Using Student Job Finder for the First Time

One **Username** and **Password** has been issued per SIUE department, and one key person in each department has been designated as the departmental contact person. This person will be the keeper of the **Username** and **Password**.

Your department has already been registered as an employer, and a **Username** and **Password** has already been distributed. Contact your department head to determine who your designated departmental contact person is if you need to post a position.

Review your department's **Profile** for completeness and accuracy, and ask your departmental contact person to make changes if necessary. The contact person and password should not be changed without approval from the department head.

If you are the designated keeper and have forgotten your department's **Username** and **Password**, please call our office at x2563.

Posting Your Jobs

Enter **Student Job Finder** using the **Username** and **Password** assigned to your department.

Select **My Jobs**.

Scroll down to see if the job you wish to post already exists.
> If it exists, skip to the instructions for **Posting/Editing/Updating Your Jobs**.
> If it does not exist, continue with these instructions.

Select **New.**

Fill in the information on each screen. There are three screens of information. Click **Continue** at the bottom of the screen to move to the next.

Screen 1

Manage Jobs > Add New Job

Required fields: Job title

Job title: Student Worker

Job ID:

Number of openings: 1

Work days/times: varied

Hours per week: 28

Hourly wage: 8.25   ☐ **Check if negotiable**   *numbers only

Start date: upon successful hire

Supervisor: John Doe

Description: Enter description of your position here: job duties, expectations, etc. You may also include a more detailed description of hours needed if there is not room in the Work days/times field.

Qualifications: Enter qualifications for the position here. These can be as general or as detailed as you like and as the job requires.

Application instructions: Please provide clear, detailed instructions for how you would like students to apply for the position. If you have an online application, please provide the link to it. If you would like to use the Inquire Now function, indicate students to ensure their My File is completed and to click the Inquire Now button.

[Continue] [Reset]

The **Job I.D.** will be assigned by Student Job Finder, so skip over this field. Please describe your **Number of openings**, **Work dates/times**, and **Hours per week**. Student employees can work a maximum of 28 hours per week, but your department may lessen that amount due to budget constraints. International students are limited to 20 hours per week during Fall and Spring semesters, but can work up to 28 during break weeks and Summer term.

The **Hourly Wage** is set at the current minimum wage unless the job as an Approved Wage Rate. If you would like to pay a position more than the current minimum wage, please send a request via email to Kathy Belden (kbelden@siue.edu). The request must include the job title, description, the amount you wish to pay the position, and justification for the higher wage. Jobs will not be posted until an Assigned Wage Rate is approved.

Please provide an accurate **Start Date**. If you have an immediate opening, you may indicate "ASAP" or "upon successful hire" as the start date. Your job may be queued to go active depending on when it is submitted and when the Start Date is listed as. Please review our Key Employment Dates for more information.

Before completing the **Application Instructions**, read the comments below regarding the ability to **Allow On-Line Inquiries.**

Screen 2

Manage Jobs > Add New Job

Job title: Worker
First name: EMPLOYER
Last name: TEST
Address: 123 1st Street

City: City
State: IL
Zip code: 12345
Phone number: 123-456-7890
Fax number:
E-mail: test@email.com
Website:

[Continue] [Reset]

The **Contact Information** on each job will list the employer contact information listed in your **My File** by default. Change the information to make it true for the specific job.

Screen 3

Manage Jobs > Add New Job

Required fields: Job Category

To choose more than one position type, hold the Ctrl key on a PC or the Apple key on a Mac.

Job title: Student Worker
Location: On-campus ▾
Job Category: Regular Student Employment or FWS ▾
Position type(s): Clerical
(Selected items are highlighted) Lab and Research Assistant
Library
Fund/Account number: 768195
(on-campus only)
Date posted: 4/25/2019
date format: mm/dd/yyyy
Expiration date: 5/25/2019
date format: mm/dd/yyyy
Show contact information: Yes ▾
You may select whether students can view this posting's contact information on-line.
Allow on-line inquiries: Yes ▾
Students using this system will have the ability to review this job on-line. You 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.

[Finish] [Reset]

Indicate whether you wish for the job to be **Federal Work Study Only** when asked for the Job Category. If your department does not have a preference, select **Regular Student Employment or FWS**.

Complete the **Position Type** field by clicking on the appropriate job type. For jobs that are categorized by more than one position type, hold down the **Ctrl** key and click on your selections.

Complete the **Fund/Account Number** from which the student will be paid for on-campus jobs. It is imperative that we have this number to put students on the payroll.

Complete the **Date Posted**. Students will not be able to view your job until the first date they are allowed to search for jobs for the term in which they are eligible. Refer to our **Key Employment Dates** to determine when students will be able to view your job. If you choose to use an earlier **Date Posted**, only students eligible in the previous term will be allowed to view your job prior to the next term's starting date for viewing jobs.

Complete the **Expiration Date.** By default, this date will set at one month from the **Date Posted.** However, if you wish for students to be able to view your job for a long period of time, use a date far into the future. Students will not be able to view your job if the date has expired. It is important to note, however, that although this date will keep students from being able to view your job, it WILL NOT automatically close your job. Although Student Employment staff may do a periodic review of **Active** jobs to close jobs with old expiration dates, you are still responsible to close your job when you no longer want it to be **Active**. See the instructions for **Closing Your Jobs** for more details. All jobs must be posted for a minimum of three business days.

Jobs without a **Posting Date** or **Expiration Date** will not be available for view by students.

Answer **Yes** when asked **Show Contact Information?** Without this, students will not be able to apply for your job.

When asked if you would like to **Allow On-Line Inquiries:**

> Select **Yes** for **Allow On-Line Inquiries** if you want students to contact you using **Student Job Finder**. This is the recommended method, as it will allow records to be stored regarding past student inquiries, and will cut down on your phone, e-mail, and walk-in traffic.
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> > In the **Application Instructions**, indicate that the student should select **Inquire Now**, and then wait for your response.
> >
> > These students will be given a **Job Referral Form** that they can print if you instruct them to do so. This printed Job Referral Form (or the student's on-line inquiry) will assure you that the student had employment eligibility at the time it was printed. These forms are for your information only and are not used by Student Employment staff in the hiring process.

See the instructions for **Searching for Candidates** for information on how to find students who inquired about your position on-line.

If you do not wish to receive on-line inquiries, answer **No** to **Allow On-Line Inquires.** Students will not be given the option of inquiring on-line.

In the **Application Instructions**, indicate how you want the student to contact you. You can instruct them to call you, e-mail you, or drop by your office.

Indicate that the student should print the **Job Referral Form** and bring it to you when they come for an interview. This printed **Job Referral Form** will assure you that the student had employment eligibility at the time it was printed. These forms are for your information only and are not used by Student Employment staff in the hiring process.
See the instructions for **Hiring Students** for more details.

Select **Finish**, and review the **Job Detail** for accuracy.

Your job will be given the status of **Pending**, and will be reviewed by Student Employment staff and activated within one working day. Students will then be able to view your job. If there is an issue with your post, the Student Employment office will contact you to resolve it before posting the position.

Re-Posting/Editing/Updating Your Jobs

Select **My Jobs** to view the list of jobs for your department.

Click on the title of your job to view it. To make changes, click the Edit button next to each field and make any necessary updates. Be sure to update the **Date Posted** and **Expiration Date**.

Before making changes, be sure you are familiar with the instructions for **Posting Your Jobs,** as detailed instructions for completing specific fields will not be reviewed again in this section.

If you make changes to your job while it is **Active**, it will become **Pending** until it is reviewed by Student Employment staff and activated.

If your job is **Inactive** and you make changes to it, it will become **Pending**, will be reviewed by Student Employment staff, and then activated. If you make changes to an inactive job, but do not wish for it to be activated for student viewing, contact the student employment area.

Select **Save**, and review the **Job Detail** for accuracy.

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Your job will be reviewed by Student Employment staff and activated within one working day. Students will then be able to view your job. If there is an issue with your post, the Student Employment office will contact you to resolve it before posting the position.

Closing Your Jobs

Be sure your job has been posted for at least three working days.

Select **My Jobs** and find the job you want to close.

Click on the **Close** button next to the job. A pop-up box will appear.

Select **No** if you are not hiring a student at this time and therefore do not wish to create a **Hire Record.**

If you are hiring a student**,** create a **Hire Record** by clicking **Yes** and entering the University ID (800 number) into the Social Security Number field of the student you are hiring (the name is not required.) Select **Search** and click the **Hire** button next to the student's name, then select **Add Hire**

Enter the **Hire Details** as instructed. Please note that the **Hourly Wage** and the **Estimated Hours Per Week** MUST be entered exactly as it appears on the **Job Details.** Otherwise**,** the information that prints on the **Payroll Authorization Form** will not match the information stored in this section of **Student Job Finder.** You may leave the **End Date** blank. If you choose to complete this field, be aware that this date will not automatically terminate the student from their position.

Select **Save**.

Print the **Payroll Authorization Form** as it will be used as your hiring document. See the instructions for **Hiring Students** for more information.

Searching for Candidates

Students will view your open job and contact you according to your instructions. View interested students' information for those who inquired on-line by selecting **My Jobs**, and the number in the **Inquires** column of the appropriate job**.**

Click on the student's name to view the student's **Profile**. Click on **Respond** to communicate with the student.

To recruit additional students, select **Search** from the main menu and follow the instructions to search for students who wish for potential employers to view their information.

Click on the student's name to view the student's **Profile**.

Select **View Contact Information** at the bottom of the page to find out how to contact the student.

Hiring Students

After interviewing candidates and making a selection, follow the instructions for **Closing Your Jobs.** Be sure to print a **Payroll Authorization Form**.

If you have already closed your job and need to create a **Hire Record**, or if you wish to create a **Hire Record** without closing your job, select **My Jobs** from the main menu and the + in the hired column for the job.

Enter the University ID of the student you are hiring (the name is not required.) Select **Search**, click the **Hire** button next to the student's name, then select **Add Hire**. Enter the **Hire Details** as instructed. If you are hiring a student at a different wage rate than was originally listed on the job, please attach a Recommendation for Student Employee Status Change explaining why the wage is different (supervisory, technical, etc.) You may leave the **End Date** blank. If you choose to complete this field, be aware that this date will not automatically terminate the student from their position.

Select **Save**.

Print the **Payroll Authorization Form.** Use your browser's **Back** button to exit the **Payroll Authorization Form.**

If you enter the **Hire Detail** and fail to print a **Payroll Authorization Form**, or if you have previously printed a **Payroll Authorization Form** and cannot locate it, select **My Jobs** from the main menu, then select the number in the **Hired** column for the job. Select the **Print** button, and then print the form.

Sign the **Payroll Authorization Form** and submit it to us at the address at the top of the form along with the following attachments:

- A completed I-9 form (we do not require copies of verifying documents for U.S. Citizens),
- Federal and State W-4 forms completed by the student,
- A Student Employee Compliance Agreement (SECA) completed by the student,
- An Ethics Compliance Form (submit signature page) completed by the student,
- An Acknowledgement of Mandated Reporter Status completed by the student.

In addition to the listed documents above, hiring documents for International Students must also provide:
- A copy of their I-94 form,
- A copy of their I-20 form,
- A copy of their U.S. Visa,
- A copy of their Social Security card OR a copy of the receipt from the SSA office noting they have applied for their SSN.

Once you have submitted all hiring documents to the Student Employment Office, we will enter the student's information into payroll. **You may not begin working your student until you have received approval**. This approval will come in the form of a

yellow copy of the **Payroll Authorization Form**. This copy will generally be sent to you within three working days and will include the numbers needed for payroll. If the Student Employment Office runs into any issues with either the hiring documents or the student's eligibility to work, we will notify you and provide options to remedy the issue if possible.

List the student on your timesheet using the numbers provided by Student Financial Aid.

Complete an **Agreement of Principles** as described in the **Student Employment Policies**, Policy 21. If you need assistance with creating an Agreement of Principles, please contact our office so we can send you an example. Enjoy your new employee.

Students are required to participate in Direct Deposit and must enter their information into CougarNet. Instructions can be found on our website at the Direct Deposit Authorization Instructions link, located under the Things to Know section. A copy of the Student Payroll Schedule can also be found under the same section on our website.

Viewing Students You've Hired

Select **My Jobs**, and then the number in the **Hired** column of the appropriate job. **Start Date** reflects the date you entered when you recorded the student's **Hire Detail** information.