



Next Gen Web Solutions Student Employment

On Campus Employer Training Template

Student Employment - JobX

JobX = Total Solution

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.

Student Employment - JobX

JobX Benefits for Employers:

- Job posting control
- Custom applications
- E-mail alerts
- Streamlined hiring
- Broadcast e-mail tools for student communication

School Specific

- You site has YOUR School look and feel
- Your site has YOUR School departments
- Your site has been configured to support
YOUR School processes

Today's Demo

- Employer posts job
- Employer hires student



Student Employment
Home

Log In

Request Log-in
Permission

Contact Us

Log Out

On-Campus Employer Home Page

On Campus Employer Resources

Welcome to the new and improved Student Employment Program at SUNY New Paltz! Please begin by reading the JobX Users' Guide.

Employer Training Presentation
Coming Soon!

On Campus Employer



Log-In to JobX

Coming Soon!

Log-in to post jobs, hire students, and access student applications.



User's Guide [PDF]

Download the Web site User's Guide in PDF format.



Suggestion Box

Send us your suggestions, ideas, or concerns!

1. Navigate to https://newpaltz.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=8
2. Click 'Log-In to JobX'

The page you are attempting to access requires you to log in. Your user ID is your New Paltz Computer User ID (NPCUID), which is the same user ID you use to access computing services including my.newpaltz.edu, campus E-mail, Blackboard, computer labs, administrative networks and applications, the campus wireless network and more.

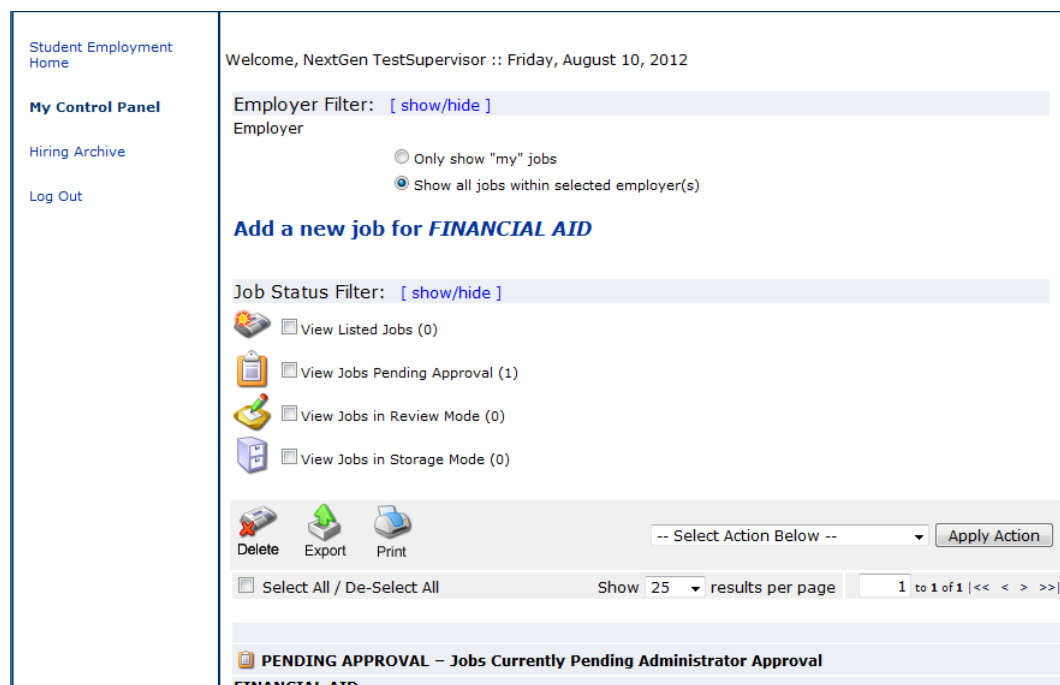
User ID

Password

[Don't know user ID or password?](#)

If you are asked to log in:

1. Enter your New Paltz Computer User ID (NPCUID) in the "Username" field. This is the same username you use to log into my.newpaltz.edu.
2. Enter your NPCUID password in the "Password" field.
3. Press the "Log In" button.



Student Employment Home

My Control Panel

Hiring Archive

Log Out

Welcome, NextGen TestSupervisor :: Friday, August 10, 2012

Employer Filter: [show/hide]

Employer

Only show "my" jobs

Show all jobs within selected employer(s)

[Add a new job for FINANCIAL AID](#)

Job Status Filter: [show/hide]

View Listed Jobs (0)

View Jobs Pending Approval (1)

View Jobs in Review Mode (0)

View Jobs in Storage Mode (0)

Delete Export Print

-- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 1 of 1 | << < > >> |

PENDING APPROVAL - Jobs Currently Pending Administrator Approval

FINANCIAL AID

1. If you only have posting permissions for one department, you will not see a 'Filter Employers' box. This only appears when you have posting permissions for more than one department.
2. If you have posting permissions for more than one department, you must select the department for which you want to post a job. If not, proceed to the next slide.

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My Control Panel

[Hiring Archive](#)

[Log Out](#)

Welcome, NextGen TestSupervisor :: Friday, August 10, 2012

Employer Filter: [[show](#)/[hide](#)]

Employer

Only show "my" jobs

Show all jobs within selected employer(s)

Add a new job for *FINANCIAL AID*

Job Status Filter: [[show](#)/[hide](#)]



View Listed Jobs (0)



View Jobs Pending Approval (1)



View Jobs in Review Mode (0)



View Jobs in Storage Mode (0)



Delete



Export




Print

-- Select Action Below --

Select All / De-Select All

Show 25 results per page

1 to 1 of 1 | << < > >> |

 **PENDING APPROVAL – Jobs Currently Pending Administrator Approval**

1. Click 'Add a new job...'



Job Title Example: Front Desk Receptionist	<input type="text"/>
Job Description Please be as detailed as possible.	<input type="text"/>
Job Requirements Please be as detailed as possible.	<input type="text"/>
Number of Available Openings	<input type="text"/>
Hours per Week	15.0 <input type="button" value="v"/> to Same <input type="button" value="v"/>
Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").	<input type="text"/>
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	<input type="text"/>
Time Frame «?»	Choose one... <input type="button" value="v"/>

1. Enter job title, description and job requirements
2. Enter the number of available openings
3. Enter the range of hours per week that will be worked
4. Enter a Start Date and End Date for the job. You may enter text instead of a date (i.e. ASAP, End of Year, etc.)
5. Select the timeframe for the job.



Base pay rate: Choose one... [dropdown]

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Contact Person «?» [Choose one... dropdown]

Secondary Contact People «?»

Available	Selected
Lisa Carpino	
Maureen Lohan-Bremer	
NextGen TestSupervisor	

[Add >>>] [Remove <<<]

Phone Number
Leave blank if you do not wish students to see this information. [input]

Fax Number
Leave blank if you do not wish students to see this information. [input]

Email Address
Leave blank if you do not wish students to see this information. [input]

Location [input]

Do you wish to collect online applications for this job?

Yes
 No

[Submit]

1. Select the Base Pay Rate.
2. Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.
3. If you wish to designate a secondary contact, select the person’s name from the list and click the
4. ‘Add >>>’ button.
5. You may optionally enter a Phone Number, Fax Number, E-Mail Address, and a Work Location.
6. If you’d like to receive on-line applications for this job, click the “yes” radio button, otherwise, select “no”.
6. Lastly, click ‘Submit’ to continue.

How to add a new question to the institutional default job application

You may add questions to the institutional default application, if approved by the site administrator, to ensure you get the best candidate for your job.

To do so, select a type of question from the drop down menu (i.e. Single Line question, Multiple Line Question, Single Choice, Multiple Choice, or Section Heading) and click “Insert”.

Note: For single or multiple choice questions, please ensure the options (i.e. yes or no for a single choice question) are comma-separated.

When you are completed with managing the application, click the “Click here when finished” button.

New Paltz
STATE UNIVERSITY OF NEW YORK

Student Employment Home
My Control Panel
Hiring Archive
Log Out

You are adding a brand new job to the web site.
>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - FINANCIAL AID - Test Job - 081012
If you are ready: [Click here when finished](#)

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

6. Cell Phone Number

7. Class Standing
Choose one...

8. What is your major of study?

9. Please provide your available times to work.

10. Please list your qualifications for this job.

11. Describe any previous work experience you may have.

Edit Delete Insert: New Element: Single Line Insert

List three (3) references below.
Please include Full Name, Phone Number, and their relationship to you.

12. Reference #1

13. Reference #2

14. Reference #3

Insert: New Element: Single Line Insert

[Click here when finished](#)

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Site 4000 Additional Hiring Addresses and Directions to the College
Copyright/Trademark

[Student Employment Home](#)

[My Control Panel](#)

[Hiring Archive](#)

[Log Out](#)

You are adding a brand new job to the web site.

[>>Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> [Step 3: Go Live](#)

FINANCIAL AID - Test Job - 081012

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?

As soon as possible

2. Do you want the job listed immediately after it is approved?

Yes, immediately

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

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

Until I close the job

When all the above information looks correct...

1. **Select ‘As soon as possible’ from the list on question #1 if you want the job to be reviewed for approval immediately. However, if you want to save the job for later, select ‘Later, I need to review it myself later’. The job will go to Storage for later review.**
2. **Select “Yes, immediately”, from the list on question #2 if you want the job to be listed immediately upon approval.**
3. **If you wish to have a “JobMail” email sent out to all students that have identified attributes about your job that match their job preferences, select, “Yes, send JobMail”. Otherwise, select “No”.**
4. **For the question, “For how many days do you want the job to be listed on the site?”**
 - a. **If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.**
 - b. **If you want the job to be posted until you close the job, select ‘Until I close the job.’**
 - c. **Click on the “Click here to Finish” button**
 - d. **Your job will be submitted to the Career Services Office for approval.**



<p>Student Employment Home</p> <p>My Control Panel</p> <p>Hiring Archive</p> <p>Log Out</p>	<p>FINANCIAL AID - Test Job - 081012</p> <p>Congratulations! Your job is pending approval, then it will be listed.</p> <p>What would you like to do now?</p> <ul style="list-style-type: none">• View the job details (for printing, etc.)• Return to your control panel.
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You may either print your job details or click ‘Return to your control panel’ to view your job.

Employer Filter: [show/hide]
Employer

Only show "my" jobs
 Show all jobs within selected employer(s)

Add a new job for *FINANCIAL AID*

Job Status Filter: [show/hide]

View Listed Jobs (0)
 View Jobs Pending Approval (2)
 View Jobs in Review Mode (0)
 View Jobs in Storage Mode (0)

Delete Export Print -- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 2 of 2 | << < > >>|

PENDING APPROVAL – Jobs Currently Pending Administrator Approval

FINANCIAL AID

<input type="checkbox"/>	Ref# 2644	test	0 Applicants (0 New)	
<input type="checkbox"/>	Ref# 2712	Test Job - 081012	0 Applicants (0 New)	

1 to 2 of 2 | << < > >>|

1. If you want to edit the job or view the job details of the job you just added in the last step, click on the click the ‘Job Control Panel’ link on the left NavBar.
2. Locate the job you wish to edit. It should be in the ‘Jobs which are pending approval’ queue.
3. Click the ‘Job Title’ to view the job details or click on the “Edit Job” icon to edit the job.

Student Employment
Home

My Control Panel

Hiring Archive

Log Out

Manage Job

Job Title	Employer	Status
Test Job - 081012	FINANCIAL AID	Pending Approval

Additional details about this job's status:

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested to be sent when the job is approved and listed.

Update Status

- [Listed](#) » Click to update listing options
- [Review Mode](#) » Click to cancel approval and change to
- [Storage](#) » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.
» [Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Student

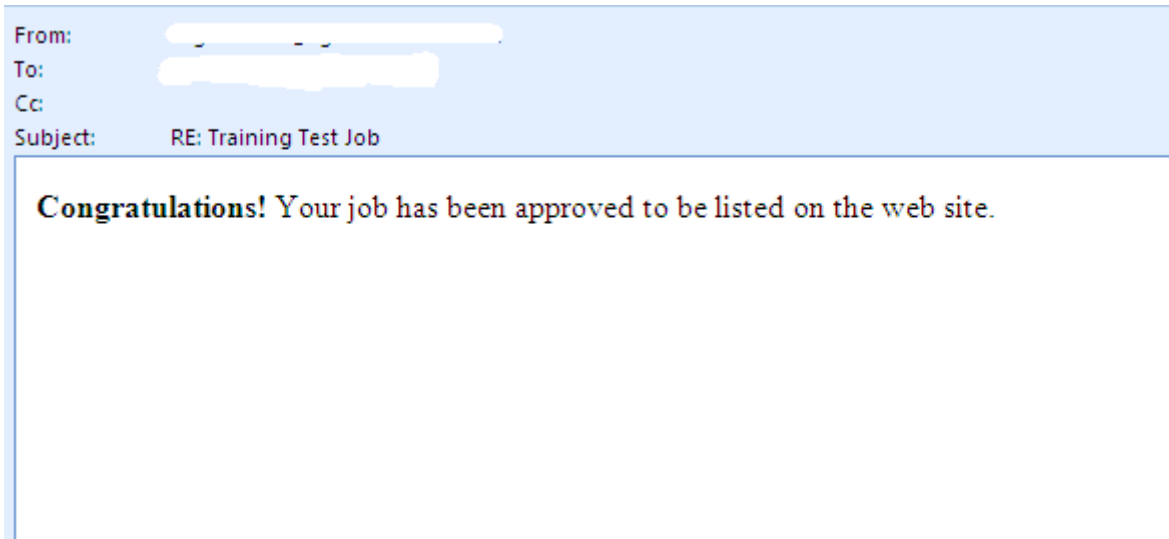
You cannot hire students while the job is in this status.

[\[Edit this Job\]](#)

Below is a view of approximately how this job appears to students:

Test Job - 081012	
Job ID	2712
Job Type	Work Study Jobs
Employer	FINANCIAL AID
Job Category	Athletics
Job Description	Test
Job Requirements	Test

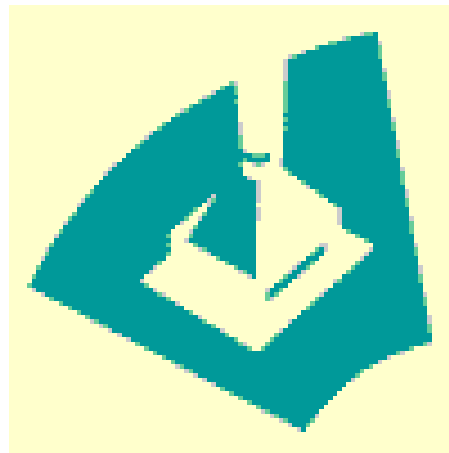
1. You may edit your job posting, view the application, or request that the job status be changed.
2. To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
3. To edit the application tied to your job, click 'Edit or View Online Application'.



1. **Once your job has been approved by the JobX Administrator, you will receive an email notifying you that your job was approved.**



Your Job Is Approved!



From: stuempl@tcnj.edu
To: [REDACTED]
Cc:
Subject: Application submitted for your job!

Sent: Thu 12/08/2011 3:43

An application has been submitted by a student for a job you are assigned to. The Career Services office will conduct a pre-screen of all applicants. Upon successful completion of the pre-screen, the applicant will be moved into your 'Currently Listed Jobs' queue where you can complete your applicant review process.

- 1. Now that your job is approved, students can begin applying for your job.**
- 2. Once a student applies for your job, you will receive an e-mail notification from harkinsc@newpaltz.edu. It is recommended that you access JobX daily to complete the applicant review process for any new applicants that arrive in your 'Currently Listed Jobs' queue.**



Welcome, NextGen TestSupervisor :: Friday, August 10, 2012

Employer Filter: [show/hide]
Employer

Only show "my" jobs
 Show all jobs within selected employer(s)

Add a new job for FINANCIAL AID

Job Status Filter: [show/hide]

View Listed Jobs (1)
 View Jobs Pending Approval (1)
 View Jobs in Review Mode (0)
 View Jobs in Storage Mode (0)

Delete Export Print -- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 2 of 2 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

FINANCIAL AID

<input type="checkbox"/>	Ref# 2712	Test Job - 081012	1 Applicants (1 New)	Listed: 8/10/2012				
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PENDING APPROVAL – Jobs Currently Pending Administrator Approval

FINANCIAL AID

<input type="checkbox"/>	Ref# 2644	test	0 Applicants (0 New)					
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1. You may hire a student from an online application submitted.
2. To hire a student that applied online, click the 'View Applicants' link next to the job found in the 'Currently Listed Jobs' queue.

[Student Employment Home](#)

[My Control Panel](#)

[Hiring Archive](#)


[Log Out](#)

View Job Applications - FINANCIAL AID - Test Job - 081012

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Greeting](#) [Rejection](#)

Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	

Click 'View' next to the student's name to review the application. If the student has provided a resume, click on the "Resume" link next to their name. If the student has not provided a resume, "Not Applicable" or N/A will be present in this field.



How do I reject a student?

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[My Control Panel](#)

[Hiring Archive](#)

[Log Out](#)



View Job Applications - FINANCIAL AID - Test Job - 081012

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Greeting](#) [Rejection](#)



Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	

After selecting view applicants, click the 'Rejection' link.

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Home

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Job Application - FINANCIAL AID - Test Job - 081012

[Click here to return to reviewing applications.](#)

Suggested use: To inform students that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New! Rogers1, Roy

To **Comma-separated list of other recipients' email addresses** (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From testsupervisor@ngwebsolutions.com

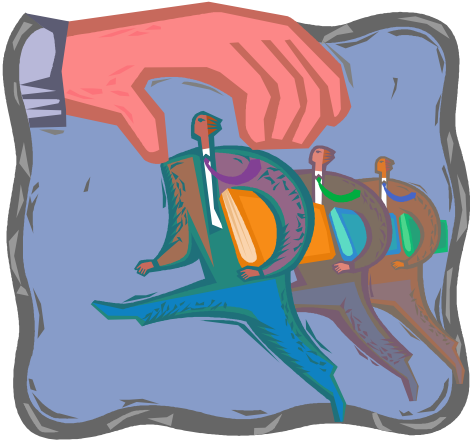
Subject Job: Test Job - 081012 - Not Available

Body
You recently submitted an on-line application for the Test Job - 081012 job opening.
I regret to inform you that the position is going to be filled by another applicant. Thank you very much for your interest in the position.

Send Cancel

This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected. Note: Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

You may change the text in the body of the e-mail, then click on the “Send” button.



How do I contact a Student if I wish to set up an interview?



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[Home](#)

[My Control Panel](#)

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[Log Out](#)

View Job Applications - FINANCIAL AID - Test Job - 081012

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Greeting](#) [Rejection](#)

Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	

After selecting view applicants, click 'Greetings' next to the E-mail Applicants section.

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

Job Application - Financial Aid Dist Off/Awards - Answering phones

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

Default: Applicants selected if not greeted or rejected.

New! Student, Test

To *Comma-separated list of other recipients' email addresses* (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

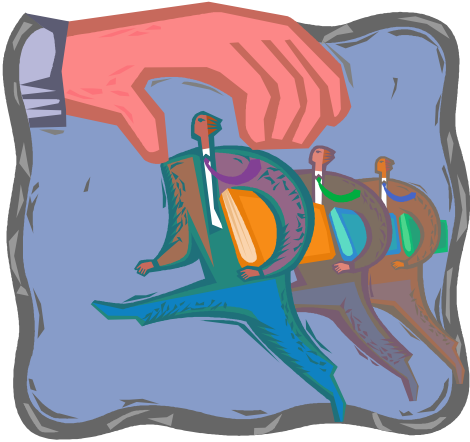
From taige.haines@ngwebsolutions.com

Subject Job: Answering phones

I am interested in meeting with you to discuss your interest in the Answering phones job opening in my department

This feature is utilized to set up interview schedules. Note: *Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.*

You may change the text in the body of the e-mail, then click on the “Send” button.



How do I hire a Student?



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[Log Out](#)

View Job Applications - FINANCIAL AID - Test Job - 081012

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Greeting](#) [Rejection](#)

Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	

If you wish to hire the student, click 'Hire' next to their name.

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[Log Out](#)

Fill the job "Test Job - 081012"

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

[Hire On-line Applicants](#)

Roy Rogers1

[Hire candidates who did not apply On-line.](#)

	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"/>

[Go to step 2](#)

1. For students that apply on-line, the student's name is automatically selected for you.
2. Click 'Go to step 2' to continue.

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[Hiring Archive](#)

[Log Out](#)

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

For Job: Test Job - 081012

Student

Roy Rogers1

Enter ID:

1. The student's TCNJ email address provided by the student in their job application will be defaulted into the 'Enter Email Address' field.
2. Click 'Check Email Address' to verify the correct student is selected.

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

For Job: Test Job - 081012

Student

Roy Rogers1

Enter ID:

111111111

Check Student ID

Student Validation Lookup Results

Roy Rogers1:

✓	NewPaltz Hire Validation	Validation Passed - FWS Accepted
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This student has passed validation and may be hired.
Click the "Continue" button to proceed to the next step.

Continue

The system will validate the individual's work eligibility information to ensure they have completed all the necessary information required by SUNY- New Paltz. If the individual does not meet the minimum requirements, the system will prevent the individual from being hired and the employer will need to click the "Cancel" button.

Otherwise, if the individual has met the minimum requirements, the system will allow the employer to click the "Continue" button.

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[Log Out](#)

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

For Job: Test Job - 081012

Please fill out hire info for this student.

Student First Name	<input type="text" value="Roy"/>
Student Middle Name	<input type="text"/>
Student Last Name	<input type="text" value="Rogers1"/>
Student ID number	<input type="text" value="111111111"/>
Email Address of Student Hired	<input type="text" value="royrogers1@ngwebsolutions.com"/>
Wage which will be paid student	<input type="text" value="7.25"/>
Hours per week	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy)	<input type="text" value="08-01-2012"/>
Estimated Employment End Date (mm/dd/yyyy)	<input type="text" value="05-31-2013"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<input type="text"/>

1. Data from the original job listing will be pre-filled in the Hire request form to streamline your hiring process.
2. You may edit the information prior to establishing the hire.
3. Click on the “Submit Request” button.

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Log Out

Your hire request is being processed by the Financial Aid Office.

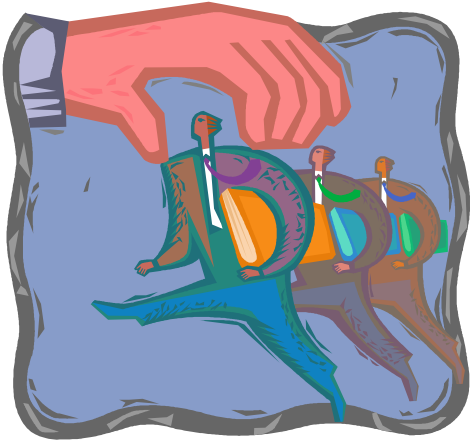
Thank You.

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See also: additional mailing addresses and directions to the college
Copyright/Trademark

From: stuempl@tcnj.edu
To: [REDACTED]
Cc:
Subject: Regarding recent hire request.

Hiring Request Details:
Student Name/ID: Frank Rogers3 (frankrogers3@ngwebsolutions.com)
Position: Training Test Job
Employer Name: Career Services (10-06-5200)
Wage: \$11.00 an hour

1. Your hire request will be sent to a SUNY – New Paltz representative for approval.
2. Upon successful approval of your hire request, you will receive a Hire Approval e-mail with the hire related details.



How do I re-hire a Student?



Job Status Filter: [show/hide]










- View Listed Jobs (4)
- View Jobs Pending Approval (1)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (1)

Delete Export Print -- Select Action Below -- Apply Action




Select All / De-Select All Show 25 results per page 1 to 6 of 6 << < > >>


LISTED – Jobs Currently Listed with Applicant Data (if applicable)

ACCOUNTING

<input type="checkbox"/>	Ref# 2627	Test - Work Study Jobs Flow 052912	2 Applicants (2 New)	Listed: 5/29/2012	  
<input type="checkbox"/>	Ref# 2643	Test - workstudy job flow 06.11.12	3 Applicants (2 New)	Listed: 6/12/2012	  
<input type="checkbox"/>	Ref# 2603	TEST JOB - Please don't apply	1 Applicants (1 New)	Listed: 5/17/2012	  

FINANCIAL AID

<input type="checkbox"/>	Ref# 2712	Test Job - 081012	1 Applicants (1 New)	Listed: 8/10/2012	  
--------------------------	-----------	-------------------	----------------------	-------------------	--



1. From your Supervisor Control Panel, click on the Job Title link for the job you are going hire a student.

Student Employment
Home
My Control Panel
Hiring Archive
Log Out

Manage Job

Job Title	Employer	Status
Test Job - 081012	FINANCIAL AID	Listed

Additional details about this job's status:
 > This job is currently listed on the site.
 > It will not de-list until it is manually taken down.

Update Status

Listed > **Current Status** -- Click to update remaining days listed on site
 Review Mode > Click to change to
 Storage > Click to change to

Manage Application

This job is configured to collect online applications.
 > Edit, view or remove the online application.

View Applicants

No applications have been submitted for this job.

Hire Student

> Hire a student

[Edit this Job]

Below is a view of approximately how this job appears to students:

Test Job - 081012	
Job ID	2712
Job Type	Work Study Jobs
Employer	FINANCIAL AID
Job Category	Athletics
Job Description	Test
Job Requirements	Test
Available Openings	4
Hours	10.0 hours per week
Compensation	\$7.25/hour to \$10.00/hour
Time Frame	Academic Year
Start Date	Wednesday, August 01, 2012
End Date	Friday, May 31, 2013
Primary Contact	NextGen TestSupervisor
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	

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Fill the job "Test Job - 081012"

There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.

There is one pending hire for this job.

Student	Status	Cancel Request
Roy Rogers1	Pending Final	Cancel Request

Hire On-line Applicants

There are currently no applicants for this job. You must write the name(s) in manually.

Hire candidates who did not apply On-line.

	First Name	Middle Initial	Last Name
1.	Ted		Rogers2
2.			
3.			
4.			

Go to step 2

1. Click on "Hire a Student".
2. Enter the Student's name you wish to re-hire and click "Go to step2"

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

For Job: Test Job - 081012

Student

Ted Rogers2

Enter ID:

1. Next, enter the student's SUNY – New Paltz Student ID and click the “Check Student ID” button.

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

For Job: Test Job - 081012

Student: Roy Rogers1

Enter ID: 111111111

Student Validation Lookup Results

✓	Roy Rogers1: NewPaltz Hire Validation	Validation Passed - FWS Accepted
---	---------------------------------------	----------------------------------

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

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

For Job: Test Job - 081012

Please fill out hire info for this student.

Student First Name: Roy

Student Middle Name:

Student Last Name: Rogers1

Student ID number: 111111111

Email Address of Student Hired:

Wage which will be paid student: 7.25

Hours per week: 10.0

Estimated Employment Start Date (mm/dd/yyyy): 08-01-2012

Estimated Employment End Date (mm/dd/yyyy): 05-31-2013

Is this a hire or a re-hire? Hire Re-Hire

Additional Notes:

1. The student's hire validation results will be presented. If they pass validation, click the "Continue" button.
2. Then, click the re-hire radio button, then click the "Submit Request" button.



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Your hire request is being processed by the Financial Aid Office.
Thank You.

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Your hire will be immediately reviewed by the Financial Aid Office.

WE'RE FINISHED!



QUESTIONS ?



Contact Cynthia Harkins at 257-3247
or email at harkinsc@newpaltz.edu