



# Student Employment

## Student Training

Note: This is a template that can be utilized to create your own institutional specific Student Employment Student Training presentation.

We strongly recommend that you walk thru this documented step-by-step training documentation and customize to fit your specific processes and needs.

# 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 Students:

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Eliminated paper forms
- Job search skills development

# Institutional Specific

- Your site has YOUR Institution's look and feel
- Your site has YOUR Institution's departments.
- Your site is configured to YOUR Institution's processes.

# Today's Demo

- Student finds and applies for job
  - Work Study Jobs & Work Study Community Service Jobs
  - Off Campus Jobs
- Employer hires student (implied)

About Us

Academics

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Student Experience

Departments

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## [Federal Work Study](#)

Federal Work Study (FWS) is a federally funded financial aid employment program. Work Study jobs are available for students who were offered FWS as part of their financial aid package. Eligibility is based on need as determined by the FAFSA and the availability of funds at the time of application. You can check to see if you were offered FWS by logging into my.newpaltz and navigating to the my.financialaid section.

[Visit our FWS page for more Work Study information and forms.](#)

## [Student Assistant](#)

Student Assistant jobs provide on-campus employment opportunities for enrolled students **regardless of financial need**. Hiring decisions are made at the department-level, so students must apply directly with the on-campus department that interests them.

[Visit the Student Assistant page on the Payroll site for information and forms.](#)

[See offices with seeking student assistants](#)

## [Off-Campus Jobs](#)

Students can search for part-time, full-time, or seasonal off-campus opportunities. [Local employers can post jobs](#) in the Job Locator Database and students can log in to view openings. Students are encouraged to make contact with any job that interests them. It is the responsibility of the student to finalize the details of the off-campus job with the employer who posts it.

[Visit the JOBX site to check out the off-campus opportunities.](#)

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## **Find A Work Study or Community Service Work Study Job**



**Welcome to the SUNY New Paltz Office of Financial Aid's Off Campus Student Employment web site where we list both full-time and part-time non-career oriented jobs for our SUNY New Paltz students.**

**Important Information**  
Students, feel free to search for job listings :  
To search the listings now, click here.

**Employers:** Select the "Off Campus Employers" link to begin customizing your own job description.

**Important Notice:**  
Just as you must be alert for e-mail phishing scams and other internet dangers, you must also be aware of employment scams that prey on the unwary. For example, if an employer offers to send you a cashier's check and then asks you to wire money elsewhere, it is a scam. The cashier's check is usually fake and banks will often cash these fake checks and hold you responsible when the check fails to clear. Remember, if it sounds too good to be true, it probably is.

**Tips to maintain safety when seeking employment:**  
Only deal with people you can meet locally.  
Do not meet with individuals in secluded areas.  
Tell someone where you are going or consider bringing along a friend.  
Never give out financial information such as bank account numbers, social security number, or credit card numbers.  
Never wire funds anywhere on behalf of a third party.  
Never submit to a credit check or background search until you have verified the legitimacy of a company or individual.  
Trust your instincts!  
If you suspect a job listing is fraudulent, please notify the Financial Aid Office immediately at [harkinsc@newpaltz.edu](mailto:harkinsc@newpaltz.edu)

**Students**  
Search for an off-campus job. Also, you can sign up for e-mail notifications about positions that you're interested in.

**On-Campus Employers**  
Post available On-Campus Work Study positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips to expedite the hiring process.

**Off-Campus Employers**  
This section is for Off-Campus Community Service & Off-campus Non-Community Service employers who would like to post jobs for our SUNY New Paltz students.

**Welcome SUNY New Paltz Students!**

In preparation for getting a new job, your student employment file must be complete. Before you can begin work, you must complete and submit all necessary forms to the Payroll Office. Please access all necessary forms via the Forms and Information link below.

**Student Job Seekers**

**Shop for Off Campus Jobs ONLY!**  
Conduct quick and advanced searches for available Off Campus jobs.

**Shop for a Work Study & Off Campus Community Service Jobs ONLY!**  
You must be eligible for work study to access this population of job listings. Eligibility is based on need as determined by the Free Application for Federal Student Aid (FAFSA) and the availability of funds at the time of application. You can review your Financial Aid Awards on your [my.newpaltz.edu](http://my.newpaltz.edu) account.

**User's Guide [JobX]**  
Download the Web site User's Guide in PDF format.

**JobMail**  
**New features added!** Using our automated email service, be the first to know when Off Campus jobs matching your established criteria become available. Your ID and Password are required.  
[Click here for instructions!](#)

**Important Notice For ALL :**  
Just as you must be alert for e-mail phishing scams and other internet dangers, you must also be aware of employment scams that prey on the unwary. For example, if an employer offers to send you a cashier's check and then asks you to wire money elsewhere, it is a scam. The cashier's check is usually fake and banks will often cash these fake checks and hold you responsible when the check fails to clear. Remember, if it sounds too good to be true, it probably is.

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**Newly Hired Student Employees**

**FWS Handbook for Students & Supervisors**  
Policy and Procedures Manual for Student Employment.

**Forms & Information**  
Click here for Student Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Confidentiality Agreement, etc.) and helpful information regarding the SUNY New Paltz Work Study program.

**Current Student Employees**

**2012-2013 Payroll Schedules**  
Click above to see the SUNY New Paltz 2012-2013 Payroll Schedule.

1. Navigate to <https://newpaltz.studentemployment.ngwebsolutions.com>
2. Click 'Students'
3. Next, click the "Shop for a Work Study & Off Campus Community Service Jobs **ONLY!**" link



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

Log In

[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.**

## Find A Job

### All Student Jobs

Job Title	Employer	Category
-----------	----------	----------

These jobs are available to Fall 2012- Spring 2013 FWS students only. If you do not know your FWS status, check your financial aid by logging into your my.newpaltz to see if you have been offered FWS. If you have been offered FWS you may search and apply for these jobs. Go to our website for complete instructions "How to Accept and Apply for a Federal Work Study Job". A FWS award is not a guarantee of a job. Jobs are limited in number, and are available to FWS students who are enrolled full-time and matriculated. Eligibility is based on need as determined by the Free Application for Federal Student Aid and the availability of funds at the time of application. FWS jobs pay a minimum of \$7.25 per hour. If you need further assistance please visit the Financial Aid office, located in the Haggerty Administration Building, Room 603.

Off Campus Work Study Jobs are available with a limited number of non-profit agencies. These positions are designed to give the FWS student a broader work experience while at the same time improving the quality of life for community residents. The college is not responsible for safety, working conditions, or other aspects of off-campus employment. It is the responsibility of the student to research the integrity of the agencies to which they are applying. Off-Campus Federal Work Study (FWS) jobs are only available to those who were awarded FWS for the Fall 2012- Spring 2013 academic year. If you do not know your FWS status, check your financial aid by logging into your my.newpaltz to see if you have been offered FWS. If you have been offered FWS you may search and apply for these jobs. Go to our website for complete instructions "How to Accept and Apply for a Federal Work Study Job". A FWS award is not a guarantee of a job. Jobs are limited in number, and are available to FWS students who are enrolled full-time and matriculated. Eligibility is based on need as determined by the Free Application for Federal Student Aid and the availability of funds at the time of application. Off-campus FWS jobs pay a minimum of \$8.00 per hour. If you need further assistance please visit the Financial Aid office, located in the Haggerty Administration Building, Room 603.

1. In order to view all available jobs, you will need to click the "I agree" button after reviewing the Job Disclaimer.
2. Click the Work Study and/or Community Service Work Study Job Title to view details

## Find A Job

### All Student Jobs

Job Title	Employer	Category
-----------	----------	----------

### Work Study Jobs

Job Title	Employer	Category
test	STUDENT ACCOUNTS	Clerical
<a href="#">TEST JOB - Please don't apply</a>	ACCOUNTING	Clerical
<a href="#">Test - Work Study Jobs Flow 052912</a>	ACCOUNTING	Clerical
<a href="#">Test - workstudy job flow 06.11.12</a>	ACCOUNTING	Clerical

### Work Study Community Service Jobs

Job Title	Employer	Category
<a href="#">Test - Off Campus Community Service Job</a>	HEADSTART	Clerical
<a href="#">Test - Off Campus Community Service Job 052912</a>	HEADSTART	Athletics
<a href="#">Test - Off Campus Community Service Jobs 06.12.12</a>	HEADSTART	Athletics

Test - Work Study Jobs Flow 052912

[Click here to apply for this job](#)



Job ID 2627

Job Type Work Study Jobs

Employer ACCOUNTING

Date Posted May 29, 2012

Category Clerical

Job Description Test

Job Requirements Test

Available Openings 5

Hours 10.0 to 20.0 hours per week

Hourly Rate \$7.25/hour

Time Frame Fall

Contact Name Taige Test On Campus Employer

Contact Email N/A

Work Location N/A

Phone N/A

Fax N/A

1. Click the 'Click here to apply for this job' link

## Apply To Job

For: Test - Work Study Jobs Flow 052912

Please complete the application below, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

6. Cell Phone Number

7. Class Standing

8. What is your major of study?

9. Please provide your available times to work.

10. Please list your qualifications for this job.

1. Fill out the questions on the application
2. Use your SUNY New Paltz institutional e-mail address and Student ID. **Please Note: If your e-mail address is entered incorrectly, your hiring process may be delayed.**

**Add A Resume to your Application.**

Click browse below to select the file on your computer. (Word, PDF, or text file)

Please note: If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.

1. **If you wish to upload a resume for the employer to review, please browse to that file on your computer, then click the “Submit Application” button**

**Congratulations!** Your application has been submitted.

[\[View Printable Version\]](#)



Application Date: 08/10/2012

**1. First Name**

Roy

**2. Middle Name**

**3. Last Name**

Rogers1

**4. E-mail Address**

royrogers1@ngwebsolutions.com

**5. Student ID**

111111111

**6. Cell Phone Number**

1

**7. Class Standing**

Freshman

**8. What is your major of study?**

t

**9. Please provide your available times to work.**

t

**10. Please list your qualifications for this job.**

t

**11. Describe any previous work experience you may have.**

t

**12. Reference #1**

t

**13. Reference #2**

t

**14. Reference #3**

t

**15. Have you ever received a FWS award?**

Yes

Resume Submitted: Yes

[\[View Resume\]](#)

**To print your application, click 'View Printable Version'**

[\[ Print This Window \]](#) [\[ Close This Window \]](#)

Application Date: 10/22/2007

<b>1. First Name</b>
Tim
<b>2. Middle Name</b>
<b>3. Last Name</b>
Pettus
<b>4. E-mail Address</b>
pettusta@gmail.com
<b>5. Student ID</b>
tp5596237
<b>6. Would you consider speaking at information sessions?</b>
Yes

**Click 'Print This Window'**

[Student Employment  
Home](#)

[Students](#)

[Find a Job](#)

[Contact Us](#)

**Congratulations!** Your application has been submitted.

[\[View Printable Version\]](#)

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3. Last Name

Rogers1

4. E-mail Address

royrogers1@ngwebsolutions.com

5. Student ID

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t

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t

10. Please list your qualifications for this job.

t

11. Describe any previous work experience you may have.

t

12. Reference #1

t

13. Reference #2

t

14. Reference #3

t

15. Have you ever received a FWS award?

Yes

**To continue without printing, click 'Student Employment Home' on the NavBar**



## **Find An Off Campus Job**



**New Paltz**  
STATE UNIVERSITY OF NEW YORK

Student Employment Home  
Students  
Off-Campus Employers  
Contact Us

Welcome to the SUNY New Paltz Office of Financial Aid's Off Campus Student Employment web site where we list both full-time and part-time non-career oriented jobs for our SUNY New Paltz students.

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Never wire funds anywhere on behalf of a third party.  
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Post available On-Campus Work Study positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips to expedite the hiring process.

**Off-Campus Employers**  
This section is for Off-Campus Community Service & Off-campus Non-Community Service employers who would like to post jobs for our SUNY New Paltz students.

© 2012 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561  
See also: additional mailing addresses and directions to the college  
Copyright/Trademark

Student Employment Home

Students

Find a Job

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## Welcome SUNY New Paltz Students!

In preparation for getting a new job, your student employment file must be complete. Before you can begin work, you must complete and submit all necessary forms to the Payroll Office. Please access all necessary forms via the Forms and Information link below.

### Student Job Seekers



#### Shop for Off Campus Jobs ONLY!

Conduct quick and advanced searches for available Off Campus jobs.

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You must be eligible for work study to access this population of job listings. Eligibility is based on need as determined by the Free Application for Federal Student Aid (FASFA) and the availability of funds at the time of application. You can review your Financial Aid Awards on your my.newpaltz account.



User's Guide [JobX]

### Newly Hired Student Employees



#### FWS Handbook for Students & Supervisors

Policy and Procedures Manual for Student Employment.



#### Forms & Information

Click here for Student Employment Hiring Paperwork (i.e. W4, I9, IT2104, IT2104E, Confidentiality Agreement, etc.) and helpful information regarding the SUNY New Paltz Work Study program.

### Current Student Employees



#### 2012-2013 Payroll Schedules


Click above to see the SUNY New Paltz 2012-2013 Payroll Schedule.

1. Navigate to <https://newpaltz.studentemployment.ngwebsolutions.com>
2. Click 'Students'
3. Next, click the "Shop for Off Campus Jobs **ONLY!**" link

Show All Active Jobs Results 1 - 50 of 51

Job Title	Wage	Employer	Category
<p>Before we can allow you to see the details of an off-campus job, you must agree to the disclaimer below. You will only have to do this once per time you use this site. Read the disclaimer below, and if you agree to the terms, press the "I agree" button. You will then see the job details. Otherwise, click on "new search". SUNY New Paltz and the Student Employment Office is not responsible for the safety, wages, working conditions or other aspects of the off-campus employment. The University does not screen employers who post job opportunities at the Student Employment Office, and by posting jobs SUNY New Paltz and the Student Employment Office does not make any representation as to the working conditions that may exist at any place of employment. Use of this system shall be entirely at the risk of the users hereof and the University expressly disclaims any and all liability with respect thereto. It is the responsibility of the student to research the integrity of the organizations to which they are applying.</p> <p><input type="button" value="I agree"/></p>			

1. In order to view all available jobs, you will need to click the "I agree" button after reviewing the Job Disclaimer.
2. Click the Off Campus Job Title to view details



Student Employment Home

Students

**Find a Job**

Contact Us

Find A Job

Show All Active Jobs Results 1 - 50 of 51

Job Title	Wage	Employer	Category
<b>Off-Campus Jobs</b>			
Job Title	Wage	Employer	Category
<a href="#">Afterschool Nanny</a>	\$7.00/hour to \$10.00/hour	[Must register to see]	Child Care
<a href="#">After-School Nanny</a>	\$12.00/hour	[Must register to see]	Child Care
<a href="#">Army Reserve Soldier</a>	\$0.00/hour	[Must register to see]	Other
<a href="#">Assistant</a>	\$11.00/hour		Other
<a href="#">Baby sitter</a>	\$6.75/hour to \$12.00/hour	[Must register to see]	Child Care
<a href="#">babysitter</a>	\$8.00/hour	[Must register to see]	Child Care
<a href="#">babysitter</a>	\$10.00/hour	[Must register to see]	Child Care
<a href="#">Babysitter</a>	\$10.00/hour	[Must register to see]	Child Care
<a href="#">Babysitter and transporter</a>	\$8.00/hour to	[Must register to	Summer Jobs



Student Employment  
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Find a Job

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## Find A Job

Open Jobs

Plan Future Work Experiences

### Select a quick search.

Show All Active Jobs

Most Hours per Week

25 Most Recently Posted Jobs

Fewest Hours per Week

Summer Jobs

Temporary Jobs

### Data Bank of available jobs

:: Off-Campus Jobs

# of Jobs

51

# of Openings

378

# of Employers

47

:: Work Study Jobs

4

13

2

:: Work Study Community Service Jobs

3

10

1

:: Total

58

401

50

1. Click the specific 'Quick Search' you would like to utilize to find a job.
2. Otherwise, click 'Advanced Search' to define your own criteria

New Paltz  
STATE UNIVERSITY OF NEW YORK

Student Employment  
Home

Students

Find a Job

Contact Us

[ Edit this Nav Bar ]

### Job Details

[Return to search results]

**babysitter**

**How to apply for this job:**  
You cannot apply for this job via the web site. For off-campus jobs, please contact the prospective employer directly using the information provided in the job listing.

**Job ID** 2693

**Employer** Please fill out the form below to view this information.

**Category** Child Care

**Job Type** Off-Campus Jobs

**Date Posted** 6/7/2012 9:27:08 AM

**Job Description**  
Seeking patient, kind, creative and responsible babysitter to provide back-up care for toddler (playing, reading art, going for walks, providing lunch/snack, supervising nap) when she is unable to attend day-care due to illness and on snowy days. Walking distance from campus. Please email a note of interest including the weekdays you will be available from 9 am - 4:30 pm during the fall 2012 semester, specific times you will be available on other weekdays, CV, and references.

**Job Requirements**  
Graduate or undergraduate students studying early childhood education, elementary education, art education, or communication disorders who have extensive experience caring for young children and strong references will be considered.

**Available Openings** 1

**Hours** 5.0 to 15.0 hours per week

**Compensation** \$10.00/hour

**Start Date** late august, 2012

**End Date**

**Time Frame** Academic Year

**Contact Name** Please fill out the form below to view this information.

**Contact Email** Please fill out the form below to view this information.

**Work Location** Please fill out the form below to view this information.

**Phone** Please fill out the form below to view this information.

**Fax** Please fill out the form below to view this information.

Thank you for your interest in this position. To view the Contact Information, enter your registration information below. This information will be held as confidential by the Student Employment Office and is used for Federal Reporting Statistics.

**Email Address\***

**First Name\***

**Last Name\***

\* Required

<b>Contact Name</b>	Greta
<b>Contact Email</b>	winograd.g@gmail.com
<b>Work Location</b>	our home
<b>Phone</b>	N/A
<b>Fax</b>	N/A

1. View the details of the Off Campus Job.
2. To view the contact information for the Employer if you're interested in the job, please first register by completing the form at the bottom of the job posting. Upon completing the form, the contact information will be presented.



## **Sign Up For JobMail**

**To be notified about Off Campus Jobs that match your type of job.**



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2. Click on the "Students" link
3. Click on 'Sign up for JobMail'

[Student Employment Home](#)

[Students](#)

[Find a Job](#)

[Contact Us](#)

### Welcome to JobMail!

JobMail is our online job notification service. By signing-up, you can be automatically notified (via email) when new job opportunities in your area(s) of interest become available. Once you sign-up, a link containing your preferences will be sent to the email address provided; please be sure to retain this email as you will need it to make future changes to your subscription.

You can unsubscribe or change your preferences at anytime using the link referenced above.

[Create an Account!](#)

### Misplaced your JobMail Link?

If you have a JobMail subscription and have misplaced the email containing the JobMail link that was sent to you when you created your Job Mail account, please enter the same email address that you used to create your account and the link will be re-sent to you.

[Email Me!](#)

1. Click on the 'Click here to create a new account' link.



[Student Employment Home](#)

**Create New Account**

[Find a Job](#)

[Job Planner](#)

[Create a Resume Brief](#)

[Contact Us](#)

[Log Out](#)

Please enter your information below to establish a new student account.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Student Id	<input type="text"/>
Anticipated Grad Year	<input type="text" value="2010"/>
<input type="button" value="Submit"/>	

1. Update the E-mail address field with your New Paltz institutional e-mail address. **Please do not utilize a personal e-mail address.**
2. Update your First Name, Last Name, New Paltz Student ID and Anticipated Grad Year and click 'Submit'.

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## My JobMail Subscriptions

[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Off-Campus Jobs «?»

[\[ Add New Subscription \]](#)

*There are no subscriptions for this job type.*



**Click 'Add New Subscription'**

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**Off-Campus Jobs** «?»

[\[ Add New Subscription \]](#)

Subscription1

[\[ Delete Subscription \]](#)

» Employer 0 selected

[\[ View/Modify \]](#)

» Category 0 selected

[\[ View/Modify \]](#)

» Time Frame 0 selected

[\[ View/Modify \]](#)

1. Click 'View/Modify' to add preferences for each criteria
2. You may set search criteria for Employers, Job Categories, and Timeframe.

Student Employment Home

Find a Job

Job Planner

Create a Resume Brief

Contact Us

Log Out

## My JobMail Subscription

[Edit My Profile](#)

The JobMail system sends email subscriptions below to determine

### On-Campus FWS Jobs «?»

office

» Employer 0 selected  
» Category 0 selected  
» Time Frame 2 selected  
» Campus 0 selected

[Subscription2](#)

» Employer 0 selected  
» Category 0 selected  
» Time Frame 0 selected  
» Campus 0 selected

### Off-Campus FWS Jobs «?»

[Subscription1](#)

» Employer 0 selected

Choose Employer(s)

Selected Items  
None selected

[Remove All]

Available Items

Academic Center for Excellence

Advising

Allied Health

B&G Facilities

Biology Lab

Business Office

Campus Police

Career Center

Central Financial Aid Office (CFAO)

CH

Chemistry

Community Relations

[Add All]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[Done]

bMail

[Subscription1](#)

[Subscription1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[Subscription1](#)

[Modify1](#)

[Modify1](#)

[\[View/Modify\]](#)

[\[Add New Subscription\]](#)

[\[Delete Subscription\]](#)

[\[View/Modify\]](#)

**Click 'add' next to each item you wish to add to your search.**

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## My JobMail Subscription

[Edit My Profile](#)

The JobMail system sends email subscriptions below to determine

### On-Campus FWS Jobs «?»

[office](#)

» Employer 0 selected  
» Category 0 selected  
» Time Frame 2 selected  
» Campus 0 selected

[Subscription2](#)

» Employer 0 selected  
» Category 0 selected  
» Time Frame 0 selected  
» Campus 0 selected

### Off-Campus FWS Jobs «?»

[Subscription1](#)

[\[ Add New Subscription \]](#)

[\[ Delete Subscription \]](#)

Choose Employer(s)

Selected Items

Academic Center for Excellence

Biology Lab

[Remove All]

[remove]

[remove]

Available Items

Advising

Allied Health

B&G Facilities

Business Office

Campus Police

Career Center

Central Financial Aid Office (CFAO)

CH

Chemistry

Community Relations

Continuing Education

Controller's Office

[Add All]

[add]

[add]

[add]

[add]

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[add]

[add]

[add]

[add]

[add]

[add]

[add]

[Done]

**Your results will appear in the top under 'Selected Items'.**

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## My JobMail Subscription

[Edit My Profile](#)

The JobMail system sends email subscriptions below to determine

### On-Campus FWS Jobs «?»

[office](#)

» Employer 0 selected  
» Category 0 selected  
» Time Frame 2 selected  
» Campus 0 selected

[Subscription2](#)

» Employer 0 selected  
» Category 0 selected  
» Time Frame 0 selected  
» Campus 0 selected

### Off-Campus FWS Jobs «?»

[Subscription1](#)

Choose Employer(s)

Selected Items

Academic Center for Excellence  
Biology Lab

[\[Remove All\]](#)  
[\[remove\]](#)  
[\[remove\]](#)

Available Items

Advising  
Allied Health  
B&G Facilities  
Business Office  
Campus Police  
Career Center  
Central Financial Aid Office (CFAO)  
CH  
Chemistry  
Community Relations  
Continuing Education  
Controller's Office

[\[Add All\]](#)  
[\[add\]](#)  
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[\[add\]](#)  
[\[add\]](#)

[\[Done\]](#)

[\[View/Modify\]](#)

[\[Add New Subscription\]](#)

[\[Delete Subscription\]](#)

**When finished adding search criteria, click 'Done'**

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## My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

[Save Subscription\(s\)](#)

*Changes must be saved to take effect.*

On-Campus FWS Jobs	«?»	<a href="#">[ Add New Subscription ]</a>
Subscription1		<a href="#">[ Delete Subscription ]</a>
» Employer	2 selected <i>modified</i>	<a href="#">[ View/Modify ]</a>
» Category	0 selected	<a href="#">[ View/Modify ]</a>
» Campus	0 selected	<a href="#">[ View/Modify ]</a>

[Save Subscription\(s\)](#)

*Changes must be saved to take effect.*

**Click 'Save Subscription(s)' to save your subscription**

[Student Employment Home](#)

[Find a Job](#)

[Job Planner](#)

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## My JobMail Subscriptions

[Edit My Profile](#) 

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*Changes must be saved to take effect.*

On-Campus FWS Jobs [«?»](#)

[\[ Add New Subscription \]](#)

[Subscription1](#)

[\[ Delete Subscription \]](#)

» Employer 2 selected *modified*

[\[ View/Modify \]](#)

» Category 0 selected

[\[ View/Modify \]](#)

» Campus 0 selected

[\[ View/Modify \]](#)

*Changes must be saved to take effect.*

**If you would like to add information about yourself, click 'Edit My Profile'**



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[Student Home Page](#)

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### My User Info

Personal User Info	
First Name	Taige
Middle Name	
Last Name	Haines
Email Address	
Street 1	
Street 2	
City	
State	
Zip Code	
Phone	
Fax Number	
Website	
<a href="#">[Update User Info and Password]</a>	

**To edit your biographical information, click 'Update User Info and Password'**

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[Student Home Page](#)

[On-Campus Employers](#)

[Contact Us](#)

### My User Info

First Name	<input type="text" value="Taige"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Haines"/>
Email Address	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Password	Enter Password: <input type="text"/>
Leave this blank to maintain the current password.	Re-Enter Password: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

1. Update your profile, as needed, and click 'Save'
2. To update your Anticipated Grad Date, click on the 'Edit Info' link
3. To return to the Student Employment Home page, click the link in the NavBar.



**You're Hired!**

**Now what do you do?**





## **On-Campus and Work Study Community Service Employees:**

**Once you have been hired:**

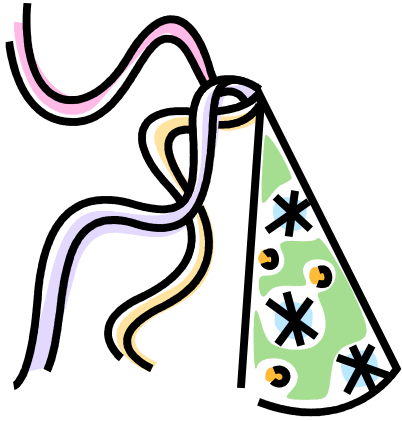
**Meet with your Supervisor to complete the I-9 form. Remember to bring your documents (ie. Student ID and social security card, see back of I-9 form for a complete list of acceptable documents.)**

**Return your completed I-9 form, W-4 (Federal tax withholding form), and either the IT-2014 (State tax withholding form) or IT-2104E (State tax exempt withholding form) to the Payroll Office located in the Haggerty Administration Building, Room 301.**

**Note: Continuing students who worked during the prior semester do not need to complete a new I-9 or tax withholding forms. New tax withholding forms can be completed at any time during the year if student wishes to change withholding status. Students who claim exempt submit new withholding forms every January with the Payroll Office.**

**You may now begin working!**

**Students hired by Off-Campus Employers do not submit any forms to the SUNY New Paltz Payroll Office.**



**CONGRATULATIONS!**

