

Student Employment Student Training

Boston University's Student Job Board

Accessing the Job Board



Boston University Financial Assistance and Student Employment



Student Dashboard



Boston University Financial Assistance and Student Employment



Find a Job



Boston University Financial Assistance and Student Employment



JobMail



Boston University Financial Assistance and Student Employment



Apply for a job



Boston University Financial Assistance and Student Employment



Employment Forms



Boston University Financial Assistance and Student Employment



Accessing the Job Board



Accessing the Job Board

Navigate to the [My BU Student Portal](#).

Select the “My Job & Career” tab.

Click on the “Job Listing” tile.

The screenshot displays the 'MyBU Student Portal | Boston University' website. The navigation bar includes links for Home, My Academics, My Bill & Aid, **My Job & Career**, My Student Life, and My Health & Wellbeing. The main content area is titled 'My Job & Career' and features a 'Quick Links' sidebar on the left and a grid of six tiles on the right. The 'Quick Links' sidebar lists various resources such as 'BU Career Centers', 'Career Events', 'Direct Deposit Information', 'Eligibility Requirements for Student Employees', 'Employment Expectations', 'Employment Verification', 'I-9 Compliance Paperwork', 'Job Evaluations', 'Re-Issue Paycheck Form', 'Tax Information & Procedures', 'Update Tax Information', 'What is Handshake?', 'Work-Study Dates and Deadlines', and 'Work Study Award Information'. Below this is a section for 'International Students' with links to 'International Student Employment Guide', 'International Tax Guidelines - 1042S Form', 'ISSO (Employment & Internships)', and 'W-4 Form'. The grid of tiles includes: 'Employee Time Entry' (cityscape), 'Employee Self-Service Site' (students at a laptop), 'Job Listings' (archway), 'Your Career Journey' (clothing store), 'Career Resource Glossary' (students at a table), and 'Schedule Career Counseling' (counselor and student).

Accessing the Job Board

Click the 'Dashboard' link to login using your Boston University SSO credentials.



Home Employees - Employers & Administrators -



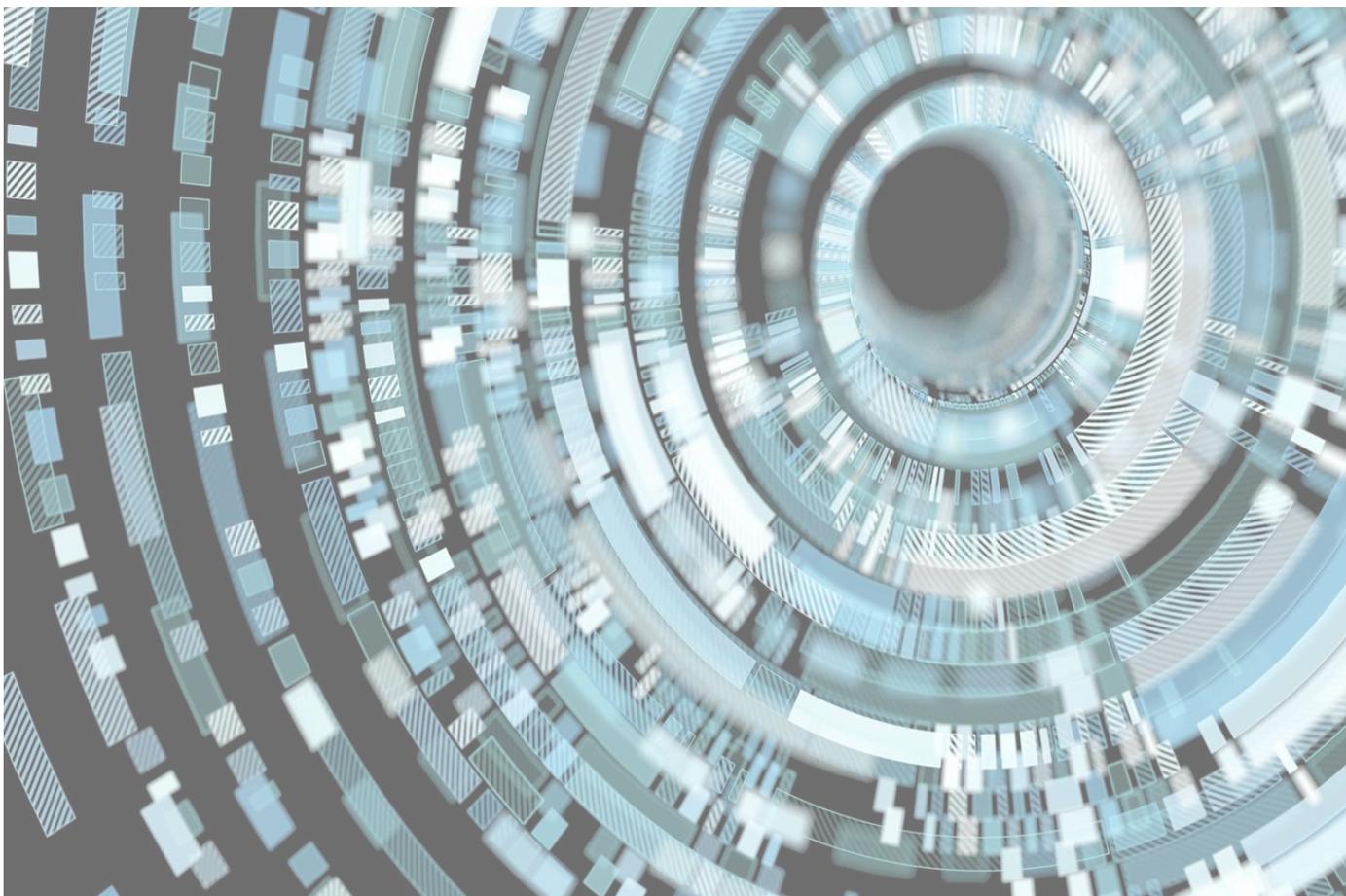
Applicants & Employees

Search for a job or sign up for e-mail notifications about positions that interest you.

<h4>Getting Started</h4> <p>Welcome Welcome! Learn about the Employment process at Boston University.</p> <p><u>What you'll need to get started</u> If this is your first time working at Boston University, you'll need to complete some pre-hire paperwork.</p> <p><u>Employment Guide for International Students</u> Click here for more information about employment as an International student.</p> <p><u>Jobx Training</u> Click here for to review a customized training Powerpoint on how to apply for jobs and enter time via our new and exciting JobX employment solutions.</p>	<h4>Finding a Job, and Next Steps</h4> <p><u>Find a Job</u> Conduct either quick or advanced searches for available jobs. Submit an online job application.</p> <p><u>Dashboard</u> Click here to review your recently applied jobs, update your JobMail Subscription, view submitted applications, and complete pending hire forms.</p> <p><u>On The Job</u> Taking a job is a commitment. Click here to learn about some of the general expectations.</p> <p><u>Get Paid</u> Click here to learn about Payroll Process, Direct Deposit, and Taxes.</p>	<h4>Other Links</h4> <p><u>FAQ</u> Questions about JobX, the job search process, employment policies or our employment processes in general? Check out our FAQ's to help answer your questions.</p> <p><u>Instructional Videos</u> Watch our how-to video tutorials to help you navigate the JobX site, enter timesheets, add Direct Deposit information, as well as other employment processes.</p> <p><u>Manage JobMail</u> Be the first to know when jobs matching your criteria become available.</p> <p><u>Contact Us</u> Have questions? Click here and send us your questions, suggestions, or concerns.</p>
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Student Dashboard





What is the JobX my Dashboard Feature?

The JobX 'My Dashboard' feature provides a centralized location to access all your Student Employment/JobX data.

'My Dashboard' Includes:

Employment Forms

Applications: Status, View, Print, Withdraw

Hires: Current / Future

JobMail Subscriptions

Work-Study Award, if applicable

Course Schedule

My Dashboard: Main page

The screenshot shows the 'My Dashboard' main page. The 'Employees' menu is open, and 'My Dashboard' is highlighted with a red arrow. The dashboard content includes a warning message, 'Employment Eligibility Forms & Details' table, 'Hires Pending Action' table, and 'Awards' table.

Warning Message:

WAIT!!!! You may still need to complete one or more forms required or accept your hire before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'. You may also need to look for a link to Accept/Decline any hire pending action below.

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Direct Deposit Status	Completed

Display: Employee Information

Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	\$8.50	11/01/2020	05/31/2021	Test On-Campus Supervisor	Accept/Decline

Accruals

There is no accrual data to display.

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,500.00	\$1,500.00	FWS Academic Year 2020 - 2021 (07/01/2020 - 06/30/2021)

Classes

- The Dashboard is the highest-level landing page for student employees.
- From here you can access, “Employee Information,” “Applications,” and “Job Mail.”
- To return to your ‘My Dashboard’ feature, **click** the ‘My Dashboard’ feature from the *Employees* menu.

My Dashboard: Employee Information and Hires

Employee Information

Applications

Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test On-Campus FWS Jobs - 052020	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)

- My dashboard provides real-time self-service access to current / pending jobs.
- Basic job information is available on the main page, like Job Title, Wage, Start and End Date, and Supervisor. More detailed information is available by clicking on the job title link.
- You can see Work-Study Award information, if applicable, as well as current course schedule which will also be available to supervisor to provide a comprehensive view of your availability.
- Finally, the dashboard will inform student employee which required employment documents are completed or pending action.

My Dashboard: Applications

Home Employees ▾ Help ▾

User Dashboard

Employee Information Applications Job Mail

Display 1 Year ▾ of Application Data.

Applications

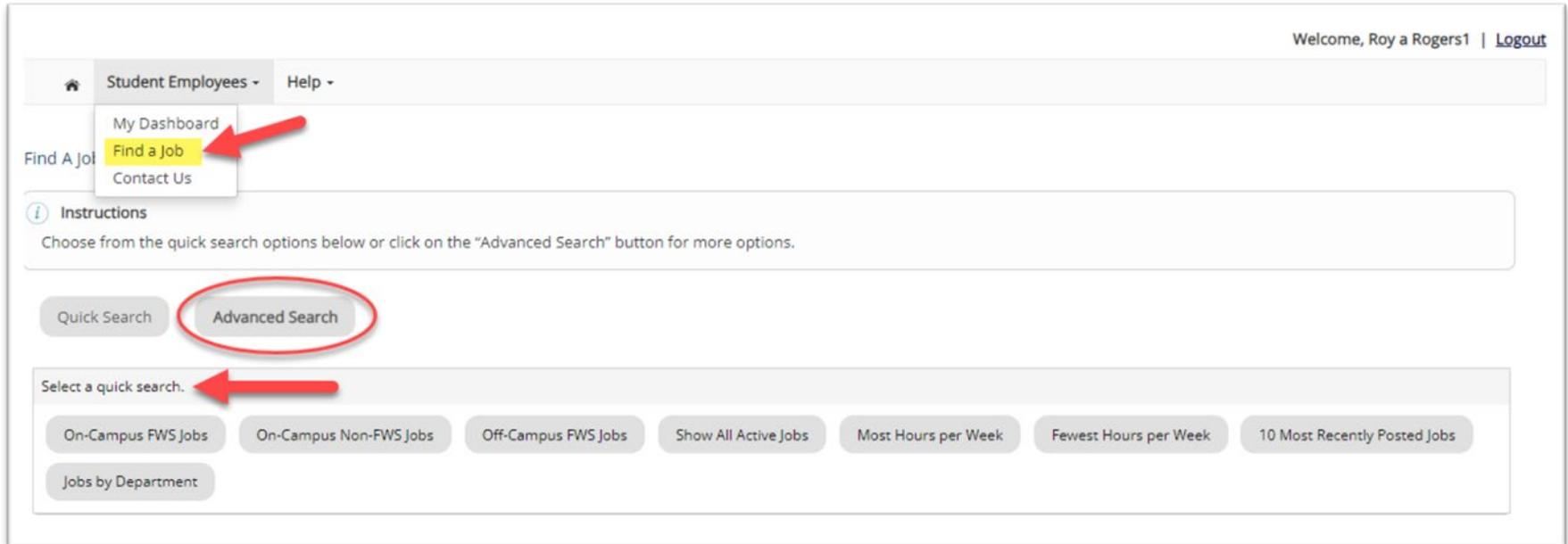
Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- The applications tab provides real-time self-service access to current / pending applications.
- You may revisit the job details where you've submitted application and print your application.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If you've already been hired, there will be no red 'X' displayed)
- You have two options when withdrawing your application.
 - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
 - ❖ Withdraw an application without emailing the supervisor.

Find a Job



Quick Search



- Click the 'Find a Job' function from the Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the **'Advanced Search'** button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ❖ Search by Job Type Population (Graduate Teaching and Research, On-Campus Jobs, Off-Campus FWS Jobs, etc.)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

The screenshot shows the 'Find A Job' interface with the 'Advanced Search' section highlighted by a red border. The interface includes the following elements:

- Find A Job** header with 'Employees' and 'Help' links.
- Instructions** box: 'Select Advanced search options, and click search' with a '[Run a New Search]' link.
- Search Buttons:** 'Quick Search' and 'Advanced Search' (circled in red).
- Job Type(s):** Radio buttons for 'On-Campus FWS Jobs' (selected), 'Off-Campus FWS Jobs', 'On-Campus Non-FWS Jobs', 'Off-Campus Non-FWS Jobs', and 'Internship Jobs'. An 'Update Job Type' button is below.
- Keyword(s):** A text input field.
- Categories:** A section with a '+/-' icon and 'Select Job Category (Up to 3):' containing three dropdown menus.
- Employers:** A section with a '+/-' icon and 'Select Job Employer (Up to 3):' containing three dropdown menus.
- Time Frames:** A section with a '+/-' icon and 'Select Time Frame(s):' containing a checkbox for 'Academic Year'.
- Wage:** A section with a '+/-' icon and 'Greater than:' containing a dropdown menu.
- Hours per Week:** A section with a '+/-' icon and 'Between' and 'and' dropdown menus.
- Search Button:** A blue 'Search' button at the bottom left, indicated by a red arrow.

JobMail



What is JobMail?

JobMail notifies you about potential jobs matches based on your interest

Must complete a JobMail Subscription to receive notifications

After JobMail is setup, you will receive notification on new job listings that interest you

The email will provide all details about the job to assist you in identifying a great job opportunity

Accessing the JobMail Feature

Applicants & Employees
Search for a job or sign up for e-mail notifications about positions that interest you.

Getting Started	Finding a Job, and Next Steps	Other Links
<p>Welcome Welcome! Learn about the Employment process at Boston University.</p>	<p>Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application.</p>	<p>FAQ Questions about JobX, the job search process, employment policies or our employment processes in general? Check out our FAQ's to help answer your questions.</p>
<p>What you'll need to get started If this is your first time working at Boston University, you'll need to complete some pre-hire paperwork.</p>	<p>Dashboard  Click here to review your recently applied jobs, update your JobMail Subscription, view submitted applications, and complete pending hire forms.</p>	<p>Instructional Videos Watch our how-to video tutorials to help you navigate the JobX site, enter timesheets, add Direct Deposit information, as well as other employment processes.</p>
<p>Employment Guide for International Students Click here for more information about employment as an International student.</p>	<p>On The Job Taking a job is a commitment. Click here to learn about some of the general expectations.</p>	<p>Manage JobMail Be the first to know when jobs matching your criteria become available.</p>
<p>JobX Training Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX employment solutions.</p>	<p>Get Paid Click here to learn about Payroll Process, Direct Deposit, and Taxes.</p>	<p>Contact Us Have questions? Click here and send us your questions, suggestions, or concerns.</p>

Step 1: Click '**Dashboard**' link on the Students home page.

Accessing the JobMail Feature

User Dashboard

Employee Information Applications **Job Mail**



Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Not completed

Display: Employee Information

Step 2: Click 'Job Mail' tab to view JobMail selections.

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus Jobs

[Add New Job Mail Subscription](#)

[Edit Subscription1 Name](#) [Delete Job Mail Subscription - Subscription1](#)

Employer	0 selected	View/Modify Employer values for Subscription1
Category	0 selected	View/Modify Category values for Subscription1
Time Frame	0 selected	View/Modify Time Frame values for Subscription1

Off-Campus FWS Jobs

[Add New Job Mail Subscription](#)

- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus Jobs, Off-Campus FWS Jobs, Graduate Teaching and Research Jobs) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. Employers) you wish to work (e.g. Biology & English)
 - ❖ **NOTE:** Some departments have multiple sub-departments with no additional definers. You will need to select all to ensure you receive a notification for that department.
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs [Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs [Add New Job Mail Subscription](#)

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

[Close](#)

Manage Employer values [Remove All Options](#)

Manage Category values [Add All Options](#)

- ACADEMIC AFFAIRS [Add](#)
- ACCESS & ACCOMMODATIONS [Add](#)
- ADMISSIONS [Add](#)
- ALUMNI RELATIONS [Add](#)

[Save](#)

- Click **'Add New JobMail Subscription'** button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the subscription name, click the **'Edit Subscription'** button.

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete job Mail Subscription - NewSubscription

» Employer 3 selected *modified* View/Modify Employer values for NewSubscription

» Category 1 selected *modified* View/Modify Category values for NewSubscription

» Time Frame 2 selected *modified* View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

View/Manage Category values Close

Selected Items Remove All Options

Click Remove to remove an item to the list

Administrative and Office Support Remove

Athletics Remove

Food and Hospitality Remove

Information Technology Remove

Available Items Add All Options

Click Add to add an item to the list

None available

Click Save when complete Save

- Your selection(s) will appear in the top under '**Selected Items**'.
- When you're finished adding search criteria, click '**Save**'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.

Apply for a job



Disclaimer Statements

- In order to view available job listings, you are required to review and agree to one or more disclaimer statements.
- A disclaimer statement will be presented for all Job Types you selected.
- After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the **'I agree'** button(s) before any available jobs of that Job Type population will be presented.
- Also, you will only view jobs that you are eligible to apply.

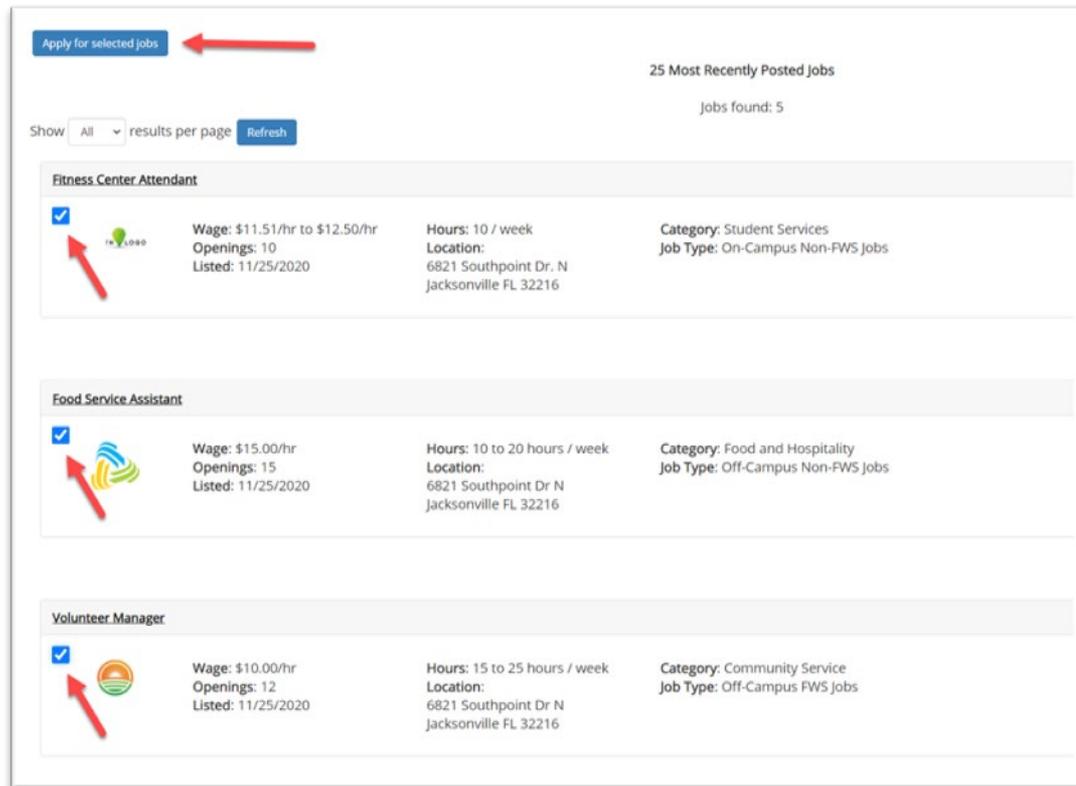
The screenshot shows a web interface for finding a job. At the top, it says "Find A Job". Below that is an "Instructions" section with three numbered steps: 1. Select jobs to apply for, 2. If a job does not accept online applications, there is no check box next to the job, and 3. Click on the job title for details. Below the instructions is a link "[Run a New Search]".

There are four disclaimer sections, each with a blue "I agree" button and a red arrow pointing to it:

- Disclaimer: On-Campus Non-FWS Jobs**
Non-FWS Jobs provides employment opportunities which are not associated with the Federal or Institutional Work Study programs offered by Sample School. Use of this system is solely at the risk of the users and Sample College expressly disclaims any and all liabilities. Please note that Sample College reserves the right to edit or cancel any job postings which it deems unsuitable for Sample College applicants.
- Disclaimer: Off-Campus Non-FWS Jobs**
Non-FWS Jobs provides employment opportunities which are not associated with the Federal or Institutional Work Study programs offered by Sample College. Use of this system is solely at the risk of the users and Sample College expressly disclaims any and all liabilities. Please note that Sample College reserves the right to edit or cancel any job postings which it deems unsuitable for Sample College applicants.
- Disclaimer: Off-Campus FWS Jobs**
Before we can allow you to see the details of an off-campus job, you must agree to the disclaimer below. Sample College is not responsible for transporting you to an off-campus employment location. By applying for an off-campus job, you agree that you have a reliable personal vehicle for transport to work.
- Disclaimer: On-Campus FWS Jobs**
Before we can allow you to see the details of an on-campus job, you must agree to the disclaimer below. Sample College is not responsible for transporting you to an on-campus employment location. By applying for an on-campus job, you agree that you have a reliable personal vehicle for transport to work.

At the bottom right of the interface, it says "25 Most Recently Posted Jobs".

Apply for a Job with One Click



- Simply **click the box** next to the jobs you wish to submit an application.
- Then, **click** the 'Apply for Selected Jobs' button.

Job Application

The screenshot shows a web-based job application form. At the top, there is a navigation bar with 'Employees' and 'Help' links. Below this is a section titled 'Apply To job' with an 'Instructions' box. The instructions state: 'Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered. Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.' Below the instructions, it says 'By submitting the application below, you will be applying for the following jobs:' followed by a list of job titles: 'Fitness Center Attendant - STUDENT RECREATION', 'Food Service Assistant', and 'Volunteer Manager - Communities in Schools'. The form is divided into sections: 'General' and 'References'. The 'General' section includes fields for 'First name *', 'Middle name *', 'Last name *', 'Email' (with a note to use institutional email), 'Employee ID *', and a list of skills to be marked as strengths: HTML, Java, MS Excel, MS Office, MS PowerPoint, and MS Word. There is also a 'Resume' field with a 'Choose File' button and a text area for 'Please explain why you believe you're the best candidate for this job *'. The 'References' section includes fields for 'Reference Name' and 'Reference Email'. At the bottom left of the form, there is a blue 'Submit' button with a red arrow pointing to it.

- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.

Application Successful Submitted

✔ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information

Applications

Job Mail

Display 1 Year of Application Data.

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- Your application is successfully submitted when you received the Congratulations message.

Job Listings without Applications

Social Media Assistant		Employer: Student Employment (10000327)	
	Wage: \$18/hr Openings: 5 Listed: 06/07/2024	Hours: 5 / week Location: 881 Commonwealth Ave Boston MA 02215	Category: Communications and Marketing Job Type: On-Campus Jobs

Some jobs may not accept online applications through the JobX Job Board.

In these instances, please refer to the listing details for additional instructions and information on who to contact.

Social Media Assistant	
This job does not accept online applications.	
Job ID	9218
Job Type	On-Campus Jobs
Employer	Student Employment (10000327)
Date Posted	Jun 07, 2024
Category	Communications and Marketing

Employment Forms



Employment Forms

Before you are approved for hire, all employment forms will need to be completed and are displayed on **'My Dashboard'**.

User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status	
I9 Status	Not completed	Form I-9
W4 Status	Not Completed	W4 Form

Display: Employee Information

There are no hires to display.

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,000.00	\$2,000.00	FWS Test Year 2021 - 2022 (06/01/2022 - 08/18/2022)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
CONCEPTS IN CHEMISTRY (details)	06/01/2022	08/18/2022	Tu	10:15 AM	12:45 PM
CONCEPTS IN CHEMISTRY (details)	06/01/2022	08/18/2022	F	12:00 PM	1:15 PM
INTRO TO ENVIRONMENTAL SCIENCE (details)	06/01/2022	08/18/2022	Th	10:15 AM	12:45 PM

Electronic Form I-9 Workflow - Employee

- Your first and last name fields are populated from JobX. Please read the information on the cover page, and then click you acknowledge the statement about the physical inspection of your employment documents.
 - Then, select '**Click Here**' to proceed to the Form I-9.
- **Students:** Will complete section 1 of the form
 - **Administrator:** Complete section 2 the Form I-9 once the student presents the employment documents for physical inspection.



First Name:

Last Name:

Form I-9 is a required government form that must be completed for authorization to work in the US. Please complete page one of the I-9 electronically to verify your employment eligibility. You must complete this form and present I-9 documentation to the University prior to starting work for compliance with the Form I-9 regulations.

Instructions for Section 1 (Page One) - Click here for more instructions on completing the Form I-9.

- **US Citizens and Permanent Residents:** Please use your home address.

After Completing Section 1
You should click the 'Next' button to continue to view all pages of the legal document and click 'Submit' on the last page. You are completed with this document when you land on the confirmation page at the end.

Next, you will be required to come to the Student Employment Office to present [I-9 documentation](#). Your I-9 documents regulations require original forms of identification for employment eligibility. Photocopies are not acceptable.

- **US Citizens/Permanent Residents:** Present one document from List A or Present one document from List B and one document from List C

Physical Inspection of Employment Documents

- The Section 1 of the Form I-9 contains a feature that allows you, as the employee, to upload your employment documents for your school to retain in their records. This feature does not eliminate the need for the physical inspection of your employment documents.

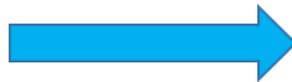
After Completing Section 1
Per the Federal Regulations of the Form I-9, you must present unexpired original documentation that shows the school your identity and employment authorization. You will need to have your documents physically verified by your Student Employment Office, please contact them at fedwork.study@lehman.cuny.edu for additional steps. For a list of acceptable documents click here.

I hereby acknowledge the Physical Inspection statement above that I will need to physically present my identity and authorization to work documents to the school within 3 business days of the date of hire.

[Click Here](#) to complete your Form I-9.

Electronic Form – Completed by Employee

- Complete the section 1 of the I-9 and electronically signs the form, including uploading your employment documents for record retention.
- As a reminder, you will still need to present your original documents to the Financial Aid office for Physical Inspection of the employment documents before your Form I-9 is approved.
- Next, click **'Next'** to review the next page of the document until you receive a **'Thank you for submitting your document page.'** Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



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

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

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) Rogers1		First Name (Given Name) Roy		Middle Initial N/A	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123 Test Dr			Apt. Number N/A	City or Town Jax	State FL	Zip Code 132011
Date of Birth (mm/dd/yyyy) 01/21/1199	U.S. Social Security Number 123-45-6789	Employee's E-mail Address royrogers1@ngwebsolutions.com		Employee's Telephone Number 9045551212		

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):

<input checked="" type="checkbox"/> 1. A citizen of the United States		
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)		
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):	N/A	N/A
<input type="checkbox"/> 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy):	N/A	QR Code - Section 1 Do Not Write In This Space

Some aliens may write "N/A" in the expiration date field.

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	N/A
2. Form I-94 Admission Number:	OR	N/A
3. Foreign Passport Number:	OR	N/A
Country of Issuance:		N/A

Signature of Employee: Roy Rogers 363040131 02/16/2022
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.)

Form I-9 10/21/19 Page 1 of 4

Save Progress Next

JobX Dashboard Updated

- Once the forms are completed, refresh your browser once returning to JobX.
- Form Statuses updated on User Dashboard to show **'Student Section Complete, Pending Approval(s)'**



User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Student Section Complete, Pending Approval(s)
W4 Status	Student Section Complete, Pending Approval(s)
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	Yes
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test - Clerical Job	Student Employment Office	\$9.25	12/06/2019	03/31/2020	Test On-Campus Supervisor	W4 Form : Student Section Complete, Pending Approval(s) I9 Form: Student Section Complete, Pending Approval(s)	Incomplete - Pending Forms

= Active
 = Pending
 = Incomplete - Pending Forms
 = Approved - Pending Forms

Awards

There are no awards to display.

User Dashboard Updated – Workflow Completed!

- Once all the forms are approved, the **'My Dashboard'** Form Statuses are updated to **'Completed'**



Welcome, Roy a Rogers1 | Logout

Students Help

User Dashboard

Employee Information Applications Job Mail

WAIT!!!! You may still need to complete one or more forms required before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any before you can be hired. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'.

Employment Eligibility Forms & Details

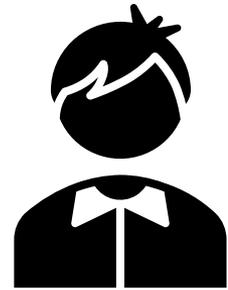
Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	No
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display: Current/Future Employee Information

Hires

Final Approval

- Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.



Approved for Hire



Congratulations!!!

Once you receive the hire approval email contact your supervisor for next steps.