

# Duke | Student Employment



## On-Campus Employer JobX System Tutorial

# 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).



Internal access to fund codes, student schedules, remaining award balances, and other resources to help you better manage your employees and meet mandatory compliance requirements.



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

# Training Overview

---

Access JobX

---

Job Posting

---

Review and Hire Applicants

---

Approved for Hire

---

Questions



# Access JobX

# Access JobX

Navigate to the Duke Student Employment homepage.

Look for the **On-Campus Employers** option.

If you have never logged on before, be sure to use the “Click here” link and request access.



Duke JobX Portal:

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

# 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).

## On-Campus Employer Login to JobX

Enter the On-Campus Employer portal or the Request Access page using Duke SSO 'NetID' and 'Password'.



# 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 department. Check with your payroll rep if you are unsure which department(s) you should select as there are differences based on employee type/payment schedule.  
<https://finance.duke.edu/payroll/replist>

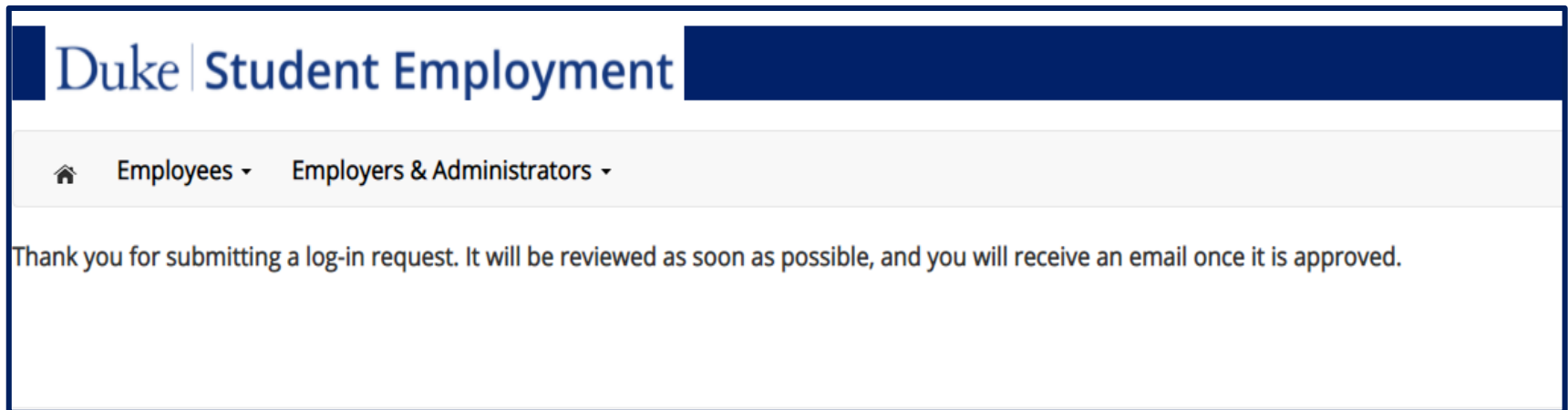
Then click '**Submit**' button to submit your request for an approved login.

***\*Note:** If your department is not in the employer list, please enter the name 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 *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
NET ID *	<input type="text"/>
Full Email Address * <small>Example: jsmith@duke.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Please choose the department for which you work from the list below.	
Department *	<input data-bbox="1503 1039 1580 1053" type="text" value="Choose one..."/>
Job Title *	<input type="text"/>

# 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.




May take 2 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!



### Employer Tools

[JobX Login](#)

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

[Forms and Resources](#)

Student employment forms and other resources

[Contact Us](#)

Email our office with your questions and concerns.

### Other Resources

[JobX Training Resources](#)

Access video tutorials, the JobX Training slide deck, and sample job descriptions.

[Work Study Information](#)

Find out more about how you can reduce payroll costs through the 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.

# Review Student Employment Resources

## Other Resources

### [JobX Training Resources](#)

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

### [Work Study Information](#)

Find out more about how you can reduce payroll costs through the 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.

Review important Student Employment information directly on JobX:  
Work Study vs Non Work Study Employees, Employment dates, Hours and rates,  
hiring students under 18, hiring an employee with multiple jobs, etc.



# Job Postings

# Create a Job Posting

---

HOW DO I POST A JOB IN JOBX?

# Create a Job Posting – Add a Job

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

The screenshot shows the 'Duke Student Employment' Job Control Panel. On the left is a sidebar with filters: 'Employer Type' (dropdown), 'Employer Name' (dropdown), and 'Job Status' (checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', and 'Review Mode (0)'). The main area contains a blue 'Add a Job' button, a search bar with the placeholder 'Search Title, Description,' and a 'Search' button. To the right of the search bar is a dropdown menu labeled '-- Select Action Below --' and an 'Apply Action' button. A green arrow points from the top right towards the 'Add a Job' button.

# 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**.

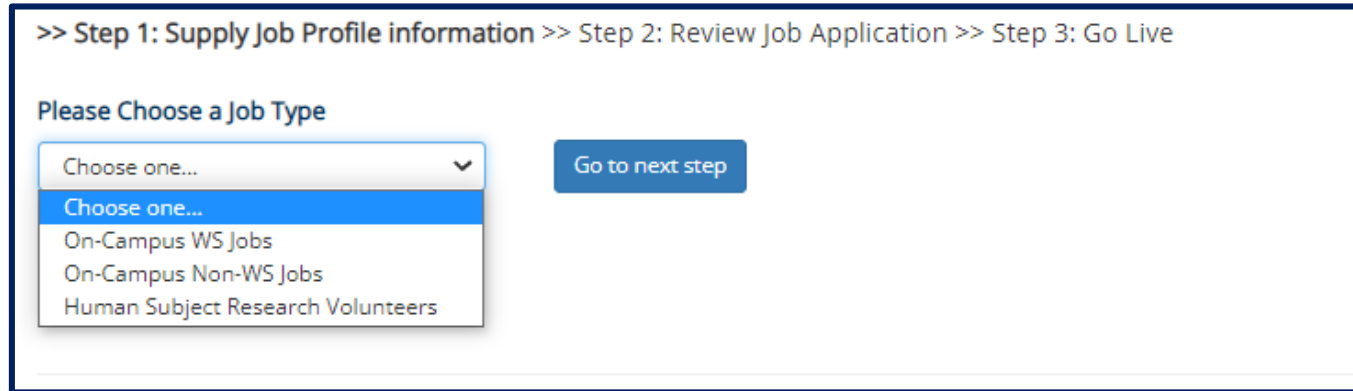
If you have posting permissions for more than one agency, select the respective employer for which you want to post a job from the employer drop down list.

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 in the **'Job Type'** drop down list. :

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

For example, a Work Study opening and a Non-Work Study opening in the same office will require separate job postings.

Then click **'Go to next step'** to proceed.

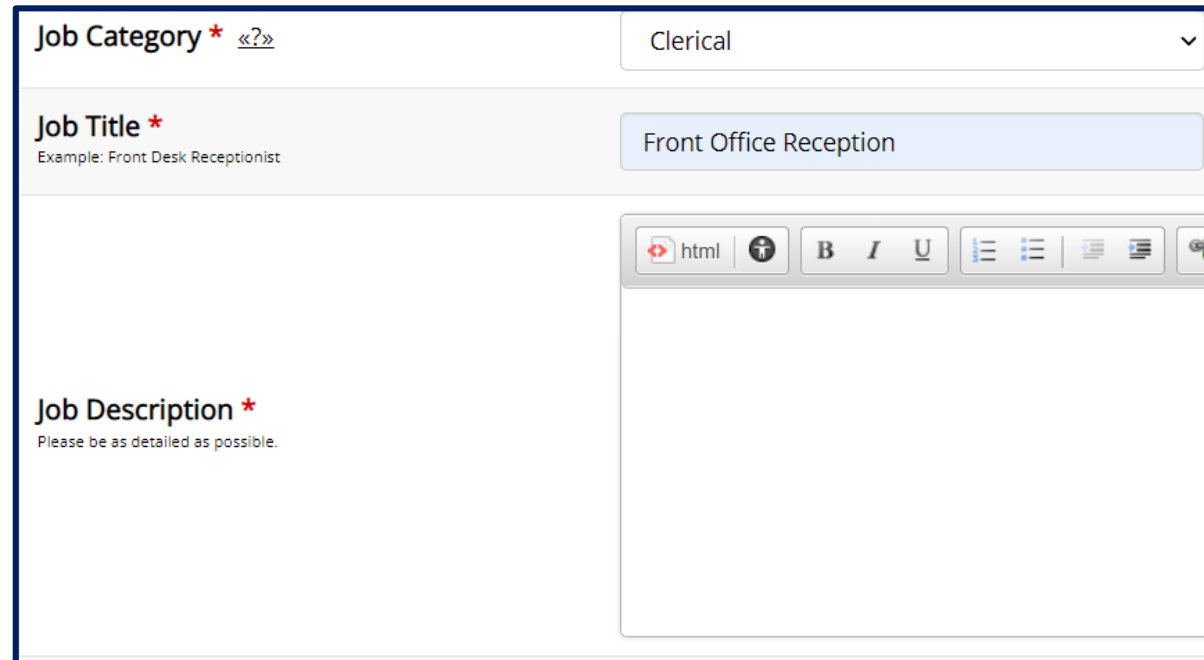
# Create a Job Posting – Complete Job Posting Template

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.



The screenshot shows a web form for creating a job posting. It includes the following fields and elements:

- Job Category \***: A dropdown menu with the selected value "Clerical".
- Job Title \***: A text input field containing "Front Office Reception". Below the field is an example: "Example: Front Desk Receptionist".
- Job Description \***: A large text area for the job description. Above the text area is a rich text editor toolbar with icons for "html", "link", "bold" (B), "italic" (I), "underline" (U), "bullet list", "numbered list", "link", and "unlink". Below the text area is the instruction: "Please be as detailed as possible."

# 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.

# Example of Default Questions

Pick from Existing Questions

Create a New Question

AllABCDEFGHIJKLMNOPQRSTUVWXYZ

▶

DOB

▶

LOR

▼ LOR

Question Details

Preview

Please upload a Letter of Recommendation. 

Choose File

 No file chosen

Delete this question

Application Behavior

Application Section ⓘ

Select an existing section

Create a new section

-- Please select -- ▼

Other flags

☐ Application input is required ⓘ

Where To Add This Question? ⓘ

End of Application ▼

Add Question

# 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 displays two sections of a web form. The top section, titled 'Question Details', contains a 'Question Type' dropdown menu (indicated by a green arrow), a 'Question Name' text input field, and a 'Question Label' text area with a rich text editor toolbar (indicated by a green arrow). The bottom section, titled 'Application Behavior', includes an 'Application Section' dropdown menu (with 'Select an existing section' and 'Create a new section' options), 'Other flags' checkboxes for 'Application input is required' and 'Prefill this question from previous answer?', and a 'Where To Add This Question?' dropdown menu (indicated by a green arrow) with 'End of Application' selected.

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

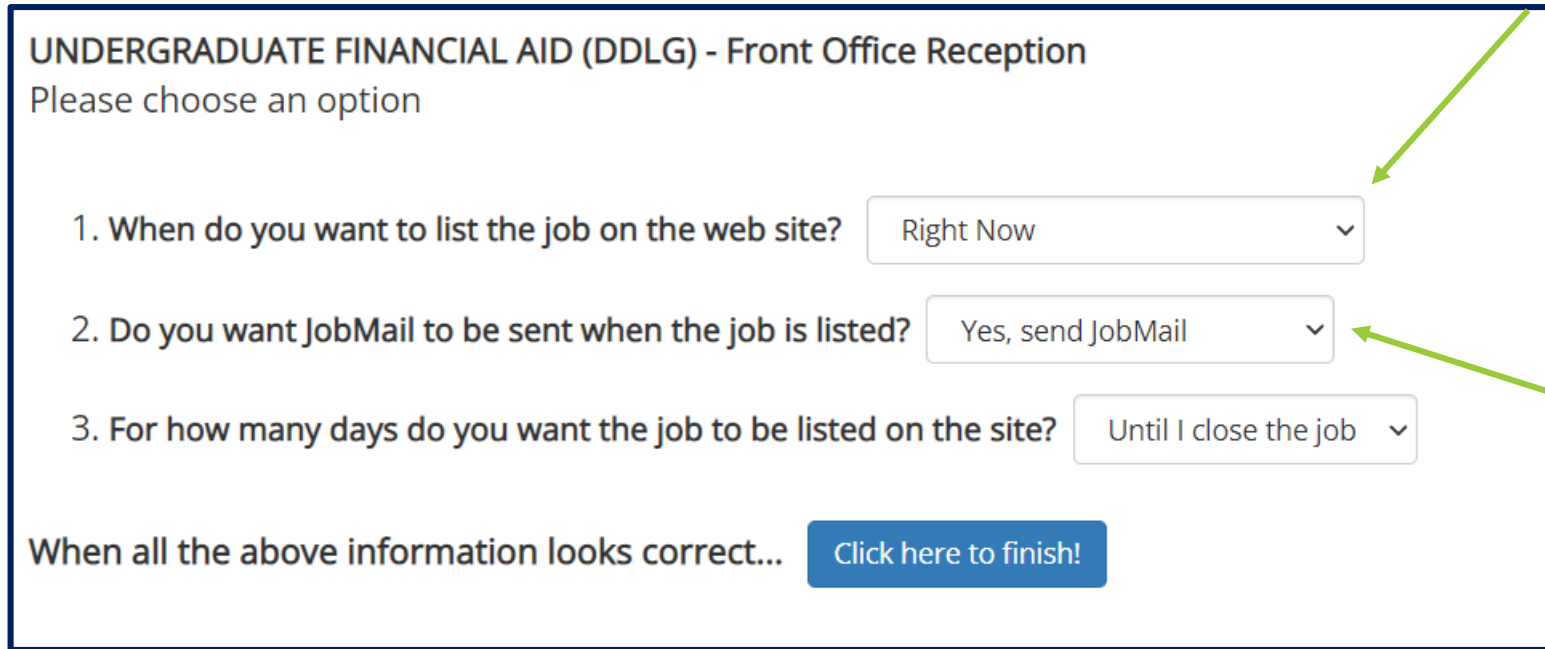
**UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception**  
Please choose an option

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... [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.

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? Right Now ▾

2. Do you want JobMail to be sent when the job is listed? Yes, send JobMail ▾

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

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 – Approval Process

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: All Available [Reset Filters](#)

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

☐ Select/Deselect All Show  results per page  to 19 of 19 | << < > >> |

<a href="#">Administrative Assistant</a>		Applications: <a href="#">0 (0 New)</a>	Employer: AIB / Academic Computer Lab
<input type="checkbox"/> Job Id: 4407 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location:	Listed: 06/26/20 Job Type: On-Campus FWS Jobs	<a href="#">Actions</a>

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.

If your job posting is Approved, you will receive an email notification from Duke Student Employment as well as see your job posting under the **'Listed Jobs'** queue.



# Edit a Job Posting

---

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

# Edit a Job Posting

Job Control Panel

Employer Type:

-- Show all Employer Types --

Employer Name:

-- Show all Employers --

Job Status:

☒ Listed Jobs (1)

☒ Pending Approval (0)

☒ Review Mode (0)

☒ Storage Mode (0)

☒ Deleted (0)

[Approve External Jobs](#)

Job Type:

+ Add a Job

☐ Select/Deselect All

Search Title, Description,  

Search

-- Select Action Below --  

Apply Action

Show 25 results per  
page

1 to 1 of 1  
<< < > >>

Front Office Reception

Applications: 0 (0 New)

Employer: UNDERGRADUATE  
FINANCIAL AID (DDLG)

☐ Job Id: 4541  
Contact Person:  
Anna Sheufelt  
Wage: \$10.50 -  
\$16.50 /hr

Status: Listed  
Location:  
2127 Campus Drive  
Box 90755 Durham  
NC 27708

Listed:  
10/07/21  
Job Type:  
On-Campus  
WS Jobs

Actions  

Edit Job  
Manage Application  
Hire Applicant

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. You will have the option to leave the current version up until the edits have been approved or to take it down temporarily until the posting edit has been processed.

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

**nextgen** WEB SOLUTIONS **JobX**  
Powered by NextGen

NGWEB SOLUTIONS, LLC - CONFIDENTIAL AND PROPRIETARY - DO NOT  
SHARE WITHOUT PERMISSION

26



# Review & Hire Applicant(s)

# Manage Applications


---

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

# Example- Student View of Posted Job

Front Office Reception

Employer: UNDERGRADUATE FINANCIAL AID (DDLG)



Wage: \$10.50/hr to \$16.50/hr  
Openings: 1  
Listed: 10/07/2021

Hours: 10 / week  
Location:  
2127 Campus  
Drive Box 90755  
Durham NC 27708

Category: Clerical  
Job Type: On-Campus WS Jobs

Students will click on **the Job Title** to access description.

Within the job posting's description, students will then be able to access the **Application**.

Front Office Reception	
<a href="#">Click here to apply for this job</a>	
Job ID	4541
Job Type	On-Campus WS Jobs
Employer	UNDERGRADUATE FINANCIAL AID (DDLG)
Date Posted	Oct 07, 2021
Category	Clerical

# Manage Applications

**Duke | Student Employment**

Administrative Assistant

Applications: 4 (4 New)

Employer: AIB / Admissions Office - 123

☐ Job Id: 4351

Contact Person:  
Taige Test Employer

Wage: \$8.00 - \$10.00 /hr

Status: Review

Location:  
6821 Southpoint Dr.  
N. Ste 220  
Jacksonville FL 32225

Listed:  
02/02/18

Job Type:  
Off-Campus  
WS

Actions ▼

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

# Manage Applications- Review Applicant Information

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

## 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.

# Connect With An Applicant- Send Email

Interface showing a table of applicants with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, Preview, and Actions. A dropdown menu is open under the 'Actions' column for the applicant 'Skylar Bloom', showing options: Email Applicant, Print Application, Delete Application, and Hire Applicant. A green arrow points to 'Email Applicant'.

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/>	Skylar Bloom	skylar.bloom@duke.edu	4/19/2022	New!				980.25		<div>Actions<ul style="list-style-type: none"><li>Email Applicant</li><li>Print Application</li><li>Delete Application</li><li>Hire Applicant</li></ul></div>

- This feature is utilized to initiate communication for one or more applicants.
- You can use this feature to connect further and schedule an interview, decline an applicant, or let individuals know the position has been filled.
- 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.



# Connect With Applicants- Composing an Email

To	New!   Rogers2, Ted [tedrogers2@ngwebsolutions.com]
	New!   Rogers7, Bernice [bernicerogers7@ngwebsolutions.com]
	<i>Comma-separated list of other recipients' email addresses</i> (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com <div></div>
From	teston@ngwebsolutions.com
Subject	<div>Job: Test Plan Set Up - JV</div>
Body	<div></div> <div>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.</div>

- You can customize the subject and body of the message.
- If you select more than one student to communicate with, individual e-mails will be sent to each student selected. You may add other email recipients in the 'To' box, then click on the "Send" button.

# Hire Applicants










---

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

# Hire Instructions

Before filling your post in JobX, please extend a job offer and confirm with your student applicant that they will be working for your team as your intended hire may have applied with multiple departments.

# Hire an Applicant – Select Applicant

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

Email Applicant

Print Application

Delete Application

Hire Applicant

- 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><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"/>																														
<a href="#">Go to step 2</a>																																	

- 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"/>
<input type="button" value="Check Employee ID"/>	

- 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.
<a href="#">Email Results</a>		

- 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 Steps Before I-Forms

- Data 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 for you.
- You may edit the information prior to establishing the hire.
- Click on the “**Submit Request**” button to send your hire to your pay person to complete the hiring process.
- After this step, the process is completed within JobX and your posting has been filled.

NOTE: Similar to Duke’s historical process of hiring student employees, once the job posting is filled, all hires **must be processed by Payroll via completion of the I-Form.**

**Duke | Student Employment**

Welcome, Test On-Campus Supervisor | Logout

Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

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
<input type="button" value="Submit Request"/>	



# Hire Email from JobX will have WS Fund Code if applicable!

## 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)

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

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).

# Next Step: Complete I Form

SAP Enterprise Portal 6.0 - Microsoft Internet Explorer

To create an iForm, you selected:

Position	CLINICAL NURSE II	Position Number	50033760
Organizational Unit	PEDIATRIC ACU-FLOOR 5	Org Unit Number	50002538
Job	CLINICAL NURSE II	Job Number	00004024
Personnel Area	DUKE HOSPITAL	Pers Area Code	2100
Payroll Area	BMWEEKLY	PY Area Code	UB

There are 8 iForms available. Click on a link to start an iForm.

- [Create Position](#)
- [Delimit Position](#)
- [Hire](#)
- [Reorg Position](#)
- [Reclass Position](#)
- [Open Requisition](#)
- [Transfer](#)
- 

[Close Window](#)

Visit the Financial Services website for I Form training and further information!

<https://finance.duke.edu/systems/work/iforms>

# Questions?

For questions related to Duke Student Employment, please contact the Office of Student Loans and Personal Finance at:

studentemployment@duke.edu

or: 919-660-3630

It is ***strongly recommended*** to complete the Qualtrics Form below and test your basic understanding of the platform:

[https://duke.qualtrics.com/jfe/form/SV\\_em13bnpMUQkiLOG](https://duke.qualtrics.com/jfe/form/SV_em13bnpMUQkiLOG)



# Intentionally Blank