

Hiring a Student Employee

1 Navigate to [Student Employment Job Board](#)

2 Log into JobX

ent Employment Office:
board

Employees - Employers & Administrators -

On-Campus Employers

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



Student Employment News

[On-Campus Supervisor Training](#)

Click here to access the On-Campus Supervisor Training website.

[JobX On-Campus Supervisor Training](#)

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

[Student Separation Request](#)

Please click here to let us know your student is no longer work.

[Student Form I-9, Section 2 Pending](#)

Please click here complete section 2 of a Form I-9 for a student.

Employer Tools

[JobX Login](#)

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

[Request Access to the Site](#)

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

[Request Access Modification](#)

Click above if you need to modify your existing access to the site.

[Contact Us](#)

Send us your suggestions, ideas, or concerns!

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3

From the Job Control Panel screen located the job you will be hiring into.

The screenshot displays the 'Student Employment Office: Job Board' interface. At the top, there is a navigation menu with options like 'Employees', 'JobX', 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. A user greeting 'Welcome, Jim Rivera | Logout' is visible in the top right. The main section is titled 'Job Control Panel'. On the left, there are filters for 'Employer Type', 'Employer Name', and 'Job Status'. The 'Job Status' filter includes options like 'Active, Listed Jobs (20)', 'Pending Approval (0)', 'Active, Not Listed (1031)', 'Inactive (0)', and 'Deleted (2)'. The main content area shows 'Result Filters' with a search string 'Social Media' and a search button. Below this, there is a table listing job details for 'Social Media Assistant'. The table includes columns for 'Job Id', 'Contact Person', 'Wage', 'Status', 'Location', 'Listed', and 'Job Type'. The job details shown are: Job Id: 9218, Contact Person: Jim Rivera, Wage: \$18/hr, Status: Active, Not Listed, Location: 881 Commonwealth Ave Boston MA 02215, Listed: 04/17/24, Job Type: On-Campus Jobs. There is also an 'Applications: 1 (1 New)' indicator and an 'Employer: Student Employment (10000327)' label.

4

Student Employment's new job board offers two opportunities to hire student employees.

Each job listing can accept online applications from interested students. Utilizing this feature will allow supervisors the opportunity to easily track submissions, communicate with applicants and speed up hiring process by avoiding manual data entry.

Supervisors who elect not to use the application feature will need to manually enter student information to initiate the hire process.

5

From the Control Panel search for the job you are hiring into and click "Actions" then click "Hire Applicant"

The screenshot shows a job listing for 'Student Employment (10000327)'. The job is listed on 04/16/24 and is an 'On-Campus Jobs' position. The job ID is 02215. An 'Actions' dropdown menu is open, showing three options: 'Edit Job', 'Manage Application', and 'Hire Applicant'. The 'Hire Applicant' option is highlighted with an orange circle.

Reviewing job applications before hiring

6

You may view applicant submissions in the header of the job card, by clicking on the link to the right of the Job title.

Applications are tracked over time. Supervisors can see the total number of applications received and any new submissions since they were last checked.

Result Filters:

Search String: Social Media [Reset Filters](#)

Select/Deselect All

Show results per page

Social Media Assistant

Applications: 1 (1 New)

Job Id: 9218
Contact Person: Jim Rivera
Wage: \$18/hr

Status: Active, Not Listed
Location:
881 Commonwealth Ave Boston
MA 02215

Listed: C
Job Type
Campus

7 Application Review Page

Supervisors may review each submission in detail by selecting the link Assigned to the student name or get a quick glance by clicking on the 'magnifying glass' icon within each row.

The screenshot shows the 'Application Review Page' interface. At the top, there is a navigation menu with options: Employees, JobX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the menu, the page title is 'View Job Applications - Student Employment (10000327) - Social Media Assistant'. A paragraph explains that the list contains all applications for this job and provides instructions on how to view an application in detail by clicking on the Applicant Name or the magnifying glass icon.

On the left, there is a 'Filter by Name' panel with input fields for 'First Name' and 'Last Name', and a checkbox for 'Only show New?'. Below the filter panel, there is a table of applications. The table has columns for 'Name' and 'Email Address'. The first row shows 'Roy_Rogers1' with the email 'royrogers1bu@ngwebsolutions.com'. Below the table, there is a 'Select/Deselect All' checkbox, a 'Show' dropdown set to '25', and 'results per page'. To the right of the table, there is a 'Preview' button and an 'Actions' dropdown menu.

The 'Preview' panel shows the details for the application of 'Roy Rogers1'. It includes a 'General' section with fields for 'BU ID' (111111111), 'First Name' (Roy), 'Middle Name' (A), 'Last Name' (Rogers1), 'Email' (royrogers1bu@ngwebsolutions.com), and 'Primary Phone Number'. Below this is a 'Schedule' section with two questions: 'What hours are you available to work on Mondays?' and 'What hours are you available to work on Tuesdays?'. Both questions have a dropdown menu set to 'Evening (5PM-9PM)'. At the bottom right of the preview panel, there is a 'Show Deleted?' checkbox and an 'Apply Action' button.

8 Once a selection is made open the 'Actions' drop-down menu and click 'Hire Applicant'

The screenshot shows the 'Application Review Page' interface with the 'Actions' dropdown menu open. The menu options are: 'Email Applicant', 'Print Application', 'Delete Application', and 'Hire Applicant'. The 'Hire Applicant' option is highlighted. The table below the menu shows the application for 'Roy Rogers1' with a status of 'New!', a flag icon, and a value of '1500.00'. The 'Preview' button is visible next to the application. At the bottom left, there is a footer with the text '.C. Jacksonville, FL' and 'All rights reserved.'. At the bottom right, there is a logo for 'JobX' with the tagline 'Empowering Workforce'.

Student Selection

9 'Hire Student' selection page.

BU Student Employment Office:
Job Board

Welcome, Jim Rivera | [Logout](#)

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Hire Students
For Job: Social Media Assistant

There is **one** opening for this position. Please select one applicant to fill this job.

📄 <- Click for help on completing this step.

Hire On-line Applicants

Roy A Rogers1

[Go to step 2](#)

Hire Candidates who did not apply On-line

First Name	Middle Initial	Last Name *	BUID *
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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JobX

10 Students who apply online will display in a list on the left side of the hire screen. Click on the check box adjust to the student the click "Go to Step 2" to start the hiring process. You may select more than one student before proceeding.

BU Student Employment Office:
Job Board

Home Employees - JobX - Reporting - Access & Audit - Help -

Hire Students
For Job: Social Media Assistant

There is **one** opening for this position. Please select one applicant to fill this job.

📄 <- Click for help on completing this step.

There is one pending hire for this job.

Student	Status
Destiny Cruz	Pending Final

Hire On-line Applicants

Roy A Rogers1

[Go to step 2](#)

11

Applicants selected outside of the JobX online application program, can be manually entered using the fields on the right side of the screen. You may enter data across all field but only the last name and BUID are required.

Welcome, Test On-Campus Supervisor | [Logout](#)

Hire Candidates who did not apply On-line

	First Name	Middle Initial	Last Name *	BUID *
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Accept

12 Once students have been selected click "Go to step 2" to proceed.

Go to step 2

13 The next page will display the full list of students selected. Click 'Check Employee ID to begin the job validation process.

Hire Student(s) Step 2: Fill Out Hire Info

For Job: Social Media Assistant

Employee

Enter BUID:

Destiny Cruz

1042

Check Employee ID

NG
© Com

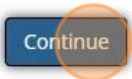
14

Each student will be evaluated by the system to ensure all employment requirements are met before proceeding.

Destiny Cruz:

✓	Allow Access	Access
✓	I9 Status	Stude
✓	International?	The st
✓	Visa Not Expired	Visa N
✓	FWS Preferred Validation	FWS P

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





Note!

A student may fail a validation(s) and pass the initial hire stage.

Failed validations with '**Warning**' text are considered soft stops. Soft stops are typically actions a student must take before they can be processed for final approval by a payroll coordinator.

Failed validations without '**Warning**' text are hard stops. Hard stops are issued when a student does not meet eligibility of employment at Boston University as a student employee.

Validation Lookup Results

Pamela Alvarado:

✓	Allow Access	Access has been allowed
✗	ConfidentialityForm	Confidentiality Form not Completed - Warning
✗	FERPA Form	FERPA Acknowledgement not on file - Warning
✗	GradStudent	Not Grad Student
✓	I9 Status	Student has a valid I9 on file.
✓	InternationalForm	International Form Complete
✓	Visa Not Expired	Visa Not Nearing Expiration/Expired

[Email Results](#)

The employee did not pass validation and cannot be hired at this time. Click the "Cancel" button to cancel this hire.

Cancel

Completing the Hire form

15

Once the hire validation requirements are met, supervisors will complete the hire request form.

The first half of this form will establish employment information like wage, method of payment, hours of work expected per week, etc. for the student selected.

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Social Media Assistant

Please fill out hire info for this student.

Employee First Name	Destiny
Employee Middle Name	
Employee Last Name	Cruz
BU ID	042
Email Address of Employee Hired	TST.
Wage which will be paid to Employee *	0.00
Hours per week *	5.0
Is this Hourly, Salary or One Time Job?	Hourly
Employment Start Date * <small>Please ensure this is a Monday.</small>	09-02-2024
Employment End Date * <small>Please ensure this is a Sunday.</small>	05-18-2025
First Day of Employment *	
Contact Name *	Choose one...



Alert!

Please be concise if the information provide. If the job listing shows an estimated of 5 to 10 hours per week, and you've establish the student may only work 7 hours, please enter the relevant to the student. In this case 7 hours per week.

University policy states students can work up to 20 hours per week during academic periods.

Inputting more precise information will keep employment records accurate and allow other supervisors on campus interested in hiring students the ability to see the number of hours a student may have remaining out of the 20 hour allotment.

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The second half of this form will establish the Cost Distribution. Supervisors may enter up to three Cost Objects and the percent allocation for each.

Supervisors can enter either Cost Center or Internal Order numbers.

FWS Cost Object 9500313862	
Cost Object 1 *	<input type="text"/>
Cost Object 1 Percentage *	<input type="text"/>
Cost Object 2	<input type="text"/>
Cost Object 2 Percentage	<input type="text"/>
Cost Object 3	<input type="text"/>
Cost Object 3 Percentage	<input type="text"/>
<input type="button" value="Submit Request"/>	



Alert!

Supervisors can hire students awarded Federal Work-Study and assign the Work-Study Cost Object.

The Federal Work-Study Fund number will be provided each year and listed at the header of this segment.

Supervisors electing to hire a Work-Study eligible student will enter the provided fund number and allocate 70% if the students wages to that fund.

Sample entry show below:

FWS Cost Object	3862
Cost Object 1 *	<input type="text" value="3862"/>
Cost Object 1 Percentage *	<input type="text" value="70"/>
Cost Object 2	<input type="text" value="0000"/>
Cost Object 2 Percentage	<input type="text" value="30"/>
Cost Object 3	<input type="text"/>
Cost Object 3 Percentage	<input type="text"/>
<input type="button" value="Submit Request"/>	



Tip!

The bottom of the hire form page supplies a large amount of information about the student, including:

Jobs the student is hired into already

Pending hires for the student

Work Study Award information

Current Class Schedule

This information is also available to supervisor through the job application feature.

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Applications Reader	Chemistry (10000180)	\$15.00	4	04/01/2024	05/31/2024			Active
Accounting Clerk	Accounts Payable (10001209)	\$15.00	60	03/01/2024	05/01/2024			Active
Office Assistant	Chemistry (10001408)	\$15.00	5	01/15/2024	05/19/2024			Active
Student Manager	Annual Fund (10002186)	\$16.00	60	01/15/2024	05/19/2024			Active

Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Computer Assistant/Programmer	Enrollment Services Operations 2B (10001287)	\$15.00	8	05/01/2024	08/31/2024			Pending Approval
Editor/Writer	Student Employment (10000327)	\$20.00	5	04/01/2024	05/26/2024			Pending Approval

Awards

There are no awards to display.

Classes

Course Title	Start Date	End Date	Days	Start	End
ANTH GLOBALIZAT (details)	01/18/2024	05/01/2024	Tu Th	3:30 PM	4:45 PM
Biochemistry 2 (details)	01/18/2024	05/10/2024	Su Sa	9:00 AM	10:00 AM
Biochemistry 2 (details)	01/18/2024	05/01/2024	M W F	9:05 AM	9:55 AM
Biochemistry 2 (details)	01/18/2024	05/10/2024	Tu Th	8:00 AM	9:15 AM
Biochemistry 2 (details)	01/18/2024	05/01/2024	W	7:00 PM	9:00 PM
COST PROD STD 4 (details)	01/18/2024	05/01/2024	Th	10:00 AM	11:00 AM
PROD AUDIO 2 (details)	01/18/2024	05/01/2024	M	2:30 PM	5:15 PM

17 When all the necessary hire information is captured, click 'Submit Request'

	<input type="text"/>
Cost Object 2 Percentage	<input type="text"/>
Cost Object 3	<input type="text"/>
Cost Object 3 Percentage	<input type="text"/>
<input type="button" value="Submit Request"/>	

Hires

Job Title	Cost Center	Wage



Alert!

If the student is must complete employment forms before the hire can be approved. A new page will appear which will initiate an email communication to the student alerting the to complete certain action prior to the hire completion.

Email Hire - Forms Needed

Select e-mail recipients:

- Hire requestor
- Employee
- Both

To: TST_ [redacted]

CC: seo@bu.edu



To access all required forms on your JobX User Dashboard, please click [here](#).

Please Note: Failing to complete these outstanding forms can prevent your hire from being approved.

Destiny Cruz:

✓ Allow Access	Access has been allowed
✗ Confidentiality Form	Confidentiality Form not Completed - Warning
✗ FERPA Form	FERPA Acknowledgement not on file - Warning
✓ I9 Status	Student has a valid I9 on file.
✓ International?	The student is not an International Citizen.
✓ International Form	International Form Complete
✓ Visa Not Expired	Visa Not Nearing Expiration/Expired

Additional recipients (Separate emails using commas). Additional job contacts listed below.

Email Hire - Forms Needed

18 Payroll Coordinators will review and approve hire request as they are submitted.

 **Student Employment Office:**
Job Board

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

Your hiring request(s) has been submitted and is now Pending Final approval.

Notification email has been sent to the following email addresses:
test@ngwebsolutions.com

- [Return to Job Control Panel](#)

Check the status of Hire request

19 From the Job Control Panel page, select the 'JobX' dropdown menu, then click "Hire Requests"

 **Student Employment Office:**
Job Board

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

Job Control Panel

JobX Home (Job Control Panel)
Hire Requests
Supervisor Search Student and Awards



Employer Name:


Show Jobs From All My Emp... ▾

Job Status:

Active, Listed Jobs (1) ?

Pending Approval (0) ?

My Jobs Only [Reset Filters](#)

 Add a Job

Search Title, Description, Requirements,

Select/Deselect All

[Social Media Assistant](#)

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This page will display all current requests pending approval.

Request which require additional action steps from the student will display at the top of the page.

Student actions will include the completion of employment forms like teh Form I-9, Confidentiality form, FERPA form. etc,

BU Student Employment Office: Job Board

Welcome, Test On-Campus Supervisor | Logout

Employees - JobX - Reporting - Access & Audit - Help -

Hires Pending

Filter by employer: All Employers

Requests I've Submitted

Requests for my employer(s)

Search by employee

First Name

Last Name

Search Reset

Hires Requests - Pending Forms & Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Incomplete - Pending Form Completion							
03/13/24	On-Campus Jobs	Am. Reads/Counts Tutor			Student Employment (10000327)	Form I-9: Not Completed	Actions
Status: Pending Final Approval							
04/17/24	On-Campus Jobs	Social Media Assistant			Student Employment (10000327)		Actions
04/04/24	On-Campus Jobs	Am. Reads/Counts Tutor			Student Employment (10000327)		Actions
03/26/24	On-Campus Jobs	Musician			Student Employment (10000327)		Actions
03/26/24	On-Campus Jobs	Artist			Student Employment (10000327)		Actions
03/06/24		Am. Reads/Counts Tutor			Student Employment (10000327)		Actions
03/04/24	On-Campus Jobs	Am. Reads/Counts Tutor			Student Employment (10000327)		Actions

Approved Hires - Pending Acceptance

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JobX

21 Supervisors may use 'Action' Drop-down during the pending hire stage to:

Preview the details of the submission.

Cancel the hire request.

Email the student keep them informed or remind the student to complete required actions which will allow to the hire to move forward.

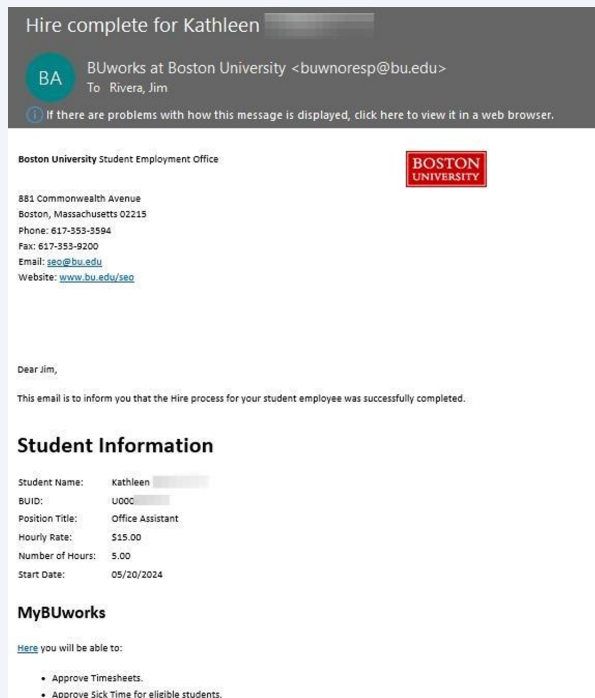
Welcome, Test On-Campus Supervisor | [Logout](#)

Name	ID	Employer	Form/Status	Actions
nts Tutor		Student Employment (10000327)	Form I-9: Not Completed	Actions ▾ Preview Cancel Email
ssistant		Student Employment (10000327)		
nts Tutor		Student Employment (10000327)		

Notifications

22

Supervisors will receive automated email notifications confirming the student hire is complete from Student Employment/Payroll.



Alert!

Notifications will NOT be released for student hired into "One-Time" jobs from Student Employment/Payroll, but the user may opt to send a notification from the JobX Student Employment platform.