

Duke | Student Employment



Non-Profit Agency
JobX System Training

Transitioning away from DukeList...



[Help/Tips/FAQ](#) | [Contact Us](#) | [Log out](#) | [Post a Listing](#)

[POST A LISTING](#)

[MANAGE LISTINGS](#)

[MANAGE PROFILE](#)

[Students! Dozens of fall jobs are NOW POSTED or are BEING posted by campus employers. All undergrads who fill out a FAFSA form can receive Duke work study even if they don't qualify for federal work study funds.](#)

SEARCH



BROWSE LISTINGS

[SUPPORTING FACULTY & STAFF DURING COVID-19](#)

[PART-TIME WORK \(PAID AND UNPAID\)](#)

[FOR SALE](#)

[HOUSING \(RENTALS, SALES, SUBLEASES, ROOMMATES\)](#)

On-Campus Student Jobs



Posted: September 13, 2021

Academic and Media Tech Support



Posted: September 10, 2021

Library Student Assistant of Government Document Project



Posted: September 9, 2021

Digital Communications Student Intern, Office of Undergraduate Admissions



... to Duke Student Employment

Welcome to Duke University's Student Employment Portal

Part-time jobs and volunteer opportunities



Students

Setup your user account, and begin searching for a job or a volunteer opportunity, including human subject research.



On-Campus Employers

Post available job positions, review applications and hire students. Employment guidelines and required documents are at your fingertips!

Click [here](#) if you are an On-Campus Employer who has **never logged in before and need to **request access to the site**.**



Non-Profit Agencies

Non-profit community service employers, located in Durham, may submit an application to participate in the Federal Work-Study Program.



Off-Campus Non-WorkStudy Employers

Businesses & individuals, located in Durham, looking to hire a student for various positions (ie waitstaff, baristas, house sitters, baby sitters, dog walkers, etc.)

Why the change?



Streamline job posting



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



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



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



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



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

Training Overview

Access JobX

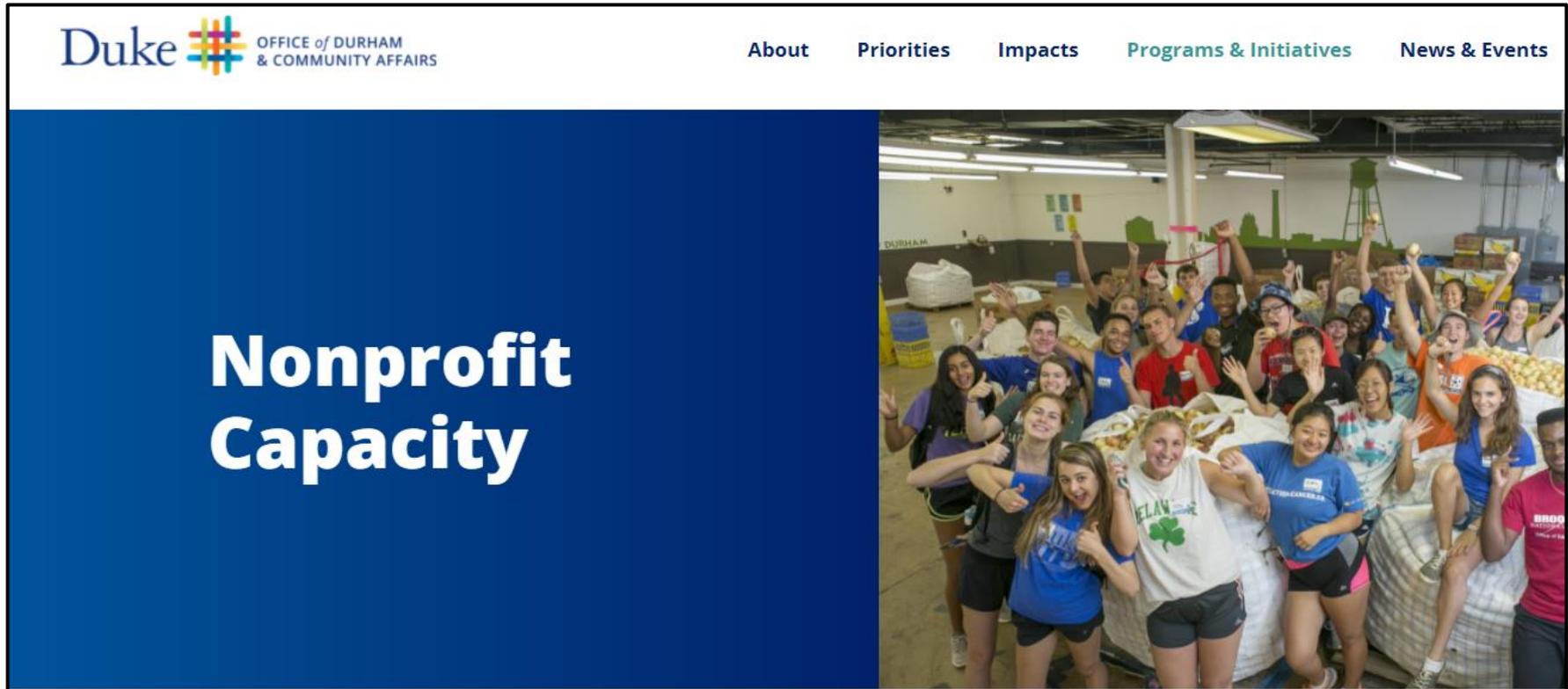
Job Posting

Review and Hire Applicants

Approved for Hire

Questions

Before you Access JobX!



The screenshot shows the top navigation bar of a website for Duke University's Office of Durham & Community Affairs. The navigation links are: About, Priorities, Impacts, Programs & Initiatives, and News & Events. Below the navigation bar is a large blue banner with the text "Nonprofit Capacity" in white. To the right of the banner is a large group photo of students in a warehouse setting, many wearing blue t-shirts and raising their hands in celebration.

Confirm that your agency has received approval from Duke's Office of Durham & Community Affairs to participate as an employer in the Federal Work-Study Program. You must have completed their Qualtrics survey & received an email from StudentEmployment@duke.edu confirming the approval.



Access JobX

Access JobX

Confirm your agency has received approval from Duke's Office of Durham & Community Affairs.

Navigate to the Duke Student Employment homepage.

Then click on the **Non-Profit Agencies** option.



Duke JobX Portal:

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

Off-Campus Employer Request Login

Click the 'Request Login' link.



Non-Profit Agencies

Post job opportunities for Duke students, and apply to participate in the Federal Work-Study program.

Employer Tools

[JobX Login](#)

Login to post jobs, hire students, and access student applications.

[Request Login](#)

Click above if you are an Off-Campus Employer who has **never** logged in before.

[Contact Us](#)

Please send us your suggestions, ideas, or questions.

Other Resources

[Interested in participating in the Work Study program?](#)

General information about how to become an Off-Campus employer.

[JobX Tutorial](#)

Click here to access the Off-Campus Supervisor Training in PDF format.

[FAQs](#)

Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Input Employer Login Request Information

Complete Request Login Form by providing standard identifying information (First & Last Name, Contact Info, etc.)

You will also be prompted to identify the respective employing agency*.

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

**Note: If your agency is not in the employer list, please enter the name in the Notes section of the form.*

Request Log in permission

Request Permission To Use This Site

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

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jason@domain.com

TNumber *

Street 1

Street 2

City

State

Zip Code

Phone

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: Choose one...

Job Title: On-Campus Supervisor

Notes
If your employer is not listed in the pull-down menu, please include the name of the employer you should be affiliated with here. Also use this space to include any other information or departments that the user you're logging with the pull-down menu above.

This must be verified prior to submitting the form

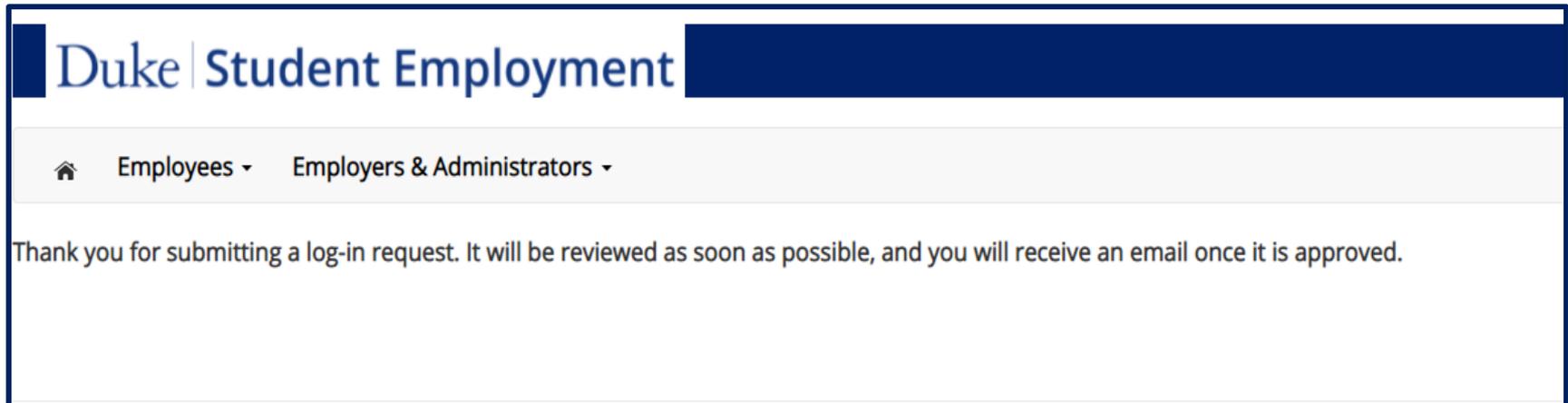
I'm not a robot

reCAPTCHA
Privacy Terms

Submit

Employer Login Approval

Upon submission of the Request Login form, your request will be reviewed by Duke's Student Employment Team. Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.



May take 1-2
business days for
approval

Off-Campus Employer Login

Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.



Non-Profit Agencies

Post job opportunities for Duke students, and apply to participate in the Federal Work-Study program.

Employer Tools

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Off-Campus Employer Login

Enter your **email address** and **password** you requested during the Request Login process, then click '**Login**'.

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

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

Email Address

Password

[Forgot Password?](#) [Employer - Create Account Request](#)



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Review Student Employment Resources

Other Resources

[Interested in participating in the Work Study program?](#)

General information about how to become an Off-Campus employer.

[JobX Tutorial](#)

Click here to access the Off-Campus Supervisor Training in PDF format.

[FAQs](#)

Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Before creating your job posting, consider important Student Employment information:

Work Study vs Non Work Study Employees, Employment dates, Hours and rates, hiring students under 18, hiring an employee with multiple jobs, etc.

Create a Job Posting – Add a Job

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

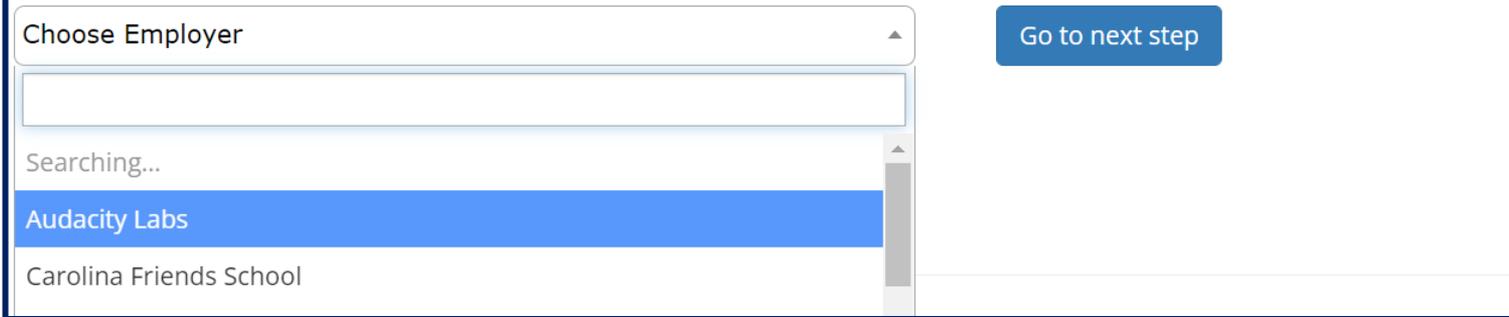
The screenshot displays the 'Duke Student Employment' Job Control Panel. On the left, there is a sidebar with filter options: 'Employer Type' (dropdown: -- Show all Employer Types --), 'Employer Name' (dropdown: -- Show all Employers --), and 'Job Status' (checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', and 'Review Mode (0)'). The main content area features a blue '+ Add a Job' button, a search bar with the placeholder 'Search Title, Description,', a 'Search' button, a dropdown menu labeled '-- Select Action Below --', and an 'Apply Action' button. A green arrow points to the '+ Add a Job' button.

Create a Job Posting – Select Employer

You are adding a brand new job to the web site for:

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

Please Choose an Employer/Department



Choose Employer

Searching...

Audacity Labs

Carolina Friends School

Go to next step

Select your respective Agency from the **Employer Drop Down list**.

If you have posting permissions for more than one agency, select the respective employer for which you want to post a job from the 'Employer drop down list.

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

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

Fields denoted with a red* are required fields.

Lastly, click ‘**Submit**’ to continue the next steps in the process.

Important Note: *If your information has been loaded your contact information (e.g. Contact, Email, & Location), these fields will be pre-filled systematically.*

If not, you may optionally enter your Phone Number, E-Mail Address, and Location so an applicant can contact you, if desired.

Duke approved rate range for students for FY 2022-23

The following are the approved rate ranges for hourly student employees for FY 2022/23.

<u>EFFECTIVE 07/01/22 (FY 2022/23)</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Student Assistants-General	\$15.00	\$19.50
Student Assistants-Advanced/Specialized	\$16.00	\$22.50

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

Job Category * size Choose one...
Job Title *
Job Description *
Job Requirements *
Number of Available Openings *
Hours per Week 10.0 TO Same
Time Frame for this job Choose one...
Base pay rate: * Choose one...
Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.
Primary Contact Person * Choose one...
Select a contact and 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 *
Email *
Location *
Do you wish to collect online applications for this job?
 Yes
 No
Company/Department Logo Choose File No file chosen
Submit

Create a Job Posting – Review Default Application

The screenshot shows a form titled "General" with the following fields:

- Student ID *
- First name *
- Middle name
- Last name *
- Email
*Please use your institutional email address (if you have one) **

At the bottom of the form, there are two buttons: "Pick from Existing Questions" and "Create a New Question". These buttons are circled in green in the image.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

The Duke Student Employment Team must approve these job specific questions.

To add job specific questions to the institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

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

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot displays two sections of a web form. The top section, titled "Question Details", contains three main fields: "Question Type" (a dropdown menu with "Please select" as the current selection), "Question Name" (a text input field), and "Question Label" (a rich text editor with a toolbar showing bold, italic, underline, and list options). A green arrow points to the "Question Type" dropdown, and another points to the "Question Label" editor. The bottom section, titled "Application Behavior", contains two sub-sections: "Application Section" (with a dropdown menu set to "-- Please select --" and a text input field for "Create a new section") and "Other flags" (with two checkboxes: "Application input is required" and "Prefill this question from previous answer?"). A third green arrow points to the "Where To Add This Question?" dropdown menu, which is currently set to "End of Application".

Create a Job Posting – Finalize Job Posting – Part 1

Audacity Labs - Front Office Reception
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

Select **'Right Now'** from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, **select 'Later, I need to review it myself first'**. The job will go to Storage for later review.

Create a Job Posting – Finalize Job Posting – Part 2

Audacity Labs - Front Office Reception
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site? 

When all the above information looks correct... [Click here to finish!](#)

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.
- If you want the job to be posted until you close the job, select **‘Until I close the job.’**

Click the **“Click here to Finish!”** button.

- Your job will be submitted to the Student Employment Office for review/approval.
- Approval may take **2-3 business days.**

Create a Job Posting – Pending Approval

<u>Front Office Reception</u>	Applications:	Employer: Audacity Labs
<input type="checkbox"/> Job Id: 4546 Contact Person: Test Off-Campus Supervisor Wage: \$10.50 - \$16.50 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Job Type: Off- Campus WS Jobs Actions ▾

Audacity Labs - Front Office Reception

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

Edit a Job Posting

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

Edit a Job Posting

» This job is currently in **Review Mode**.

Update Status

Listed

» Click to change to

Review Mode

» **Current Status**

Storage

» Click to change to

Manage Application

This job is configured to collect online applications.

Edit or view the online application.

You may view the job and/or application details or request the job status be changed by viewing the job on your [“Job Control Panel”](#). You can access this panel anytime using the ‘JobX’ tab on the top navigation bar.

To edit the job, click **‘Edit Job’** from the ‘Actions’ drop down.

To edit the application tied to your job, click **‘Manage Application’** from the ‘Actions’ drop down.

If the option to edit your application or job posting are not visible, please update the status of the posting from “Listed” to **“Review Mode”**.



Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB
POSTING?

Manage Applications

Duke Student Employment

<u>Front Office Reception</u>	Applications: 1 (1 New)	Employer: Audacity Labs
<input type="checkbox"/> Job Id: 4546 Contact Person: Test Off-Campus Supervisor Wage: \$10.50 - \$16.50 /hr	Status: Listed Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: 11/22/21 Job Type: Off- Campus WS Jobs

Actions ▾



- To view applications that have been submitted, click on '**Applications**' next to the job title.

Manage Applications

<input type="checkbox"/>	Select/Deselect All	Show	<input type="text" value="25"/>	results per page	<input type="text" value="1"/>	to 1 of 1	<< < > >>	<input type="checkbox"/>	Show Deleted?	
	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	Skylar Bloom	skylar.bloom@duke.edu	11/22/2021	New!				2200.00		Actions 

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Sample of Applicant Information

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

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/> Skylar Bloom	skylar.bloom@duke.edu	11/22/2021	New!	<i>P</i>			2200.00		Actions ▾

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Front Desk Receptionist	STUDENT EMPLOYMENT	\$10.50	10/25/2021	05/01/2022	Beth Wessels	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,200.00	\$2,200.00	Federal Work Study - UG AY (08/09/2021 - 04/30/2022)

Classes

Current Class Schedule

Interview and Selection

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

Schedule an Interview- Send Greeting Email

The screenshot displays a web application interface for managing applicants. At the top, there is a control bar with a checkbox for 'Select/Deselect All', a 'Show' dropdown set to '25', and 'results per page'. Below this is a table with columns: 'Name', 'Email Address', 'App Date', 'Status', 'FlagEmailed?', and 'Actions'. Three applicants are listed: Bernice Rogers7 (New!), Ted Rogers2 (Pending), and Roy Rogers1 (Hired). An 'Actions' dropdown menu is open over the first row, listing options: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email, and Send Custom Email. A green arrow points to the 'Send Greeting Email' option.

	Name	Email Address	App Date	Status	FlagEmailed?	Actions
<input checked="" type="checkbox"/>	Bernice Rogers7	bernicerogers7@ngwebsolutions.com	6/19/2020	New!		Re [dropdown] [dropdown]
<input checked="" type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	6/19/2020	Pending		Resume [Actions]
<input checked="" type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	6/19/2020	Hired		Resume [Actions]

- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

Schedule an Interview- Composing Email

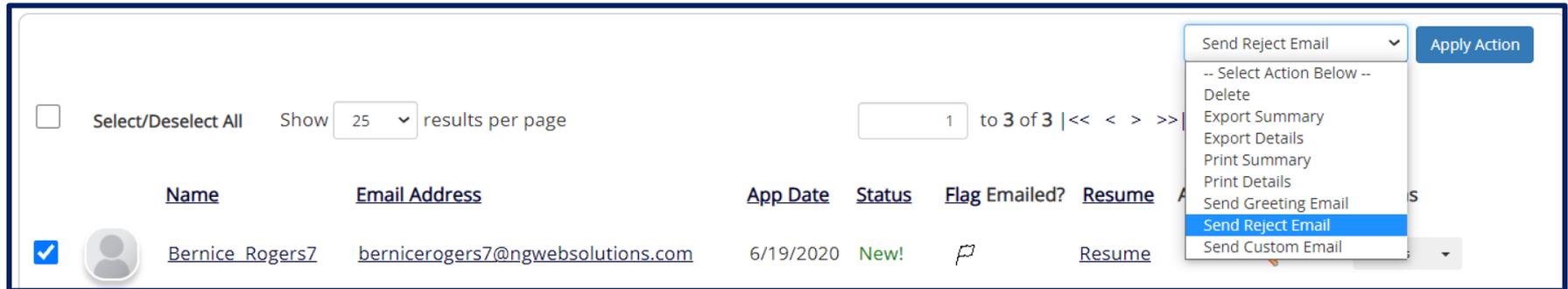
The screenshot displays an email composition window. The 'To' field contains two recipients: 'Rogers2, Ted [tedrogers2@ngwebsolutions.com]' and 'Rogers7, Bernice [bernicerogers7@ngwebsolutions.com]'. Below the recipients, there is a text area for 'Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com'. The 'From' field is 'teston@ngwebsolutions.com'. The 'Subject' field contains 'Job: Test Plan Set Up - JV'. The 'Body' field contains the text: 'I am interested in meeting with you to discuss your interest in the Test Plan Set Up - JV 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.'

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

Notify applicant(s) they were NOT Selected



Select/Deselect All Show 25 results per page 1 to 3 of 3 |<< < > >>

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag Emailed?</u>	<u>Resume</u>
<input checked="" type="checkbox"/>	 Bernice_Rogers7	bernicerogers7@ngwebsolutions.com	6/19/2020	New!		<u>Resume</u>

Send Reject Email (dropdown menu)
-- Select Action Below --
Delete
Export Summary
Export Details
Print Summary
Print Details
Send Greeting Email
Send Reject Email
Send Custom Email

Apply Action

- Click the box next to one or more applicants you would like to send a rejection email.
- Next, select the **'Send Reject Email'** action. Finally click, **'Apply Action'**.

Notify applicant(s) they were NOT Selected- Composing Email

- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

The screenshot shows an email composition window. At the top, it says "New!" with a pencil icon and a checked box, followed by the recipient name "Rogers7, Bernice" and email address "[bernicerogers7@ngwebsolution...". Below this is a text area for the subject line with the placeholder text: "Comma-separated list of other recipients' email addresses (i.e., walk in... Example: Joe@yahoo.com, Mary@hotmail.com". There is an empty text box for the recipient email address, currently showing "teston@ngwebsolutions.com". Below that is a text box for the subject line containing "Job: Test Plan Set Up - JV - Not Available". At the bottom is a rich text editor with a toolbar (HTML, B, I, U, link, unlink) and the body text: "You recently submitted an on-line application for the Test Plan Set Up - JV job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position."



Hire an Applicant

Hire an Applicant – Select Applicant

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input checked="" type="checkbox"/>	 Bernice_Rogers7	bernicerogers7@ngwebsolutions.com	6/19/2020	New!		Resume			Actions
<input type="checkbox"/>	 Ted_Rogers2	tedrogers2@ngwebsolutions.com	6/19/2020	Pending		Resume			
<input type="checkbox"/>	 Roy_Rogers1	royrogers1@ngwebsolutions.com	6/19/2020	Hired		Resume			

- To hire an applicant, click on the '**Applications**' link or select '**Hire Applicant**' from the action drop down menu. The '**Hire Applicant**' from the action drop down menu can also be used to hire or rehire an applicant that did not submit an application online.

Hire an Applicant – With or Without an Online Application

Hire On-line Applicants	Hire Candidates who did not apply On-line																																
<input checked="" type="checkbox"/> Bernice g Rogers7	<table border="1"><thead><tr><th></th><th>First Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>5.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>6.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>7.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>		First Name	Middle Initial	Last Name	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Middle Initial	Last Name																														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>																														
	<input type="button" value="Go to step 2"/>																																

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click '**Go to Step 2**'.

Hire an Applicant – Verification of Net ID

Hire Employee(s) Step 2: Fill Out Hire Info
For Job: Test Plan Set Up - JV

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Bernice g Rogers7	<input type="text" value="77777777"/>

- The applicants Net ID provided by the applicant in their job application will be defaulted into the ID field.
- Next, **click 'Check Employee ID'** to launch the hire validation service for this employee.

Hire an Applicant– Compliance Validation for Work Study

Validation Lookup Results		
Bernice g Rogers7:		
✓	Work Study List	The employee has been awarded Federal Work Study.
Email Results		

- The system will validate the employee's Work Study award status to ensure they are eligible to be hired. Remember a student must have officially **ACCEPTED** their Work Study award in DukeHub to be recognized as a Work Study recipient in JobX.
- If the employee does NOT pass the Work Study check, the system will present a red X next to the field. If the employee DOES pass, a green check mark will appear in the field.
- If the supervisor wishes to email the employee regarding the Work Study eligibility results in an effort to get the status resolved, they can click the 'Email results' link to open an email to the student.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire an Applicant – Final Submission

- Data from the original job listing will be pre-filled in the Hire Approval Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the “**Submit Request**” button.

Employer	Audacity Labs
Employee First Name *	<input type="text" value="Skylar"/>
Employee Middle Name	<input type="text" value="J"/>
Employee Last Name *	<input type="text" value="Bloom"/>
Employee ID number *	<input type="text" value="sjb99"/>
Email Address of Employee Hired *	<input type="text" value="skylar.bloom@duke.edu"/>
Wage which will be paid to Employee *	<input type="text" value="10.50"/>
Hours per week *	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy) *	<input type="text" value="11-29-2021"/>
Estimated Employment End Date (mm/dd/yyyy) *	<input type="text" value="06-01-2022"/>
Supervisor *	<input type="text" value="Choose one..."/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<input type="text"/>
Pay Person	
<input type="button" value="Submit Request"/>	



Approved for Hire

Next Step: Approved for Hire

Your hire will automatically be approved once you click the Email Hire Approval button! A confirmation message will be displayed stating the hire has been sent to the hire archive.

Now that your hire has been approved, please remember to carefully review each electronic timesheet for accuracy. Your electronic approval indicates you have verified the hours worked.

Did you hire a Work Study student?

- If your student employee is part of the Work Study program, remind the student that they may not exceed their Work-Study award. The Agency will then be responsible for paying the student any amount over their award.
- Ensure that students stop working immediately in the event they have met their Work Study Award and are not eligible for any hours over that limit

Example Hire Email & Reimbursement Form

“Congratulations on successfully hiring your workstudy student through the JobX system. You will need to follow your usual process to put this student onto your payroll. Please remember that work study students are required to be paid at least monthly (if your payroll period is more frequent that is acceptable). Duke Student Employment will provide reimbursement to you for the student’s payroll earnings based on the type of work study the student has (Federal Work Study provides you with 90% reimbursement whereas Duke Work Study provides you with 50%). Duke Student Employment will send you the reimbursement form for you to complete”



OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM

OFFICE OF STUDENT LOANS & PERSONAL FINANCE

2127 Campus Drive, Box 90755

Durham, NC 27708

Email: studentemployment@duke.edu

EMPLOYER INFORMATION

Full Name of Organization

INSTRUCTIONS:

Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to studentemployment@duke.edu once completed.



Reimbursement Form – blank form



OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM
 OFFICE OF STUDENT LOANS & PERSONAL FINANCE
 2127 Campus Drive, Box 90755
 Durham, NC 27708

Email: studentemployment@duke.edu

INSTRUCTIONS:

Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to studentemployment@duke.edu once completed.

Pay Period Beginning Date (mm/dd/yyyy)	Pay Period Ending Date (mm/dd/yyyy)

Reimbursement must be requested within 30 days following the end of the pay period. Requests received later than 30 days will not be processed.

EMPLOYER INFORMATION

Full Name of Organization		
Reimbursement Address		
(City)	(State)	(ZIP)
Durham	NC	27701

Payroll Contact Person for Organization
Phone
Email Address
Federal ID Number (Tax Number)

STUDENT INFORMATION

Student Name (Last)	(First)	Duke Unique ID	Work Study Type	Reimb. Rate	Remaining Balance	Amount to be Reimb.

RECORD OF ACTUAL HOURS WORKED BY CALENDAR DAY

Month	September															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Month																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Hours	Hourly Pay Rate	Gross Earnings	Deductions (Report as Negative Numbers)			Net Pay	Check Number	Fringe Benefits**	Total Net Pay
			FICA	Tax	Other				
0		\$0.00				\$0.00			\$0.00

**Work study can not be used to pay Fringe Benefits. That field is for informational purposes only.



Reimbursement Form – completed form



OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM
 OFFICE OF STUDENT LOANS & PERSONAL FINANCE
 2127 Campus Drive, Box 90755
 Durham, NC 27708
 Fax: (919) 684-6132
 Email: StudentEmployment@duke.edu

INSTRUCTIONS:
 Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to StudentEmployment@duke.edu once completed.

Pay Period Beginning Date (mm/dd/yyyy)	Pay Period Ending Date (mm/dd/yyyy)
3/28/2022	4/10/2022

Deadline for Reimbursement *
 5/10/2022

*Reimbursement must be received within 30 days following the end of the pay period. Requests received later than 30 days will not be processed.

EMPLOYER INFORMATION

Full Name of Organization
 Charidy's Charly

Reimbursement Address
 12345 Charity Lane
 (City) (State) (ZIP)
 Durham NC 27708

Payroll Contact Person for Organization
 Charidy Morris
 Phone
 (919) 555-5555
 Email Address
CMorris@CharidysCharly.org
 Federal ID Number (Tax Number)
 123456789

STUDENT INFORMATION

Student Name (Last)	(First)	Duke Unique ID	Work Study Type	Reimb. Rate	Remaining Balance	Amount to be Reimb.
Doe	John	012345	Federal Work Study	90%	\$2,000.00	\$270.00

RECORD OF ACTUAL HOURS WORKED BY CALENDAR DAY

Month	March															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	5	3.5	2	1.5	31

Month	April																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	17	18	19	5	4	21	22	4	23	24	25	26	27	28	29	30	31

Total Hours	Hourly Pay Rate	Gross Earnings	Deductions (Report as Negative Numbers)			Net Pay	Check Number	Fringe Benefits**	Total Net Pay
25	\$12.00	\$300.00	FICA	Tax	Other	\$281.50	12345	\$0.00	\$281.50

**Work study can not be used to pay Fringe Benefits. This field is for informational purposes only.

SUPPORTING DOCUMENTATION

This reimbursement form can not be processed until The Office of Student Loans & Personal Finance receives corresponding time sheets and paycheck stubs for the student(s) listed above. For security reasons, please do NOT include the student(s) full Social Security Numbers on any of the supporting documents.

Please use an X to mark the method in which you will send the documents.

Email Attachment	Fax	Mail
X		

Comments and questions can be written below.

Please write N/A if there are no comments or questions.

John will not be working at our organization next month due to schedule conflicts.
--

CERTIFICATIONS

SUPERVISOR - I hereby certify that this completed Off-Campus Work Study Reimbursement Form is a true and correct statement of the time worked by the work study student employee(s) listed above, and they have been paid the amount of net earnings shown.

Supervisor Name Charidy Morris	Title Manager
Initials (This will serve as your electronic signature) C.M.	Date 4/25/2022

DUKE OFFICE USE ONLY

Date Received	Reimbursement	
Total Gross Earnings	\$300.00	
Total Net Pay	\$281.50	
Total Reimb. Amount	\$270.00	

Some fields will be pre-filled by the Student Employment Office & cannot be changed by the Agency.



Questions?

Please contact

Duke Student Employment at:

studentemployment@duke.edu

or call us at: 919-660-3630

Link to post-training assessment:

https://duke.qualtrics.com/jfe/form/SV_9ZumpjLbbh7S2pw

