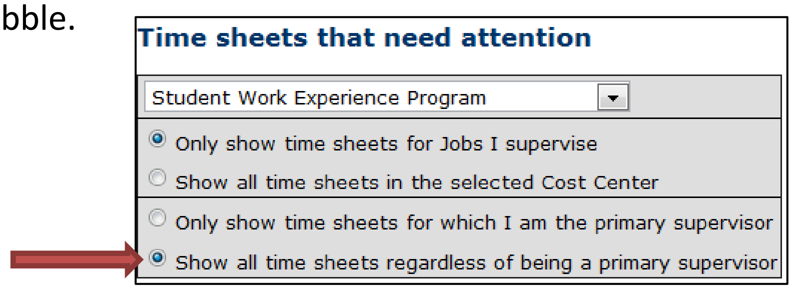
The user will then be taken to the **Timesheet To-Do Items** screen as is indicated via the left-hand navigation menu.



The **Timesheet To-Do Items** screen will, by default, assume that the user is a **Primary Supervisor**. As such, the "Only show time sheets for jobs I supervise" bubble will automatically be selected. Below that, the "Only show time sheets for which I am the primary supervisor" bubble will be automatically selected, as well.



If the user is only a **Secondary Supervisor**, or wishes to approve a timesheet that he or she is listed as a **Secondary Supervisor** on, he or she will need to highlight the "Show all time sheets regardless of being a primary supervisor" bubble.



There are 5 different categories under which timesheets can be organized. Only categories with timesheets to display will appear on the **Timesheet To-Do Items** screen.

1. **Time sheets returned by an administrator:** Timesheets which have been reviewed by an administrator and returned to the supervisor. The system should note why the timesheet has been returned. Users should click **Review** to access these timesheets.
2. **Resubmitted time sheets:** Timesheets that have been revised by a student and resubmitted for supervisor approval. The user should click **Review** to access these timesheets.
3. **Time sheets incomplete by supervisor:** Timesheets which have been started by a supervisor but have not been completed. A supervisor must take possession away from a student in order for a timesheet to reach this status (see next page). Once a supervisor starts a timesheet, it cannot be edited by the student. To complete the timesheet, the user should click **Go to time sheet.**

Explanation of timesheet categories continues on next page.

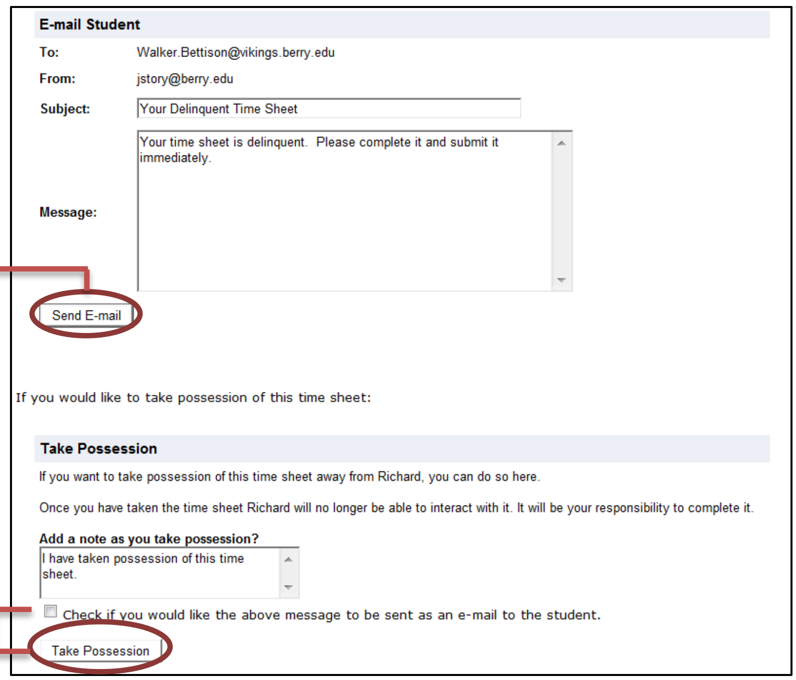
Timesheet Management – Delinquent and Submitted Timesheets

Delinquent timesheets are timesheets that may or may not have been started by a student (this will be indicated in the “Last Modified” column and will either say “Never Started” or will indicate how many weeks ago the timesheet was started). Regardless, the timesheet was never submitted for approval and the student deadline has passed. The user should click **Review** to take action on these timesheets.

If the student has never started the timesheet, as indicated in the “Last Modified” column, the next page will allow the user to email the student directly from the system to remind them of timesheet deliquency and/or take possession of the timesheet.

Last Modified	View Details
Never Started	Review

If the user chooses to send an email to the student, a generic subject line and email will be generated. The user may alter either section of the text and should click Send E-mail to send the message.



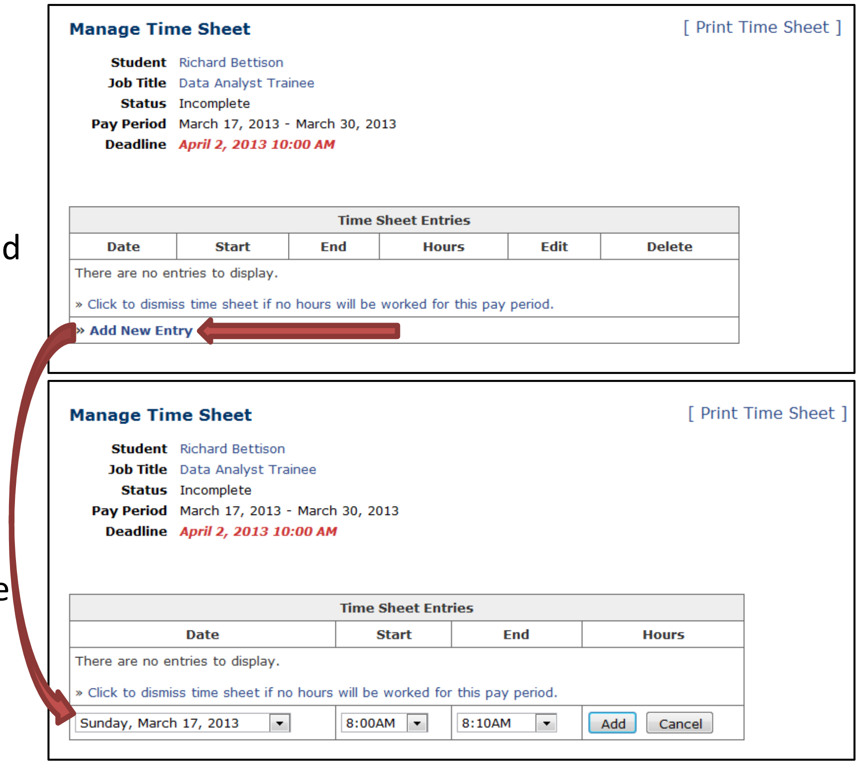
To **Take Possession** of a timesheet, the user should click the Take Possession button at the bottom of the screen. The user has the option of sending an email to notify the student that he or she is taking possession, as well.

If a user decides to **Take Possession** of a timesheet but does not enter time or dismiss it, the timesheet will be sent to the **Timesheets incomplete by supervisor** status and will remain on the **Timesheet To-Do Items** screen.

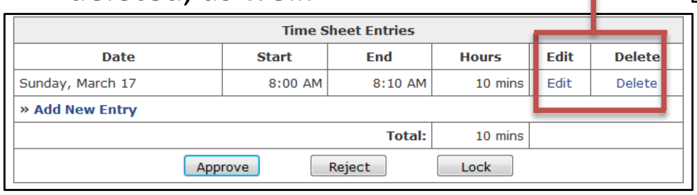
Time sheets incomplete by supervisor			
Student	**Job**	**Deadline**	**Review**
March 17, 2013 - March 30, 2013			
Richard Bettison	Data Analyst Trainee	4/2/2013 10:00 AM	Go To Time Sheet

Once the user has **Taken Possession** of the timesheet, he or she has two options:

To add time to the timesheet on the student's behalf, the user should click the **Add New Entry** link. This will enable the timesheet and allow the user to choose date, start time and end time from a series of drop down menus.



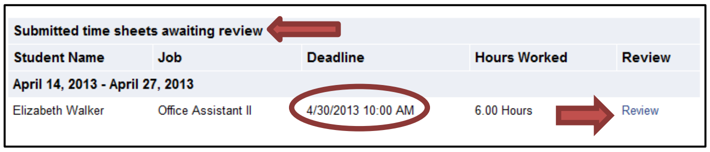
Once the time is logged, the user should click the Add button, at which point additional time can be inserted or the timesheet can be approved (see following section). Note that time logged by the user can be edited or deleted, as well.



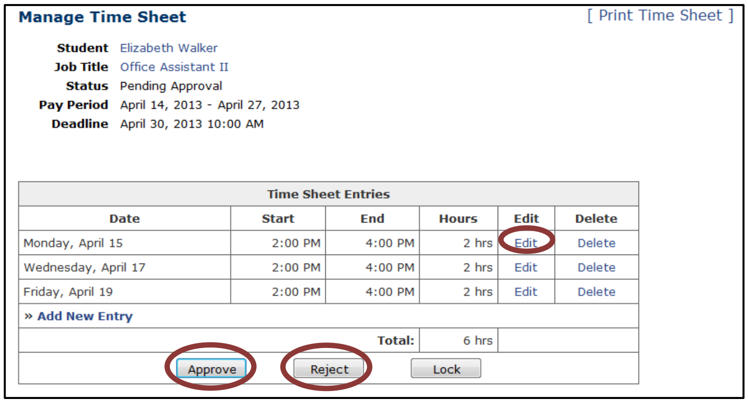
If the user wishes to **Dismiss** the timesheet, he or she should click the active link in the body of the timesheet. Timesheets should be **dismissed** when there will be no time logged for the respective pay period. The student has the ability to do this themselves, but many don't think to do so when no hours were worked. **Dismissing** a timesheet is important – otherwise, the system will continue to generate delinquent timesheet messages. The following screen will confirm that the timesheet has been **dismissed.**

Note: if a **Delinquent** timesheet has been started by a student but was <u>not</u> **dismissed** (as indicated by a phrase such as "13 weeks ago" in the "Last Modified" column), the only option available to the user will be to email the student. A user does not have the ability to dismiss a timesheet that has been started by the student. If the student is not responsive to **dismissing** the timesheet, contact the Student Work Office for an administrative override to **dismiss** the timesheet.

Submitted time sheets awaiting review: Timesheets that have been completed by a student and submitted for user review. Timesheets must be approved by a user before the deadline listed next to them. The user should click the **Review l**ink to access the timesheet.


Submitted time sheets awaiting review

Student Name	Job	Deadline	Hours Worked	Review
April 14, 2013 - April 27, 2013				
Elizabeth Walker	Office Assistant II	4/30/2013 10:00 AM	6.00 Hours	Review


Manage Time Sheet [Print Time Sheet]

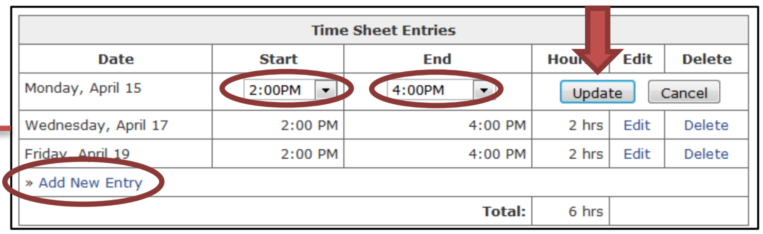
Student Elizabeth Walker
Job Title Office Assistant II
Status Pending Approval
Pay Period April 14, 2013 - April 27, 2013
Deadline April 30, 2013 10:00 AM

Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Monday, April 15	2:00 PM	4:00 PM	2 hrs	Edit	Delete
Wednesday, April 17	2:00 PM	4:00 PM	2 hrs	Edit	Delete
Friday, April 19	2:00 PM	4:00 PM	2 hrs	Edit	Delete
» Add New Entry					
		Total:	6 hrs		

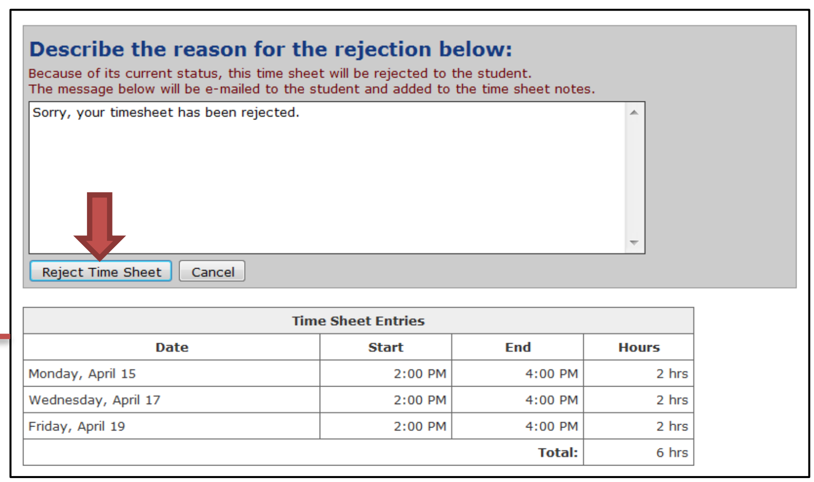
Approve Reject Lock

The next screen will pull up the timesheet as it was submitted by the student. It is important, of course, for the user to confirm that all timesheet entries are accurate. The user has the option to **Edit** and/or **Reject** or **Approve** the timesheet.


Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Monday, April 15	2:00PM	4:00PM		Update	Cancel
Wednesday, April 17	2:00 PM	4:00 PM	2 hrs	Edit	Delete
Friday, April 19	2:00 PM	4:00 PM	2 hrs	Edit	Delete
» Add New Entry					
		Total:	6 hrs		

If the user chooses to **Edit** an individual entry on the timesheet, drop down menus for **Start** and **End** times <u>only</u> will appear. Once edited, the user should click the Update button. The user also has the opportunity to add additional entries to the timesheet, as well.


Describe the reason for the rejection below:

Because of its current status, this time sheet will be rejected to the student.
The message below will be e-mailed to the student and added to the time sheet notes.

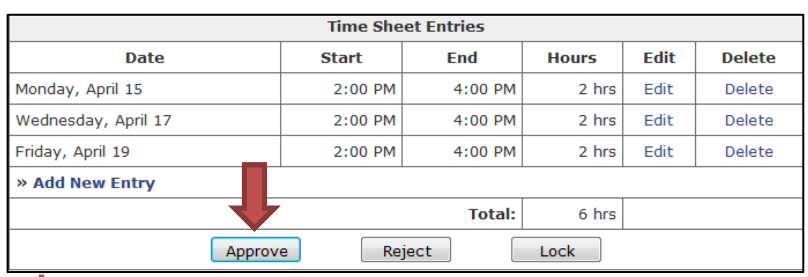
Sorry, your timesheet has been rejected.

Reject Time Sheet Cancel

Time Sheet Entries

Date	Start	End	Hours
Monday, April 15	2:00 PM	4:00 PM	2 hrs
Wednesday, April 17	2:00 PM	4:00 PM	2 hrs
Friday, April 19	2:00 PM	4:00 PM	2 hrs
		Total:	6 hrs

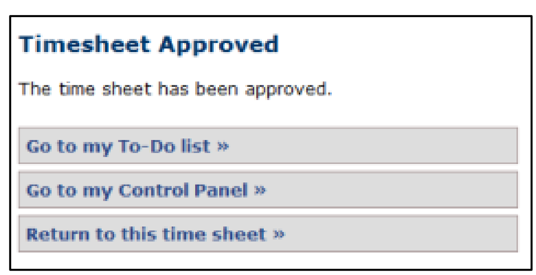
If the user chooses to **Reject** the timesheet, the system will prompt the user to send a notification to the student. A generic message will appear, but the text can be edited by the user (to indicate which entries should be changed by the student, for example). The user should click the Reject Time Sheet button when complete, which will send the timesheet back to the student and allow him or her to resubmit for approval.


Time Sheet Entries

Date	Start	End	Hours	Edit	Delete
Monday, April 15	2:00 PM	4:00 PM	2 hrs	Edit	Delete
Wednesday, April 17	2:00 PM	4:00 PM	2 hrs	Edit	Delete
Friday, April 19	2:00 PM	4:00 PM	2 hrs	Edit	Delete
» Add New Entry					
		Total:	6 hrs		

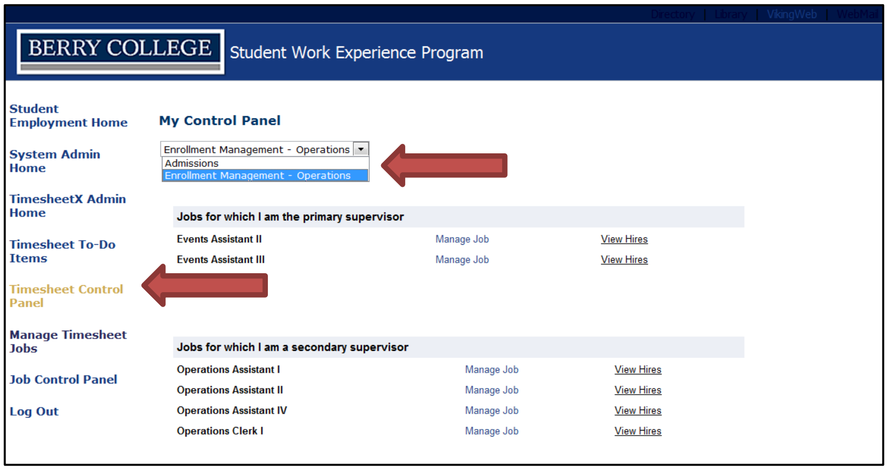
Approve Reject Lock

If/when the timesheet is accurate, the user should click the Approve button. The following screen will confirm that the timesheet has been approved and allow the user to return back to the **Timesheet To-Do Items** screen.

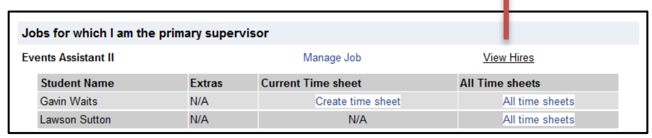


Timesheet Control Panel

Frequently, users will wish to see which specific job within their department a certain student is hired into or view old timesheets for a student. This can be done by accessing the **Timesheet Control Panel** via the left-hand navigation options (once logged into the system). This screen will show active hires in the specified department, broken down by the user's **Primary** and **Secondary Supervisor** roles. If the user has permissions to multiple departments, a drop down menu will appear and the appropriate department should be selected.



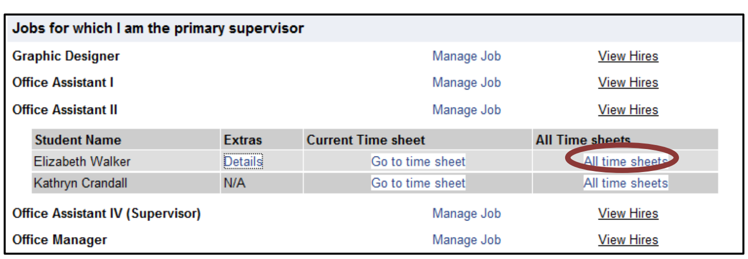
To see which students are hired into the listed positions, the user should click the active link embedded in the **View Hires** text. Doing so will expand the information for that position, showing which students have (or had) an active hire for that job.



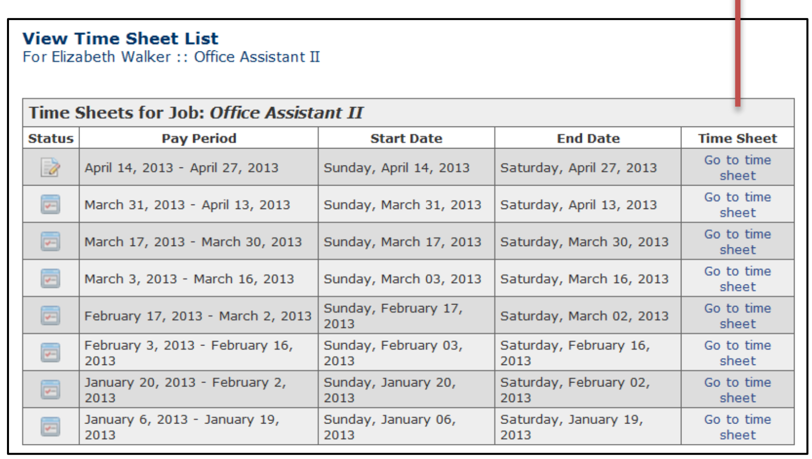
Student Name	Extras	Current Time sheet	All Time sheets
Gavin Waits	N/A	Create time sheet	All time sheets
Lawson Sutton	N/A	N/A	All time sheets

Note: hires can be **current** in the system without being **active**. So, even if the hire end date has passed and the student is no longer employed, their information will still show up as **current**. If the student's name shows **Create time sheet** or **Go to time sheet** in the **Current Time sheet** column, then the hire is **current** and **active**. If there is an **N/A** in the **Current Time sheet column**, then the hire is **no longer current** and is **inactive**.

The user can also view old timesheets by clicking the **All time sheets** link next to the student's name. This will bring up all previous and current (if applicable) timesheets for the student's hire. Individual timesheets can be viewed by clicking the **Go to time sheet** link next to the appropriate pay period.



Student Name	Extras	Current Time sheet	All Time sheets
Elizabeth Walker	Details	Go to time sheet	All time sheets
Kathryn Crandall	N/A	Go to time sheet	All time sheets



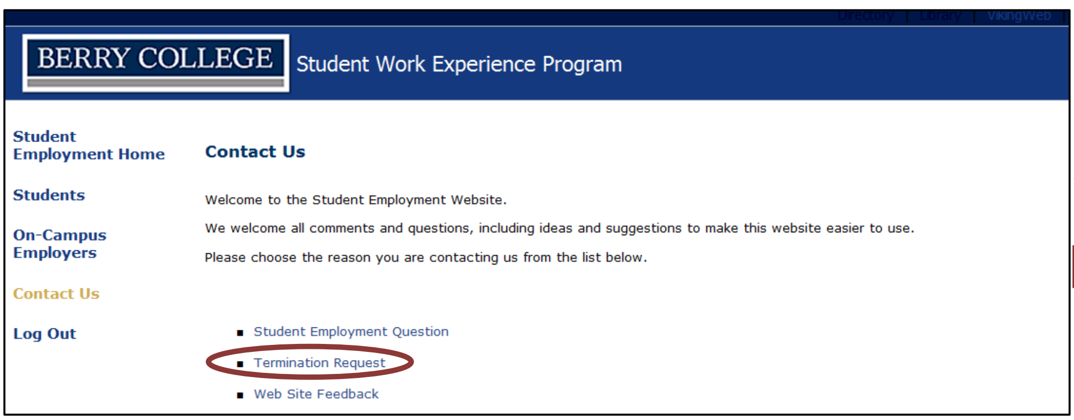
Status	Pay Period	Start Date	End Date	Time Sheet
	April 14, 2013 - April 27, 2013	Sunday, April 14, 2013	Saturday, April 27, 2013	Go to time sheet
	March 31, 2013 - April 13, 2013	Sunday, March 31, 2013	Saturday, April 13, 2013	Go to time sheet
	March 17, 2013 - March 30, 2013	Sunday, March 17, 2013	Saturday, March 30, 2013	Go to time sheet
	March 3, 2013 - March 16, 2013	Sunday, March 03, 2013	Saturday, March 16, 2013	Go to time sheet
	February 17, 2013 - March 2, 2013	Sunday, February 17, 2013	Saturday, March 02, 2013	Go to time sheet
	February 3, 2013 - February 16, 2013	Sunday, February 03, 2013	Saturday, February 16, 2013	Go to time sheet
	January 20, 2013 - February 2, 2013	Sunday, January 20, 2013	Saturday, February 02, 2013	Go to time sheet
	January 6, 2013 - January 19, 2013	Sunday, January 06, 2013	Saturday, January 19, 2013	Go to time sheet

Terminating a Student

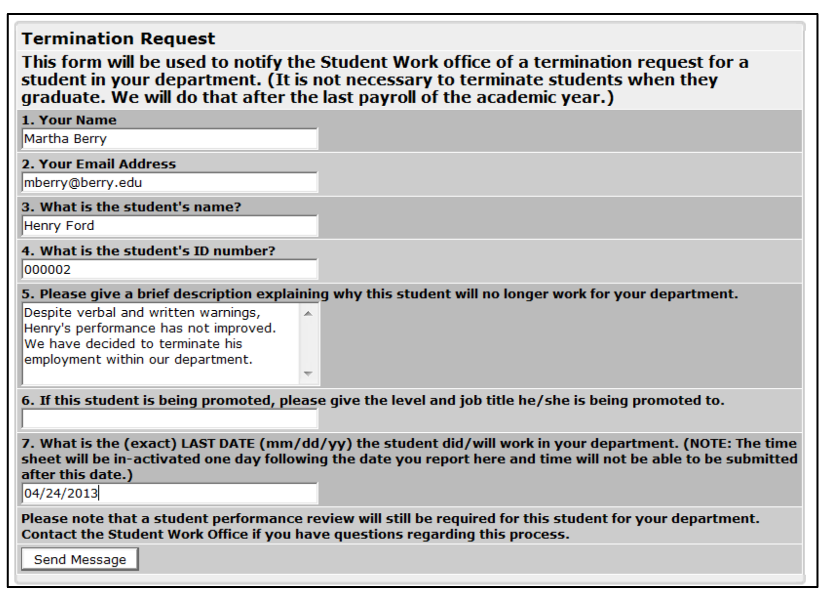
If a student quits a job or the supervisor finds it necessary to remove the student's current job assignment from the system, it is very important that the Student Work Office is notified via the following steps. Without knowledge that the student is no longer employed, the hire will remain **current** and **active** and the system will continue to generate timesheets (and timesheet reminder emails). Having proper documentation is particularly important if the employment is being terminated due to performance, conduct, etc. so that the Student Work Office can include this information in the student's personnel file.

To terminate a student, the user should go to **https://studentwork.berry.edu** and click "Contact Us" on the left-hand navigation menu.

The second active link on the following page will be for the **Termination Request.**



The next page will be a form with blank fields for the user to complete. Users are encouraged to fill out as much information as possible. When complete, the user should click **Send Message** which will send an email to the Student Work Office. The user may be contacted if there are any pending or un-submitted timesheets. When everything has cleared, the hire will be permanently closed out.



Termination Request

This form will be used to notify the Student Work office of a termination request for a student in your department. (It is not necessary to terminate students when they graduate. We will do that after the last payroll of the academic year.)

1. Your Name
Martha Berry

2. Your Email Address
mberry@berry.edu

3. What is the student's name?
Henry Ford

4. What is the student's ID number?
000002

5. Please give a brief description explaining why this student will no longer work for your department.
Despite verbal and written warnings, Henry's performance has not improved. We have decided to terminate his employment within our department.

6. If this student is being promoted, please give the level and job title he/she is being promoted to.

7. What is the (exact) LAST DATE (mm/dd/yy) the student did/will work in your department. (NOTE: The time sheet will be in-activated one day following the date you report here and time will not be able to be submitted after this date.)
04/24/2013

Please note that a student performance review will still be required for this student for your department. Contact the Student Work Office if you have questions regarding this process.

Send Message