Quick Tips for JobX

Jobs must always have up-to-date Start Dates and at least one opening in order to allow you to hire a student. Date changes do not happen automatically from year to year, you must do them manually along with any other adjustments you do to the job. There is no need to re-write a job every year.

You can hire a student from either ‘List Mode’ or ‘Review Mode’. Work-study begins as of the first day of classes in September and ends on the last day of exams in May. If you attempt to hire a student mid-year after the job has been advertised for some time, please first update the Start Date to be accurate to the actual date of hire. This will save potential clashes with jobs students may have previously held.

If you have leftover applicants from a prior year, move the job into Storage Mode briefly, which deletes them all, then back into Review Mode. Review is a holding area, List Mode advertises the job live on JobX. If you fill a job with a non-aid student, you must log onto JobX and take the job down. Otherwise it will remain advertised, which will frustrate students and you will continue to get applicants for a closed position.

All jobs are considered work-study, regardless of funding. Work-study students have priority for all jobs. Only after October 1 in the fall and the second week of the spring semester may you consider non-aid applicants, except in particular cases of specialized jobs. If you have a specialized position, such as Research Assistant, Tutor, TA, etc, you may request a hiring over-ride from the Student Employment Coordinator. The student may not be a first year student. Smith’s policy continues to limit first year students to Dining and Facilities Services and America Reads Tutoring. Once you have ascertained in the Hiring Validation process that a student has done all of her Payroll paperwork (I-9, W-4, M-4, and Direct Deposit), you may request an over-ride by writing studemp@smith.edu and include all of the following information:

Student Name
ID #

Student Email Address

Department

SP #

Job Title

# of Hours per week

Date Range of Hire

It is imperative that you hire a student on JobX or through an over-ride request before they begin working. Once your student has begun working, it is also imperative that they be paid in a timely manner. Students are responsible for completing their time sheets (or alerting you if they have none) and submitting it to their Approver for each payroll. If your student has failed to submit her time sheet, please follow up immediately and ask why. By law, any employee must be paid for work within a certain time period.

You can verify that your student has been hired accurately by clicking on Hiring Archive on JobX. Back-date your search (I usually back-date to July 1) and search on their name in the text box or choose the drop-down box to search via ID. If you find a problem (such as a typo in the ID number), delete that hire and re-hire the student accurately. Changing information already in existence will not result in a correction on the Payroll end. Only new hires are fed into the payroll system.

Once hiring has taken place, you will deal with the Payroll Office directly regarding BannerWeb and time sheets.

If a student ceases to work for you, please log onto JobX, find her record in the Hiring Archive, and change the End Date to reflect her last day of work. Failure to do so can create difficulties for the student when someone else tries to hire her.

If you have hired a non-aid student for the year or for the summer, please remember that your job must be re-advertised for Work-Study eligible applicants
for the fall. Non-aid students are not permitted to continue in their positions. Keep this in mind if your job requires a great deal of training.

Students can attach resumes to their applications, so feel free to ask for them in your online application. You can tailor your online application to suit your needs by adding questions. Include a question asking what year the applicant is so that you are able to identify first year students who will not be eligible for hire.

If a student cannot find your job online, first be sure that it is in List Mode. Then refer them to the Students – Find A Job link on JobX. They can use the ‘Advanced Search’ and type in your job’s title or search through your department to locate the position they seek.

Any questions, please write studemp@smith.edu.