

# JobConnection Manual

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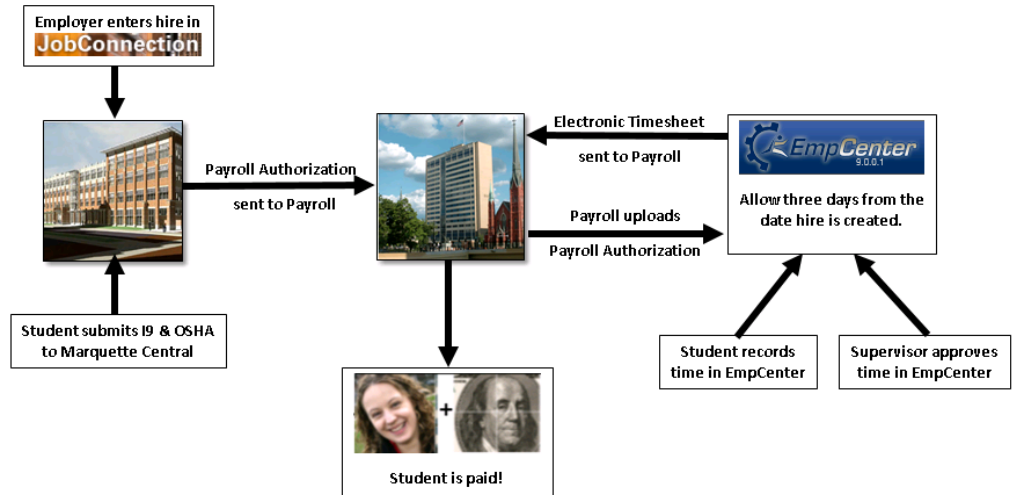
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# JobConnection Manual

First time users will need to attend training and obtain a user name and password from Student Employment Services Office of Student Financial Aid.

Contact: [studentemployment@marquette.edu](mailto:studentemployment@marquette.edu) or 288-4000.

## Student Employment Process



## How to Access JobConnection

- Go to JobConnection <http://jobconnection.mu.edu/>

MARQUETTE UNIVERSITY  
Be The Difference.

JOB CONNECTION AT MARQUETTE

MARQUETTE.EDU // SEARCH // CONTACTS // A-Z INDEX

STUDENT EMPLOYMENT SERVICES HOW TO USE JOB CONNECTION MARQUETTE CENTRAL NON-DISCRIMINATION POLICY

JobConnection

LOGIN AS

MARQUETTE STUDENT

MARQUETTE FACULTY OR STAFF

OFF-CAMPUS EMPLOYER

JobConnection is a free service for **admitted and currently enrolled Marquette students** seeking part-time job opportunities and for **employers who are searching for Marquette students**.

CONFIDENTIALITY  
All student information is confidential and for job-search use only. Any other use of student

- Click on *Marquette Faculty/ Staff Login*.
- Enter your Employer User Name and Password.

**Employer Login**

Welcome to the Marquette University's Student Employment System.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **Your User Name is your e-Marq user name (e.g. 9187jonest)**
- **Your Password is your birth date month, day and the last four digits of your MUID (e.g. if your birth date is July 4th and the last four digits of your MUID are 9999, your password would be 07049999)**
- **New Users:** Contact the Office of Student Employment at (414) 288-4000 ☎.

**Important:**

- **We recommend using the latest version of Chrome or Firefox with JobConnection.**
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (414) 288-4000 ☎.

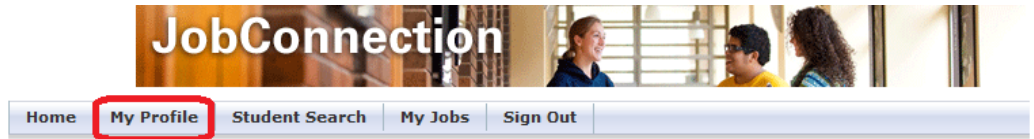
Username:

Password:

- Click the *Login* button.

## Update Your User Profile

- Click *My Profile* on the main menu bar.



- Update information that is inaccurate or incomplete by clicking the Edit button next to each information section.

<b>Profile View</b>	Employer Information	Contact Information
---------------------	----------------------	---------------------

**Employer Information** [\[Edit\]](#)

Please review your profile below. Click on the [Edit] link in any section to make changes.

**\*Organization Name:** Office of Student Financial Aid  
**Location:** Marquette University  
**Website:** [www.mu.edu/financialaid/ses](http://www.mu.edu/financialaid/ses)

**Employer Category:** FWS-Community Service  
**Address Line 1:** 707 Building, RM 503  
**Address Line 2:** Marquette University  
**City:** Milwaukee  
**State:** WI  
**Zip:** 53201-1881

**Map of Address Above:** [Online Map](#)  
**Phone:** (414) 288-4000  
**Fax:** (414) 288-1718

**Profile:**  
**On-line Application Address:**  
**Majors:**  
**Include in Employer Directory:** Yes

Contact Information	[Edit]
<b>*First Name:</b> Annette	
<b>Middle Initial:</b> M	
<b>*Last Name:</b> D'Amato	
<b>Department:</b> Student Employment Services	
<b>Address Line 1:</b> 1250 W. Wisconsin Ave	
<b>Address Line 2:</b> MARQUETTE UNIVERSITY	
<b>City:</b> Milwaukee	
<b>State:</b> WI	
<b>Zip:</b> 53201-1881	
<b>Map of Address Above:</b> <a href="#">Online Map</a>	
<b>Phone:</b> (414) 288-4000	
<b>Alternate Phone:</b>	
<b>Fax:</b> (414) 288-1718	
<b>Email:</b> <a href="mailto:annette.damato@marquette.edu">annette.damato@marquette.edu</a>	
<b>Allow Student Viewing in Employer Directory:</b> No	

- Click Save in each section you update.

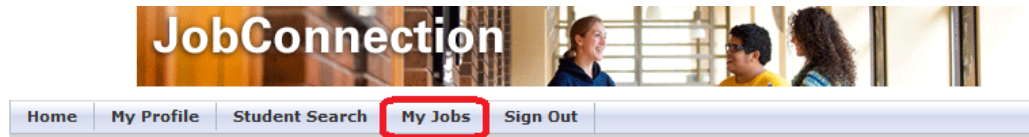
Save	Cancel
------	--------

- If you choose to have students view your employer profile in the searchable employer directory select: Yes.
- On-campus employers please put Marquette University in the second address line in the address information section.

<b>Address Line 1:</b> 1250 W. Wisconsin Ave
<b>Address Line 2:</b> MARQUETTE UNIVERSITY
<b>City:</b> Milwaukee
<b>State:</b> WI
<b>Zip:</b> 53201-1881

## Manage Your Existing Jobs

- Click on *My Jobs* on the main menu bar.



- Click on the Job ID you want to update.

The image shows a screenshot of the 'My Jobs' page. At the top, there is a pagination control showing 'Page 1 of 1, items 1 to 3 of 3'. Below this is a table with the following columns: Job ID, Job Title, Applicant Type, Status, Expiration Date, and Activity. The table contains three rows of data. A red arrow points to the second row, which has Job ID 86206 and Job Title 'Student Employment Clerk III'.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
85047	Student Employment Clerk I		Pending	3/13/2009	P R
86206	Student Employment Clerk III		Inactive	1/15/2010	P R
86492	New Test Position		Pending	2/14/2010	P R

At the bottom of the table, there is another pagination control showing 'Page 1 of 1, items 1 to 3 of 3'.

- Edit each section. Make sure to save at the end of each section.
- Click Save in each section you update



**Position Information –**

Position Information	[Edit]
Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.	
Click the [View Activity] link above to view all activity for this job posting.	
<p><b>*Job ID:</b> 86206</p> <p><b>*Job Title:</b> Student Employment Clerk III</p> <p><b>Job Reference Num:</b></p> <p><b>Organization Name:</b> Office of Student Financial Aid</p> <p><b>No of Openings:</b> 1</p> <p><b>Work Schedule:</b></p> <p><b>Hours per Week:</b> 8-10</p> <p><b>Hourly Wage:</b> 8.25</p> <p><b>Employment Start Date:</b> ASAP</p> <p><b>Employment End Date:</b></p> <p><b>Supervisor:</b> Annette D'Amato</p> <p><b>*Job Description:</b> PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.</p> <p><b>Qualifications:</b> MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERANCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.</p> <p><b>Application Instructions:</b> COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu</p> <p><b>On-line Application Address:</b></p>	

**Job ID** – This number cannot be changed.

**Job Title** – Can be updated.

**Job Reference Number** – This is the old Job ID number. It is important for the Federal Fund/Account Number in the Posting Information section below. Cannot be updated.

**Organization Name** – Name of department. Cannot be updated.

**Number of Openings** – Can be updated.

**Work Schedule** – Can be updated or left blank.

**Hours per Week** – Can be updated or left blank.

**Hourly Wage** – Can put in a dollar amount, a range, negotiable, or leave blank.

**Employment Start Date** – It is recommended that this field is updated when a job is opened.

**Employment End Date** – It is recommended that this field is updated when a job is opened.

**Supervisor** – Can be updated.

**Description** – Review and update.

**Qualifications** – Can be updated.

**Application Instructions** – Inform students how to contact you if they are interested in the job. It is recommended to complete this section even if allowing students to apply on line through the system.

**On-line Application Address** – Can be updated by going to My Profile and editing the Employer Information Section. If you have a separate on-line application process, indicate web link here. This field can be left blank.

**Contact Information –**

Contact Information	[Edit]
<b>First Name:</b> Annette	
<b>Middle Initial:</b> M	
<b>Last Name:</b> D'Amato	
<b>Address Line 1:</b> 1250 W. Wisconsin Ave	
<b>Address Line 2:</b> Marquette University	
<b>City:</b> Milwaukee	
<b>State:</b> WI	
<b>Zip:</b> 53201-1881	
<b>Map to Address Above:</b> <a href="#">Online Map</a>	
<b>Phone:</b> (414) 288-4000	
<b>Fax:</b> (414) 288-1718	
<b>Email:</b> <a href="mailto:annette.damato@marquette.edu">annette.damato@marquette.edu</a>	
<b>Website:</b>	

**First Name** – This is the name students will be able to view.

**Middle Initial** – This is the name students will be able to view.

**Last Name** – This is the name students will be able to view.

**Address** – On campus employers please put Marquette University on the second address line in this section.

<b>Address Line 1:</b> 1250 W. Wisconsin Ave
<b>Address Line 2:</b> Marquette University
<b>City:</b> Milwaukee
<b>State:</b> WI
<b>Zip:</b> 53201-1881

**Phone** – Needs to be listed with dashes, ex. 414-288-4000.

**Fax** – Needs to be listed with dashes, ex. 414-288-1718.



**Email** – This is the address the students will be able to view. It is a hyperlink. This field can be left blank.

**Website** – This is the address the students will be able to view. This field can be left blank.

**Posting Information –**

Posting Information	[Edit]
<b>Job Location:</b> On-Campus	
<b>Job Category:</b> FWS-On Campus Federal Work Study	
<b>Position Type:</b> Office/Data Processing/Clerical	
<b>Classification:</b> Freshman Sophomore	
<b>Majors (click Add):</b>	
<b>Screen Graduation Range:</b> No	
<b>Screen Classification:</b> Yes	
<b>Screen Majors:</b> No	
<b>Post Date:</b> 7/22/2009	
<b>Expiration Date:</b> 1/15/2010	
<b>Show Contact Info:</b> No	
<b>Allow Online Referrals:</b> No	
<b>Federal Fund/Account</b> ? : 01-07550-00000-6065-86206	

**Job Location** –Marquette employers select On-campus. Students can search based on this field.

**Job Category** - A drop down menu. Students can search based on this field.

FWS-Community Service
FWS-Off Campus
<b>FWS-On Campus Federal Work Study</b>
FWS-Tutor
Off-Campus JLD
SWO-Student Work Opportunity

**Position type** – A scroll box... Highlight one if applicable. Examples would be Educational/Tutor or Security/Law Enforcement. Students can search based on this field.

Accounting/Finance  
Child Care/House Care  
Communication  
Community Service  
Computer/Technology  
Custodial/Janitorial  
Delivery/Messenger/Attendant  
Educational/Tutor  
Engineering  
Food Service/Bartender/Server  
General/Maintenance/Paint  
Grounds/Trucking  
Internships/Co-ops/Research Ass't.  
Journalism/Public Relations  
Lab Assistant/Research Technician  
Laborer/Mechanic/Warehouse  
Legal Service/Law Clerk  
Library  
Marketing  
Media/AV/Photography  
Medical/Hospital/Extended Care  
**Office/Data Processing/Clerical**  
Rec Sports Instructors  
Rec Sports Lifeguards  
Rec Sports Officials  
Sales/Retail Clerk/Customer Service  
Security/Law Enforcement  
Statistical Analysis/Programming  
Summer/Camps  
Teaching Assistant  
Telemarketing/Marketing  
Temporary Employment/Misc  
Ticket Sales

You can screen students for your jobs based on the following:

- Classification, i.e. Freshman, Senior
- Majors
- Graduation Range

The screenshot shows a form with the following sections:

- Graduation Range:** Two rows of dropdown menus. The first row is labeled "From" and the second "To". Each row has a "Month" dropdown and a "Year" dropdown.
- Classification:** A dropdown menu with "Freshman" selected. Other options are "Graduate", "Junior", and "Senior".
- Majors (click Add):** An empty text input box.
- Add/Remove:** A button.
- Screening Options:** Three checkboxes:
  - Screen Graduation Range
  - Screen Classification
  - Screen Majors

Example – You only want to hire a freshman  
Choose: Freshman in the **Classification** box **and** check the **Screen Classification** box.

This is a close-up of the lower portion of the form shown in the previous screenshot. It highlights:

- The **Classification:** dropdown menu with "Freshman" selected.
- The **Majors (click Add):** empty text box.
- The **Add/Remove:** button.
- The **Screening Options:** checkboxes, with "Screen Classification" checked.

Student will see preference based on this job.

**Note:** If you select Freshman in Classification and check the 'Screen Classification' box, only Freshmen will be able to view the job and apply for it.

<p><b>Post Date:</b> 7/22/2009 <b>Expiration Date:</b> 2/28/2010 <b>Show Contact Info:</b> No <b>Allow Online Referrals:</b> No <b>Federal Fund/Account</b> ? : 01-07550-00000-6065-86206</p>
---

**Post Date** – Fill in date you are opening the position. This field must be completed with a valid date for the job to be viewable on the website.

**Expiration date** – This date reflects how long you want this job to be on the website. This date needs to be in the future for a job to become Active and for students to view.

**Show Contact Info** – Select *Yes* if you want students to view your contact information on-line.

**Allow Online Referrals** – Select *Yes* to give students the ability to review your job on-line. You will then have the option of receiving a copy of their personal data sheet on-line, eliminating the need for the student to contact you via telephone, conventional mail or fax.

**Federal Fund/Account number** – example is 01-07550-00000-6065-10521.

**01 - Fund Account** Always 01

**07550 – Responsibility Center (RC)** Also known as Department Account Number.

**00000 – Restriction** For example 40000 are Current Funds, 80000 are Endowment Funds and 70000 are Grant Funds.

**6065 – Natural** For on-campus always 6065.

**10521 – Job ID** Must be five digits.

Example – Use job reference number if it exists

Example – new job reference number 5579

Use job reference number = 05579

If no Job Reference Number exists, use Job ID

**Control Information –**

<p><b>Online Referrals Notify Employer:</b> Yes ▾</p> <p><b>Wage Category:</b> Level IV \$7.70 - \$12.00 ▾</p> <p><b>Status:</b> Active</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>
---

**Online Referrals Notify Employer** – Choose ‘Yes’ to be notified via email when a student does an online referral for this job.

**Wage Category**– Select appropriate wage category. Note: Hourly wage for hires to this job must fall within the range for the wage category you select.

**Status**– Anytime you edit a job, the status is automatically set to ‘Pending.’

All pending jobs are sent to Student Employment Services for approval. The process of reviewing a pending job and activating it usually takes 1 to 2 business days. You could also email [studentemployment@marquette.edu](mailto:studentemployment@marquette.edu) to request your job be activated.

## Change Your Existing Job's Federal Fund Account

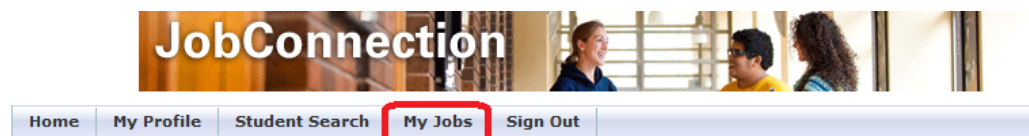
There are times that the special grant or endowment accounts tied to your job can change. This change results in it being necessary to use a different Federal Fund Account to pay student workers out of. The Federal Fund Account Number **MUST NEVER** be changed once a student is hired under that Job ID.

**Instead, you will need to create a new job. Make sure to update:**

- Job Title
- Federal Fund Account

\*Failure to follow the above procedure will prevent payroll from loading correctly, hence preventing your students from being paid from the correct account.

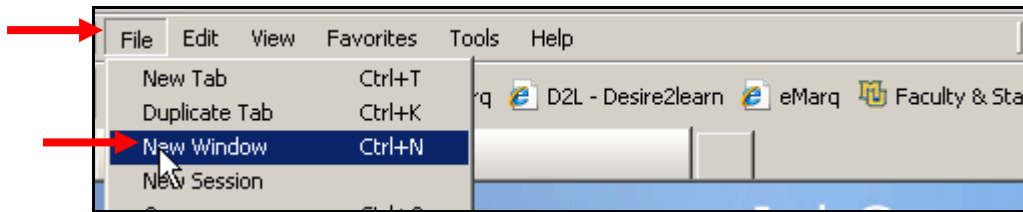
- Click on *My Jobs* on the main menu bar.



- Click on the Job ID you want to update.

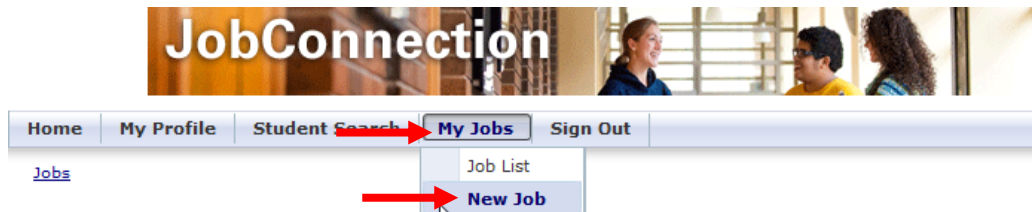
Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
85047	Student Employment Clerk I		Pending	3/13/2009	P R
86206	Student Employment Clerk III		Inactive	1/15/2010	P R
86492	New Test Position		Pending	2/14/2010	P R

- Open New Window (Ctrl + N) in Internet Explorer.



In the new window:

- Click on *My Jobs* on the main menu bar.
- Click on New Job.



- Copy the information from each section into the new job.
  - Make sure the new title is unique to help differentiate between jobs.

To do this: Look at both screens at the same time. It is best to use copy and paste to prevent having to retype everything.

Need more detail? See **Create New Job Posting section**.

**Viewing Job: 86206/Student Employment Clerk III**

Profile View | Position Information | Contact Information | Posting Information | Control Information

**Position Information** [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.  
Click the [View Activity] link above to view all activity for this job posting.

**\*Job ID:** 86206  
**\*Job Title:** Student Employment Clerk III  
**Job Reference Num:**  
**Organization Name:** Office of Student Financial Aid  
**No of Openings:** 1  
**Work Schedule:**  
**Hours per Week:** 8-10  
**Hourly Wage:** 8.25  
**Employment Start Date:** ASAP  
**Employment End Date:**  
**Supervisor:** Annette D'Amato  
**\*Job Description:** PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.  
**Qualifications:** MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.  
**Application Instructions:** COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu  
**On-line Application Address:**

---

**Position Information**

**\*Job Title:** Student Employment Clerk IV  
**Job Reference Num:**  
**\*Organization Name:** Office of Student Financial Aid  
**No of Openings:** 1  
**Work Schedule:**  
**Hours per Week:** 8-10  
**Hourly Wage:** 8.25  
**Employment Start Date:** ASAP  
**Employment End Date:**  
**Supervisor:** Annette D'Amato  
**\*Job Description:** PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.  
 Spell Check  
**Qualifications:** MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.  
 Spell Check  
**Application Instructions:** COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu  
 Spell Check

- Once you enter details in the Position Information and Contact Information sections, save this new job, the system will give you a new job ID.
- This **New Job ID** should be the last 5 digits of the Federal Fund Account Number. Click on Edit in the Control Information section to enter this.

JOB CONNECTION VERSION 10.5

**Position Information** [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link above to view all activity for this job posting.

\*Job ID: 86495  
\*Job Title: Student Employment Clerk IV

**Job Reference Num:**  
Organization Name: Office of Student Financial Aid  
No of Openings: 1  
Work Schedule:  
Hours per Week: 8-10  
Hourly Wage: 8.25  
Employment Start Date: ASAP  
Employment End Date:  
Supervisor: Annette D'Amico

\*Job Description: PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.

**Qualifications:** MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED, AND HAVE GOOD ORGANIZATIONAL TYPING, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.

**Application Instructions:** COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu

**On-line Application Address:**

**Job Location:** On-Campus

**Job Category:** FWS-Community Service  
FWS-Off Campus  
FWS-On Campus Federal Work Study  
FWS-Tutor

**Position Type:** Accounting/Finance  
Child Care/House Care  
Communication  
Community Service

**Graduation Range:** Month Year  
From: [ ] [ ]  
Month Year  
To: [ ] [ ]

**Classification:** Freshman  
Graduate  
Junior  
Senior

**Majors (click Add):** [ ]  
Add/Remove

**Screening Options:**  Screen Graduation Range  
 Screen Classification  
 Screen Majors

**Post Date:** 2/4/2010

**Expiration Date:** 3/6/2010

**Show Contact Info:** No

**Allow Online Referrals:** No

**Federal Fund/Account:** 01-07550-0000

Save Cancel



- Verify changes needed to Federal Fund Account.

Old Job:

Posting Information	[Edit]
Job Location:	On-Campus
Job Category:	FWS-On Campus Federal Work Study
Position Type:	Office/Data Processing/Clerical
Classification:	Senior
Majors (click Add):	
Screen Graduation Range:	No
Screen Classification:	Yes
Screen Majors:	No
Post Date:	7/22/2009
Expiration Date:	2/28/2010
Show Contact Info:	No
Allow Online Referrals:	No
Federal Fund/Account ? :	01-07550-00000-6065-86206

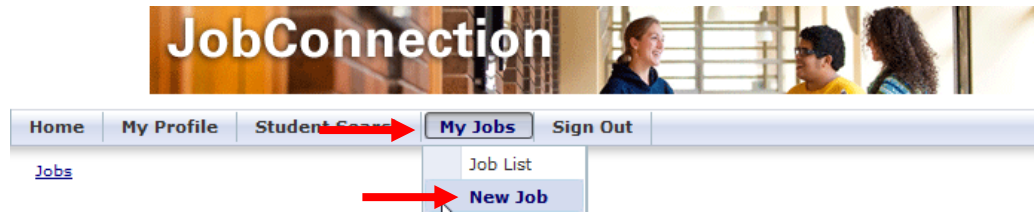
New Job:

Posting Information	[Edit]
Job Location:	On-Campus
Job Category:	FWS-On Campus Federal Work Study
Position Type:	Office/Data Processing/Clerical
Classification:	Senior
Majors (click Add):	
Screen Graduation Range:	No
Screen Classification:	Yes
Screen Majors:	No
Post Date:	2/4/2010
Expiration Date:	3/6/2010
Show Contact Info:	No
Allow Online Referrals:	No
Federal Fund/Account ? :	01-07550-00000-6065-86495

- Continue transferring all information from one job to new job. Make sure to save after each section.
- Next, go to **Hire a Student section** if students will work under new account number.

## Create a New Job Posting

- Click *My Jobs* on the main menu bar and choose *New Job*.



- Enter information in each section. Make sure to save at the end of each section.

### Position Information –

**Position Information**

**\*Job Title:**

**Job Reference Num:**

**\*Organization Name:** Office of Student Financial Aid

**No of Openings:**

**Work Schedule:**

**Hours per Week:**

**Hourly Wage:**

**Employment Start Date:**

**Employment End Date:**

**Supervisor:**

**\*Job Description:**

Spell Check

**Qualifications:**

Spell Check

**Application Instructions:**

**Job ID** – Will be assigned when Position and Contact Information sections are completed and saved. Note: This ID will be important when entering the Federal Fund/Account Number in the Posting Information section below.

**Job Title** – Enter unique job title.

**Job Reference Number** – This field is no longer used.

**Organization Name** – Name of department. Cannot be updated.

**Number of openings** – Enter number of openings. Can be left blank.

**Work Schedule** – Can be entered or left blank.

**Hours per week** – Can be entered or left blank.

**Hourly wage** – Can put in a dollar amount, list a range, or leave blank.

**Employment Start Date** – It is recommended that this field is entered when a job is opened.

**Employment End Date** – It is recommended that this field is updated when a job is opened.

**Supervisor** – Can be entered.

**Description** – Enter a thorough description.

**Qualifications** – List minimum qualifications.

**Application instructions** – Inform students how to contact you if they are interested in the job. It is recommended to complete this section even if allowing students to apply on line through the system.

**On-line Application Address** – Can be updated by going to My Profile and editing the Employer Information Section. If you have a separate on-line application process, indicate web link here. This field can be left blank.

**Contact Information –**

Contact Information	
<b>First Name:</b>	<input type="text" value="Annette"/>
<b>Middle Initial:</b>	<input type="text" value="M"/>
<b>Last Name:</b>	<input type="text" value="D'Amato"/>
<b>Address Line 1:</b>	<input type="text" value="1250 W. Wisconsin Ave"/>
<b>Address Line 2:</b>	<input type="text" value="MARQUETTE UNIVERSITY"/>
<b>City:</b>	<input type="text" value="Milwaukee"/>
<b>State:</b>	<input type="text" value="WI"/>
<b>Zip:</b>	<input type="text" value="53201-1881"/>
<b>Phone:</b>	<input type="text" value="(414) 288-4000"/>
<b>Fax:</b>	<input type="text" value="(414) 288-1718"/>
<b>Email:</b>	<input type="text" value="annette.damato@marquette.ed"/>
<b>Website:</b>	<input type="text"/>

**First Name** – This is the name students will be able to view.

**Middle Initial** – This is the name students will be able to view.

**Last Name** – This is the name students will be able to view.

**Address** – On campus employers please put Marquette University on the second address line in this section.

<b>Address Line 1:</b>	<input type="text" value="1250 W. Wisconsin Ave"/>
<b>Address Line 2:</b>	<input type="text" value="MARQUETTE UNIVERSITY"/>
<b>City:</b>	<input type="text" value="Milwaukee"/>
<b>State:</b>	<input type="text" value="WI"/>
<b>Zip:</b>	<input type="text" value="53201-1881"/>

**Phone** – Needs to be listed with dashes, ex. 414-288-4000.

**Fax** – Needs to be listed with dashes, ex. 414-288-1718.

**E-mail** – This is the address the students will be able to view. It is a hyperlink. This field can be left blank.

**Website** – This is the address the students will be able to view. This field can be left blank.

**Posting Information –**

<b>Job Location:</b>	On-Campus	
<b>Job Category:</b>	FWS-Community Service FWS-Off Campus <b>FWS-On Campus Federal Work Study</b> FWS-Tutor	
<b>Position Type:</b>	Medical/Hospital/Extended Care <b>Office/Data Processing/Clerical</b> Rec Sports Instructors Rec Sports Lifeguards	
<b>Graduation Range:</b>	<b>Month</b>	<b>Year</b>
<b>From</b>		
<b>To</b>		
<b>Classification:</b>	Freshman Graduate Junior Senior	
<b>Majors (click Add):</b>	<input type="text"/> <input type="button" value="Add/Remove"/>	
<b>Screening Options:</b>	<input type="checkbox"/> Screen Graduation Range <input type="checkbox"/> Screen Classification <input type="checkbox"/> Screen Majors	
<b>Post Date:</b>	2/6/2010	
<b>Expiration Date:</b>	3/8/2010	
<b>Show Contact Info:</b>	Yes	
<b>Allow Online Referrals:</b>	Yes	
<b>Federal Fund/Account ? :</b>	<input type="text"/>	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

**Job Location** – Please select On-Campus.

**Job Category** – A drop down box. Choose FWS-On Campus Federal Work Study. If you cannot hire FWS students choose MSE-Marquette Student Employment. Students can search based on this field.

FWS-Community Service  
FWS-Off Campus  
FWS-On Campus Federal Work Study  
FWS-Tutor  
Off-Campus JLD  
SWO-Student Work Opportunity

**Position type** – A scroll box. Highlight one if applicable. Examples would be Educational/Tutor or Security/Law Enforcement. Students can search based on this field.

Accounting/Finance  
Child Care/House Care  
Communication  
Community Service  
Computer/Technology  
Custodial/Janitorial  
Delivery/Messenger/Attendant  
Educational/Tutor  
Engineering  
Food Service/Bartender/Server  
General/Maintenance/Paint  
Grounds/Trucking  
Internships/Co-ops/Research Ass't.  
Journalism/Public Relations  
Lab Assistant/Research Technician  
Laborer/Mechanic/Warehouse  
Legal Service/Law Clerk  
Library  
Marketing  
Media/AV/Photography  
Medical/Hospital/Extended Care  
Office/Data Processing/Clerical  
Rec Sports Instructors  
Rec Sports Lifeguards  
Rec Sports Officials  
Sales/Retail Clerk/Customer Service  
Security/Law Enforcement  
Statistical Analysis/Programming  
Summer/Camps  
Teaching Assistant  
Telemarketing/Marketing  
Temporary Employment/Misc  
Ticket Sales

You can screen students for your jobs based on the following:

- Classification, i.e. Freshman, Senior
- Majors
- Graduation Range

The screenshot shows a form with the following sections:

- Graduation Range:** Two rows of dropdown menus. The first row is labeled "From" and the second "To". Each row has a "Month" dropdown and a "Year" dropdown.
- Classification:** A dropdown menu with options: Freshman, Graduate, Junior, and Senior. "Freshman" is currently selected.
- Majors (click Add):** An empty text input box with an "Add/Remove" button below it.
- Screening Options:** Three checkboxes:
  - Screen Graduation Range
  - Screen Classification
  - Screen Majors

Example – You only want to hire a freshman:

Choose Freshman in the **Classification** box **and** click in **Screen Classification** box.

Note: This means only Freshmen will be able to view this Job Posting, all other students will not see this posting when they search for jobs.

This screenshot is similar to the previous one but with the following changes:

- The **Classification** dropdown menu is open, showing "Freshman" selected.
- The **Screening Options** section now has the  for "Screen Classification" selected.

Students will see preferences based on this job.

**Post Date** – Fill in date you are opening the position.

**Expiration date** – Fill in date you are closing the position. This date needs to be in the future for job to become Active and students to view.

**Show Contact Info** – Select *Yes* if you want students to view this posting's contact information on-line.

**Allow On-line Referrals** – Select *Yes* to give students using the system the ability to review your job on-line. You will then have the option of receiving a copy of their

personal data sheet on-line, eliminating the need for the student to contact you via telephone, conventional mail or fax.

**Federal Fund/Account number** – Example is 01-07550-00000-6065-10521.

**01 - Fund Account** Always 01

**07550 – Responsibility Center (RC)** Also known as Department Account Number.

**00000 – Restriction** For example 40000 are Current Funds, 80000 are Endowment Funds and 70000 are Grant Funds.

**6065 – Natural** For on-campus always 6065.

**10521 – Job ID** Must be five digits.

Example – Use job reference number if it exists

Example – New job reference number 5579

Use job reference number = 05579

If no Job Reference Number exists, use Job ID

**Control Information –**

<b>Online Referrals Notify Employer:</b>	Yes ▾
<b>Wage Category:</b>	Level IV \$7.70 - \$12.00 ▾
<b>Status:</b>	Active
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

**On-line Referrals Notify Employer** – Inform employer via email when students do on-line referrals (inquiries.)

**Wage Category**– Select which wage category the job is classified as.

<b>Wage Category:</b>	▾
<b>Status:</b>	*
	Level I \$7.25 - \$8.25
	Level II \$7.30 - \$9.00
	Level III \$7.40 - \$9.80
	Level IV \$7.70 - \$12.00
	Level V \$8.20 - \$15.00

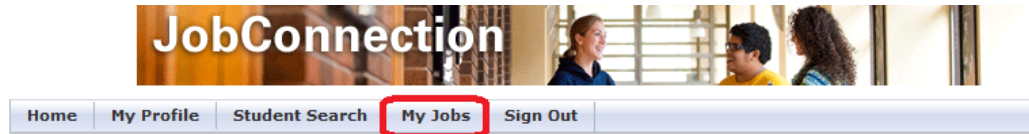


**Status**– Once a change is made the status changes of the job to Pending. (see below)

Once you have updated all sections of the job listing it is automatically transferred to Student Employment Services for approval (should take 1-2 business days). You could also email [studentemployment@marquette.edu](mailto:studentemployment@marquette.edu) to request your job be activated.

## How to Re-Activate/Edit an Expired or Closed Job

- Click *My Jobs* on the main menu bar.



- Find the job you wish to reactivate and click its *Job ID*. Make the necessary update to each section (such as post and expiration dates) and click *Save* in each updated section.

The image shows a screenshot of a job listing table. The table has five columns: Job ID, Job Title, Applicant Type, Status, and Expiration Date. The first row is highlighted in pink and has a red arrow pointing to the Job ID '86492'. The second row is highlighted in light blue.

Job ID	Job Title	Applicant Type	Status	Expiration Date
86492	New Test Position		Client Inactivated	2/6/2010
86495	Student Employment Clerk IV		Pending	3/6/2010

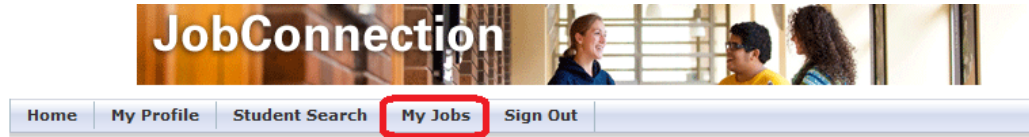
- **NEVER** change the Federal Fund/Account Number once a student is hired.
- The status for the job will be set to Pending. Once Student Employment Services reviews the job the status will be changed to active. Email [studentemployment@marquette.edu](mailto:studentemployment@marquette.edu) to let Student Employment know that you have a job that is pending activation.

The image shows a screenshot of the 'Control Information' section. It contains the following text: 'Online Referrals Notify Employer: No', 'Wage Category: Level II \$7.30 - \$9.00', and '\* Status: Pending' (highlighted with a red box).

Control Information
Online Referrals Notify Employer: No
Wage Category: Level II \$7.30 - \$9.00
* Status: Pending

## View On-line Referrals from students

- Click *My Jobs* on the main menu bar.



- Click on the bold R in the Activity column

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Pending	2/6/2010	<b>P R</b>
86495	Student Employment Clerk IV		Pending	3/6/2010	P R

- Click on the *View* button in the Action column

New Student Referral	Date	Student	Referral Type	Employer Response	Action
	1/15/2010	[Redacted]	Student Self-Referral		<a href="#">View</a>

- You will see:

**Link Information**

Please review the information contained in this referral. Click on the [View Resume] link to view the applicant's resume.

**Student:** [Redacted]  
**Organization Name:** Office of Student Financial Aid  
**Job:** Student Employment Clerk III  
**\*Date:** 2/7/2010

**Referral Message** [\[Edit\]](#)

The Message section below indicates that this referral was submitted directly by an applicant. You may review the applicant's message and complete the Employer Response and Employer Message fields to respond directly to this applicant. Once you have completed making changes click **Save** at the bottom.

**Student Message:** I am interested in this position. Can we please meet to discuss the details? Thank you!

**Employer Response:**  
**Employer Message:**

**Control Information** [\[Edit\]](#)

**Referral Type:** Student Self-Referral

You can:

- ✓ Read the Student Message
- ✓ Update Employer Response
- ✓ Type an Employer Message

To type an employer response, click on the *Edit* button in the *Referral Message* section. Remember to click *Save* once you have entered an employer response and message.

Options in the Employer Response drop down box include:

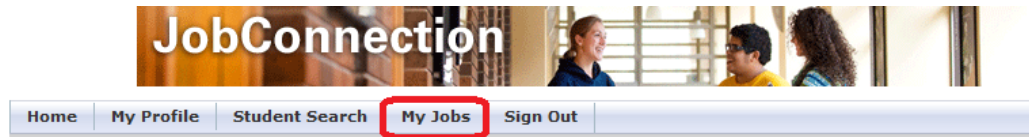
New Inquiry
Not Qualified
Please Contact Us
Position Filled

<b>Employer Response:</b>	Please Contact Us ▼
<b>Employer Message:</b>	Please stop by Student Employment Services in Zilber Hall to complete an application.
	<input type="button" value="Spell Check"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The student will be able to see your comments and respond back.

## How to Close a Job That You Have Filled

- Click *My Jobs* on the Main Menu Bar.



- Click on *Job ID* of job you want to close

Page 1 of 1, items 1 to 5 of 5

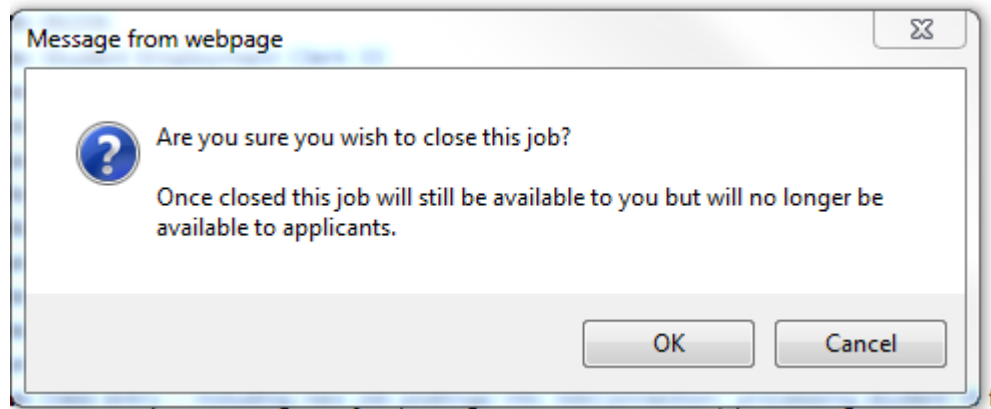
Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	P R
86495	<a href="#">Student Employment Clerk IV</a>		Pending	3/6/2010	P R

A red arrow points to the Job ID 86495 in the table.

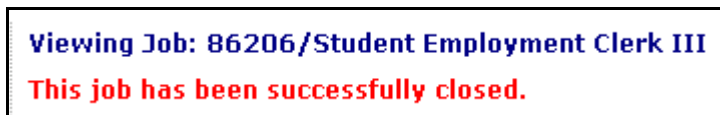
- Once you click on the job you are trying to close, click on the *Close Job* link in the left hand menu under *Page Functions*.



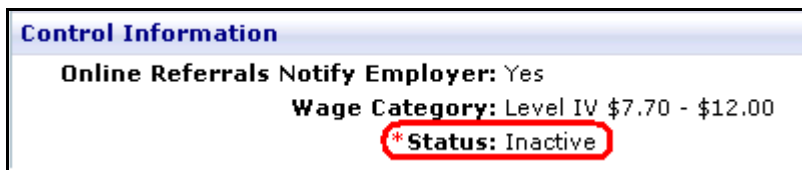
You will receive the following prompt. Click on OK.



- You will see job has been closed.

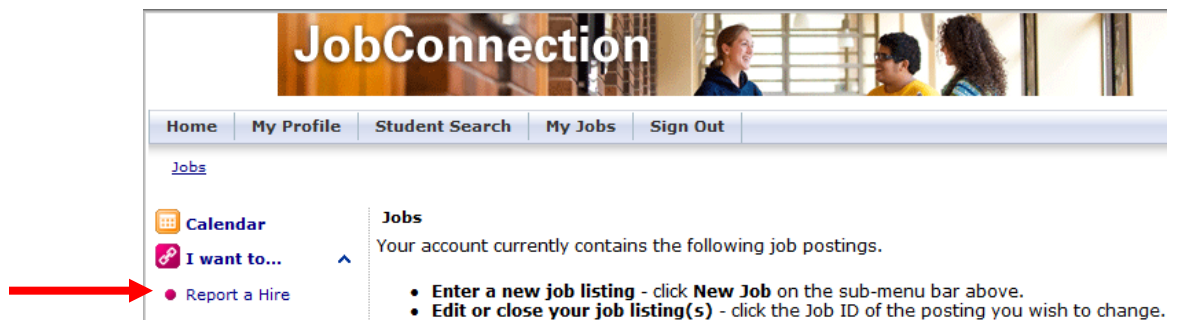


- Status of the job in the Control Information section will immediately change to Inactive.



## Hire a Student

- In the left menu, click on the *Report a Hire* link.



- Enter the student's first and/or last name. Click on the Search button.

**Search Students**

First Name:  Last Name:

- Student name(s) will appear. You can sort the students by First Name, Last Name, User Name.

**Search Students**

First Name:  Last Name:

If the results did not return the student you hired, [click here](#) to enter student information.

First Name	Last Name	Email	Action
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student

- Click on *Select Student* for the student you want to hire. Upon clicking on *Select Student* you will be prompted to select which of your jobs you are creating a hire for. Click *Select Job* for the appropriate job.






**My Jobs**

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Applicant Type	Expiration Date	Action
86492	New Test Position		2/7/2010	Select Job
86495	Student Employment Clerk IV		3/6/2010	Select Job
86496	Test Job 2		3/8/2010	Select Job
85047	Student Employment Clerk I		3/13/2009	Select Job
86206	Student Employment Clerk III		2/28/2010	Select Job

1

- Once you click *Select Job* a hire record is created so it is **very important** to complete the entire hire process in one sitting. Failure to do so will create a “ghost hire” and will prevent you from hiring the student at a later time. Ask the student for their Emarq User Name to assist in the hiring process.

Placement Information	
<b>Job Title:</b>	Student Employment Clerk III
<b>*Start Date:</b>	08/25/2013 
<b>*End Date:</b>	05/03/2014 
<b>*Hourly Wage:</b>	8.25
<b>Estimated Hours per Week:</b>	10
Work Information	
<b>Supervisor:</b>	Jane Smith
<b>Address Line 1:</b>	1250 W. Wisconsin Ave
<b>Address Line 2:</b>	Marquette University
<b>City:</b>	Milwaukee
<b>State:</b>	WI 
<b>Zip:</b>	53201-1881
<b>Country:</b>	
<b>Phone:</b>	(414) 288-4000
<b>Fax:</b>	(414) 288-1718
<b>*Supervisor Email </b>	jane.smith@marquette.edu

- In the Placement Information section
  - Complete Start Date
  - Complete End Date
  - Complete Hourly Wage
  - Estimated Hours per Week (optional)
- In the Work Information section
  - Add Supervisor Name
  - Enter Supervisor Email of the Primary Timesheet Approver in EmpCenter
- Click on *Finish*.

<b>Finish</b>	<b>Cancel</b>
---------------	---------------

Note: When the Supervisor Email and the JobConnection Contact (owner of the JobConnection account) are the same person then that person's supervisor will be

entered into EmpCenter as the secondary timesheet approver for that student. For example, for this student hire, Jane Smith is entered as both the Contact in JobConnection as well as in the Supervisor Email field. This means that Jane Smith's supervisor/manager will be entered into EmpCenter as the secondary timesheet approver for this student. This also means that Jane Smith's supervisor/manager will receive the email reminders to approve the timesheets from payroll:

**Links**

Student: [Jordan Smith](#)

Organization Name: Office of Student Financial Aid

Contact: **Jane Smith**

Job: [Student Employment Clerk III](#)

Schedule:

Administrator:

Faculty:

---

**Report A Hire Information** [\[Edit\]](#)

First Name:

Last Name:

Email (if known):

Phone (if known):

Organization Name:

---

**Placement Information** [\[Edit\]](#)

Job Title: Student Employment Clerk III

\*Start Date: 8/25/2013

\*End Date: 5/3/2014

\*Hourly Wage: \$8.25

Estimated Hours per Week: 10

Status: Active

Created: 1/3/2014 2:41 PM

Modified: 1/3/2014 2:41 PM

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**Work Information** [\[Edit\]](#)

Please fill in the Supervisor information.

Supervisor: Jane Smith

Address Line 1: 1250 W. Wisconsin Ave

Address Line 2: Marquette University

City: Milwaukee

State: WI

Zip: 53201-1881

Country:

Map of Address Above: [Online Map](#)

Phone: (414) 288-4000

Fax: (414) 288-1718

\*Supervisor Email [?](#) : jane.smith@marquette.edu

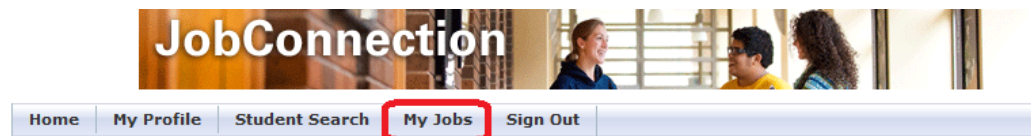


## Printing a Job Placement Form

When you create a new hire, check to see if the student you are hiring has an I9 (using the Search for I9 information section below). If the student you are hiring doesn't have an I9, you must send the student to Student Employment Services to complete an I9 form on their first day of employment.

The student will need to bring the Job Placement form for the hire you have created along with other supporting documentation (see I9 form information on the SES website) to Student Employment in order to complete an I9. Follow procedures detailed below to print a Placement Form.

- Click *My Jobs* on the Main Menu Bar.



- Click on *P* in the Activity column for the job that you are trying to find a placement for.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	<b>P R</b>
86495	<a href="#">Student Employment Clerk IV</a>		Pending	3/6/2010	P R

- Locate the placement for the student and click *View* to view the student's placement.

The following placements have been submitted for this job posting.

- **View placement details** - click the [View](#) link next to the desired placement.
- **Sort the list of placements** - click on any column heading.
- **Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.

*NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.*

[\[View All\]](#)

Page 1 of 1, items 1 to 6 of 6

Student	Email	Start Date	End Date	Action
[REDACTED]	[REDACTED]@marquette.edu	1/13/2010	5/5/2010	<a href="#">View</a>
[REDACTED]	[REDACTED]@marquette.edu	1/13/2010	5/5/2010	<a href="#">View</a>
[REDACTED]	[REDACTED]@marquette.edu	1/21/2010	5/5/2010	<a href="#">View</a>
[REDACTED]	[REDACTED]@marquette.edu	1/21/2010	5/5/2010	<a href="#">View</a>
[REDACTED]	[REDACTED]@marquette.edu	1/28/2010	5/5/2010	<a href="#">View</a>
[REDACTED]	[REDACTED]@marquette.edu	1/28/2010	5/5/2010	<a href="#">View</a>

Page 1 of 1, items 1 to 6 of 6

- Click the down arrow next to *Print Forms* to make the *JobConnection Placement Form* link appear.

The screenshot shows a sidebar menu with the following items: Print Forms, Calendar, I want to..., and Report a Hire. The 'Print Forms' item has a dropdown arrow next to it, which is highlighted with a red square. A red arrow points from this square to the 'JobConnection Placement Form' link in the expanded dropdown menu.

The main content area shows a 'Profile View' tab with the following information:

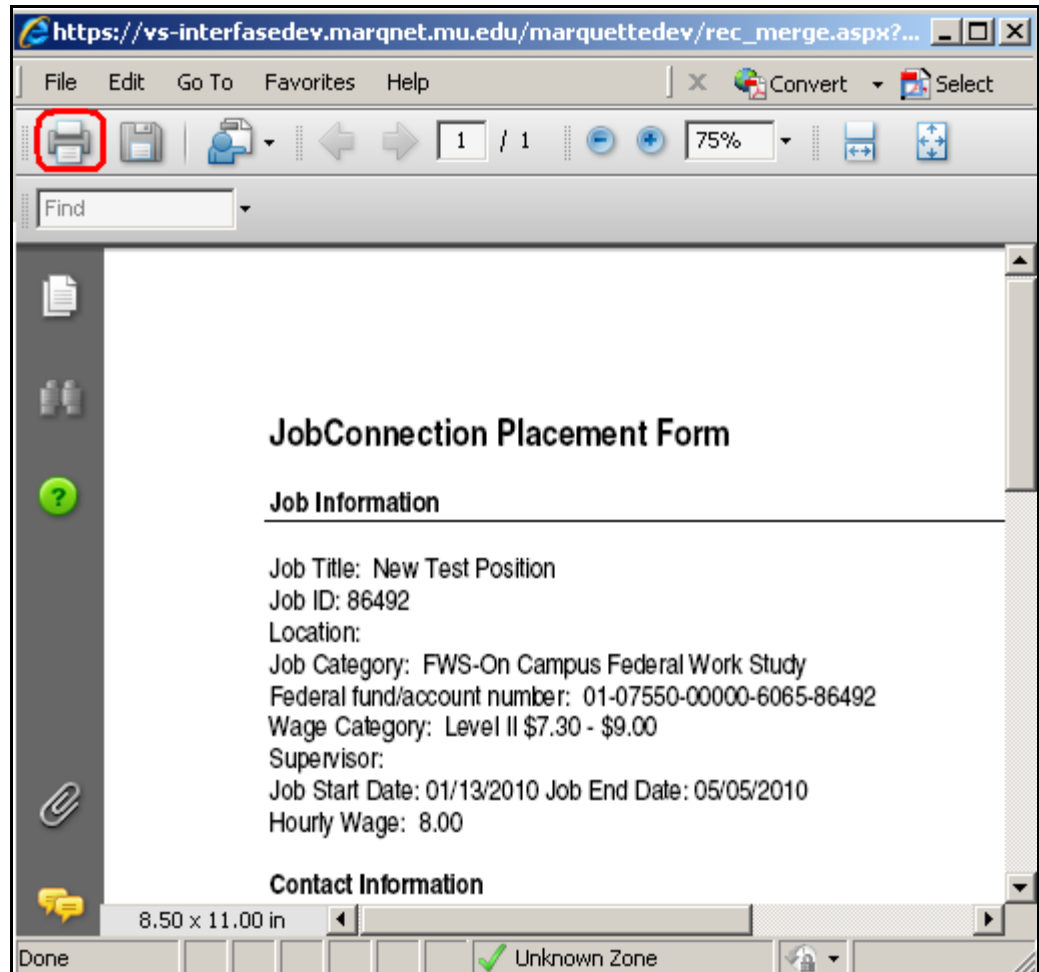
**Student:** Joseph D'Amato  
**Organization Name:** Office of Student Financial Aid  
**Contact:** Annette D'Amato  
**Job:** New Test Position  
**Schedule:**  
**Administrator:**

- Click the *JobConnection Placement Form* link to open the JobConnection Placement Form. This will open in a new window. You can then print this form.

The screenshot shows the same sidebar menu as the previous image. The 'Print Forms' dropdown menu is expanded, and the 'JobConnectionPlacementForm' link is highlighted with a red rectangular box.

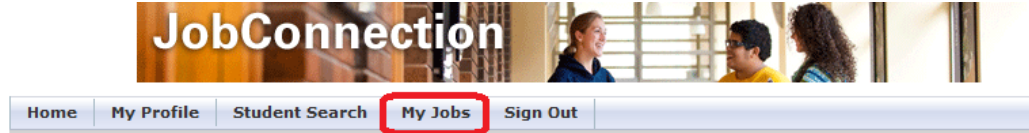
The main content area shows the same 'Profile View' information as the previous image.

- The JobConnection Placement Form will open in a new window. You can then print this form.



## View Existing Placements –

- Click *My Jobs* on the Main Menu Bar.



- Click on *P* in the Activity column for the job that you are checking placements for.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	<b>P R</b>
86495	<a href="#">Student Employment Clerk IV</a>		Pending	3/6/2010	P R

- You will see a list of placements for this job. Click on the Start Date twice to bring your most recent placements to the top.

The following placements have been submitted for this job posting.

- View placement details** - click the [View](#) link next to the desired placement.
- Sort the list of placements** - click on any column heading.
- Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.

*NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.*

[\[View All\]](#)

Student	Email	Start Date	End Date	Action
[Redacted]	[Redacted]@marquette.edu	1/13/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/13/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/28/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/28/2010	5/5/2010	View

- You can **Sort** the list of placements by: Click on column heading.
  - Student
  - Email
  - Start Date
  - End Date
- To view placement details click on **View** next to the desired placement

[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	<a href="#">View</a>
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## Giving a Raise

- Locate the placement for the student you want to give a raise to and click on *View* in the Action column next to that student.



- Click on the *Edit* in the Placement Information Section

**Placement Information** [Edit]

**Job Title:** New Test Position

\* **Start Date:** 1/21/2010

\* **End Date:** 5/5/2010

\* **Hourly Wage:** \$8.00

**Estimated Hours per Week:** 10

- Change the End Date to the day **before** you want the raise to go into effect. It is recommended to have the End Date match with a Payroll Period End Date so the raise goes into effect at the Beginning of a Payroll Period Begin Date. Note: If you do not choose an End Date corresponding to a Payroll Period End Date, you will need two timesheets for that student for that pay period, one for each pay rate.
- Click on Save

**Job Title:** New Test Position

\* **Start Date:**

\* **End Date:**

\* **Hourly Wage:**

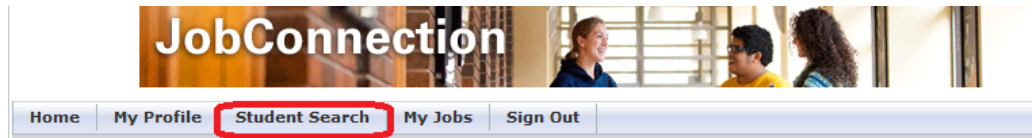
**Estimated Hours per Week:**

Save
Cancel

- Hire student at the increased rate > See **Hire a Student**
- Following the procedures above to hire a student is the only way a Payroll Authorization will be created. THIS IS MANDATORY for the student to get paid.

## Search for Student with Specific Skills

- Click *Student Search* on the main menu bar.



- Select the desired criteria. For example, from the type (work-study or non work-study) and job preference (technology, dental) lists.

- Click *Search* button.
- To search for **all** available students just click *Search* button and leave all options blank.
- If you search for a student and they do not show up in the search results, this could be because they have selected 'No' to the 'Allow Employer Viewing' option on their profile – this does not mean you cannot hire this student.

### Search Results –

- Select the student you wish to view.
- The  box means that the student has a résumé or cover letter available

Page 1 of 2, items 1 to 15 of 16

First Name	Last Name	Applicant Type	Classification	Expected Graduation
Ashley	[REDACTED]	Non work-study	Senior	May 2005
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2009
<input type="checkbox"/>	Ashley	Non work-study	Senior	May 2009
Ashley	[REDACTED]	Non work-study	Senior	May 2008
Ashley Michelle	[REDACTED]	Non work-study	Senior	May 2008

- Click on the student's name to view student details.
- Click on the *View Resume* button or click on *View Resume* in the left menu to see résumé if available
- Scroll down to view all sections

Student Search > Student Profile

**Page Functions**

- View Resume
- Calendar
- I want to...
- Report a Hire

**View Resume**

**Profile View**

**Personal Information**

Below you will find detailed information for this student. Click [View Resume] above to view this student's resume.

*NOTE: To quickly send an e-mail to this student, click the student's e-mail address.*

\*First Name: Ashley  
 Middle Name: [REDACTED]  
 \*Last Name: [REDACTED]  
 Home Address Line 1: [REDACTED]  
 Home Address Line 2: [REDACTED]  
 Home City: Milwaukee  
 Home State: WI  
 Home Zip: [REDACTED]  
 Phone: [REDACTED]  
 \*Email: [REDACTED]@marquette.edu  
 WebSite: [REDACTED]

## Student Federal Work-Study Awards

Scroll down to Student Awards Section

Student Awards				
▸ denotes current award period				
Award Period	Federal Award	Federal Balance	Work-study Eligible Start Date	Work-study Eligible End Date
▸ 12/31/2009 - 05/05/2010	\$0.00	\$0.00	12/31/2009	5/5/2010
08/13/2009 - 12/30/2009	\$0.00	\$0.00	8/13/2009	12/30/2009
07/01/2009 - 08/12/2009	\$0.00	\$0.00	7/1/2009	8/12/2009

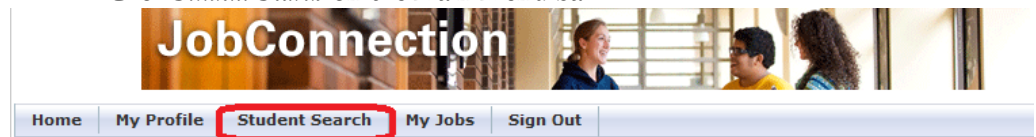
This is an example of a student with no Federal Work Study Award.

Student Awards				
▸ denotes current award period				
Award Period	Federal Award	Federal Balance	Work-study Eligible Start Date	Work-study Eligible End Date
▸ 12/31/2009 - 05/05/2010	\$1,500.00	\$1,500.00	12/31/2009	5/5/2010
08/13/2009 - 12/30/2009	\$1,500.00	\$522.13	8/13/2009	12/30/2009
07/01/2009 - 08/12/2009	\$0.00	\$0.00	7/1/2009	8/12/2009

This is an example of a student with a Federal Work Study Award \$1500 in Spring 2010.

## Search for Student I-9 Information

- Click *Student Search* on the main menu bar.



- Search by student's name
- Click Search
- Click on student's First Name

First Name	Last Name	Applicant Type	Classification	Expected Graduation
Elise	[REDACTED]	Non work-study	Freshman	May 2011



Scroll down to Miscellaneous Information

Miscellaneous Information
<p><b>Date I-9 Completed:</b> 9/28/2007</p> <p><b>Date I-9 Expires:</b></p> <p><b>OSHA Complete Y/N:</b> Yes</p>

- Scroll Down to the Miscellaneous Information Section
- Date I-9 Completed



- If Blank - Student needs to submit I-9 information to SES.
  - Date indicates when the I-9 has been completed and processed by SES.
- Date I-9 Expires
  - If Blank - the I-9 doesn't expire.
  - International students will have an I9 expiration date.
  - If the expiration date is within range of hire, the student needs to submit an updated confirmation letter from OIE to Student Employment.
- OSHA Complete Y/N
  - If Yes - OSHA Complete
  - If No or blank - Student needs to submit OSHA information to SES.

## **Once You Have Completed Your Session**

- Click Sign Out on the main menu bar

