

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

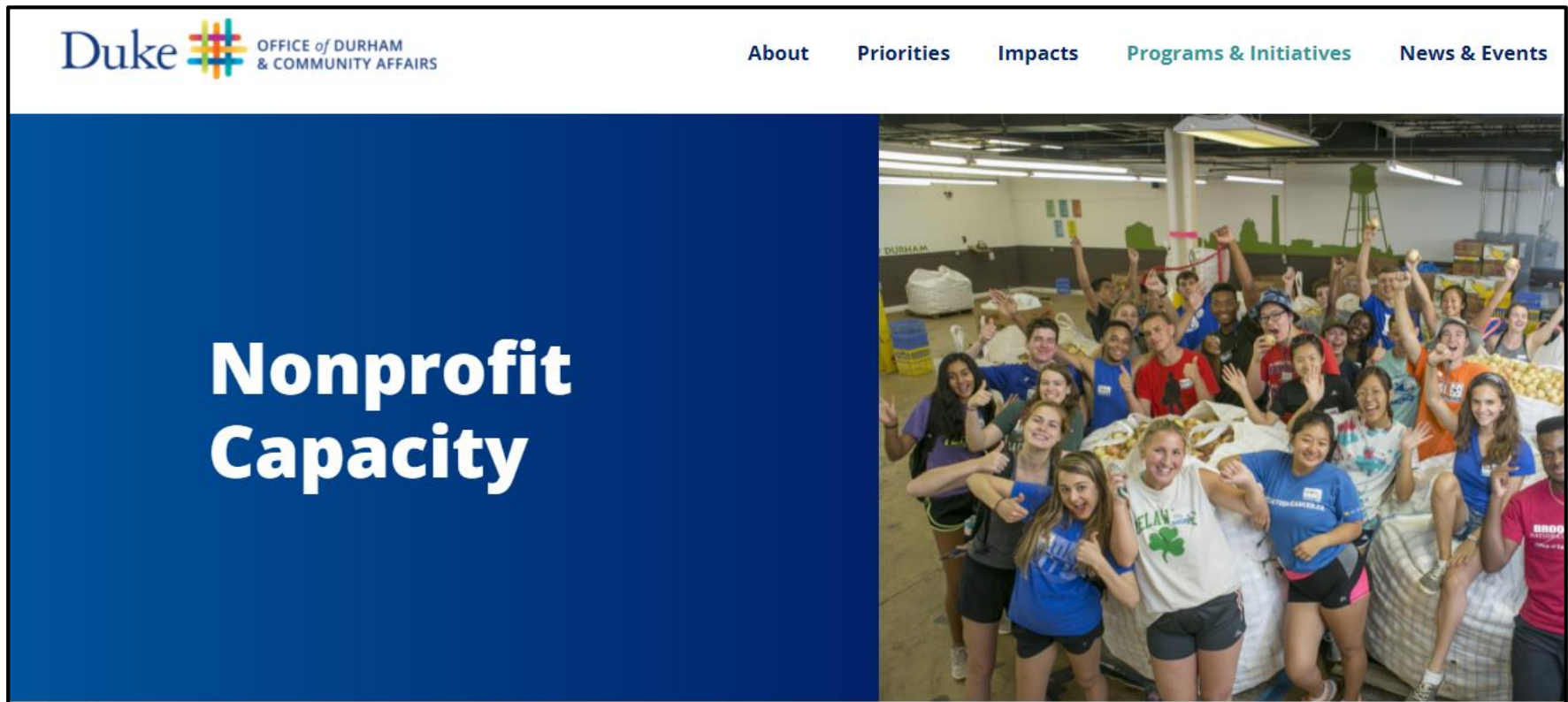
Job Posting

Review and Hire Applicants

Approved for Hire

Questions

Before you Access JobX!



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.



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*.

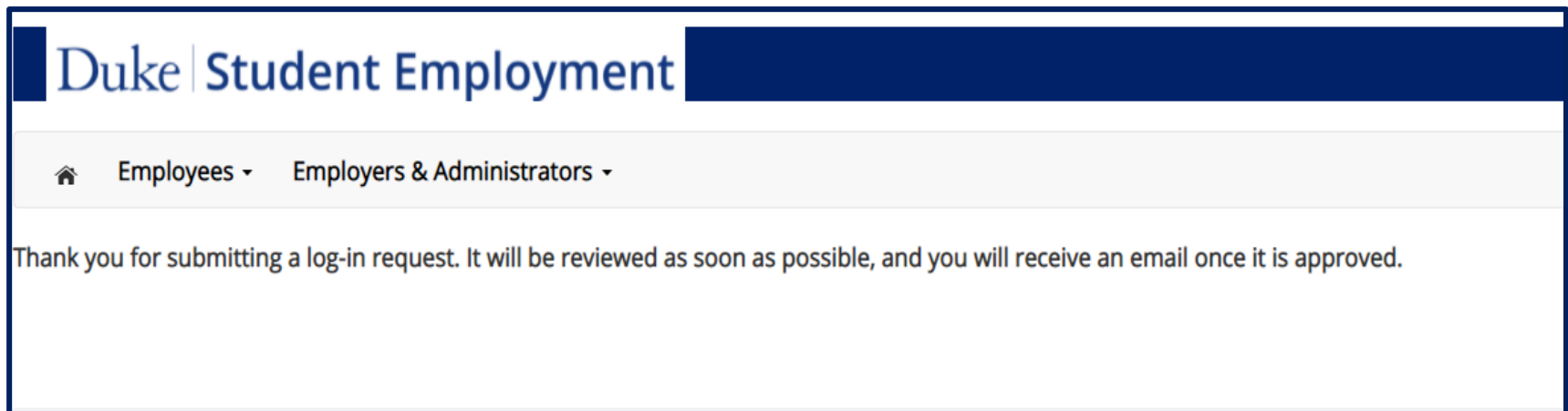
Then click '**Submit**' button to submit your request for an approved login.

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

The screenshot shows a web form titled "Request Log in permission". The form is divided into several sections. The first section, "Request Permission To Use This Site", contains a paragraph of instructions and a list of input fields: First Name, Middle Name, Last Name, Full Email Address, TNumber, Street 1, Street 2, City, State, Zip Code, Phone, Fax Number, and Website. The second section, "Choose a Password", includes fields for "Enter Password" and "Re-Enter Password". The third section, "Please choose the employer for which you work from the list below", features a dropdown menu for "Employer" (set to "Choose one...") and a text field for "Job Title" (set to "On-Campus Supervisor"). The fourth section, "Notes", contains a large text area with a small note about adding employer details. The final section, "This must be verified prior to submitting the form", includes a checkbox for "I'm not a robot" and a reCAPTCHA logo. A blue "Submit" button is located at the bottom left of the form.

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 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

[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. *The **JobX Tutorial** must be reviewed & survey completed prior to requesting access.*

[Contact Us](#)
Email our office with questions or concerns related to student employment.

Other Resources

[JobX Training Resources and Employment Forms](#)
Access video tutorials, training slides, and employment forms.

[Work Study Information](#)
General information on the Federal and Duke Work Study programs.

[FAQs](#)
Questions about JobX, the registration process, or our employment processes? Check out our FAQs to help answer your questions.

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

[Login](#)

[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 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 – 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 – WS or Non WS

Identify the type of job you are posting:

➤ Work-Study

➤ Non Work-Study

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.

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >>

Please Choose a Job Type

Choose one... ▼

- Choose one...
- Off-Campus WS Jobs
- Off-Campus Non-WS Jobs

Go to next step

Create a Job Posting – Complete Job Posting Template

Complete the 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.

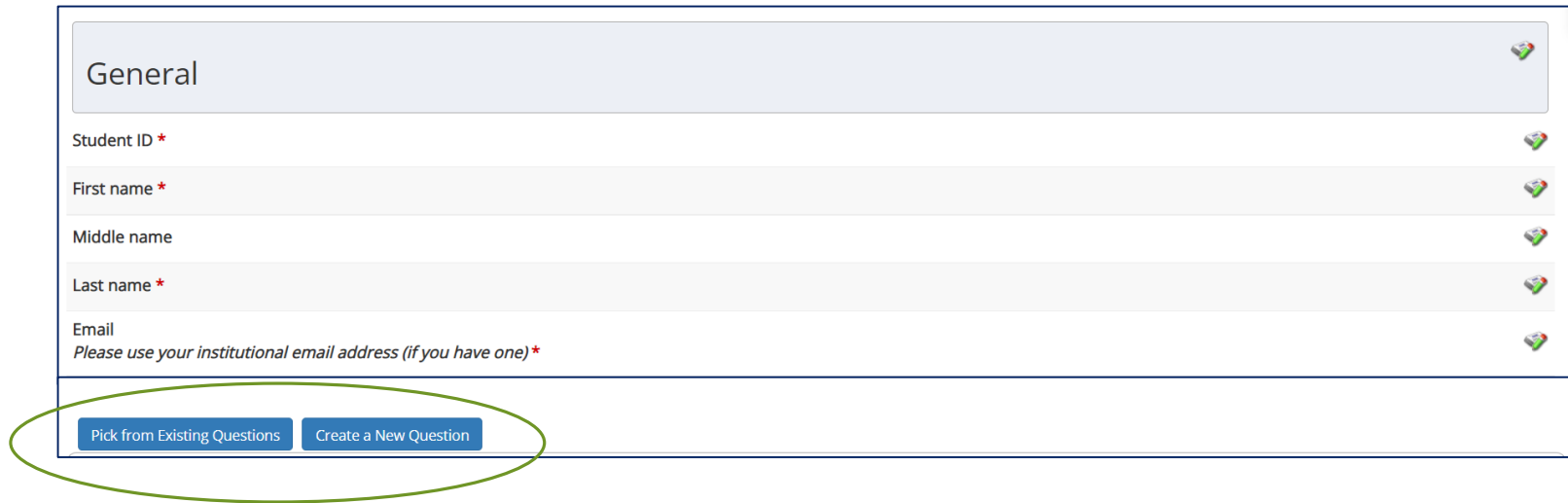
Lastly, click '**Submit**' to continue the next steps in the process.

Important Note: If your 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.

The screenshot displays a web form titled "Complete Job Posting Template" with a progress bar at the top indicating three steps: "Step 1: Supply Job Profile Information", "Step 2: Review Job Application", and "Step 3: Go Live". The form is divided into several sections. The first section contains "Job Category" (a dropdown menu), "Job Title" (a text input field), and "Job Description" (a rich text editor). The second section contains "Job Requirements" (a rich text editor). The third section contains "Number of Available Openings" (a text input field), "Hours per Week" (a dropdown menu with "10.0" selected), "Time Frame for this job" (a dropdown menu), and "Base pay rate" (a dropdown menu). The fourth section contains "Primary Contact Person" (a dropdown menu), "Phone Number" (a text input field), "Email" (a text input field), and "Location" (a text input field). The fifth section contains a question "Do you wish to collect online applications for this job?" with radio buttons for "Yes" (selected) and "No". The sixth section contains "Company/Department Logo" (a file upload button) and a "Submit" button. The form includes various validation messages, such as "Please be as detailed as possible" for the Job Description and Job Requirements fields, and "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." for the Primary Contact Person field.

Create a Job Posting – Review Default Application



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 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 other formatting options). A green arrow points to the 'Question Type' dropdown, and another points to the 'Question Label' text editor. The bottom section, titled 'Application Behavior', contains two sub-sections. The first, 'Application Section', has a dropdown menu labeled 'Select an existing section' (showing '-- Please select --') and a text input field labeled 'Create a new section'. The second, 'Other flags', includes two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. Below these is a third section, 'Where To Add This Question?', which has a dropdown menu currently set to 'End of Application'. A green arrow points to this dropdown menu.

Create a Job Posting – Finalize Job Posting – Part 1

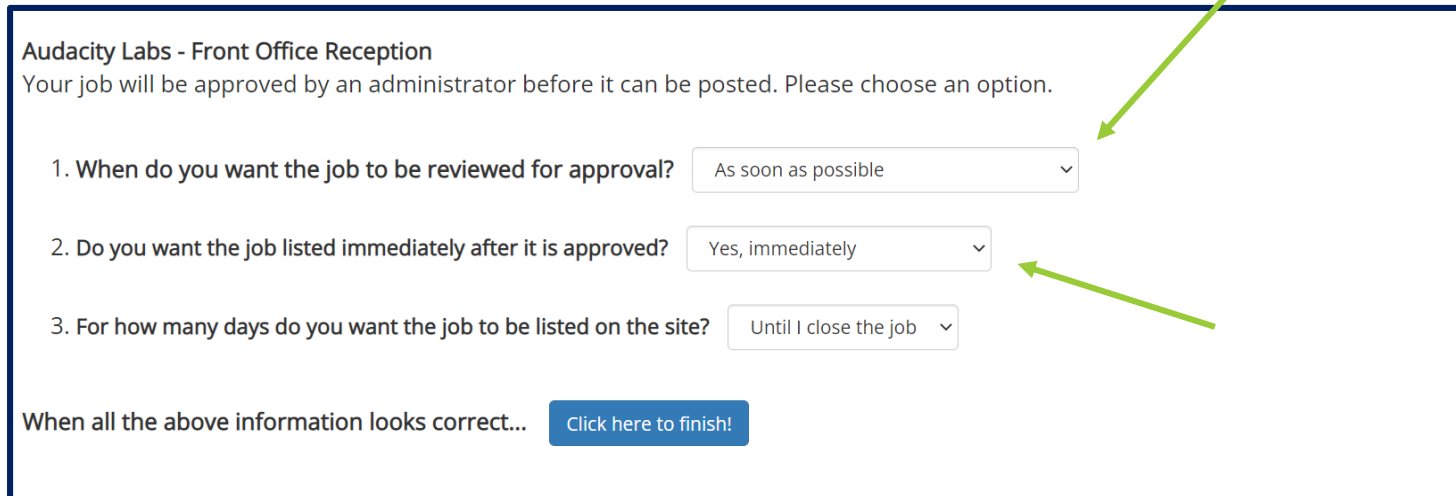
Audacity Labs - Front Office Reception
Your job will be approved by an administrator before it can be posted. Please choose an option.

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 <div>Actions ▼</div>

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

Front Office Reception

Applications: 1 (1 New)

Employer: Audacity Labs

☐ 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

☐ 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 ▼

- 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"/> <u>Skylar Bloom</u>	<u>skylar.bloom@duke.edu</u>	11/22/2021	New!				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)

Interview and Selection

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

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 the 'Email Applicant' option.

	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</div> <div>Email Applicant Print Application Delete Application Hire Applicant</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 an Applicant

Hire an Applicant – Select Applicant

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input checked="" type="checkbox"/>	 Bernice_Rogers7	bernicerogers7@ngwebsolutions.com	6/19/2020	New!			Resume			<div>Actions</div> <div>Email Applicant</div> <div>Print Application</div> <div>Delete Application</div> <div>Hire Applicant</div>
<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><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"/>																														
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"/>
<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.
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	<div></div>
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.

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

