INTRODUCTION
Student Employment Process 1
How To Access JobConnection 2
Update Your User Profile 3

CHAPTER 1
Manage Your Existing Jobs 5
Position Information 6
Contact Information 7
Posting Information 8
Control Information 12
Change Your Existing Job’s Federal Fund Account 12

CHAPTER 2
Create a New Job Posting 17
Position Information 17
Contact Information 19
Posting Information 20
Control Information 23
How to Re-Activate/Edit an expired or Closed Job 24
View On-line Referrals from students 25
How to Close a Job That You Have Filled 27

CHAPTER 3
Hire a Student 28
Links 29
Placement Information 30
Work Information 30
Print Job Placement Form 31

CHAPTER 4
Search for Student with Specific Skills 36
Student Federal Work-Study Awards 38
Search for Student I-9 Information 38

CHAPTER 5
Once You Have Completed Your Session 39

View Existing Placements 34
Giving a Raise 35
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 or 288-4000.

Student Employment Process
How to Access JobConnection

- Go to JobConnection http://jobconnection.mu.edu/
- Click on Marquette Faculty/Staff Login.
- Enter your Employer User Name and 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.

```
Profile View  Employer Information  Contact Information

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/sec  
*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
```
Click Save in each section you update.

- 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.
Manage Your Existing Jobs

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

- Click on the Job ID you want to update.

  ![Job ID Table]

- Edit each section. Make sure to save at the end of each section.

- Click Save in each section you update.
Position Information –

<table>
<thead>
<tr>
<th>Position Information</th>
<th>[Edit]</th>
</tr>
</thead>
</table>

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:**
**Organizational 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 I-9, 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 LOCALED UNDER THE 'FORMS TO DOWNLOAD SECTION' OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquett.edu  

**On-line Application Address:**

---

**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 –

- **First Name**: Annette
- **Middle Initial**: M
- **Last Name**: D’Amato
- **Address Line 1**: 1250 W. Wisconsin Ave
- **Address Line 2**: Marquette University
- **City**: Milwaukee
- **State**: WI
- **Zip**: 53201-1001

Map to Address Above: [Online Map]

- **Phone**: (414) 288-4000
- **Fax**: (414) 288-1718
- **Email**: annette.damato@marquette.edu
- **Website**:

**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.

**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** –

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

**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.

<table>
<thead>
<tr>
<th>FWS-Community Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS-Off Campus</td>
</tr>
<tr>
<td><strong>FWS-On Campus Federal Work Study</strong></td>
</tr>
<tr>
<td>FWS-Tutor</td>
</tr>
<tr>
<td>Off-Campus JLD</td>
</tr>
<tr>
<td>SWO-Student Work Opportunity</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Finance</td>
</tr>
<tr>
<td>Child Care/House Care</td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Community Service</td>
</tr>
<tr>
<td>Computer/Technology</td>
</tr>
<tr>
<td>Custodial/Janitorial</td>
</tr>
<tr>
<td>Delivery/Messenger/Attendant</td>
</tr>
<tr>
<td>Educational/Tutor</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Food Service/Bartender/Server</td>
</tr>
<tr>
<td>General/Maintenance/Paint</td>
</tr>
<tr>
<td>Grounds/Trucking</td>
</tr>
<tr>
<td>Internships/Co-ops/Research Ass't.</td>
</tr>
<tr>
<td>Journalism/Public Relations</td>
</tr>
<tr>
<td>Lab Assistant/Research Technician</td>
</tr>
<tr>
<td>Laborer/Mechanic/ Warehouse</td>
</tr>
<tr>
<td>Legal Service/Law Clerk</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Media/AV/Photography</td>
</tr>
<tr>
<td>Medical/Hospital/Extended Care</td>
</tr>
<tr>
<td><strong>Office/Data Processing/Clerical</strong></td>
</tr>
<tr>
<td>Rec Sports Instructors</td>
</tr>
<tr>
<td>Rec Sports Lifeguards</td>
</tr>
<tr>
<td>Rec Sports Officials</td>
</tr>
<tr>
<td>Sales/Retail Clerk/Customer Service</td>
</tr>
<tr>
<td>Security/Law Enforcement</td>
</tr>
<tr>
<td>Statistical Analysis/Programming</td>
</tr>
<tr>
<td>Summer/Camps</td>
</tr>
<tr>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Telemarketing/Marketing</td>
</tr>
<tr>
<td>Temporary Employment/Misc</td>
</tr>
<tr>
<td>Ticket Sales</td>
</tr>
</tbody>
</table>
You can screen students for your jobs based on the following:

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

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

**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.
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 –

**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 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.
• 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.
  o 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.
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.
**Position Information**

**Job Title:** Student Employment Clerk IV  
**Job Reference No.:**  
**Organization Name:** Office of Student Financial Aid  
**No. of Openings:** 1  
**Work Schedule:**  
**Hours per Week:** 10  
**Night Shift:** Yes  
**Employment Start Date:** ASAP  
**Employment End Date:**  
**Supervisor:** Assistant Director  

**Job Description:** PROCESS STUDENT EMP FORMS, PROCESSES SALARY AUTHORIZATIONS, MAINTAINS STUDENT EMPLOYMENT FILES AND RECORDS; SPECIAL PROJECTS. Must have self-study for this position.  
**Qualifications:** MUST HAVE PAPER DATA ENTRY EXPERIENCE. EXCELLENT EXPERIENCE WITH MS OFFICE PROGRAMS. 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: employment@marquette.edu

---

**Job Location:** On-Campus  
**Job Category:** Office of Student Financial Aid  
**Position Type:** Student Employment Clerk IV  
**Graduation Range:** Month-Year  
**Screening Options:**  
**Post Date:** 2/6/2010  
**Expiration Date:** 3/5/2010  
**Allow Online Referrals:** No  
**Federal Fund Amount:** $0.00
• Verify changes needed to Federal Fund Account.

Old Job:

New Job:

• 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 –

*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:  

Application Instructions:  

Spell Check
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 –

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>This is the name students will be able to view.</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>This is the name students will be able to view.</td>
</tr>
<tr>
<td>Last Name</td>
<td>This is the name students will be able to view.</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>On campus employers please put Marquette University on the second address</td>
</tr>
<tr>
<td></td>
<td>line in this section.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Needs to be listed with dashes, ex. 414-288-4000.</td>
</tr>
<tr>
<td>Fax</td>
<td>Needs to be listed with dashes, ex. 414-288-1718.</td>
</tr>
<tr>
<td>Email</td>
<td>This is the address the students will be able to view. It is a hyperlink.</td>
</tr>
<tr>
<td>Website</td>
<td>This is the address the students will be able to view. This field can be</td>
</tr>
<tr>
<td></td>
<td>left blank.</td>
</tr>
</tbody>
</table>

**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.

**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**

<table>
<thead>
<tr>
<th>Job Location:</th>
<th>On-Campus</th>
</tr>
</thead>
</table>
| Job Category: | FWS-Community Service  
|               | FWS-Off Campus  
|               | FWS-On Campus Federal Work Study  
|               | Rec Sports Lifeguards |
| Position Type: | Medical/Hospital/Extended Care  
|               | Office/Data Processing/Clerical  
|               | Rec Sports Instructors |
| Graduation Range: | From  
|               | To  
| Classification: | Freshman  
|               | Graduate  
|                | Junior  
|                | Senior |
| Majors (click Add): | [
| Screening Options: | Screen Graduation Range  
|                    | Screen Classification  
|                    | Screen Majors |
| Post Date: | 2/6/2010 |
| Expiration Date: | 3/8/2010 |
| Show Contact Info: | Yes |
| Allow Online Referrals: | Yes |
| Federal Fund/Account: | |

**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.
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.

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

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

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** –

**Online Referrals Notify Employer:**

**Wage Category:** Level IV $7.70 - $12.00

**Status:** Active

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.

**Wage Category:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Wage Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level I $7.25 - $8.25</td>
</tr>
<tr>
<td></td>
<td>Level II $7.30 - $9.00</td>
</tr>
<tr>
<td></td>
<td>Level III $7.40 - $9.80</td>
</tr>
<tr>
<td></td>
<td>Level IV $7.70 - $12.00</td>
</tr>
<tr>
<td></td>
<td>Level V $8.20 - $15.00</td>
</tr>
</tbody>
</table>

23
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 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.

- 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 to let Student Employment know that you have a job that is pending activation.
View On-line Referrals from students

- Click My Jobs on the main menu bar.

- Click on the bold R in the Activity column

- Click on the View button in the Action column

- 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 Information**

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

**Referral Message**

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:

**Central Information**

- 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

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.
- 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.

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

*This job has been successfully closed.*

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

**Control Information**

- Online Referrals: Yes
- Notify Employer: Yes
- Wage Category: Level IV $7.70 - $12.00
- Status: 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.
- Student name(s) will appear. You can sort the students by First Name, Last Name, User Name.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray</td>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>Select Student</td>
</tr>
<tr>
<td>Ray</td>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>Select Student</td>
</tr>
<tr>
<td>Ray</td>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>Select Student</td>
</tr>
<tr>
<td>Ray</td>
<td></td>
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<tr>
<td>Ray</td>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>Select Student</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Applicant Type</th>
<th>Expiration Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>00492</td>
<td>Rear Test Position</td>
<td></td>
<td>2/7/2010</td>
<td>Select Job</td>
</tr>
<tr>
<td>00495</td>
<td>Student Employment Clerk IV</td>
<td></td>
<td>3/4/2012</td>
<td>Select Job</td>
</tr>
<tr>
<td>00496</td>
<td>Test Job 1</td>
<td></td>
<td>3/8/2012</td>
<td>Select Job</td>
</tr>
<tr>
<td>05047</td>
<td>Student Employment Clerk I</td>
<td></td>
<td>3/13/2009</td>
<td>Select Job</td>
</tr>
<tr>
<td>66206</td>
<td>Student Employment Clerk III</td>
<td></td>
<td>2/28/2010</td>
<td>Select Job</td>
</tr>
</tbody>
</table>

- 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.
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.

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:

Secondary Approver

Primary Approver
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.

- Locate the placement for the student and click *View* to view the student’s placement.
Click the down arrow next to Print Forms to make the JobConnection Placement Form link appear.

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 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.

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Applicant Type</th>
<th>Status</th>
<th>Expiration Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>86492</td>
<td>New Test Position</td>
<td>Active</td>
<td>2/28/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86495</td>
<td>Student Employment Clerk IV</td>
<td>Pending</td>
<td>3/6/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 Packages.
  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.

<table>
<thead>
<tr>
<th>Student</th>
<th>Email</th>
<th>Start Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/12/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/13/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/21/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/21/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/28/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:student@marquette.edu">student@marquette.edu</a></td>
<td>1/28/2010</td>
<td>5/5/2010</td>
<td>View</td>
</tr>
</tbody>
</table>

- 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
**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](image)

  - 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 Information](image)

- 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.
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 Federal Work-Study Awards

Scroll down to Student Awards Section

<table>
<thead>
<tr>
<th>Award Period</th>
<th>Federal Award</th>
<th>Federal Balance</th>
<th>Work-study Eligible Start Date</th>
<th>Work-study Eligible End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2009 - 05/31/2010</td>
<td>$9.00</td>
<td>$0.00</td>
<td>12/31/2009</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>08/13/2009 - 12/31/2009</td>
<td>$9.00</td>
<td>$0.00</td>
<td>8/13/2009</td>
<td>12/31/2009</td>
</tr>
<tr>
<td>07/01/2009 - 09/12/2009</td>
<td>$9.00</td>
<td>$0.00</td>
<td>7/01/2009</td>
<td>9/12/2009</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Award Period</th>
<th>Federal Award</th>
<th>Federal Balance</th>
<th>Work-study Eligible Start Date</th>
<th>Work-study Eligible End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2009 - 05/31/2010</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>12/31/2009</td>
<td>5/31/2010</td>
</tr>
<tr>
<td>07/01/2009 - 09/12/2009</td>
<td>$0.00</td>
<td>$0.00</td>
<td>7/01/2009</td>
<td>9/12/2009</td>
</tr>
</tbody>
</table>

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

Scroll down to Miscellaneous Information

<table>
<thead>
<tr>
<th>Miscellaneous Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date I-9 Completed: 9/28/2007</td>
</tr>
<tr>
<td>Date I-9 Expires:</td>
</tr>
<tr>
<td>OSHA Complete Y/N: Yes</td>
</tr>
</tbody>
</table>

- 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