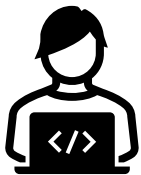## Student Employment Systems: Where to go

JobX and SAP applications are used to maintain various Student Employment functions.
In general, JobX is used for job management while SAP tools are used for personnel management and payroll.

I need to...	Go to...
Post a job	JobX
Review applications and/or hire students	JobX
Complete Form I-9	JobX (or linked out from email notification)
Approve time	[SAP] BUWorks Central
Enter or edit time on behalf of a student	[SAP] BUWorks Central
Change rate or hours	[SAP Fiori App] MyBUWorks
Release payments	[SAP Fiori App] MyBUWorks
Edit cost distributions	[SAP] BUWorks Central
Terminations	[SAP Fiori App] MyBUWorks

Note that requisite security roles must be in place to perform certain actions. Those with the role of Manger/Supervisors and Payroll Coordinator have access to all of the above. Refer to the Student Employment Workflow and Roles resource for more information.

Some Data Considerations...

- Job end dates input in JobX at the time of hire **do not** transfer to SAP. If a job is ending, a termination must be initiated.
- Keep in mind timing considerations related to the weekly payroll run:
  - Friday through Tuesday: JobX updates/hires will take about 30 minutes to show up in SAP
  - Tuesday afternoon through Thursday: JobX updates/hires will show up in SAP on Friday
- Terminations made in SAP are sent to JobX twice a week.