EMPLOYER USER GUIDE

Getting Started

The Office of Human Resources Management is pleased to announce the arrival of new web-based services to help departments (employers) and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

▸ Features for Employers

- *Post jobs*: build online applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for review
- *Review applications:* receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email students
- *Hire students online*: automatically check I-9 status; submit job hiring requests; process University hiring paperwork online
- *Manage old jobs:* store lists of students interested in job postings; save job postings for re-use

▸ Features for Students

- *Search for jobs*: use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University's student employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Complete paperwork*: download I-9/W-4 forms; contact the Human Resources Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons: ⓘ «?»

The instructions contained in this document will explain step-by-step procedures for both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to the site Administrator at studentemployment@uamail.albany.edu.

To begin using the website you may go directly to https://albanyhr.studentemployment.ngwebsolutions.com. You may wish to bookmark the On-Campus Employers Homepage, or the Login page.

Request Log-In Permission

Students will access the site via a link on MyUAlbany without logging in, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

1 ▸ Point your browser to <u>https://albanyhr.studentemployment.ngwebsolutions.com</u>

2 ▸ Click <u>On-Campus Employers</u> from the left-side navigation bar.

.   **3 ▸** Click <u>Request Log-In Permission</u> from the left-side navigation bar.

4 ▸ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters.   This information is simply to help an administrator identify you.

If you administer jobs for more than one employer (department) or if your employer is not listed, please write that in the *Notes* space. You will also need to indicate the funding account you will be using for your student hires so we can ensure we have it in our database.   Feel free to add any additional notes there as well.

When finished, click *Submit.*

6 ▸ The application process is complete, but YOU DO NOT YET HAVE ACCESS to the site. The administrator will review your information, and upon approval, you will receive a confirmation email with additional instructions.

Log In

You will receive an email from a Student Employment administrator once your account has been approved. In order to access any employer function of the website, you must log in.

1 ▸ Point your browser to https://albanyhr.studentemployment.ngwebsolutions.com

2 ▸ Click <u>On-Campus Employers</u> from the left-side navigation bar.

3 ▸ Click <u>Log in</u> from the left-side navigation bar.

4 ▸ Enter your university email address and the password you selected when applying for log-in permission, then click *Log in.*

Please Log In!

Email Address	chad@foresitesolutions.com
Password	

Log in

You are required to log-in to use the system.
Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use only information that I need in the performance of my employment duties.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to post jobs by clicking <u>here</u>.

Help! I forgot my password! click here

In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click <u>Log out</u> from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.

My Control Panel

Once you have logged in, you can access *My Control Panel.* On this page you can perform nearly all tasks related to your jobs.

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the *Filter Employers* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown above, Test Supervisor, is assigned to one employer, the Student Employment Office.

Next to the *Filter Employers* drop-down, you can also select whether to view only *"My" Jobs* or all jobs within the selected employer(s). *"My" Jobs* only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

Choose Jobs to View:

☐ View Listed Jobs (Jobs: 4) «?»

☐ View Jobs Pending Approval (Jobs: 0) «?»

☐ View Jobs in Review Mode (Jobs: 5) «?»

☐ View Jobs in Storage Mode (Jobs: 0) «?»

Some users who manage a lot of jobs may also see the *Choose Jobs to View* options on their screen.

Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.

Listed, *Pending Approval*, *Review*, and *Storage...*

What do all these terms mean?

A job's status is defined in one of four ways:

- *Listed* – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.

- *Pending Approval* – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed.* Any change made to the job prior to its approval must be resubmitted to an administrator.

- *Review* – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval.

- *Storage* – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.

Create a New Job

Creating a new job is a three-step process. Whether you ultimately post your job on the website or you are hiring a student you've already selected, you must create the job in the system before you can process the on-line hire. First you create the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To create a job, follow these directions:

1 ▸ From *My Control Panel*, click <u>Add a new job for [Employer Name]</u>. The Job Profile form will open for you.

> **NOTE**: If you are assigned to more than one employer, you must first select an employer from the *Filter Employer* pull-down menu, and then the <u>Add a job</u> link will appear. If you are assigned to only one employer, this link will already be visible.

2 ▸ Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

Job Title – Give a specific job title, e.g. "Beaker Cleaner."

Job Description – Describe the job and set proper expectations for the work you intend for the student.

Job Requirements – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.

Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

Hours per Week – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours you need help.

Start/End Date/Time frame – Indicate to students when you need help. Start/End Date provides specificity for the timeframe selected and population the hire request. Students search by time frame.

2 ▸ (continued)

Wage – Select a wage that is most appropriate to the job. Must be within the indicated range.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

Secondary Contact Person - If there are other people in your department whom students may contact if they have questions about the job, indicate so here by selecting one or more names and <u>Add</u>ing them to the list. Secondary contact people will also receive notification email if a student applies to the job online.

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students.

**Commentswhen requesting a Job – If you do not want your position posted on the website, type "Review Mode" here and upon approval your job will be placed in review mode and ready for your hire.

3 ▸ Click *Submit*. The *Review Job Application* page will load.

Time Frame	Choose one... ▾
This displays on Job Posting to student.	
Base pay rate:	Choose one: ▾

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

| **Contact Person** «?» | Choose one... ▾ |

| **Secondary Contact People** «?» | Available: Chad Billmyer, Denise Szelest, HR Administrator, Michael On-Campus, Off-Campus User | Add >>> / <<< Remove | Selected: |

Please use the remaining questions on this form to indicate how students should contact you (or the contact person) regarding this job. For phone, fax, email address and work location, leave the field blank if do not wish that information to be available to students.

Phone Number
Leave blank if you do not wish students to see this information.

Fax Number
Leave blank if you do not wish students to see this information.

Email Address
Leave blank if you do not wish students to see this information.

Location

Submit

4 ▸ Review the job application, then click the <u>Finished</u> button at the top or bottom of the page.

> NOTE: The information with gray backgrounds is required of all students and will be automatically when the student logs in through MyUAlbany.

Pending Job Application - Biology Department - Beaker Cleaner

If you are ready: [Click Here when finished]

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name

[   ] *

2. Middle Name

[   ]

3. Last Name

[   ] *

4. Email Address

[   ] *

5. Student ID

[   ] *

Insert: [New Element: Single Line ▼] [Insert]

[Click Here when finished]

A standard application has been developed by the Human Resources Management Office. Some of the questions on the standard application will not apply to your job and therefore should be deleted. To delete a question, click Delete before the question. You will receive a message confirming your deletion of the question. You also have the ability to edit existing questions, or add new ones.

5 ▶ The final step in the job creation process confirms what will be done with your job after it is submitted. Answer the questions, then click <u>Click here to finish!</u> Explanations of the questions are provided below.

> NOTE: Depending on your permission level, some of the following questions may not appear.

Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission AND you edited the application.

  1. When do you want the job and application to be reviewed for approval?
     [As soon as possible   ▾]

  2. Do you want the job listed immediately after it is approved?
     [Yes, immediately   ▾]

  3. Do you want JobMail to be sent when the job is listed?
     [Yes, send JobMail   ▾]

  4. For how many days do you want the job to be listed on the site?
     [Until I close the job ▾]

When all the above information looks correct... [Click here to finish!]

- *Question 1* – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.

- *Question 2* – (Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval. **If you indicated "Review Mode" in the comments section of the Job Profile, we will disregard any answer to this question.

- *Question 3* – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted. JobMail is a service provided by the site where students can be emailed every time a job is posted that meets the requirements they have selected.

- *Question 4* – (Until I Close; XX Days) The job will be set to automatically close after a certain number of days (4 weeks is default). The maximum number of days that the job can remain open is 100. You can remove a job posting from the website at any time. This setting prevents jobs from remaining posted indefinitely. You will receive an email prior to your job being automatically de-listed.

6 ▶ Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting <u>View Jobs Pending Approval</u> from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting <u>Edit Job</u>.

Choose Jobs to View:

☐ View Listed Jobs (Jobs: 22) <u>«?»</u>

☑ View Jobs Pending Approval (Jobs: 1) <u>«?»</u>

:: Jobs which are pending approval

Biology Department

| Ref# 698 | Beaker Cleaner | <u>Edit Job</u> | <u>Manage Job</u> |

Review Student Applications

If you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *My Control Panel.*

1 ▸ From *My Control Panel,* your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click <u>View Applicants</u>.

> NOTE: Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

:: CURRENTLY LISTED JOBS				
Ref# 3997	Andrew's Job	Manage Job	View Applicants (1) **{1 New}**	Listed: 6/26/2007
Ref# 4003	Office Assistant	Manage Job	View Applicants (0)	Listed: 7/1/2007

2 ▸ Each row of the table provides functionality for one particular job. Click <u>View Applicants</u> next to the job for which you want to review applications. A new page will load, and a screen similar to the following will display:

Applications								
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	🚩
New!	06-19-2007	Student	Test	mtalis@gmail.com	Preview	View	Hire	🏳
New!	06-19-2007	Kearns	Peter	pakman2878@yahoo.com	Preview	View	Hired	🏳
New!	06-19-2007	Student	Test	speplowski@uamail.albany.edu	Preview	View	Hired	🏳

3 ▸ Applications are initially displayed in descending order by date/time. New applications are designated by "New!" in the left-hand column. Click one of the column headings, such as *Last Name*, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.

4 ▸ Click either <u>Preview</u> or <u>View</u> next to the application you wish to review. Both links will display the application in exactly the same manner except that <u>Preview</u> will not eliminate the "New!" designation. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

After clicking <u>Preview</u>/<u>View</u>, the student's application will appear:

1. **First Name**
Test

2. **Middle Name**

3. **Last Name**
Student

4. **E-mail Address**
speplowski@uamail.albany.edu

5. **Student ID**
speplowski@uamail.albany.edu

6. **What days can you work?**
Monday

7. **Are you willing to work on the Downtown Campus?**
No

8. **Are you willing to work on the East Campus?**
No

9. **Briefly describe your prior work experience, if any.**

10. **Can you work evenings?**
No

11. **Is your schedule flexible?**

12. **What computer software are you familiar with?**

5 ▸ Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will.

▶ Click Send when you have completed the form. A

confirmation email, including a list of recipients and the body of your message, will be sent to the *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the *From* address.

Hire a Student

If you already know the student you wish to hire or after you have finished interviewing for your job, you must begin the University hiring process through the Student Employment website. The website allows you to hire students who have applied online or as a "walk-in" for known students. Under the Payroll Information link you will find a link to the *Student Employee Data Collection form* that can be printed and used to collect data that will be required to complete the hire process.

1 ▸ To begin the process, click <u>Hire a Student</u> from any number of locations:
- *My Control Panel*
- *Manage Job (to hire student who did not apply on-line)*
- *View Applicants (to hire from on-line applications)*

A page similar to the following will display:

Fill the job: "daycare teacher"

There is **one** opening for this position. Please choose an on-line applicant or type in the name of student to hire.

The following students filled out an on-line application and have already been hired for this job:
Peter TEST TEST TEST Kearns,
Test Student

Hire an on-line applicant	Hire a candidate who did not apply on-line			
○ Hire a "walk-in" candidate. Type in candidate's info to the right. ⊙ Test A Student	First Name	M.I.	Last Name	Student Id

Go to step 2

2 ▸ Select the student(s) you wish to hire from on-line applications or fill in the Student Id of your hire (note if using name – it must exactly match what's in the database), then click <u>Go to Step 2</u>. (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) If the system does not find a match for the student you entered, try using only their Student Id. Note: to be eligible to be hired, the student must be registered for classes (see Student Assistant Policies on the Homepage).

The hire candidate could not be immediately verified. Below you will find a list of possible matches for the info provided. Select the correct student and continue to Step 3.

Possible Matches

- ⊙ Test3 Student
- ○ Test4 Student
- ○ Fake Student
- ○ Reed Student
- ○ Hire Student
- ○ HR TEST STUDENT
- ○ Test Student
- ○ Test A Student
- ○ Ualbany Student

3 ▸ Only one student will appear if choosing from on-line applications. Click <u>Select Student</u>. Next I-9 validation will appear.

Student Validation Summary

I-9 Status:	*I-9 is on file* This student has completed an I-9 and can begin working.

Student Info

First Name	Middle Name	Last Name	E-mail Address
Test		**Morrison**	**test@morrison.com**

4 ▸ Review the validation results returned by the system. If the student does not have an I-9 on file, they can be hired but can not begin working until it has been completed. Go to the next step by clicking <u>Continue</u>.

Step 3: Fill Out Hire Record Info

First Name	**Reed**
Middle Name	
Last Name	**Student**
E-mail Address	**sample**
Wage	7.28
Hours Per Week	10.0
Please review the start and end dates and be sure they are the correct dates for the employment period for this student. **Standard Appointment Dates for 2007-08:** **Academic Year: 08/23/07 – 05/14/08** **Fall: 08/23/07 – 01/09/08** **Spring: 01/10/08 – 05/14/08**	
Employment Start Date mm/dd/yyyy	08-23-2007
Employment End Date mm/dd/yyyy	05-14-2008
Account	Test Account
Notes If the applicable account is not listed above, please make note of it here.	Notes
Home Address	1400 Washington Ave Albany, NY 12222
Soc Sec# Write 'none' if not received yet.	111-22-3333
Country of Citizenship	USA
Date of Birth MM/DD/YY	03/16/1987

Submit Hire Record | Submit a JobX hire request.

5 ▸ The above screen confirms information gathered from your initial job posting and the student's application. Verify populated fields are correct or edit. Then you <u>must</u> add Account, student's Home Address, Social Security#, Country of Citizenship, and Date of Birth, then click <u>Submit Hire Record</u>. You may wish to screen print this page before submitting. This is the hiring info that will be submitted for approval.

If the account number you wish to use is not on the drop down, indicate it in the notes section. We loaded all accounts from PeopleSoft into the Student Employment database. If there are accounts for your department listed that are not appropriate for Student Assistant hires, send us an email and we can delete them.

6 ▸ The system will confirm that your job request has been submitted, and depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

Close the Job	This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. **However**, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example. You **will** have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	Use this option is you are not positive that you are ready to close the job, but also don't want to re-list the job immediatly. This way, if you need to in the near future, you can re-list the job at any time **with** the current set of job applications and listing information still saved.

After selecting one of the three options, you have completed the hiring process!

Payroll will receive the hire information electronically. If the hire request is complete, you will receive an email that your hire has been approved. Reminder: if the student's I-9 is not on file, they should NOT begin working.

Payroll Information and forms:
Important payroll information and forms can be found under the Payroll Information link on the left side of the Student Employment Homepage. Tax forms, I-9, Direct Deposit Enrollment, Timesheets, Student Employee Data Collection Form and Pay Schedules as well as check distribution and directions to the Payroll Office can all be found here.
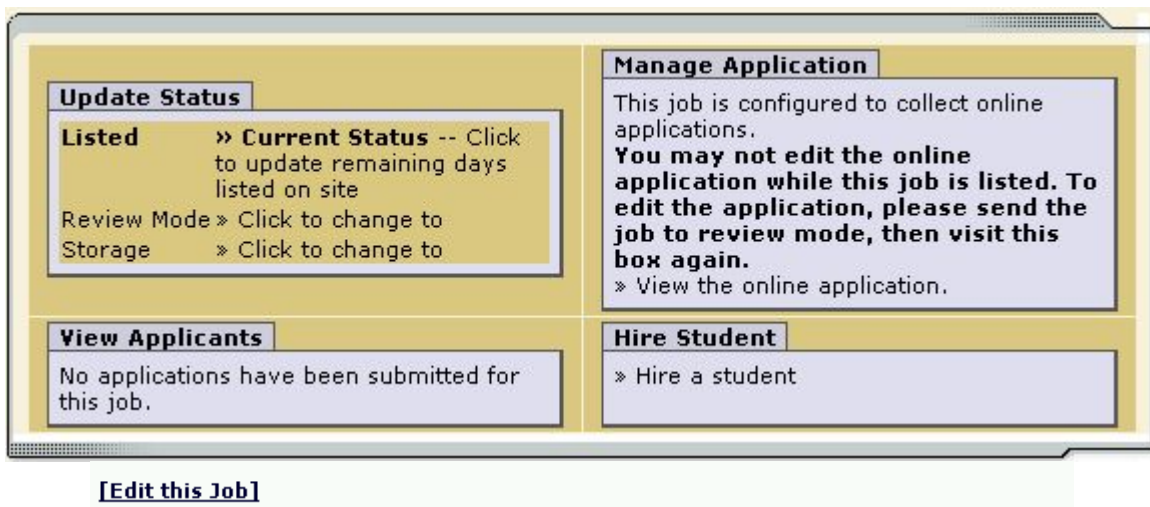
Manage a Job

The *Manage Job* page provides a number of different functions from one central location, including:

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details
- Viewing applications (also accessible from *My Control Panel*).
- Hiring a student (also accessible from *My Control Panel*).

> NOTE: The latter two functions of the *Manage Job* page are explained earlier in this document and will not be covered again here.

To access these functions, click Manage Job from *My Control Panel,* and the following screen will load with that particular job's details.

▸ Update Job Status

To change a job's status, ▸ click the target status link (e.g. Listed, Review, Storage) from the *Update Status* portion of the window.
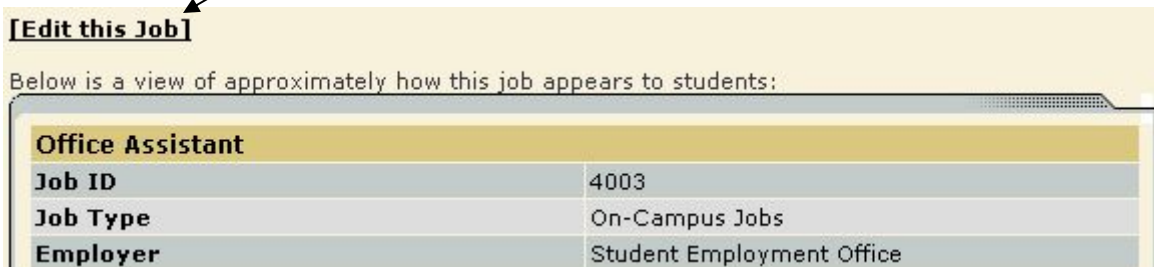
> NOTE: For an explanation of the different statuses, please see page 5 of this document, under the heading, "What do all these terms mean?"

If moving a job from *Review* or *Storage* to *Listed*, you may be required to resubmit it for approval, particularly if you have made changes to the job's details.

▸ Edit a Job

The Student Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the Edit this Job function.

1 ▸ From *Manage Job,* click Edit this Job located just above the job details. A new page will load, which will be identical to the job detail page you saw when initially posting the position.
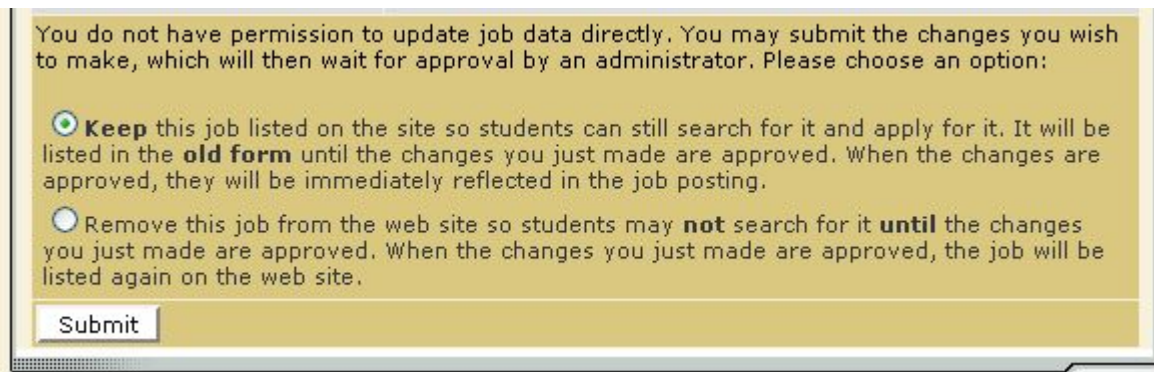
[Edit this Job]

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

Office Assistant	
Job ID	4003
Job Type	On-Campus Jobs
Employer	Student Employment Office

2 ▸ Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

◉ **Keep** this job listed on the site so students can still search for it and apply for it. It will be listed in the **old form** until the changes you just made are approved. When the changes are approved, they will be immediately reflected in the job posting.

○ Remove this job from the web site so students may **not** search for it **until** the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

Submit

3 ▸ Your changes will be submitted to an administrator for approval, and you will receive an email about the job's status.
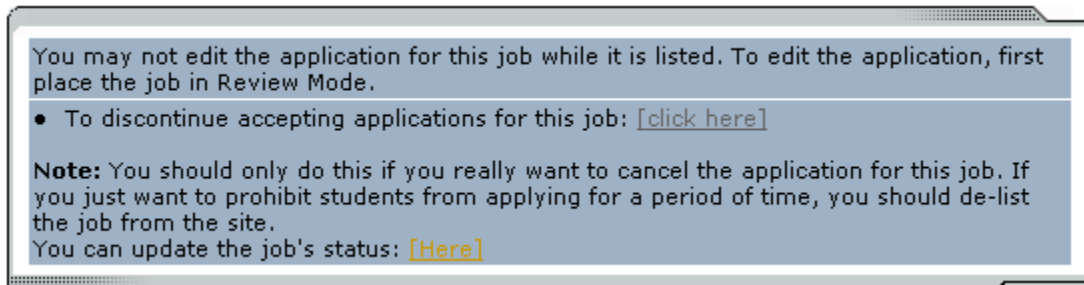
NOTE: The details of jobs in *Storage* and *Review* modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job's status is changed to *Listed.*

▸ Delete a Job

If a job is already in *Storage*, a link to [Delete this Job] will be visible on the *Manage Jobs* page. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

▶ Manage an Online Application

To view, edit or remove a job's online application, click <u>View or Remove the Online Application</u> from the upper right-hand corner of the *Manage Job* table.   The *Manage Job Application* screen will load and present you with a preview of the current application. If the job is currently *Listed*, you will also see this window:

As the window explains, a job must first be placed into *Review* mode before the application can be edited.   Do so by clicking the link [Here] at the bottom of the window. Once the application is edited and the job status is returned to *Listed*, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the *Manage Job* page.

> NOTE: By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.

Change Hire Details

If you need to change a student's appointment (pay rate, account, end date) this must be done through Contact Us on the Student Employment Homepage. Click Appointment Change Request. Complete the form and *Send Message*. You may wish to screen print the request before it is submitted for your records. You will receive a confirmation email when the request is processed.

Appointment Change Request

This form is used to make changes to a student assistant appointment. Please note that only authorized employers may request changes. Items 1-7 are required.

1. Your Name

2. Your Email Address

3. Department Name

4. Student Name

5. Student ID or SSN

6. Student Job Title

7. Effective Date of Change

COMPLETE APPLICABLE ITEMS BELOW

8. Wage Change: Please indicate the new wage below.

9. Account Change: Please indicate the new account number below.

10. Extend Appointment End Date: Please indicate the new end date.

11. Other Change: Describe below.

12. Remarks:

Send Message