

**Student Hiring Process
Effective July 1, 2022**



IONA
UNIVERSITY



IOWA COLLEGE

Human Resources Hiring Overview





NextGen

- Supervisor/Manager posts jobs
- Students apply to jobs
- Approval to work comes from Nextgen
- Students submit timesheets
- Managers approve timesheets

PayCom

- Onboarding completed in Paycom
- Paycom stores the following data:
 - Address
 - Direct Deposit
 - Taxes
 - Pay stubs
 - W2's



Student Onboarding

- A Paycom generated email (Systemmessage@Paycomonline.com) will be sent to the student to initiate the onboarding.



Hi [redacted]

[redacted] at IONA COLLEGE has invited you to begin your new employee onboarding process through Paycom's Employee Self-Service ©. If you have not already done so, please download the Paycom app on your mobile device.



Once you've installed the app, please click the button below to begin your new employee onboarding process



If you have any questions or feedback about the process, you can reply to this email to contact your onboarding representative at IONA COLLEGE. If you don't have a mobile device, you can start this process from a computer with the latest version of any modern browser.

Welcome aboard,

-- The Paycom Team

P.S. If you're having trouble with the button above, try pasting the URL below into your web browser.

<https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=MGJiYtIjZDk2NzhkMTlkMmEwOwM5ZGU4MjFmNjk2YzU=>



Student Onboarding

What does onboarding include?

- Taxes
- Direct Deposit
- Personal Information

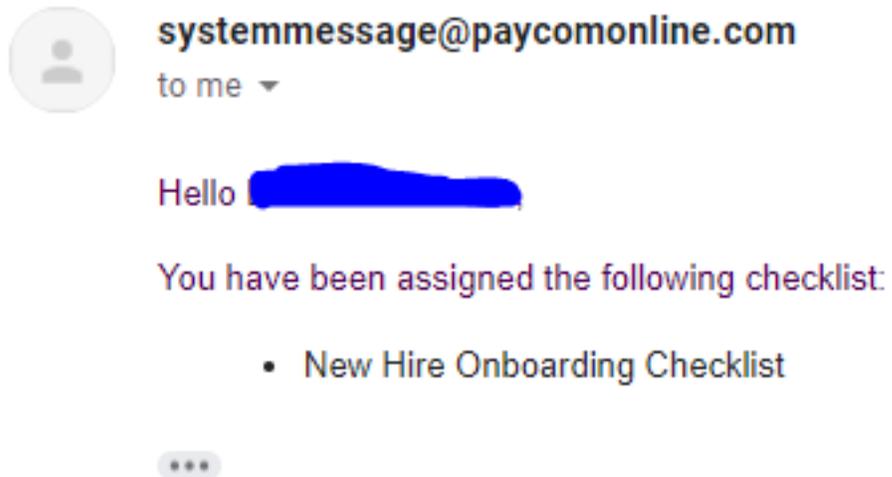
When all sections are complete Paycom will give a notification saying,
“ Congratulations, you have completed your onboarding!”





Student Onboarding

- HR will hire the student into Paycom once onboarding is completed.
- The student will receive 2 emails from Paycom (systemmessage@paycomonline.com):
 - Email #1 will share Paycom credentials.
 - Email #2 will request they complete the “ Student Onboarding Checklist”





Student Onboarding

The "Student Onboarding Checklist" contains the following forms:

- Student Confidentiality Agreement, Acknowledgment of Pay Rate, and the I-9 Form



Notice of Acknowledgement of Pay Rate and Payday
Prepared for Non-Exempt Employees - Provided at Time of Hire

Please complete this form & return a signed copy to Human Resources on your First Day of Employment.

| | |
|--------------------------------|--|
| Name: | |
| Title: | |
| Department: | |
| Employer Information: | Iona College 715 North Avenue New Rochelle, NY 10801 914-633-2000 |
| Employee's pay rate(s): | \$ _____ per hour |
| Regular payday: | Friday |
| Pay is: | Bi-weekly |
| Overtime Pay Rate: | \$ _____ |
| Allowance(s) taken: | <input checked="" type="checkbox"/> None <input type="checkbox"/> Other: |

Check all that apply:

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have been given this pay notice in English because it is my primary language. |
| <input type="checkbox"/> | My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language. |
| <input type="checkbox"/> | While my primary language is _____, I hereby accept this notification, and all future notifications in English. |

Employee Acknowledgement:

On this day I have been notified of my pay rate, applicable allowances, and designated payday on the date given below. I told my employer what my primary language is.

Print Employee Name

Preparer's Name and Title

AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND IONA UNIVERSITY

I, _____ (print name), understand that in my capacity as a student employee at Iona University whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University. Examples are student grade records and social security numbers. To accept employment is to accept responsibility to preserve the confidentiality of information in your stewardship role.

I understand that under federal law and Iona University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Iona University. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand the special nature of this role and the importance of confidentiality, and agree to adhere to policy regarding preservation of the confidentiality and integrity of institutional data. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from Iona University.

Signature: _____

Iona ID Number: _____

Date: _____



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

| | | | | | | |
|----------------------------------|-----------------------------|---------------------------|-------------|-----------------------------|--------------------------------|----------|
| Last Name (Family Name) | | First Name (Given Name) | | Middle Initial | Other Last Names Used (if any) | |
| Address (Street Number and Name) | | | Apt. Number | City or Town | State | ZIP Code |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's E-mail Address | | Employee's Telephone Number | | |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write in This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

| | | | | | |
|----------------------------------|--|-------------------------|--------------|-------|----------|
| Last Name (Family Name) | | First Name (Given Name) | | | |
| Address (Street Number and Name) | | | City or Town | State | ZIP Code |



Hiring Process

- Students are required to bring I-9 documentation to HR upon completion of their Paycom onboarding.
- Once all required Paycom/I-9 documentation is complete, Student Financial Services will be notified by Human Resources to hire the student into NextGen.
- Once hired into NextGen the student/supervisor will receive an email that they are able to begin work. **Students CANNOT work until this notification is received.**
- Student timesheets are completed in NextGen not in Paycom.



IOWA STATE COLLEGE

Student Financial Services Hiring Overview





Sequence for successful student hiring

- Supervisor posts job in NextGen
- Students apply for job online in NextGen
- Supervisor interviews student
- Supervisor hires student in NextGen
- Student will be sent an onboarding email by Human Resources
- Once student completes all required onboarding documentation, Human Resources will notify Student Financial Services to process the hire in NextGen
- Once Student Financial Services completes the hire in NextGen, both the student and supervisor will receive a confirmation email and **only** at that point is the student authorized to begin working
- **Students are not permitted to work until they have received the confirmation email. There are no exceptions and the department will lose the privilege of having student workers if the supervisor permits them to work prior to official approval****



Supervisor Responsibilities for Student Workers

- All hours worked must be entered on current timesheet. The system does not allow entries on previous timesheets, will not produce a check and the student will not be paid. You will not have access to enter time on past timesheets.
- Undergraduate students are not permitted to work more than 20 hours per week across all jobs on campus.
- **Students are not permitted to begin working until both the student and supervisor have received the confirmation email from Student Financial Services that the hire has been completed by the university.**
- Students who do not have a work study award cannot apply for work study jobs, the NextGen system prevents applications for work study jobs by applicants who don't have work study.
- It is the supervisor's responsibility to monitor the earnings of their students to ensure that the student is not working and earning above their federal work study allotment. Should you notice a student getting close to their maximum award, please email jconnolly@iona.edu and akatz@iona.edu, to see if an increase in the work study award is possible. If not, then it is up to the supervisor to either cease the student's employment under work study or transfer student to Campus Employment. All students working under campus employment are paid from the departmental budget. This transfer is done by completing the Status Change/Rate of Pay Change Request Form and indicating all changes and submitting to jconnolly@iona.edu and akatz@iona.edu.
- **DEPARTMENT SUPERVISORS MUST CONFIRM THEY HAVE A BUDGET ALLOWANCE AVAILABLE TO HIRE CAMPUS EMPLOYMENT STUDENTS BEFORE POSTING A CAMPUS EMPLOYMENT JOB (NON-WORK STUDY JOB) OR BEFORE TRANSFERRING A STUDENT FROM FEDERAL WORK STUDY TO CAMPUS EMPLOYMENT. Please contact the Budget Director, Ms. Fatima Ferreira at fferreira@iona.edu for confirmation and questions regarding department budgets.**
- Department Budget reports should be monitored by Department Supervisors in Adaptive. It is the supervisor's responsibility to review this report and monitor student earnings do not exceed the department budget.

Status Change/Rate of Pay Change Request Form For Student Employees

- Managers/Supervisors will need to download this form from NextGen and complete when changing a student from FWS to CMP (federal work study to campus employment.)
- This must be completed and emailed to jconnolly@iona.edu and akatz@iona.edu prior to a student exhausting their federal work study funds.
- Please be sure to confirm your department has a budget to pay student employees; all requests to pay students from department budgets will be processed and if funding is not available the supervisor will be responsible for this transfer.

Status Change/Rate of Pay Change Request Form For Student Employees

This form should be completed by supervisors who are transferring students from Federal College Work Study to Campus Employment CMP (paid from your department budget), or if you are requesting a student pay rate change. This form should be sent via email to jconnolly@iona.edu and akatz@iona.edu.

Check all that apply:

Employment Transfer to CMP

Rate of Pay

Student Name: _____

Student ID: _____

Primary Supervisor Name: _____

Secondary Supervisor Name: _____

Hire Date: _____

Department Cost Center # for student compensation: _____

Rate of Pay: _____

Student Email: _____

Student Phone Number: _____

Employment Type Transfer Type:

____ Student Employment (department budget for student employee)

____ Graduate Assistant (department budget for graduate assistant students)

Supervisor Signature: _____

Date: _____



Supervisor Responsibilities for Student Workers Continued

- If a student works prior to being officially hired by the university, the student will be paid from that department's budget, regardless of federal work study eligibility.
- Repeat offenders are subject to the loss of student workers within their department.
- When submitting a new job or updates to an existing job, you must click "Listed." If this is not clicked, the job will not be sent to SFS for approval and will remain offline.
- All departments must have a secondary supervisor. The secondary supervisor must work in your department and can attest to and monitor the student worker population and approve their timesheets. NextGen will not allow for job postings to process if there is only one supervisor listed.
- Jobs are for the fiscal year 7/1/**-6/30/**. For example, 7/1/2022-6/30/2023.
- If your job needs to be filled over the summer months, which will cross fiscal years, your job will be listed up until 6/30/**. The job will then need to be relisted for 7/1/**. All applicants associated with the job ending on 6/30/** will not be automatically associated with the new listing for 7/1/**. Your students will need to re-apply for the new 7/1/** job and you will continue to hire them accordingly (online in NextGen and provide a Student Hire/Re-Hire Request Form to Human Resources.)
- Graduating seniors must cease working at the end of the term of which they have graduated which is defined as the last day of final exams.
- For the week of the payroll, students have until Noon on Saturday to submit hours to their supervisors. Supervisors have until Noon Monday to approve timesheets.



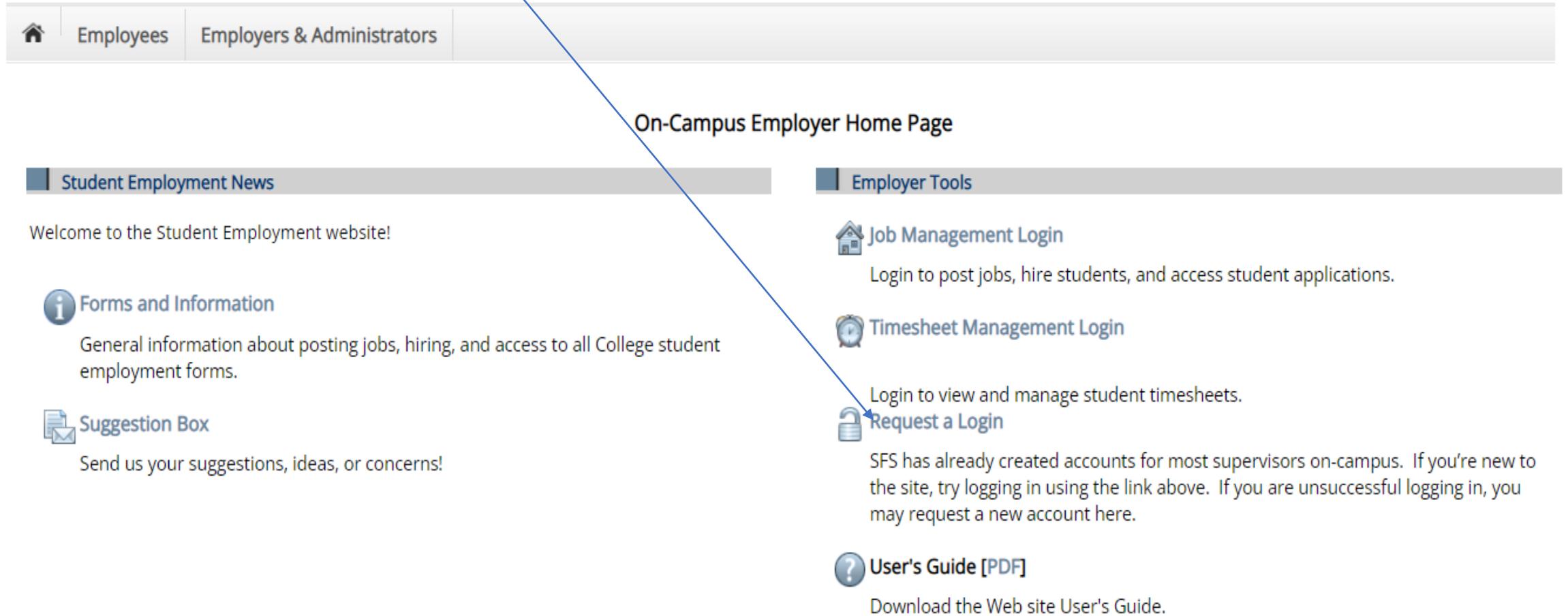
How to Request a Login for NextGen





Go to <http://iona.studentemployment.ngwebsolutions.com>

Click on Request a Login.



The screenshot shows the 'On-Campus Employer Home Page' with a navigation bar at the top containing 'Employees' and 'Employers & Administrators'. Below the navigation bar, there are two main columns. The left column has a 'Student Employment News' header and a 'Forms and Information' section with an information icon. The right column has an 'Employer Tools' header and a 'Request a Login' link with a padlock icon. A blue arrow points from the text 'Click on Request a Login.' to the 'Request a Login' link in the Employer Tools section.

On-Campus Employer Home Page

Student Employment News

Welcome to the Student Employment website!

Forms and Information
General information about posting jobs, hiring, and access to all College student employment forms.

Suggestion Box
Send us your suggestions, ideas, or concerns!

Employer Tools

Job Management Login
Login to post jobs, hire students, and access student applications.

Timesheet Management Login
Login to view and manage student timesheets.

Request a Login
SFS has already created accounts for most supervisors on-campus. If you're new to the site, try logging in using the link above. If you are unsuccessful logging in, you may request a new account here.

User's Guide [PDF]
Download the Web site User's Guide.



- Complete the fields and click submit.
- Once approved the Supervisor will receive an email stating access was approved.

Request Log in permission

Request Permission To Use This Site

You must be a registered user to post jobs on the Student Employment website.
Please fill out the following information, and we will evaluate your request as quickly as possible.

| | |
|--|--|
| Iona Login Name (This is the same ID used for CAS login) | <input type="text"/> |
| Iona ID (7-digit numeric ID) | <input type="text"/> |
| First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Full Email Address <small>Example: yourself@iona.edu</small> | <input type="text"/> |
| Street 1 | <input type="text"/> |
| Street 2 | <input type="text"/> |
| City | <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"/> |
| Please choose the employer for which you work from the list below. | |
| Employer | <input type="text" value="Choose one..."/> |
| Job Title | <input type="text"/> |

Notes

If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire students in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit



UNIVERSITY COLLEGE

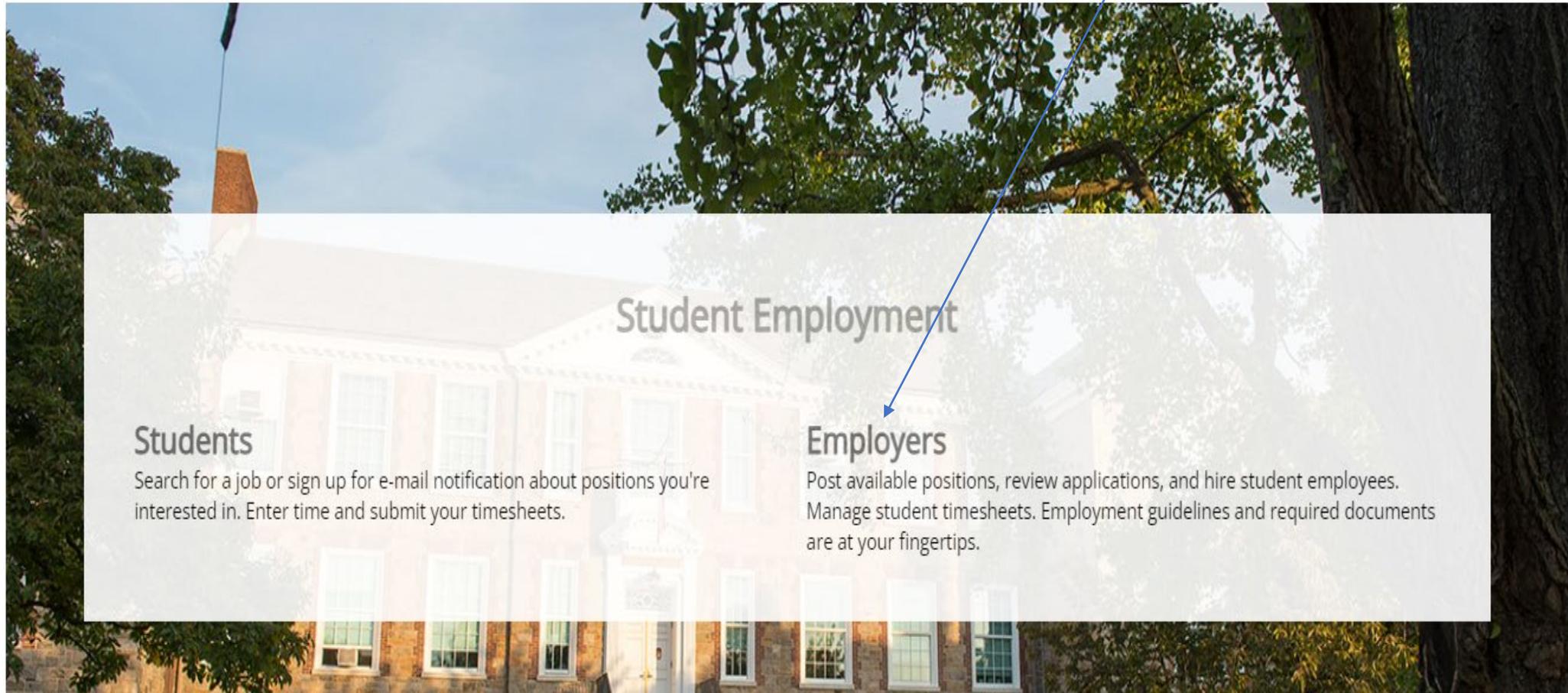
How to Post a Job





- Go to <https://iona.studentemployment.ngwebsolutions.com>

Welcome, Jennifer Connolly | [Logout](#)



Student Employment

Students

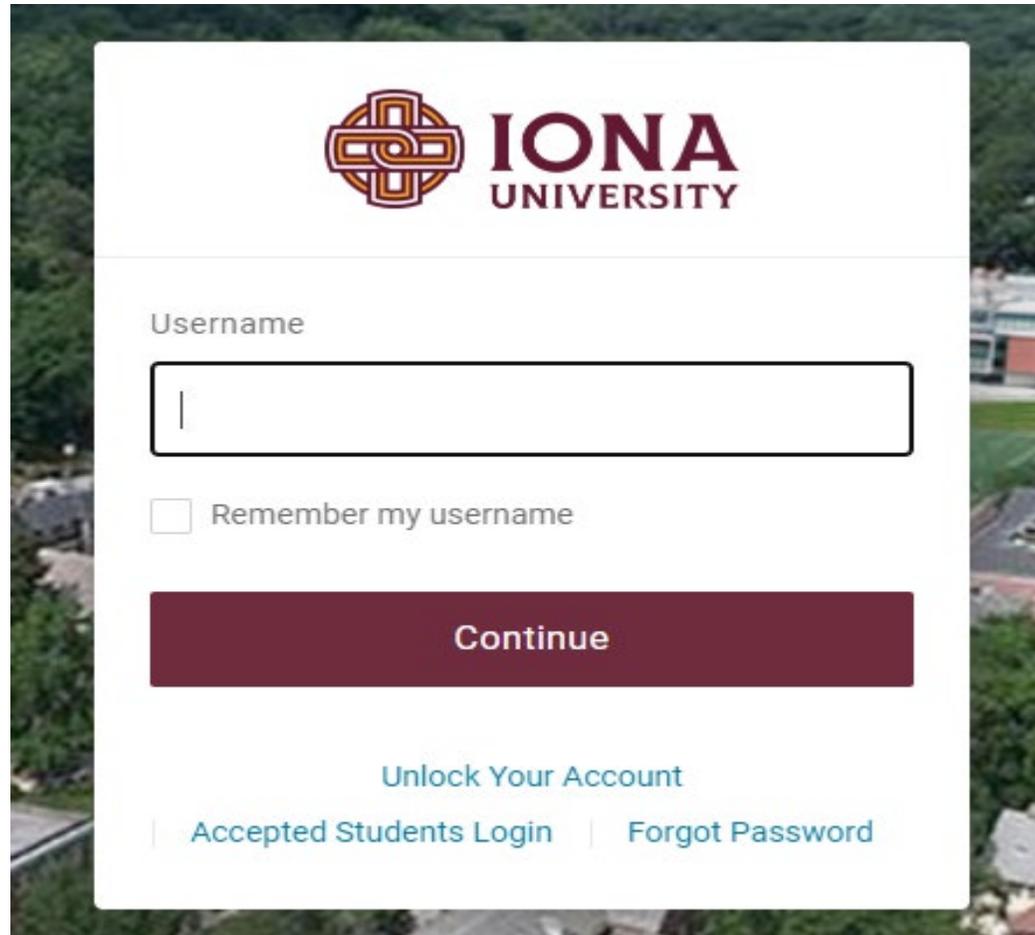
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

Employers

Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.



- Log in using your Iona Single Sign-On Access Information

A screenshot of the Iona University login page. The page features the Iona University logo and name at the top. Below the logo is a "Username" label and a text input field. Underneath the input field is a checkbox labeled "Remember my username". A large maroon button with the text "Continue" is positioned below the checkbox. At the bottom of the form, there are three links: "Unlock Your Account", "Accepted Students Login", and "Forgot Password". The background of the page is a blurred image of a campus building.

 **IONA**
UNIVERSITY

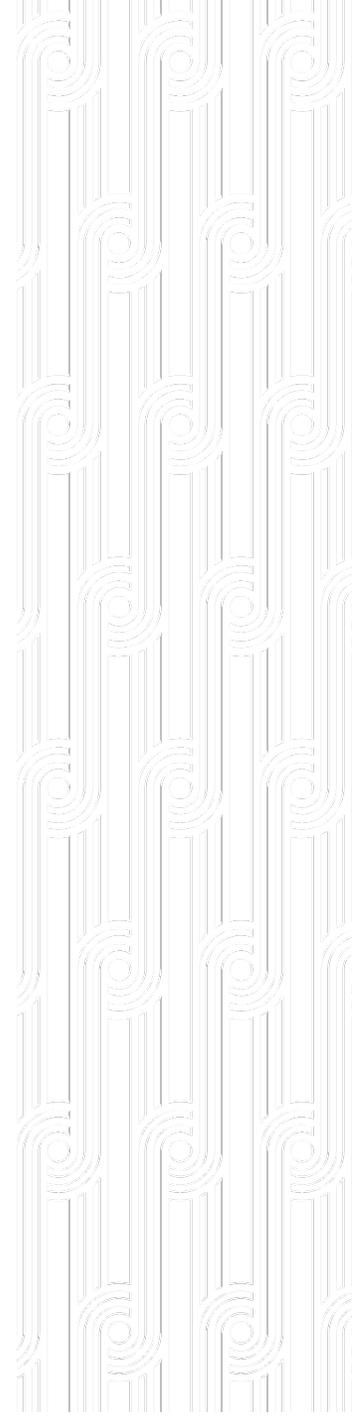
Username

Remember my username

[Continue](#)

[Unlock Your Account](#)

[Accepted Students Login](#) | [Forgot Password](#)





- **Click Job Management Login**

Home Employees Employers & Administrators

On-Campus Employer Home Page

Student Employment News

Welcome to the Student Employment website!

Forms and Information
General information about posting jobs, hiring, and access to all College student employment forms.

Suggestion Box
Send us your suggestions, ideas, or concerns!

Employer Tools

- Job Management Login**
Login to post jobs, hire students, and access student applications.
- Timesheet Management Login**
Login to view and manage student timesheets.
- Request a Login**
SFS has already created accounts for most supervisors on-campus. If you're new to the site, try logging in using the link above. If you are unsuccessful logging in, you may request a new account here.
- User's Guide [PDF]**
Download the Web site User's Guide.



- **Click Employer Name**

Welcome, Jennifer Connolly | [Logout](#)

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job | Search

Your Selections: [Reset](#)

Job Filters Applied:
Job Status: Show All

Job Filters

Employer Type: -
-- Show all Employer Types --

My Jobs: +

Employer Name: -
-- Show all Employers --

Job Status: -
 Listed Jobs (23)
 Pending Approval (0)

Job Actions:



-- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 25 of 713 | << < > >> |

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

Admissions (S3103)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|----------------------------|---------------|-------------------|-------------------------------|----------|---------|
| <input type="checkbox"/> 5241 | Gael Guide | Sara E Pallas | Campus Employment | 139 (139 New) | 03/15/22 | |

Athletic Department (S4300)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|-----------------------------------|------------|------------|-----------------------------|----------|---------|
| <input type="checkbox"/> 4204 | Athletics Various | Jack Trois | Work-Study | 61 (61 New) | 04/22/22 | |



Select Your Department



Go to Click Add a new job for your department



The screenshot shows a web browser window with a dropdown menu open. The menu lists various departments, with 'Student Financial Services (S3100)' highlighted. The background interface includes a navigation bar with 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. A message says 'please select an employer from the employer dropdown list the filters to the left.' There are search boxes and an 'Apply Action' button.

The screenshot shows the 'Add a new job for Student Financial Services (S3100)' button highlighted. Below it, there are 'Your Selections' and 'Job Filters' sections. The 'Job Filters' section includes 'Employer Type' (set to 'Student Financial Services (S3100)'), 'My Jobs' (+), 'Employer Name' (set to 'Student Financial Services (S3100)'), and 'Job Status' (set to 'Listed Jobs (4)'). The 'Job Actions' section includes 'Delete', 'Export', 'Print', and 'Email Supervisors'. Below this is a table of jobs:

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|------------------------------------|-------------------|------------|-----------------------------|----------|---------|
| <input type="checkbox"/> 4985 | Clerical Assistant | jasmine Anderson | Work-Study | 6 (6 New) | 08/08/18 | |
| <input type="checkbox"/> 5001 | helper | Jennifer Connolly | Work-Study | 0 (0 New) | 12/07/18 | |
| <input type="checkbox"/> 4911 | office | Jennifer Connolly | Work-Study | 0 (0 New) | 11/05/18 | |
| <input type="checkbox"/> 4072 | Office Assistant | Jennifer Connolly | Work-Study | 13 (11 New) | 07/17/18 | |



Choose Your Job Type

- students you will hire that will work under the Federal Work Study program, select Work-study
 - students you will hire that will be paid from your Department Budget, select Campus Employment
 - students who are Graduate level and will be hired as a Graduate Assistant to be paid from your Department Budget, select Graduate Assistant
- **you can post a graduate level position, that can be paid from Federal Work Study funds, for this you would select Work-Study and indicate in the job title/description that it is for work study eligible Graduate students****
- **In order to hire students that you wish to pay from your department budget as well as having a federal work study student population, you must post two jobs, one under work-study and one under campus employment****

Welcome, Jennifer Connolly | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Uploads](#) [Site Set up](#) [Content](#) [Help](#)

You are adding a brand new job to the web site. [i](#)

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

Please Choose a Job Type

Choose one...

- Choose one...
- Work-Study
- Campus Employment
- Graduate Assistant



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](#)

- Once you have made your selection, click "Go to Next Step"

Please Choose a Job Type

Choose one...

- Here you will fill in Job Category from the drop down Job Title, Job Description, Requirements

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](#)

Job Category ?

Job Title Example: Front Desk Receptionist

Job Description Please be as detailed as possible.

Job Requirements Please be as detailed as possible.

Choose one...

html ABC B I U



- Enter # of Available Openings. Start Date and End Dates are for a Fiscal Year. Jobs can start anytime after 07/01/20** but must have an end date no later than 06/30/20** of that fiscal year. Do not cross over Fiscal years.

- Please know that a Secondary Supervisor is required for each job posting; the Secondary must be a staff member who can monitor and attest to student work performance and attendance.

| | |
|--|---|
| Number of Available Openings | <input type="text"/> |
| Hours per Week | 5.0 ▼ to Same ▼ |
| Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small> | <input type="text"/> |
| End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small> | <input type="text"/> |
| Time Frame <small>«?»</small> | Choose one... ▼ |
| Pay Range: From <input type="text" value="\$15.00/hour"/> To <input type="text" value="\$15.00/hour"/> | |
| <small>If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.</small> | |
| Every job must have one primary contact person (the next question). It may also have any number of secondary contact people. | |
| Contact Person <small>«?»</small> | Choose one... ▼ |
| Secondary Contact People <small>«?»</small> | Ctrl + click to select multiple <input type="text" value="Select Some Options"/> * |
| Phone Number <small>Leave blank if you do not wish students to see this information.</small> | <input type="text"/> |
| Fax Number <small>Leave blank if you do not wish students to see this information.</small> | <input type="text"/> |
| Email Address <small>Leave blank if you do not wish students to see this information.</small> | <input type="text"/> |
| Location | <input type="text"/> |
| Do you wish to collect online applications for this job? <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| <input type="button" value="Submit"/> | |



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 - Student Financial Services (S3100) - n/a

Timer
01:59:29

General

| | | | |
|---|---|-------------------------------|--|
| First name | <input type="text"/> | * | |
| Middle name | <input type="text"/> | | |
| Last name | <input type="text"/> | * | |
| Email <i>Please use your institutional email address (if you have one)</i> | <input type="text"/> | * | |
| | | <i>*(re-enter to confirm)</i> | |
| Student ID | <input type="text"/> | * | |
| Resume | <input type="button" value="Choose File"/> No file chosen | | |

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
There were no questions found.

Welcome, Leandra Dominguez

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

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](#)

Student Financial Services (S3100) - jij

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?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

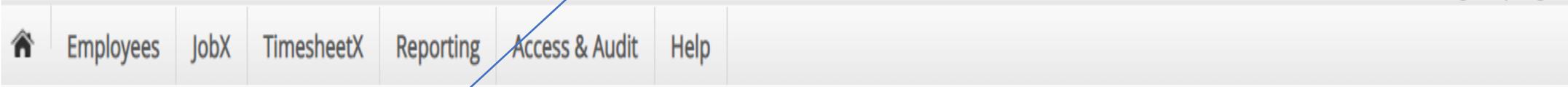
- This next page does not need to be completed to proceed, just Save Application.

- Here you will indicate when and for how long the job will be posted, as well as sending JobMail emails to students. Click Finish.



- **At this point your job has been submitted for review. Once reviewed, you will receive an email confirming it's posting to the site or a rejection if corrections need to be made.**

Welcome, Leandra Dominguez | [Logout](#)



Student Financial Services (S3100) - jjj

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)



How to Determine if a Student Has a Federal Work Study Award





- Click on TimesheetX, follow to Search Student Awards and Class Schedules.

Welcome, Leandra Dominguez | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Manage Job

Job Title

filing assistant

Additional details about this

» This job is currently in **Review Mode**.

» It is set to de-list 90 days after being listed.

| Job Title | Status | Job Type |
|------------------|-------------|------------|
| filing assistant | Review Mode | Work-Study |

Update Status

Listed Cannot list job because it has **0** openings.
Review Mode » **Current Status**
Storage » Click to change to

View Applicants

No applications have been submitted for this job.

Manage Application

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

Hire Student

You may not hire a student because this job has zero openings. You must first [edit the job](#) to increase the number of openings.

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

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



- Search by student name or student ID#. Click Find Students. Once student name appears, click on student's name.

Welcome, Leandra Dominguez | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Supervisor Employee Search Panel

Find Employees, Awards and Class Schedules:

First Name:

Last Name:

Employee Id:

Search Results:

Employees



- Here you can see if any student has a Federal Work Study award for the aid year, the Amount, and the remaining Balance. You will also see their class schedule for the term/year.

[Back to Search](#)

Display: Employee Information

Awards

| Award Name | Amount | Balance | Term |
|--------------------|------------|----------|--|
| College Work-Study | \$4,500.00 | \$723.00 | 2021-2022 Academic Year (07/01/2021 - 06/30/2022) |

Classes

Current Class Schedule

| Course Title | Start Date | End Date | Days | Start | End |
|--|------------|------------|---------|----------|----------|
| Computers, Tech. and Society (details) | 01/18/2022 | 05/13/2022 | M | 11:00 AM | 12:18 PM |
| Computers, Tech. and Society (details) | 01/18/2022 | 05/13/2022 | W | 11:00 AM | 12:18 PM |
| Economics of Money and Banking (details) | 08/31/2021 | 12/21/2021 | M W | 2:00 PM | 3:18 PM |
| General Biology 1 (details) | 08/31/2021 | 11/19/2021 | Tu Th F | 9:00 AM | 9:52 AM |
| General Biology 1 (details) | 08/31/2021 | 12/21/2021 | Tu | 1:00 PM | 3:52 PM |

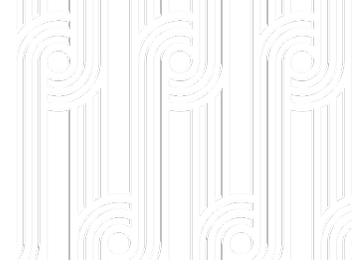


How to Hire an Applicant in NextGen





- Click on Job Management Login



On-Campus Employer Home Page

Student Employment News

Welcome to the Student Employment website!

Forms and Information

General information about posting jobs, hiring, and access to all College student employment forms.

Suggestion Box

Send us your suggestions, ideas, or concerns!

Employer Tools

Job Management Login

Login to post jobs, hire students, and access student applications.

Timesheet Management Login

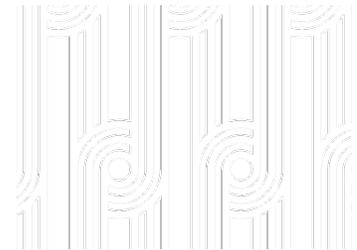
Login to view and manage student timesheets.

Request a Login

SFS has already created accounts for most supervisors on-campus. If you're new to the site, try logging in using the link above. If you are unsuccessful logging in, you may request a new account here.

User's Guide [PDF]

Download the Web site User's Guide.





Home Employees JobX TimesheetX Reporting Access & Audit Help

Add a new job for Student Financial Services (S3100) Leandra Dominguez Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Student Financial Services (S3100)

Job Filters

My Jobs: +

Job Status: -

Listed Jobs (1)

Pending Approval (0)

Review Mode (1)

Storage Mode (14)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 16 of 16

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

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|---------------------|-----------|------------|---------------------------|----------|---------|
| <input type="checkbox"/> 5340 | n/a | Test User | Work-Study | 0 (0 New) | 05/19/22 | |

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|--------------------------------------|-------------------|------------|-----------------------------|----------|---------|
| <input type="checkbox"/> 4072 | Office Assistant SFS | Jennifer Connolly | Work-Study | 13 (13 New) | 08/13/21 | |

Home Employees JobX TimesheetX Reporting Access & Audit Help

- Search for your jobs (enter your name and click Search) and you will get a listing of your jobs.

Home Employees JobX TimesheetX Reporting Access & Audit Help

Add a new job for Student Financial Services (S3100) Leandra Dominguez Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Student Financial Services (S3100)

Job Filters

My Jobs: +

Job Status: -

Listed Jobs (1)

Pending Approval (0)

Review Mode (1)

Storage Mode (14)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 16 of 16

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

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|---------------------|-----------|------------|---------------------------|----------|---------|
| <input type="checkbox"/> 5340 | n/a | Test User | Work-Study | 0 (0 New) | 05/19/22 | |

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|--------------------------------------|-------------------|------------|-----------------------------|----------|---------|
| <input type="checkbox"/> 4072 | Office Assistant SFS | Jennifer Connolly | Work-Study | 13 (13 New) | 08/13/21 | |

Home Employees JobX TimesheetX Reporting Access & Audit Help

- Select applications under App# to view the applicants for your job.



| | | | | | | | | Delete | Export Summary | Export Details | Print Summary | Print Details | Send Greeting | Reject Applicants | Email Applicants |
|--------------------------|----------------------|---------------------------|-----------|--------|------|----------|--------|--|----------------|----------------|------------------|----------------------------|---------------|-------------------|--|
| | | | | | | | | <input type="checkbox"/> Select/Deselect All | Show | 25 | results per page | 1 to 25 of 139 << < > >> | | | <input type="checkbox"/> Show Deleted? |
| | Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Preview | Actions | | | | | | |
| <input type="checkbox"/> | Nolan [redacted] | [redacted]@gaels.iona.edu | 5/4/2022 | Hired | P | | Resume | | Actions | | | | | | |
| <input type="checkbox"/> | Georgiana [redacted] | [redacted]@gaels.iona.edu | 4/21/2022 | New! | P | | | | Actions | | | | | | |
| <input type="checkbox"/> | Jason [redacted] | [redacted]@gaels.iona.edu | 4/21/2022 | Hired | P | | | | Actions | | | | | | |
| <input type="checkbox"/> | Eric [redacted] | [redacted]@gaels.iona.edu | 4/1/2022 | Hired | P | | | | Actions | | | | | | |
| <input type="checkbox"/> | Georgiana [redacted] | [redacted]@gaels.iona.edu | 3/31/2022 | New! | P | | | | Actions | | | | | | |
| <input type="checkbox"/> | Paulla [redacted] | [redacted]@gaels.iona.edu | 3/28/2022 | New! | P | | Resume | | Actions | | | | | | |
| <input type="checkbox"/> | Andrea [redacted] | [redacted]@gaels.iona.edu | 3/25/2022 | Hired | P | | | | Actions | | | | | | |

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

Review your applicants. Click on Action drop down to select Hire Applicant.

Student will be pre-selected for you on the next page.

Hire an on-line applicant

Hire a "walk-in" candidate. Type in candidate's info to the right.

Francis [redacted]

Bajram

Michael

Ismael

Briyan

Briyan

LeAnne

Bryant

Hire a candidate who did not apply on-line

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| First Name | M.I. | Last Name | Employee ID |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



- **Scroll to the bottom and proceed to Step 2.**

Tung T
 Geralo
 Rosari
 Rosari
 Jeremi
 Timoth
 Paulla
 Paulla
 Philip

Go to step 2

Welcome, Jennifer Connolly | [Logout](#)

[Home](#) | [Employees](#) | [JobX](#) | [TimesheetX](#) | [Reporting](#) | [Access & Audit](#) | [Uploads](#) | [Site Set up](#) | [Content](#) | [Help](#)

Fill Job Step 2: Verify Applicants

Student Validation Summary

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

| Student Info | | | |
|--------------|-------------|-----------|--------------------|
| First Name | Middle Name | Last Name | E-mail Address |
| Francis | | | se1@gaels.iona.edu |

Continue to next step

Cancel

- **Verify student information, Continue to Next Step.**



Step 3: Fill Out Hire Record Info

Job Title: Gael Guide

| | |
|--|---------------------------|
| First Name | Francis |
| Middle Name | |
| Last Name | [Redacted] |
| E-mail Address | [Redacted]@gaels.iona.edu |
| Wage | 15.00 |
| Hours Per Week | 5.0 |
| Please review the start and end dates and be sure they are the correct dates for the employment period for this student. | |
| Employment Start Date | 07-01-2021 |
| Employment End Date | 06-30-2022 |
| Notes | |

| | |
|-----------------------|--|
| Classification | Federal Work Study |
| Primary Supervisor | Test User |
| Secondary Supervisors | Ctrl + click to select multiple Jennifer Connolly ✕ * |

Create Hire

- Complete required fields

Classification, Primary, Secondary

Supervisors. Other fields should

be prefilled.

- Click Create Hire.





- You have now hired the student. Human Resources will contact the applicant to complete On-boarding if required. Please know this is the first step in hiring a student worker. The student must complete On-Boarding if a new hire (*On-boarding is not required for re-hires.*) A confirmation email from Student Financial Services will be sent to the student and supervisor once the student is officially hired by the University. Only after this confirmation email is received the student is then permitted to begin work.

Welcome, Jennifer Connolly | [Logout](#)

| | | | | | | | | | |
|----------------------|---------------------------|----------------------|----------------------------|---------------------------|------------------------------------|-------------------------|-----------------------------|-------------------------|----------------------|
| Home | Employees | JobX | TimesheetX | Reporting | Access & Audit | Uploads | Site Set up | Content | Help |
|----------------------|---------------------------|----------------------|----------------------------|---------------------------|------------------------------------|-------------------------|-----------------------------|-------------------------|----------------------|

Hire Confirmation

You have successfully submitted a hiring request for Francis [redacted]

- [Return to Job Control Panel](#)



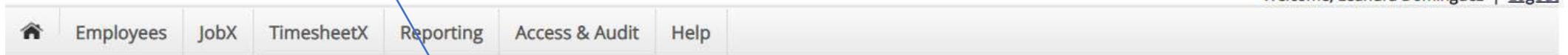
How to Approve a Student Timesheet in NextGen





- Click on TimesheetX Employer Home (To Do Items)

Welcome, Leandra Dominguez | [Logout](#)



- TimesheetX Employer Home (To Do Items)
- Manage TimesheetX Jobs
- Timesheet Control Panel
- Search Student Awards and Class Schedules

Student Employment

Students

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

Employers

Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.



- Here you will scroll down to find your student workers, which are in date order from oldest to newest.
- Once you find your student, for the current timesheet, click on the student's name.

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status **Date Range**

Returned To Supervisor (0)
 Incomplete By Supervisor (1) **Filter by employee**
 Delinquent Timesheets (3) First Name
 Resubmitted By Student (0) Last Name
 Pending Approval (0)

Select All / De-Select All Show results per page to 4 of 4 | << < > >> |

Timesheet Status: Incomplete by Supervisor

Iona Bi-Weekly Pay Schedule: 05/08/2022 - 05/21/2022

| <input type="checkbox"/> | Name | Job | Total | Supervisor Deadline | Last Modified | |
|--------------------------|---------------------------------|------------------|-----------|---------------------|--------------------|--|
| <input type="checkbox"/> | [Redacted Name] | filing assistant | HRS 4 hrs | 5/21/2022 11:59 PM | 5/25/2022 11:15 AM | |



- Here you will see their time entries for review. You have the option to edit or delete the entries listed, and you can add a new entry here as well.
- Click Approve to approve the student's timesheet

welcome, j...

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Manage Time Sheet

Student
Job Title [filing_assistant](#)
Status Incomplete
Pay Period 05/08/2022 - 05/21/2022
Deadline **May 21, 2022 11:59 PM**

| Time Sheet Entries | | | | | | | | |
|---------------------------------|----------|---------|----------|-------|-------|----------------------|------------------------|--|
| Date | Pay Code | Start | End | Break | Total | Edit | Delete | |
| Sunday, May 08 | HRS | 8:00 AM | 12:00 PM | -- | 4 hrs | Edit | Delete | |
| » Add New Entry | | | | | | | | |
| Total: | | | | | HRS | 4 hrs | | |

Class Schedule



- You have approved the student timesheet. To approve additional student timesheets, click **Go To My To Do List.**

Welcome, Jennifer Connolly | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Uploads](#) [Site Set up](#) [Content](#) [Help](#)

Timesheet Approved

The time sheet has been approved.

[Go to my To-Do list »](#)

[Go to my Control Panel »](#)

[Return to this time sheet »](#)



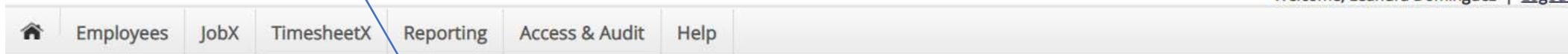
How to Start a Student Timesheet in NextGen





- Click on TimesheetX Employer Home (To Do Items)

Welcome, Leandra Dominguez | [Logout](#)



- TimesheetX Employer Home (To Do Items)
- Manage TimesheetX Jobs
- Timesheet Control Panel
- Search Student Awards and Class Schedules

Student Employment

Students

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

Employers

Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.



- This student never started her timesheet. Click on the student's name.
- Be sure you are selecting the current timesheet; past timesheets cannot be accessed and will not produce a student paycheck.

Filter by timesheet status

Date Range

Returned To Supervisor (0)

Incomplete By Supervisor (0)

Delinquent Timesheets (15)

Resubmitted By Student (0)

Pending Approval (0)

Filter by employee

First Name

Last Name

Select All / De-Select All

Show results per page

to 15 of 15 | << < > >>

Timesheet Status: Delinquent

Iona Bi-Weekly Pay Schedule: June 24 - July 7, 2018

| Name | Job | Hours | Break Mins | Employee Deadline | Last Modified |
|---------------------------------|------------------|-------|------------|-------------------|---------------|
| <input type="checkbox"/> Ashley | Office Assistant | | | 7/7/2018 5:00 PM | Never Started |

Iona Bi-Weekly Pay Schedule: July 8 - July 21, 2018

| Name | Job | Hours | Break Mins | Employee Deadline | Last Modified |
|---------------------------------|------------------|-------|------------|-------------------|---------------|
| <input type="checkbox"/> Ashley | Office Assistant | | | 7/21/2018 5:00 PM | Never Started |

2:39 PM
2/5/2019



Hire Details

| Student | Cost Center | Job Title |
|-----------------------------------|------------------------------------|------------------|
| [redacted] | Student Financial Services (S3100) | filing assistant |
| Current Status | | |
| ACTIVE [change] | | |

- Hire Details
- Edit Hire Details
- Time Sheets
- Wage Breakdowns
- Accruals
- Hire Notes

Hire Instance Details

| | |
|-----------------------|------------------------------------|
| TimesheetX Hire ID | 34468 |
| Status | Active |
| Student Name | [redacted] |
| Student ID | 0768426 |
| Job | filing assistant |
| Cost Center | Student Financial Services (S3100) |
| Wage | \$15.00 |
| Start Date | Friday, April 01, 2022 |
| End Date | Thursday, June 30, 2022 |
| Pay Schedule | Iona Bi-Weekly Pay Schedule |
| Classification | Federal Work Study |
| Primary Supervisor | Leandra Dominguez |
| Secondary Supervisors | Mary Grant |

Hire Details

| Student | Cost Center | Job Title |
|-----------------------------------|------------------------------------|------------------|
| [redacted] | Student Financial Services (S3100) | filing assistant |
| Current Status | | |
| ACTIVE [change] | | |

- Hire Details
- Edit Hire Details
- Time Sheets
- Wage Breakdowns
- Accruals
- Hire Notes

Time Sheets for Job: *filing assistant*

| Status | Pay Period | Actual Earnings | Accruals | Time Sheet | | | | | | | | |
|---------------------|---|---|-------------|----------------------------------|-------|------|---------------------|---------|-------|-------|--|----------------------------------|
| ✘ | 05/22/2022 - 06/04/2022 Sunday, May 22 - Saturday, June 04, 2022 | | | Start time sheet | | | | | | | | |
| 📅 | 05/08/2022 - 05/21/2022 Sunday, May 08 - Saturday, May 21, 2022 | <table border="1"><thead><tr><th>Description</th><th>Total</th><th>Hours</th><th>Rate</th></tr></thead><tbody><tr><td>HRS - Regular Hours</td><td>\$60.00</td><td>4.00*</td><td>15.00</td></tr></tbody></table> | Description | Total | Hours | Rate | HRS - Regular Hours | \$60.00 | 4.00* | 15.00 | | Go to time sheet |
| Description | Total | Hours | Rate | | | | | | | | | |
| HRS - Regular Hours | \$60.00 | 4.00* | 15.00 | | | | | | | | | |

* Estimated value - time sheet not yet finalized

Once in student record, go to Time Sheets.

Click Start Time Sheet



- You will get a warning message, click OK to proceed
- Once you take possession of a student's timesheet, they will no longer be able to access it to edit it so it will be your responsibility to enter all hours for that student for that pay period. Be sure to only take possession if the student has not completed the timesheet by the deadline.
- Click on Add New Entry to begin

The screenshot shows a web browser window with the URL `iona.studentemployment.ngwebsolutions.com/Tsx_ManageHire.aspx?Hild=34468&vt=ts`. The page header features the Iona University logo and navigation tabs: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. A warning dialog box is displayed in the foreground, containing the following text:

iona.studentemployment.ngwebsolutions.com says
WARNING:
You are about to start a student's time sheet. You are taking possession of the time sheet and the student will no longer have access to it.
If you wish to complete the time sheet for the student, then click OK to continue. If not, please click Cancel.

The dialog box has two buttons: **OK** and **Cancel**. A blue arrow points from the text "click OK to proceed" in the list to the OK button.

Below the dialog box, the "Manage Time Sheet" section is visible, showing the following details:

- Student: [Redacted]
- Job Title: [filing assistant](#)
- Status: Incomplete
- Pay Period: 05/22/2022 - 06/04/2022
- Deadline: June 4, 2022 11:59 PM

Below the details is a table titled "Time Sheet Entries":

| Date | Pay Code | Start | End | Break | Total | Edit | Delete |
|---|----------|-------|-----|-------|-------|------|--------|
| There are no entries to display. | | | | | | | |
| » Click to dismiss time sheet if no hours will be worked for this pay period. | | | | | | | |
| » Add New Entry | | | | | | | |

A blue arrow points from the text "Click on Add New Entry to begin" in the list to the "Add New Entry" link in the table.

At the bottom of the page, there is a "Class Schedule" section.



Manage Time Sheet

[\[Print Time Sheet \]](#)

Student [Redacted]
Job Title [filing.assistant](#)
Status Incomplete
Pay Period 05/22/2022 - 06/04/2022
Deadline June 4, 2022 11:59 PM

| Time Sheet Entries | | | | | | | |
|---------------------------------|----------|----------|---------|--|---------------------------------------|-------------------------------------|------------------------|
| Date | Pay Code | Start | End | Break | Total | Edit | Delete |
| Wednesday, May 25 | HRS | 10:00 AM | 2:00 PM | -- | 4 hrs | Edit | Delete |
| » Add New Entry | | | | | | | |
| Total: | | | | | HRS | 4 hrs | |
| | | | | <input type="button" value="Approve"/> | <input type="button" value="Reject"/> | <input type="button" value="Lock"/> | |

- Enter Date, Start & End times, any and breaks taken. Proceed to Add New Entry for all days worked during that pay period. Once completed, Click Approve.

Class Schedule

Manage Time Sheet

[\[Print Time Sheet \]](#)

Student [Redacted]
Job Title [filing.assistant](#)
Status Incomplete
Pay Period 05/22/2022 - 06/04/2022
Deadline June 4, 2022 11:59 PM

| Time Sheet Entries | | | | | | | |
|---|----------|-------|-----|-------|-------|------|--------|
| Date | Pay Code | Start | End | Break | Total | Edit | Delete |
| There are no entries to display. | | | | | | | |
| » Click to dismiss time sheet if no hours will be worked for this pay period. | | | | | | | |
| » Add New Entry | | | | | | | |

Class Schedule

- You can also Dismiss a student timesheet here for students if they have no hours to enter for that pay period.



How To Remove a Job From Storage in NextGen





- Click on JobX Home (Job Control Panel)

Welcome, Jennifer Connolly | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

JobX Home (Job Control Panel)
Find JobX Users
Admin Find Jobs
Approve JobX Hire Requests
Edit Default Job Applications
Manage Quick Job Searches
Submit Simple Hire Request?
JobX Statistics
Review JLD Data
Contact JLD Users

Student Employment

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets.

Employers

Post available positions, review applications, and hire student employees. Manage student timesheets. Employment guidelines and required documents are at your fingertips.



- Search your name to find your jobs

Welcome, Leandra Dominguez | Logout

Add a new job for Student Financial Services (S3100)

Leandra Dominguez

Search

Your Selections: [Reset](#)
Job Filters Applied:
Employer: Student Financial Services (S3100)

Job Filters

My Jobs: +

Job Status: -

- Listed Jobs (1)
- Pending Approval (0)
- Review Mode (1)
- Storage Mode (14)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show results per page to 16 of 16 |<< < > >>|

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

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|---------------------|-----------|------------|---------------------------|----------|---------|
| <input type="checkbox"/> 5340 | n/a | Test User | Work-Study | 0 (0 New) | 05/19/22 | |

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|--------------------------------------|-------------------|------------|-----------------------------|----------|---------|
| <input type="checkbox"/> 4072 | Office Assistant SFS | Jennifer Connolly | Work-Study | 13 (13 New) | 08/13/21 | |



- Click on selected jobs in Storage you wish to repost

Welcome, Leandra Dominguez | [Logout](#)

Home Employees JobX TimesheetX Reporting Access & Audit Help

Add a new job for Student Financial Services (S3100) Leandra Dominguez Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Student Financial Services (S3100)
Search String: Leandra Dominguez

Job Filters

My Jobs: +

Job Status: -

- Listed Jobs (1)
- Pending Approval (0)
- Review Mode (1)
- Storage Mode (14)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 1 of 1

STORAGE – Jobs NOT Currently Listed with NO Applicant Data

Student Financial Services (S3100)

| Ref # | Title | Contact | Job Type | App # | Listed | Actions |
|-------------------------------|-------|-------------------|------------|---------------------------|--------|---------|
| <input type="checkbox"/> 5341 | jjj | Leandra Dominguez | Work-Study | 0 (0 New) | | |



- **Click Edit this Job**

[Click here to \[Delete\] this job](#)

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

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

| | |
|--------------------------------|------------------------------------|
| jjj | |
| Job ID | 5341 |
| Job Type | Work-Study |
| Employer | Student Financial Services (S3100) |
| Job Category | Clerical-Office Asst. |
| Job Description | jjj |
| Job Requirements | jjj |
| Available Openings | 0 |
| Hours | 5.0 hours per week |
| Compensation | \$15.00/hour |
| Wage Notes | |
| Time Frame | Academic Year |
| Start Date | Thursday, May 19, 2022 |
| End Date | Friday, May 20, 2022 |
| Primary Contact | Leandra Dominguez |
| Primary Contact's Email | ldominguez@iona.edu |
| Phone Number | 19146332441 |
| Fax Number | |
| Work Location | |



- ****All jobs in Storage have 0 Openings, you MUST edit the job to list a # of Openings above 0 or the job will never list****
- **Edit the # of Openings, description, wage, supervisors, etc., anything that has changed since the job was previously listed. Start and End date must not cross fiscal years. (7/1/****-6/30/****)**
- **Be sure to select a Secondary Supervisor**
- **Click Submit**

| | |
|--|---|
| Number of Available Openings | <input type="text" value="20"/> |
| Hours per Week | <input type="text" value="5.0"/> to <input type="text" value="5.0"/> |
| Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small> | <input type="text" value="04/01/2022"/> |
| End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small> | <input type="text" value="06/30/2022"/> |
| Time Frame «?» | <input type="text" value="Academic Year"/> |
| Pay Range: From <input type="text" value="\$15.00/hour"/> To <input type="text" value="\$15.00/hour"/> | <small>If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.</small> |
| Every job must have one primary contact person (the next question). It may also have any number of secondary contact people. | |
| Contact Person «?» | <input type="text" value="Leandra Dominguez"/> |
| Secondary Contact People «?» | <small>Ctrl + click to select multiple</small> <input type="text" value="Mary Grant"/> |
| Phone Number <small>Leave blank if you do not wish students to see this information.</small> | <input type="text" value="19146332441"/> |
| Fax Number <small>Leave blank if you do not wish students to see this information.</small> | <input type="text"/> |
| Email Address <small>Leave blank if you do not wish students to see this information.</small> | <input type="text" value="ldominguez@iona.edu"/> |
| Location | <input type="text"/> |
| <input type="button" value="Submit"/> | |



Update Job Status

[\[Return to Manage Job Page\]](#)

| Job Title | Employer | Current Status |
|------------------|------------------------------------|----------------|
| filing assistant | Student Financial Services (S3100) | Storage |

[\[Click here to choose a different status\]](#)

List this job on the site

From the list below, you can choose to list this job on the site right now, or at a future date.

Right Now ▼

Please select whether JobMail should be sent for this job when it is listed:

NOTE: JobMail has already been sent for this job. It is recommended that you do not send it again unless there have been significant changes to the job.

Yes, send JobMail when this job is listed.

No, do not send JobMail when this job is listed

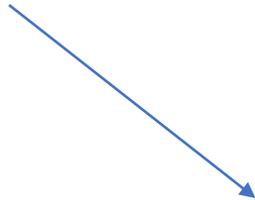
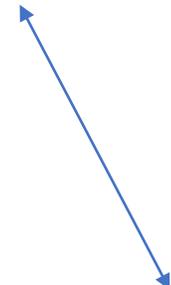
Choose the length of time the job should be listed on the site:

Until I close the job ▼

Save Changes

- Review your listing start date and for how long you want it available on the site for application.

- Click Save Changes.





- **Your job has been sent over for Administrative review/approval. Once reviewed, you will receive an email confirming it's posting to the site or a rejection if corrections need to be made.**

Welcome, Leandra Dominguez | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Student Financial Services (S3100) - jjj

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

Questions regarding NextGen

- Jennifer Connolly, Student Financial Services
jconnolly@iona.edu
- Andrew Katz, Student Financial Services
akatz@iona.edu
 - NextGen Access
 - Job Postings
 - Timesheets
 - Federal Work Study

Questions regarding Paycom

- Lucia Pacifico, HR
lpacifico@iona.edu
 - On Boarding
 - Direct Deposit
 - Taxes
 - Pay stubs
 - W2's