

Duke | Student Employment



On-Campus  
Supervisor 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**

Keyword... 

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**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.

**\*\*New incoming students, please note that access is not immediate—it can take 2-3 business days after you receive your netid before you can access JobX\*\***



### On-Campus Employers

Post available job positions for Duke on-campus departments, 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 & the surrounding area**, looking to hire a student for various positions (ie waitstaff, baristas, tutors, 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

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Access JobX

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Job Posting

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Review and Hire Applicants

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Approved for Hire

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Questions



# Access JobX

# Access JobX

Navigate to the Duke Student Employment homepage.

Then click on the **On-Campus Employers** option.



## On-Campus Employers

Post available job positions for Duke on-campus departments, 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**.\*\*

Duke JobX Portal:

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



# On-Campus Employer Request Login

Click the 'Request Login' link if you used the web address to access page.

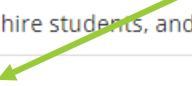
**On-Campus Employers**

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



**Employer Tools**

[\*\*JobX Login\*\*](#)  
Login to post jobs, hire students, and access student applications.

[\*\*Request Login\*\*](#)   
Click above if you are an On-Campus Employer who has **never** logged in before.

[\*\*Contact Us\*\*](#)  
Click the link above to email us.

**Other Resources**

[\*\*JobX Tutorial\*\*](#)  
Click here to access the On-Campus Supervisor Training in PDF format.

[\*\*Information on how to use Work Study\*\*](#)  
Click here to access information on Work Study.

[\*\*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, NetID, Contact Info, etc.)

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

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

**\*Note:** If your department is not in the employer list (matches what is in Payroll list), please enter the name & 4-digit org key/paypoint in the Notes section of the form.

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 **\***

NET ID **\***  
The NET ID includes letters. This is what is used to log into Duke@Work.

Full Email Address **\***  
Example: yourself@duke.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

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

Department  
If unsure of your dept, please consult your Payroll Rep or search for your dept using the payroll website  
<https://finance.duke.edu/payroll/replist>

Job Title **\***

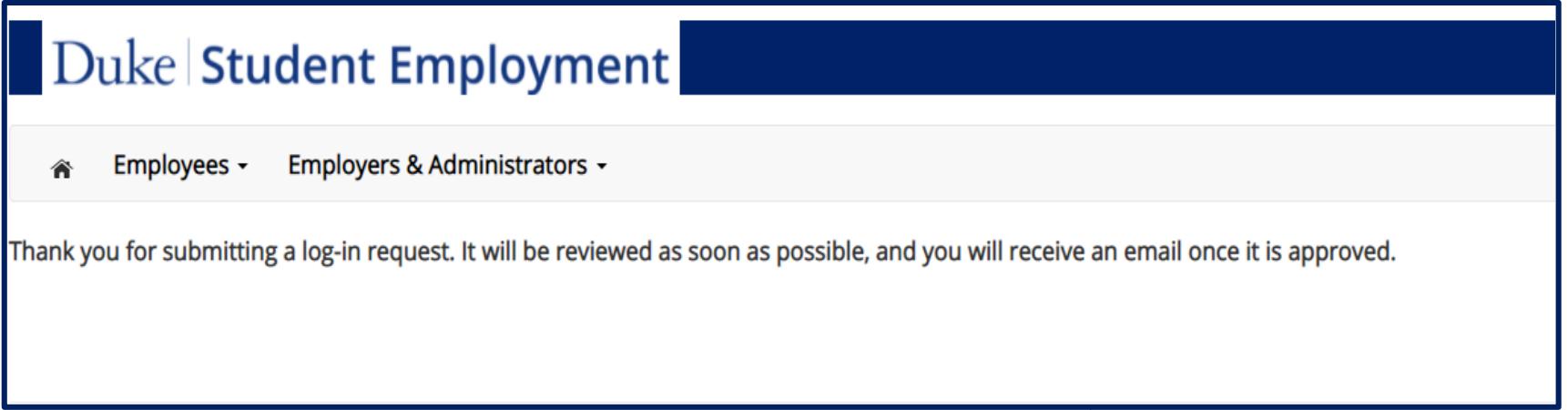
Notes  
If your department is not listed in the pull-down menu, please provide the name of the department you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

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



The screenshot shows a website with a dark blue header containing the text 'Duke Student Employment'. Below the header is a navigation bar with links for 'Employees' and 'Employers & Administrators'. The main content area contains a message: 'Thank you for submitting a log-in request. It will be reviewed as soon as possible, and you will receive an email once it is approved.'

May take 1-3  
business days for  
approval



# On-Campus Employer Login

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

## On-Campus Employers

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

**Please Note:** Due to an unavoidable delay between hours worked in a pay period and accounting data availability, work-study earnings reflected in this system are typically behind by appx 2 weeks.



<b>Employer Tools</b> <a href="#"><u>JobX Login</u></a> Login to post jobs, hire students, and access student applications.	<b>Other Resources</b> <a href="#"><u>JobX Training Materials</u></a> Access video tutorials, training slides, and sample job descriptions.  <a href="#"><u>Work Study Information</u></a> Find out more about how you can reduce payroll costs through the Federal and Duke Work Study programs.  <a href="#"><u>FAQs</u></a> Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.
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# Duke Log In

You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

## NetID

Current students, faculty, staff, sponsored guests

NetID

Password

[Forgot your password?](#)

**Log In**

For assistance, please visit [oit.duke.edu/help](https://oit.duke.edu/help) or [dhts.duke.edu](https://dhts.duke.edu).

Login utilizing your Duke SSO ‘NetID’ and ‘Password’.

On-Campus  
Employer  
Login to JobX

# Job Postings

# Create a Job Posting

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HOW DO I POST A JOB IN JOBX?



# Review Student Employment Resources

## Other Resources

### JobX Training Materials

Access video tutorials, training slides, and sample job descriptions.

### Work Study Information

Find out more about how you can reduce payroll costs through the Federal and Duke Work Study programs.

### 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.

## Duke | Student Employment

Job Control Panel

Employer Type:

Employer Name:

Job Status:

Approve External Jobs

Job Type:

Result Filters: Employer: STUDENT EMPLOYMENT (NOT TO BE USED) <a href="#">Reset Filters</a>		
<input type="button" value="Add a Job"/> <input type="button" value="Search"/> <input type="button" value="... Select Action Below ..."/> <input type="button" value="Apply Action"/>		<input type="button" value="1 to 7 of 7   &lt;&lt; &lt; &gt; &gt;&gt; "/>
<input type="checkbox" value="Select/Deselect All"/> <input type="button" value="Show 25 results per page"/>		
<b>Test position</b>	Applications:	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox" value="Job Id: 5099"/> <b>Contact Person:</b> Pamela Smith <b>Wage:</b> \$15.00 /hr	<b>Status:</b> Deleted <b>Location:</b> campus dr	<b>Listed:</b> 08/23/22 <b>Job Type:</b> On-Campus Job (work study Not required) <input type="button" value="Actions"/>
<b>TEST JOB</b>	Applications:	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox" value="Job Id: 4602"/> <b>Contact Person:</b> Test On-Campus Supervisor <b>Wage:</b> \$12.00 /hr	<b>Status:</b> Deleted <b>Location:</b> 6821 Southpoint Dr. N Jacksonville FL 32216	<b>Listed:</b> 05/03/22 <b>Job Type:</b> On-Campus Job (work study Not required) <input type="button" value="Actions"/>

# Create a Job Posting - Department

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

Go to next step

Select your respective department 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.

Respective Department Org Codes can be found [here](#)



# Create a Job Posting – WS, Non-WS, Volunteer

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

Please Choose a Job Type

Choose one... Choose one...

On-Campus WS Jobs  
On-Campus Non-WS Jobs  
Human Subject Research Volunteers

**Go to next step**

Identify the type of job you are posting:

- Work-Study
- Non Work-Study
- Research Volunteer

If you have posting permissions for more than one job type, select the job type for which you want to post a job from the '**Job Type**' drop down list. Then click '**Go to next step**' to proceed.

# Create a Job Posting – Complete Job Posting Template

The Job Posting Template may vary depending on the job type selected, specifically if the posting is for a Work Study position

Fields denoted with a red \* are required fields

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

**Important Note:** If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.

Job Category \* [«?»](#)

Clerical

Job Title \*

Example: Front Desk Receptionist

Front Office Reception

Job Description \*

Please be as detailed as possible.

html        

# Create a Job Posting – Review Default Application

Pending Job Application - UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception

General

Student ID \*

First name \*

Middle name

Last name \*

Email  
*Please use your institutional email address (if you have one) \**

[Pick from Existing Questions](#) [Create a New Question](#)



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 your 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 1<sup>st</sup> 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 shows two sections of a web-based application for creating job posting questions. The top section, 'Question Details', includes fields for 'Question Type' (set to 'Please select'), 'Question Name' (empty), and 'Question Label' (empty). The bottom section, 'Application Behavior', includes fields for 'Application Section' (set to 'Please select'), 'Other flags' (checkboxes for 'Application input is required' and 'Prefill this question from previous answer?'), and 'Where To Add This Question?' (set to 'End of Application'). Green arrows point to the 'Question Type' dropdown, the 'Question Label' field, and the 'Where To Add This Question?' dropdown.

Question Details

Question Type

Please select

Question Name

Question Label

Application Behavior

Application Section

Select an existing section Create a new section

-- Please select --

Other flags

Application input is required

Prefill this question from previous answer?

Where To Add This Question?

End of Application

# Create a Job Posting – Finalize Job Posting – Part 1

UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception

Please choose an option

1. When do you want to list the job on the web site?

2. Do you want JobMail to be sent when the job is listed?

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

When all the above information looks correct...



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.

Select '**Yes, send JobMail**', from the list on question #2 if you want the JobX internal alert system to notify potential applicants of the job posting.

# Create a Job Posting – Finalize Job Posting – Part 2

UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception

Please choose an option

1. When do you want to list the job on the web site?

2. Do you want JobMail to be sent when the job is listed?

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

When all the above information looks correct...



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 **2-5 business days.**

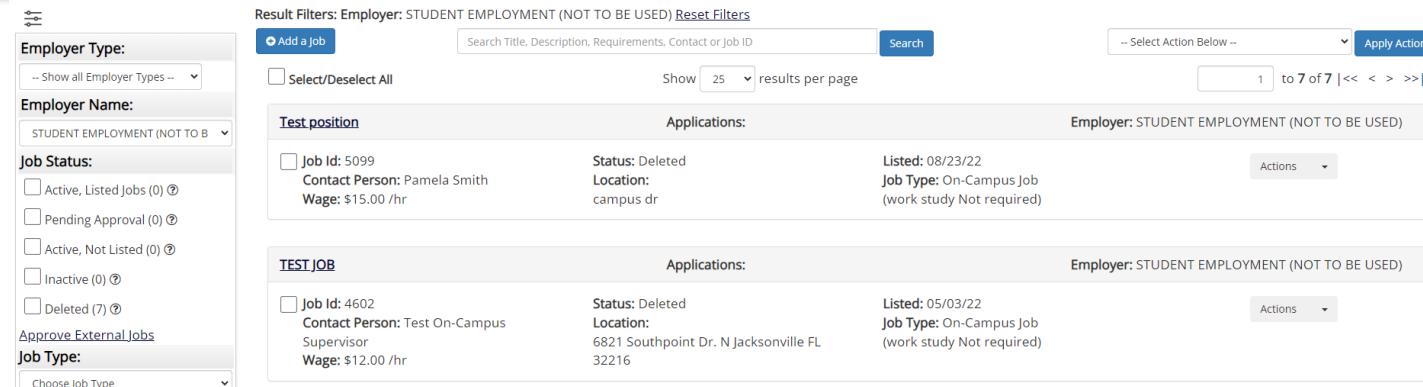
# Create a Job Posting – Pending Approval

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.](#)

Job Control Panel



Result Filters: Employer: STUDENT EMPLOYMENT (NOT TO BE USED) [Reset Filters](#)

Add a job  Select/Deselect All  Show 25 results per page

Test position	Applications:	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox"/> Job Id: 5099 Contact Person: Pamela Smith Wage: \$15.00 /hr	Status: Deleted Location: campus dr	Listed: 08/23/22 Job Type: On-Campus Job (work study Not required) <input type="button" value="Actions"/>
TEST JOB	Applications:	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox"/> Job Id: 4602 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr	Status: Deleted Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 05/03/22 Job Type: On-Campus Job (work study Not required) <input type="button" value="Actions"/>

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

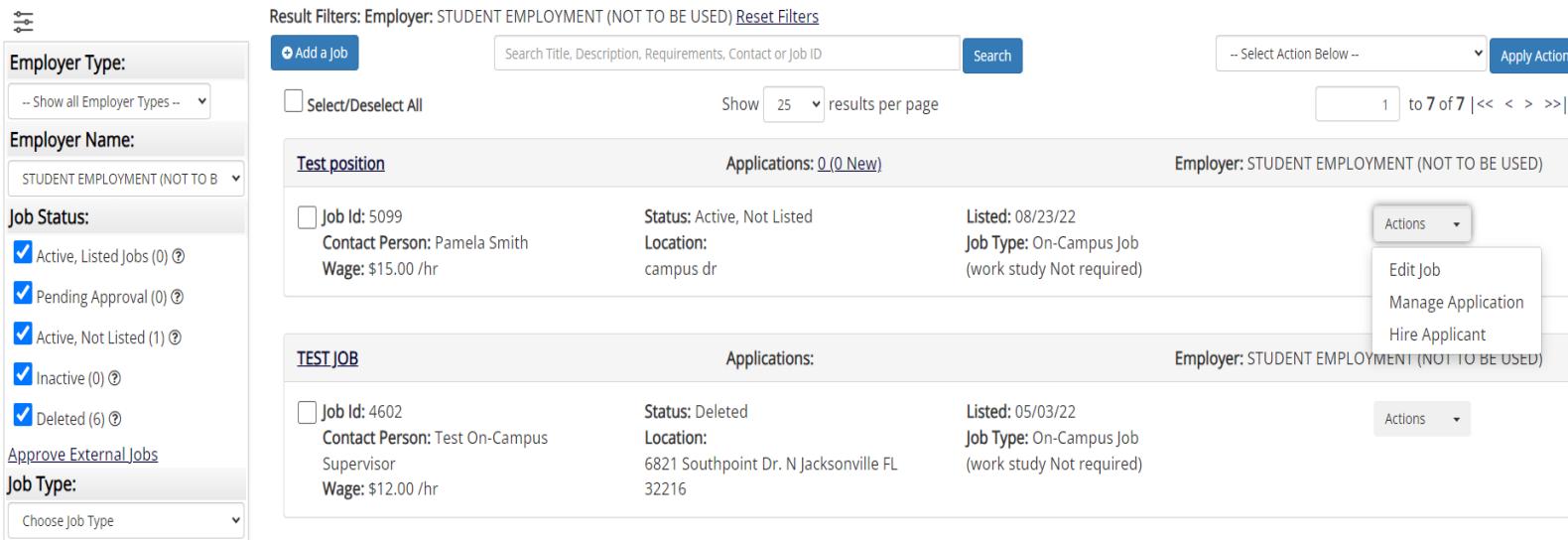
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WHAT STEPS DO I TAKE IF MY JOB  
POSTING NEEDS UPDATING?



# Edit a Job Posting

## Job Control Panel



Result Filters: Employer: STUDENT EMPLOYMENT (NOT TO BE USED) [Reset Filters](#)

[Add a job](#)  [Search](#) [-- Select Action Below --](#) [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 7 of 7 | << < > >>

Test position	Applications: 0 (0 New)	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox"/> Job Id: 5099 Contact Person: Pamela Smith Wage: \$15.00 /hr	Status: Active, Not Listed Location: campus dr	Listed: 08/23/22 Job Type: On-Campus Job (work study Not required)

TEST JOB	Applications:	Employer: STUDENT EMPLOYMENT (NOT TO BE USED)
<input type="checkbox"/> Job Id: 4602 Contact Person: Test On-Campus Supervisor Wage: \$12.00 /hr	Status: Deleted Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 05/03/22 Job Type: On-Campus Job (work study Not required)

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..



# Review & Hire Applicant(s)

# Manage Applications

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HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?



# Manage Applications

Duke | Student Employment

<u>Administrative Assistant</u>	Applications: <u>4</u> (4 New)	Employer: AIB / Admissions Office - 123
<input type="checkbox"/> <b>Job Id:</b> 4351 <b>Contact Person:</b> Taige Test Employer <b>Wage:</b> \$8.00 - \$10.00 /hr	<b>Status:</b> Review <b>Location:</b> 6821 Southpoint Dr. N. Ste 220 Jacksonville FL 32225	<b>Listed:</b> 02/02/18 <b>Job Type:</b> Off-Campus WS
<b>Actions</b> ▾		

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

# Manage Applications- Review Applicant Information

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
		10/26/2021	New!	P			2200.00		<a href="#">Actions</a>

## 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

Course Title	Start Date	End Date	Days	Start	End
ATHENIAN LAW <a href="#">(details)</a>	08/23/2021	12/03/2021	M W	12:00 PM	1:15 PM
ITALIAN CINEMA <a href="#">(details)</a>	08/23/2021	12/03/2021	M W	10:15 AM	11:30 AM
PPE CAPSTONE <a href="#">(details)</a>	08/23/2021	12/03/2021	Tu	12:00 PM	2:30 PM
SOUTH AFRICAN LIFE HISTORIES <a href="#">(details)</a>	08/23/2021	12/03/2021	Th	10:15 AM	12:45 PM

## Schedule

How many hours per week do you prefer to work?

TEST

What are your hours of availability? Please check all that apply currently.

Monday Morning, Friday Morning

Please provide any additional information about your schedule that is relevant to your work schedule.

TEST

## References

Please do not provide any immediate family members or relatives as a reference below.

Reference Name

TEST

Reference Email

TEST

## Document Upload

Resume

- 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 of their award information, class schedule, and application.
- If the student has provided a resume, click on the "Resume" link next to their name.

# Connecting With Applicants

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



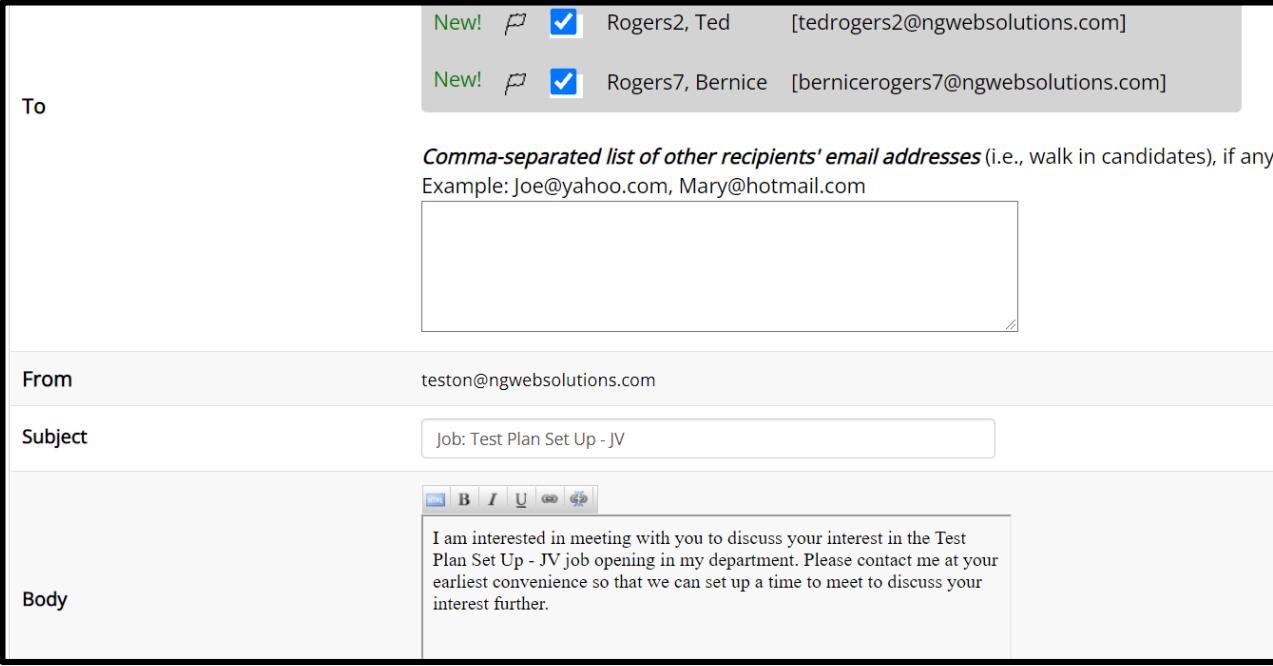
# Email Applicant- Schedule an Interview

<u>Status</u>	<u>Flag</u>	Emailed?	<u>Resume</u>	Award	Preview	Actions
New!			<a href="#">Resume</a>	Federal Work Study:  \$4,000.00		<span>Actions</span> 
			<a href="#">Resume</a>	Federal Work Study:  \$8,000.00		
			<a href="#">Resume</a>	Federal Work Study:  \$2,200.00		

- 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.

# Email an Applicant- Composing Your Message



The screenshot shows a software interface for composing an email. The 'To' field contains two entries: 'Rogers2, Ted' with the email '[tedrogers2@ngwebsolutions.com]' and 'Rogers7, Bernice' with the email '[bernicerogers7@ngwebsolutions.com]'. Both entries have a green 'New!' label and a checked checkbox. Below the 'To' field is a note: '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 set to 'teston@ngwebsolutions.com'. The 'Subject' field contains 'Job: Test Plan Set Up - JV'. The 'Body' field contains the following 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.' Below the body text is a rich text editor toolbar with icons for bold, italic, underline, and other formatting options.

- This feature is utilized to reach out to one or more students.
- If you select more than one student, individual e-mails will be sent to each student selected. If you don't wish to send the same message to 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.

# Employers also have the option to delete applications

8/22/2023	New!	<input type="checkbox"/>	<a href="#">Resume</a>	Federal Work Study:  \$4,000.00	<a href="#">Actions</a> ▾
8/18/2023		<input type="checkbox"/>	<a href="#">Resume</a>	Federal Work Study:  \$8,000.00	<a href="#">Email Applicant</a> <a href="#">Print Application</a> <a href="#">Delete Application</a> <span style="background-color: #e0e0e0;">(selected)</span> <a href="#">Hire Applicant</a>
8/14/2023		<input type="checkbox"/>	<a href="#">Resume</a>	Federal Work Study:  \$2,200.00	

- Click the box next to one or more applicants if you wish to delete their application
- While this feature is available, it is generally recommended to retain applications; applicants you do not wish to contact or interview further can be left.
- Alternatively, you can use the email feature to let applicants know their candidacy status

# Hire Applicants

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HOW DO I HIRE AN APPLICANT OR APPLICANTS?



# Hire an Applicant – Select Applicant

Name	Email Address	App Date	Status	Flag Emailed?	Resume	Award	Preview	Actions
<input checked="" type="checkbox"/>  Bernice Rogers7	<a href="mailto:bernicerogers7@ngwebsolutions.com">bernicerogers7@ngwebsolutions.com</a>	6/19/2020	New!		<a href="#">Resume</a>			<a href="#">Actions</a> 
<input type="checkbox"/>  Ted Rogers2	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	6/19/2020	Pending		<a href="#">Resume</a>			
<input type="checkbox"/>  Roy Rogers1	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	6/19/2020	Hired		<a href="#">Resume</a>			

- 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

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

- 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 first and last name manually (punctuation is important).
- Next, click '**Go to Step 2**'.



# Hire an Applicant – Verification of Student ID

## Hire Employee(s) Step 2: Fill Out Hire Info

For Job: Test Plan Set Up - JV

Validate Employees

Employee

Enter ID:

Bernice g Rogers7

7777777777

**Check Employee ID**

- The Employee's ID provided by the applicant in their job application will be defaulted into the ID field. . . If you entered the name manually, you will also need to enter the student's netid (may be combo of characters & numbers OR characters only) here (NOT DUID OR STUDENT ID which are numbers only).
- Next, **click 'Check Employee ID'** to launch the hire validation service for this employee.



# Hire an Applicant – Compliance Validation - Warning

Validation Lookup Results		
<b>Bernice g Rogers7:</b>		
	I-9 List	The employee does not have a valid I-9 on file with the institution. - <b>Warning</b>
	SAP	The employee does not have Satisfactory Academic Progress with the institution.
	W4 List	The employee does not have a valid W-4 on file with the institution - <b>Warning</b>
	Work Study List	The employee has been awarded Federal Work Study.
<a href="#">Email Results</a>		

- If you chose an applicant who submitted an application, the system will automatically validate the employee's account to ensure they are eligible to be hired. If you manually entered a student's name, you will have needed to enter the student's netid (NOT duid or student id) to get the validation.
- If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- 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 – Compliance Validation - Pass

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Roy a Rogers1	111111111
<b>Check Employee ID</b>	

Validation Lookup Results

Roy a Rogers1:	
	Awarded
	I9 Status
	W4 Status
Student has a valid Work Study Award	
Student has a valid I9 on file.	
Student has a valid W4 on file.	

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.

**Continue** 

- If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a “**Continue**” button will be presented to continue the hire process.

# Hire an Applicant – Hire Approval

- Data (employer, rate, etc) from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- Ensure you enter all information that is required and labeled with a \* if not already populated.
- **THE START DATE MUST FALL WITHIN THE AWARD TERM DATES** in order to receive the funding information. If the start date falls outside the award term date, the system will not realize that the student has work study funding.
- Again, you may edit the information prior to establishing the hire. If you want to include info such as the code for the dept 25%, you may do so in the Additional Notes section.
- Click on the “Submit Request” button to send your hire to your pay person. The hiring process will now need to be completed in iForms (hire or cost distribution update & a rate/schedule change form).
- After this step, the process is completed within JobX.

**Duke | Student Employment**

Welcome, Test On-Campus Supervisor | Logout

Hire Student(s) Step 2: Fill Out Hire Info  
For Job: Test On-Campus WS Job – 080921

Please fill out hire info for this student.

Employer	ACADEMIC ADVISING CENTER (DDJ8)
Employee First Name *	Dakota
Employee Middle Name	
Employee Last Name *	Rogers9
Employee ID number *	999999999
Email Address of Employee Hired *	dakotarogers9@ngwebsolutions.com
Wage which will be paid to Employee *	10.50
Hours per week *	10.0
Estimated Employment Start Date (mm/dd/yyyy) *	07-01-2021
Estimated Employment End Date (mm/dd/yyyy) *	05-21-2022
Supervisor *	Choose one...
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	
Pay Person	edwina.newman@duke.edu

**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 in JobX, please remember that does not mean the student is hired in iForms/Duke@Work. Once you've hired/updated a student in iForms/Duke@Work always remember to carefully review each electronic timesheet for accuracy. Your electronic approval indicates you have verified the hours worked.

- Remind the student that they may not exceed their Work-Study award. If a student does so, the Department will then be responsible for paying the student any amount over their award.
- Ensure that students either stop working immediately or are transferred 100% to the dept code in the event they have met their Work-Study Award and are not eligible for any hours over that limit to be charged to the work-study code.

# Example Hire Email- WS Student Employee

**Employee Name/ID:**

**Position:** Test on Campus Workstudy Job-09/02/21

**Employer Name:** ACADEMIC ADVISING CENTER (DDJ8)

**Primary Supervisor:** Test On-Campus Supervisor ([teston@ngwebsolutions.com](mailto:teston@ngwebsolutions.com))

**Dates:** 09/06/2021 - 12/04/2021

**Wage:** \$10.50 an hour

**Work Study Information:**

**Award Amount:** 4000.00

**Work-Study Fund Code:** 3490662

**% to be Charged to WS:** 75

**Fund Code Dates:** 3490662 : (08/01/2021 - 04/29/2022)

If the Work Study Award Amount is greater than \$0, you are authorized to employ the student named above under the work-study program for the period specified. **Please be aware that the student's work study award amount is subject to change at any time!** It is the student's responsibility to notify you of any changes.

**Paperwork:** The department must follow all university policies and procedures to place the student on the university payroll through **Duke@Work**. Do not allow the student to begin working until all payroll related paperwork has been correctly submitted by the department's Payroll Representative. Delayed paperwork will result in the department paying 100% of the student's wages. **Work study payments cannot be processed retroactively.**

**Earnings:** The employer is responsible for monitoring the student's total earnings. When the student's total earnings equal their total authorization, the student must be terminated from the work-study code. **Any earning in excess of the authorized amount must be absorbed 100% by the departmental employer.**

The student's work schedule (primary plus secondary jobs) may not exceed 19.9 hours per week while attending classes or 39.9 hours per week during vacation periods. All work-study students must be paid at least once a month.

**Secondary Jobs:** The primary employer and the secondary employer should work together to determine the amount of work-study funds to be used in each department. **If the student's earnings exceed their award, the excess will be charged to both the primary and the secondary employer.**

Please direct questions regarding award changes to the student's Financial Aid Counselor. For other questions regarding the work-study program please send them to [StudentEmployment@duke.edu](mailto:StudentEmployment@duke.edu).

**Your employee's WS information is embedded in the hire confirmation email**



# REMINDERS

## IMPORTANT!!!!

Hiring in JobX DOES NOT hire the student onto Duke's payroll. You will still need to submit either a hire iForm or a cost distribution iForm in Duke@Work in order to place the student on payroll to reflect the use of work study funding.

Work-study codes are different for academic year, summer 1, and summer 2. So if you hire a student within JobX for the AY (fall/spring), that code will not be the same for summer 1 or summer 2.

The start date for your hire in JobX must fall within the award period of the student's work-study award in order for the system to pull up the award. If the start date is outside the award period, the hire email will show N/A for the funding info.

**WHEN DOING YOUR HIRE, ALWAYS SAY YES TO THE HIRE EMAIL** by leaving the requester bubble filled in. If you unclick the bubble, the email will not generate & you will not receive it. It also doesn't generate the code information so you will have to hire the student again to get the info.

# Questions?

Please contact

**Duke Student Employment at:**

**studentemployment@duke.edu**

**or call us at: 919-660-3630**



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