



# JobX Job Management

---

This guide describes the procedures for BU staff to create, list, and edit job postings, as well as how to review applications and hire student employees using the JobX system. It also includes information about JobX audit and reporting tools (Hire Archive, Supervisor Search Student and Awards, and Standard Reports).

**This document is current as of April 7, 2025. Ongoing enhancements to the JobX system and process improvements may result in minor changes to the procedures and interfaces described herein.**

## Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
LINKS TO RELATED RESOURCES .....	3
<b>NAVIGATION.....</b>	<b>3</b>
<b>CREATE A JOB .....</b>	<b>6</b>
JOB INFORMATION TEMPLATE.....	7
REVIEW APPLICATION QUESTIONS .....	14
“GO LIVE” QUESTIONS.....	16
<b>EDIT A JOB POSTING .....</b>	<b>18</b>
EDIT MULTIPLE JOBS AT ONCE .....	20
<b>REVIEW JOB APPLICATIONS .....</b>	<b>20</b>
<b>REQUEST A HIRE .....</b>	<b>24</b>
SELECT STUDENT(S) TO HIRE .....	24
EMPLOYEE VALIDATION .....	25
INPUT HIRE INFORMATION .....	27
INPUT COST DISTRIBUTION.....	28
EMAIL HIRE.....	30
<b>APPROVING THE HIRE .....</b>	<b>30</b>
<b>HIRING AND JOB DATA TOOLS .....</b>	<b>31</b>
HIRE ARCHIVE .....	31
SUPERVISOR SEARCH STUDENT AND AWARDS .....	34
REPORTING.....	36
<b>APPENDIX .....</b>	<b>37</b>
STUDENT EMPLOYMENT SECURITY ROLES MATRIX.....	37
JOB STATUSES IN JOBX .....	38

## Introduction

BU’s Student Employment Office (SEO) uses JobX for its Job Board, a comprehensive platform used for employers to post jobs, review applications, and hire student employees, and for students to browse and apply for available jobs.

After a student is hired into a job, the majority of personnel management (time entry, payroll processes, terminations, etc.) is conducted in SAP applications (MyBUWorks, BUWorks Central). For more information about which systems are used for what actions, check out this quick reference resource: [Student Employment Systems: Where to go](#)

BU's Job Board is also accessible for employers external to BU to post jobs, but this guide is intended for on-campus employers only.

**Note regarding BU Graduate Student Union (BUGWU) Jobs:**

In general, the procedures for creating and hiring students into BUGWU jobs follow the same steps as other on-campus jobs. However, given the specialized nature of BUGWU employment, specific information relevant to BUGWU hiring procedures is denoted in purple throughout this guide. For additional information, refer to the [University Policies/Practices on Graduate Student Hiring](#).

**LINKS TO RELATED RESOURCES**

- [SEO Supervisor Resources page](#)
- [Job Classification Guide](#) – for determining pay rates/method of payment, as well as job types, categories, and job titles
- [Student Employee Pay Rates & Payment Methods quick card](#)
- [Editing a Job Application](#) – This guide goes into detail about adding job-specific questions to an application.
- [Form I-9 Policy and Procedural Information](#)
- [Quick Card: Cost Distributions](#)

## Navigation



Access will vary by user and is dependent on the security permissions granted and applicable organizational units (i.e., departments). Please note that displays may differ for you based on that access.

Supervisors and Payroll Coordinators should have the access described in this guide. Payroll Coordinators have some additional functionality that is not included in this guide. If unable to login, users should contact their Data Security Administrator (DSA).

A matrix of Student Employment security roles can be found [in the Appendix of this document](#).

1. Visit [https://bu.studentemployment.ngwebsolutions.com/cm\\_content.aspx?cpid=7](https://bu.studentemployment.ngwebsolutions.com/cm_content.aspx?cpid=7) to access the On-Campus Supervisors section of the JobX Job Board.
2. Select JobX login.

# JobX Job Management

**BU Student Employment Office: Job Board**

Employees - Employers & Administrators -

### On-Campus Supervisors

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

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

**Request Access to the Site**  
Click above if you are an On-Campus Supervisor and your credentials are not granting you access.

**Contact Us**  
Send us your suggestions, ideas, or concerns!

3. Enter your BU SSO login credentials.

**BU Login**

BU login name

password

Continue

4. The **Job Control Panel** will display.

**BU Student Employment Office: Job Board**

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees - JobX - Reporting - Access & Audit - Help -

### Job Control Panel

Result Filters: My Jobs Only [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Cont [Search](#) -- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 9 of 9 | << < > >>

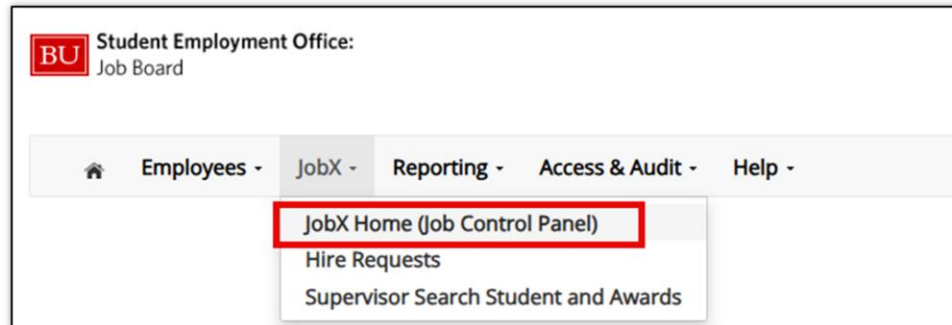
<u>Graduate Teaching Assistant</u>	Applications:	Employer: STUDENT EMPLOYMENT - TEST
<input type="checkbox"/> Job Id: 9817 Contact Person: Test On-Campus Supervisor Wage: \$20.00 /hr	Status: Pending Approval Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 03/12/25 Job Type: BUGWU Jobs Actions

**Resident Assistant** Applications: [0 \(0 New\)](#) Employer: STUDENT

4

**i** **Navigation Tip!**

If you navigate to a different page in Jobx and want to return to the Job Control Panel, use the JobX dropdown menu on the navigation header bar. Clicking the home icon will **not** open the Job Control Panel – it will direct you back to the general BU JobX landing page.

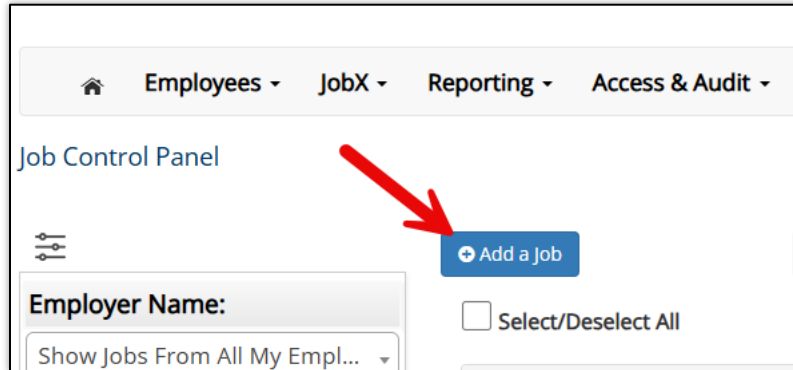


- a. On the Job Control Panel, a list of applicable jobs (specific to org unit/access) will display with default filter of “My Jobs Only”.
  - It is normal for new users not to see any jobs displayed yet.
  - If not yet added to a job, contact the individual who manages that job to be added as a Secondary Contact. The job should then display on the Job Control Panel upon next login.

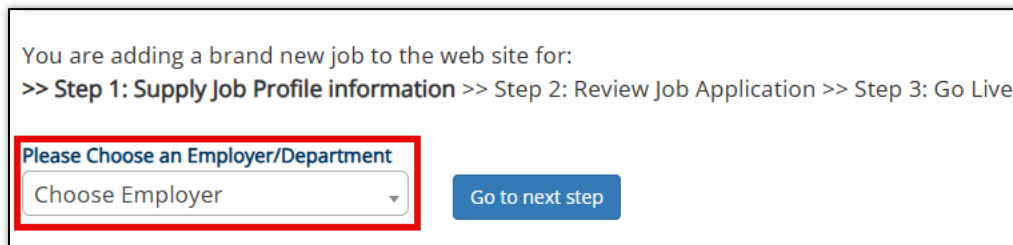
[Back to top](#)

## Create a Job

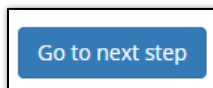
1. To set up a new job, click the **Add a Job** button.



2. If you have permission to post jobs for only one department (org unit), proceed to the next step. If you have posting permissions for more than one department, Select the department for which you want to post a job from the **Employer/Department** drop-down list.



- The department dropdown is aligned with the Org Units users are assigned to within SAP.
  - If creating a job on behalf of another staff member, that staff member must also be assigned to the selected department.
- a. Click the **Go to next step** button to proceed.



3. Select the **Job Type** that aligns with the position.

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

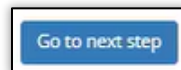
Please Choose a Job Type

Choose one...

- Choose one...
- BUGWU Jobs
- On Campus
- Residence Life Union
- Graduate Teaching and Research FALL 2024 ONLY

- Most postings will be considered **On-Campus** jobs.
- The following job titles are represented in the BU Graduate Workers Union (BUGWU), and **BUGWU Jobs** should be selected:
  - Graduate Research Assistant
  - Graduate Research Fellow
  - Graduate Teaching Assistant
  - Graduate Teaching Fellow
- For job titles of 'Resident Assistant', 'Graduate Housing Assistant', and 'Graduate Resident Assistant', select **Residence Life Union**.
- The Graduate Teaching and Research Job Type is no longer in use and should not be selected (as of February 2025.)
- If unsure what Job Type to select, [submit an inquiry to Student Employment](#).

a. Click 'Go to next step' to proceed.



## JOB INFORMATION TEMPLATE

Supply Job Profile Information into the template as applicable. Fields marked with a red asterisk (\*) are required.



The job posting template can vary depending on the Job Type selected.

1. *Required:* Select a **Category\*** and applicable **Job Title\***.

The screenshot shows a form titled "Add Job". It contains two dropdown menus. The first is labeled "Select a Category: \*" and the second is labeled "Select a Job Title: \*". Both dropdown menus currently display "Choose one..." with a downward arrow.

- Each Category has corresponding available Job Titles. For more information refer to the [Job Classification Guide](#).

2. *Required:* Input **Job Description**.\*

- This should be a brief overview of the role and its main responsibilities, including a list of the tasks the student employee will be expected to perform. Keep it clear and concise (use bullet points).

The screenshot shows a rich text editor with a red "Example" banner. The text reads: "BU School of Social Work is seeking a highly motivated and detail-oriented individual to join our team as a Digital Marketing intern. This entry-level role is perfect for someone passionate about pursuing a career in website management, data analytics, or marketing. You will have the opportunity to develop your skills in content management, website and social media analytics, reporting, and administrative support, while contributing to the success of the school." Below the text, under the heading "Key Responsibilities:", there is a bullet point: "Assist the Marketing team in preparing their new website for launch, including adding web pages,".

3. *Required:* Input **Job Requirements**.\*

- Specify the employee qualifications (skills, experience, and knowledge) needed for the job.
- Focus on essential qualifications that are realistic for students.

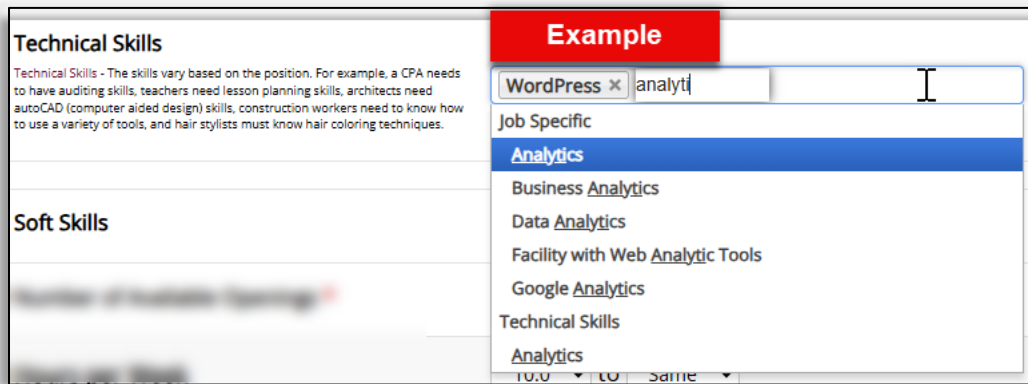
The screenshot shows a rich text editor with a red "Example" banner. The text lists three bullet points: "Web editing experience, preferably in a WordPress environment", "Basic understanding of data analysis and reporting tools (e.g., Excel, Google Analytics), with the ability to interpret data and generate insights. Experience with analytics platforms such as Google Analytics is a plus.", and "Interest in social work and social justice topics."

4. If desired, select specific applicable **Technical Skills** and/or **Soft Skills**

- Both fields are optional, but can be helpful tool for students searching the job board to find your posting.



- The extensive dropdown menus are also searchable by typing into the input field, as shown in the example below.



5. **Required:** Input **Number of Available Openings\***.

- If a specific number is not known at the time of posting, it is recommended to input to start with a lower estimated number of openings. Additional openings can be added later.

Number of Available Openings\*

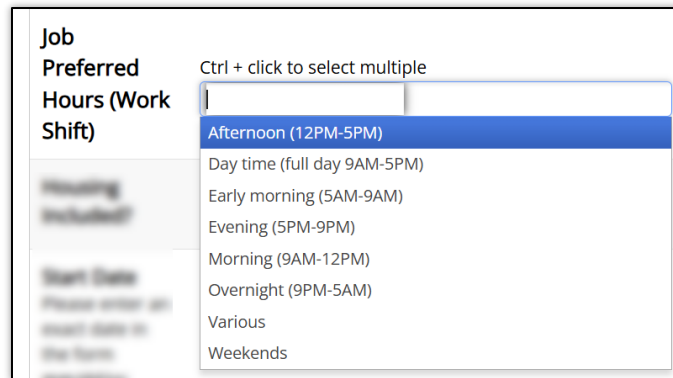
6. Input estimated **Hours per Week**.

- While this field is not required, it is recommended to include for all job postings, even if it's just an average or approximate estimate.
- Indicate a range of weekly hours by utilizing the second drop-down or leave the second drop-down as 'Same' to indicate specific number of hours.



**i** Most students are not allowed to work more than 20 hours a week while attending classes. Refer to the official [Student Work Hours for Employment at Boston University Policy](#) for more information.

7. If desired, select general **Job Preferred Hours (Work Shift)** from the dropdown list.
  - Actual work schedule should be arranged with the student employee when hiring.



8. If applicable, indicate whether the job **includes housing**. The template will default to 'No'.

A screenshot of a form field. The label is "Housing Included?". To the right of the label is a dropdown menu. The dropdown menu is currently set to "No".

9. *Required:* Select **Start Date\*** and **End Date\***. Click into the field to select a date from a calendar.
  - While these fields are not required, it is still recommended to select Start and End dates to ensure job posting stays up-to-date. Semester-long job assignments can correspond with the first/last day of term, or specific dates can be selected.
  - Input on this screen is primarily for job posting purposes. The actual First Date of Employment is confirmed when requesting a hire. Additionally, the End Date is not transferred to SAP upon hire.
  - If a job should be posted continuously (i.e., semester to semester), the start and end dates will still need to be updated regularly to correspond with these timeframes.

**Start Date**  
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

**End Date**  
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Calendar: April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10. *Required:* Select **Timeframe\***.


- 'Academic Year' selections generally don't include summer, but these jobs can be extended into summer if needed.

**Time Frame \***  
Please choose a time frame that best describes the job; choosing an appropriate time frame will help students search for the job.

Choose one...  
Choose one...  
Academic Year  
Fall  
Spring  
Summer

11. *Required:* Input **Base pay rate\***.

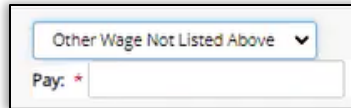
- The rate entered here should be as accurate as possible but is not locked in. Pay rate will be finalized upon hire.

 Guidelines for determining pay rates can be found in the [Job Classification Guide](#).

**Base pay rate: \***

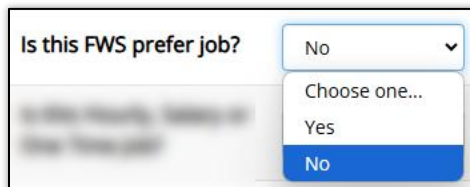
Choose one...  
Choose one...  
\$15.00 per hour  
\$15.25 per hour  
\$15.50 per hour  
\$16.00 per hour  
\$16.50 per hour  
Other Wage Not Listed Above

- If none of the standard 5-grade hourly pay rates apply, select 'Other Wage Not Listed Above' and input the pay information using the format "\$###.##/timeframe". (E.g., "\$18.00/hour", "\$150.00/week")

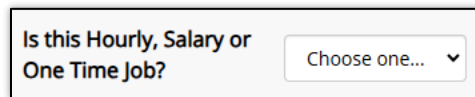


12. If desired, indicate if this is a **Federal Work-Study (FWS) eligible/preferred job**. The template will default to 'No'.

- Note that Boston University departments that hire Work-Study students incur a charge of 30% of those students' earnings. The Federal Work-Study Program funds the remaining 70%.
- Allocation of cost object(s) for employee payment will be confirmed at hire (i.e., if a particular student employee has a work-study award).



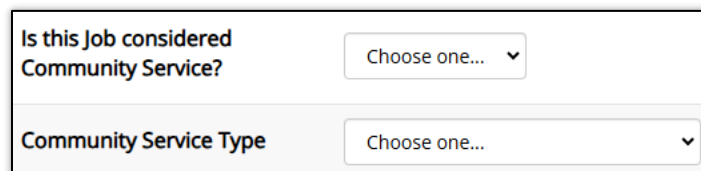
13. Select **Hourly, Salary, or One Time Job**.



Refer to the [Student Employee Pay Rates & Payment Methods quick card](#) for more information about the difference between hourly, weekly salaried, and one-time jobs.

14. If applicable, indicate if this is a **Community Service** job and Community Service type.

- Most jobs are NOT considered Community Service under Federal Work-Study regulations. Verify with the Student Employment Office before making any selections in these two fields.



15. *Required:* Select the **Primary Contact Person/Supervisor\***.

## JobX Job Management

- Only supervisors assigned to the Org where the job is being created will display in the dropdown. If the necessary supervisor is not shown, that individual should request necessary access through their Data Security Administrator (DSA).
- This selection auto-populates their **contact information** into the subsequent fields. If the contact information isn't intended to be included in the job posting, it must be manually deleted from the contact fields.
- If contact information is incorrect or does not auto-populate, contact the Student Employment Office.

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

Primary Contact Person \*

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

16. *Required:* Select the **Work Location of Student** from the list of workplace addresses. Click into the field and start typing to select from various BU locations.
- Note that the dropdown list displays alphabetically with BMC (BU Medical Campus) locations listed first, followed by the primary Charles River Campus (CRC), and then the Fenway Campus (FWY).

Work Location of Student \*

Choose one...

Choose one...

- BMC - 1 BMC Place, Boston, MA, 02118
- BMC - 1010 Commonwealth Ave, Boston, MA, 02215
- BMC - 1010 Massachusetts Ave, Boston, MA, 02118
- BMC - 19 Bradston St, Boston, MA, 02118
- BMC - 35 Northampton St, Boston, MA, 02118

17. Select the applicable **Campus**. This should align with the address selected in the prior question. Most jobs will be on the Charles River Campus or BU Medical Campus.

Campus \*

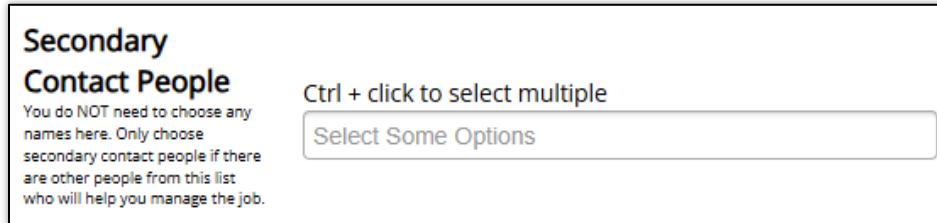
Choose one...

Choose one...

- 1000 - Charles River Campus
- 2100 - BU Medical Campus
- 2200 - NEIDL
- 3000 - Domestic Off-Campus

18. If applicable, select any **Secondary Contact People**.

- Note that Secondary Contact People can view/modify the job in JobX, but will not be connected to the job as a supervisor in SAP.
- As with the Primary Contact, only supervisors assigned to the org/department will be available to select.



**Secondary Contact People**

You do NOT need to choose any names here. Only choose secondary contact people if there are other people from this list who will help you manage the job.

Ctrl + click to select multiple

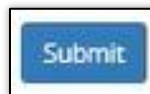
19. Indicate if this job will accept **applications**.

- The template will default to selecting “Yes”.
- It is strongly encouraged to use of the application system for all hourly paid positions. This will help students and supervisors track interest, initiate communication, provide status updates and complete hires when selections are completed.
- Some jobs, including BUGWU represented jobs, may utilize internal hiring processes that do not require applications to be submitted in JobX. Select “No” if this is the case.



Do you wish to collect online applications for this job?  Yes  No

20. Once all job information has been entered, click **Submit**.

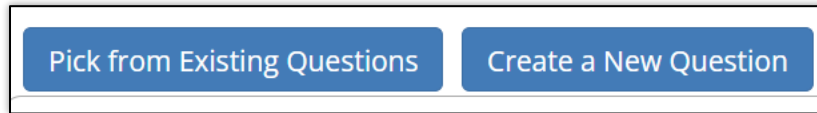


## REVIEW APPLICATION QUESTIONS

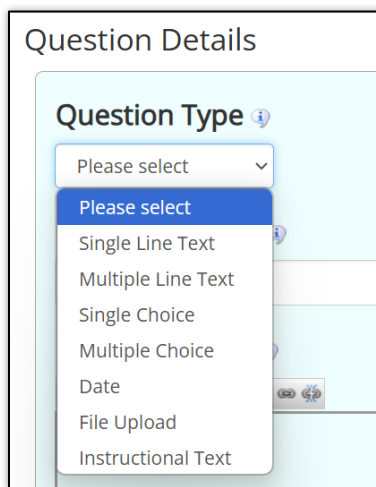
If the option to collect applications was selected, the next screen will display all the fields/questions on the job application. All job applications will have default questions that cannot be deleted or removed.

1. Review the default application questions. Default questions may vary, but can include identifying information, student availability information, skills, option to upload a resume, input references, and more.

2. If needed, additional questions can be added to the application by scrolling to the bottom and choosing to either **Pick from Existing Questions** or **Create a New Question**.

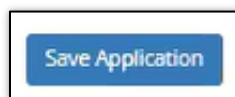


- a. Picking from existing questions will supply a range of sample questions based on the job title. (Options will vary.)
- b. To create a new question:
  - i. Select from the **Question Type** dropdown list.



- ii. Input a **Question Name**. This should be a unique text value

- Whether picking from existing or creating a new question, input **Application Behavior** as applicable, then select '**Add Question**' to add the question to the application.
  - The page will then re-load with the added question.
  - Note: All job-specific questions added to the application should be approved by the department's Site Administrator.
- a. Once satisfied with the application, click '**Save Application**' to continue.





**TIP:** Refer to the [Editing a Job Application Guide](#) for more details about creating new questions and application behavior.

## “GO LIVE” QUESTIONS

2. The next screen will display 3 final questions related to the timing of the job posting.

You are adding a brand new job to the web site for:  
>> [Step 1: Supply Job Profile](#) >> Step 2: Review Job Application (*Skipped*) >> Step 3: Go Live

Please choose an option

1. When do you want to list the job on the web site?

2. Do you want JobMail to be sent when the job is listed?

3. For how many days do you want the job to be listed on the site?

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

- a. Question 1: When do you want to list the job on the web site?
  - Select ‘Right Now’ to post the job to the job board immediately upon approval.
    - This selection is the default response.
  - Select ‘Some time Later’ if there’s a need to review the job further before approval. This will place the job in ‘Active, Not Listed’ status until ready for approval.
    - Use this option for jobs that don’t need to be posted to the job board, [for example BUGWU jobs that use external hiring procedures.](#)
  - Select ‘On a specific date in the future’ to post the job to the job board on a certain date.
  - Select ‘Place the job in review’ to retain a review status.
- b. Question 2: Do you want JobMail to be sent when the job is listed?
  - Select ‘Yes, send JobMail’ for a notification to be sent out to students who have presets seeking newly listed opportunities.
  - Select ‘No, do not send JobMail’ to NOT notify students when the job is listed.
- c. Question 3: For how many days do you want the job to be listed on the site?
  - Select ‘Until I close the job’ to keep the job listed until it’s closed, or

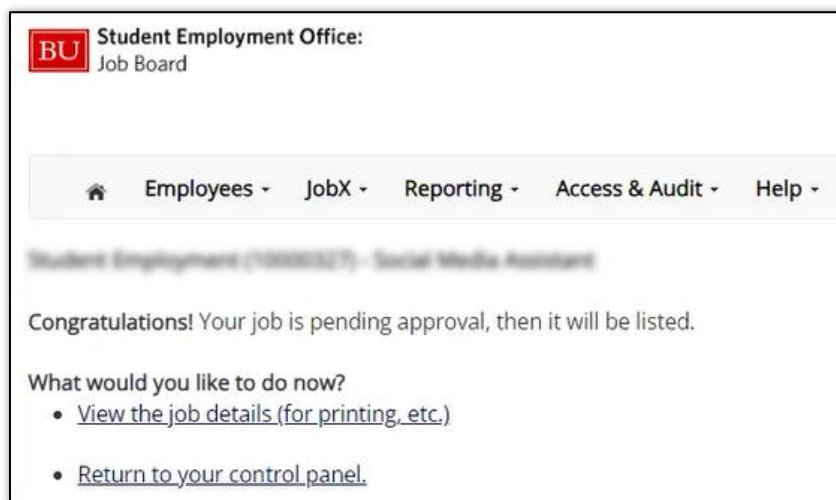


## JobX Job Management

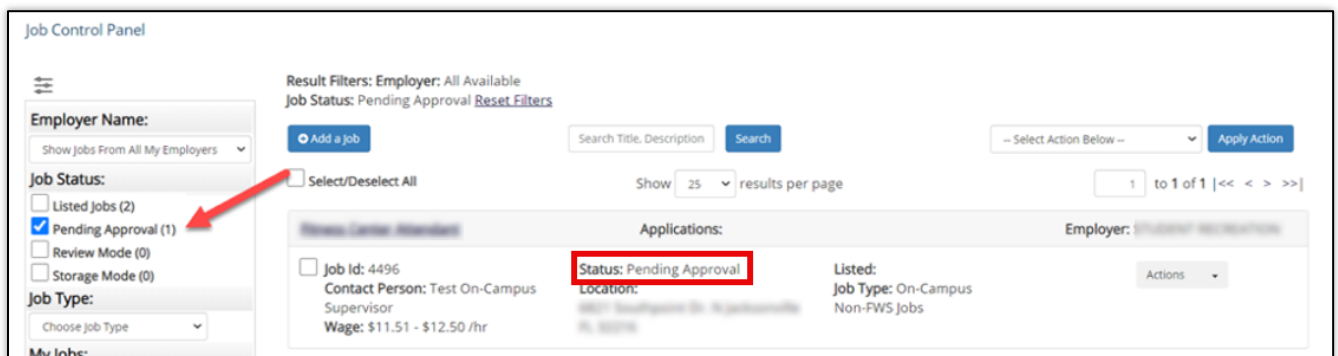
- Use the drop-down to designate a specific period of time for the job to remain posted on the job board.
3. Select **'Click here to Finish!'** to complete the job setup. This will submit the job to the Student Employment Office for review and approval.



4. A confirmation message will display, noting that the job is pending approval, with links to view the job details or return to the Job Control Panel.



- If you choose to return to the control panel, the job that was just created will display with 'Pending Approval' status.



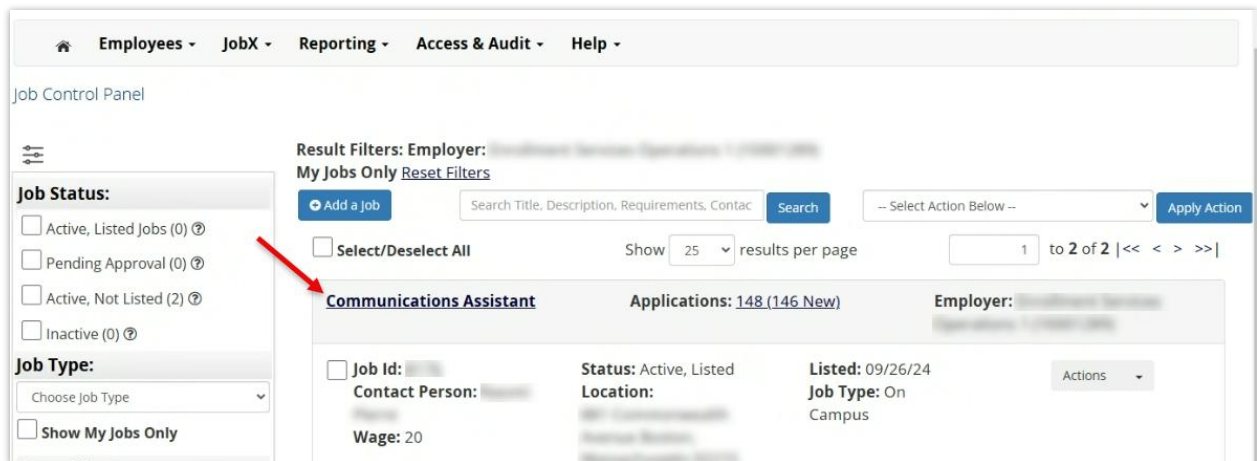
- The Student Employment Office should review and either approve or reach out regarding job postings within 1-2 business days.

## Edit a Job Posting

Once a job has been approved/listed, supervisors can modify the job status as well as request edits to the job information, and/or application can be requested. This can be helpful for small adjustments from semester to semester such as Start/End Date, Timeframe, Number of Positions Available, etc. Instead of creating a whole new job, simply update information as needed.

**i** All edits will be resubmitted for Approval by the Student Employment Office. If the job is already in “Listed” status, there will be an option to keep the job listed, or to remove the listing while the change is reviewed. While a change is pending, it is not possible to hire anyone into the job.

1. From the **Job Control Panel**, click on the title of a particular job to open the **Manage Job** screen for that job.



- The **Actions** dropdown menu on a particular job can also be used to make specific one-off changes to various elements of a job. (These options may vary.)

## JobX Job Management

<b>Communications Assistant</b>		Applications: 148 (146 New)	Employer: [Redacted]
<input type="checkbox"/> Job Id: [Redacted]	Status: Active, Listed	Listed: 09/26/24	Actions ▾
Contact Person: [Redacted]	Location: [Redacted]	Job Type: On Campus	
Wage: 20	[Redacted]	[Redacted]	

### 2. On the **Manage Job** screen, select the type of edit needed:

- Use the **Update Status** section to inactivate the job or change its listed status.
  - Note that if a job is in “Pending Approval” status, no student employees can be hired into that job.
- Click the ‘**Edit, view, or remove the online application**’ button to view or update that job’s application. (Keep in mind that the default application questions cannot be edited or removed.)
  - Refer to the [Editing a Job Application Guide](#) for more details about creating new questions and application behavior.
- Click the ‘**Edit this Job**’ button to open the view or edit the job information.

Manage Job

Job Title	Employer	Status	Job Type
Communications Assistant	Student Services Operations - 11880-000	Active, Not Listed	On Campus

Additional details about this job's status:

» This job is currently in **Active, Not Listed**.

**Update Status**

Active, Listed    Cannot list job because it has 0 openings.

**Active, Not Listed**    » **Current Status**

Inactive    » Click to change to

**Manage Application**

This job is configured to collect online applications.

**Edit, view or remove the online application.**

**View Applicants**

148 applications have been submitted for this job, 146 of which are new.

» View Applications

**Hire Applicant**

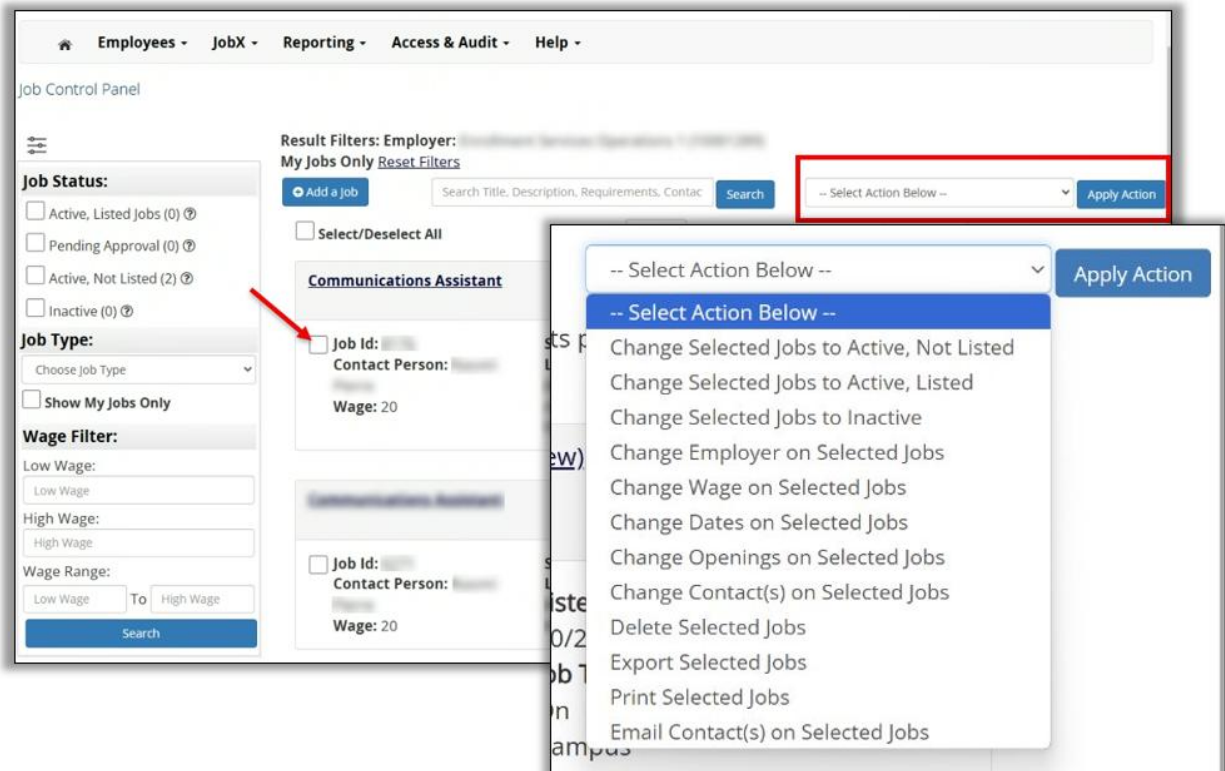
You may not hire an employee because this job has zero openings. You must first **edit the job** to increase the number of openings.

**Edit this job**

## EDIT MULTIPLE JOBS AT ONCE

Certain changes can be made or requested for multiple jobs in bulk by using the checkboxes on the Job Control Panel.

1. Click the checkbox beside the jobs to be edited.
2. Use the '—Select Action Below—' dropdown menu towards the top-right of the screen and select the desired action.
3. Click the 'Apply Action' button.



4. Input change information as applicable and submit. (The interface will vary depending on the type of action selected.)

## Review Job Applications

If using internal procedures for hiring (i.e., not utilizing JobX online applications), skip to the [Request a Hire section of this guide](#).

If a job *does* accept online applications, follow the below steps to access and review the applications.

1. From the **Job Control Panel**, click on the number of applications for a particular job to view the applications.

## JobX Job Management

- Applications are tracked over time. Supervisors can see the total number of applications received and any new submissions since they were last checked.

The screenshot shows the 'Job Control Panel' interface. On the left, there are filter sections for 'Job Status' (Active, Listed Jobs (0), Pending Approval (0), Active, Not Listed (2), Inactive (0)) and 'Job Type' (Choose Job Type, Show My Jobs Only). Below these is a 'Wage Filter' section. The main area displays 'Result Filters: Employer: [redacted] My Jobs Only' with a 'Reset Filters' link. There is a search bar with a 'Search' button and a dropdown for actions. A table header shows 'Communications Assistant' with 'Applications: 148 (146 New)' highlighted in a red box. Below the header, a table row shows 'Job ID: [redacted]', 'Status: Active, Listed', 'Listed: 09/26/24', 'Contact Person: [redacted]', 'Location: [redacted]', 'Job Type: On Campus', and 'Wage: 20'. An 'Actions' dropdown is visible on the right.

2. On the **View Job Applications** page, filters can be used to pull up a specific applicant by name or to view new applications only.

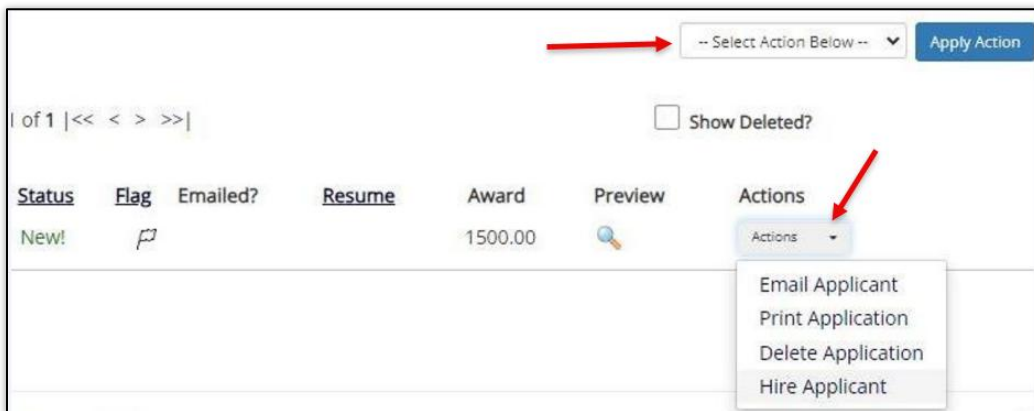
The screenshot shows the 'View Job Applications' page. It includes a header with the job title and employer. Below the header is a paragraph explaining that the list contains all applications received for the job and that users can view or preview applications. A 'Filter by Name' section is highlighted with a grey border. It contains instructions on how to filter by first or last name and includes two input fields for 'First Name' and 'Last Name'. There is also a checkbox for 'Only show New?' and two buttons: 'Apply Filter(s)' and 'Clear Filter(s)'.

3. Below the filters, all applicants will be listed. Click on an **applicant's name** to view their full application, or click the **magnifying glass** icon under the 'Preview' column for a quick glance.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
Tanmay_Harwani	tanmayh@bu.edu	9/17/2024	New!	P		Resume			Actions
Shree Lakshmi Bhandari	shreeb@bu.edu	9/17/2024	New!	P		Resume			Actions
Shree Lakshmi Bhandari	shreeb@bu.edu	9/17/2024	New!	P		Resume			Actions
Shree Lakshmi Bhandari	shreeb@bu.edu	9/16/2024		P		Resume	0.00		Actions

- Under the “Award” column, any Federal-Work Study award amount will display, allowing supervisors to see at a glance if a particular applicant is a Work-Study recipient.

4. **Actions** can be used to manage applications individually or in bulk. Use the “Actions” dropdown menu on a particular applicant row, or use the checkboxes and the “—Select Action Below—” dropdown to apply actions to multiple applicants.



- If proceeding to hire a particular applicant, select **Hire Applicant** from the Actions dropdown menu. This will pre-populate the student’s information into the hire request. Continue to step 2 of the Request a Hire section of this guide for next steps.
- For applicants you WON’T be hiring, it is important to do them the courtesy of notifying them if they have not been accepted for the position. You can do this from the Applications page by selecting the students who won’t be hired and selecting Email Applicant from the Actions dropdown menu.

This template text may be used and modified to email applicants who have been selected for the job. →

Using the “{r:HireJobText}” input should automatically populate with the job title from the posting when the email is sent.

Thank you for your interest in the {r:HireJobText} role. After careful consideration, we regret to inform you that we are unable to move forward with your application at this time. However, we truly appreciate your interest and encourage you to apply for future opportunities that may align with your skills and experience. Please stay connected with us for upcoming roles that might be a great fit. Wishing you all the best in your studies and future endeavors. Best regards.

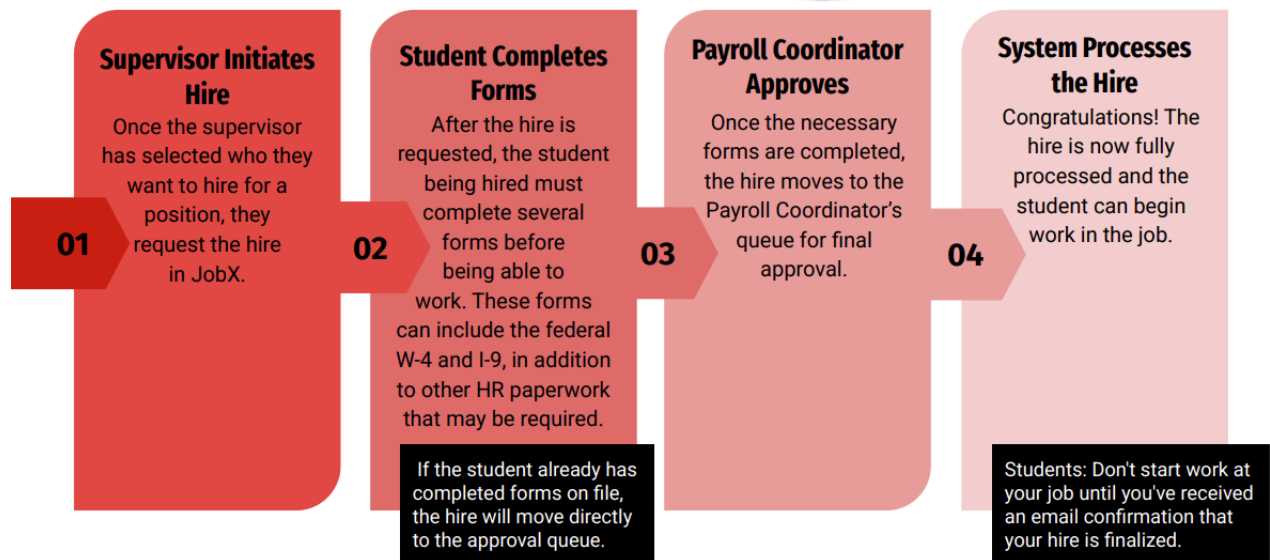
5. Once the job search is complete and all students have been hired into the job as needed for the given time period, change the job status to Inactive. This will delete any remaining applications.
  - Refer to the [Edit a Job Posting](#) section of this guide for more information on how to change the job status.



Be sure to notify any applicants who were not selected before inactivating the job.

[Back to top](#)

## Hiring Process



## Request a Hire



**Student employees should not perform any work until the hire is approved.**

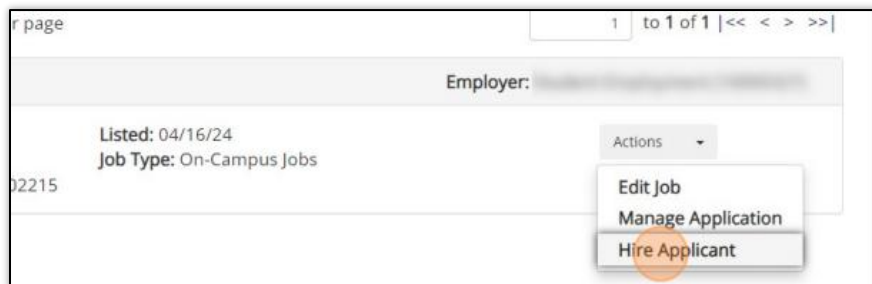
All hires must be requested in JobX before they can be approved by a Hire Approver or Payroll Coordinator. Hire requests can be initiated for one or multiple students at once using the **Hire Students** page.



**TIP:** If you are hiring using internal procedures (i.e., not using JobX online applications), you will need the student employee's BUID and Last Name to proceed with their hire request.

### SELECT STUDENT(S) TO HIRE

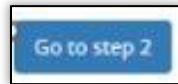
1. From the Job Control Panel, locate the job being hired into and select 'Hire Applicant' from the 'Actions' dropdown menu.



2. The **Hire Students** page will display. Select the student(s) to be hired using one of the following options:
  - Students who *have* submitted applications in JobX will be displayed on the left-hand side of the screen, under 'Hire On-line Applicants'. Click the checkbox beside the student(s) to be hired as applicable.
    - If hiring from a particular student's application, their name will be automatically selected.
  - If hiring students who *have NOT* submitted applications in JobX, enter their information into the fields on the right-hand side of the screen, under 'Hire Candidates who did not apply On-line'.
    - The 'Last Name' and 'BUID' field are required.

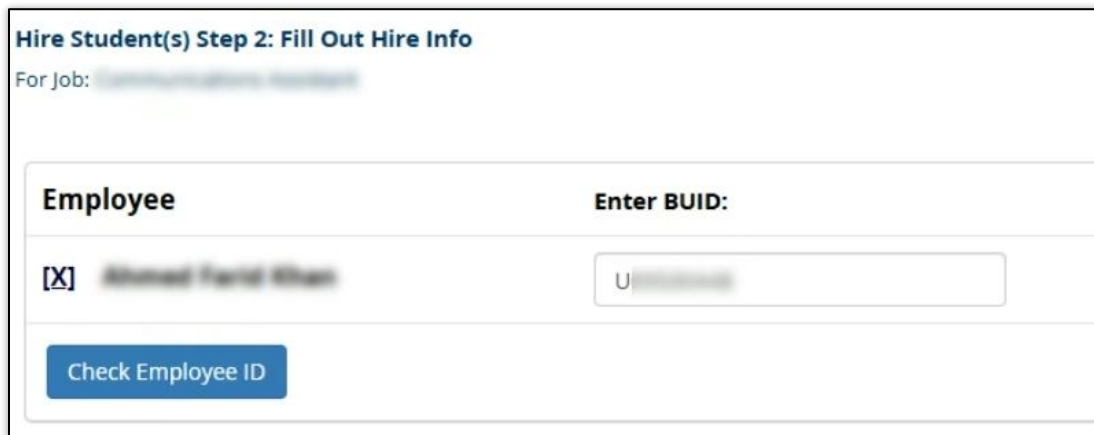



- The number of spots available in this section will correspond to the Number of Available Openings the job has. If needed, additional openings can be added to a job (refer to the [Edit a Job Posting](#) section of this guide for more information).
3. Once all students to be hired have been selected, click the **'Go to step 2'** button to continue.



## EMPLOYEE VALIDATION

4. The next page will display the full list of students selected, along with their BUID. Click **'Check Employee ID'** to begin the job validation process.



 If a student applied through JobX, this page will display the BUID as the student entered it on their application. If they mis-typed their BUID in the application, it can be corrected on this screen.

5. Each student will be evaluated by the system to ensure all employment requirements are met before proceeding. If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.



A student may fail validation(s) and still pass the initial hire stage.

Failed validations with ‘Warning’ labels are considered soft stops. These are typically actions a student must take before the hire can be approved by a Payroll Coordinator or Hire Approver.

Failed validations *without* a ‘Warning’ label are hard stops. These occur when a student does not meet eligibility requirements for student employment at Boston University.

Validation Lookup Results		
✓	Allow Access	Access has been allowed
✗	ConfidentialityForm	Confidentiality Form not Completed - <b>Warning</b>
✗	FERPA Form	FERPA Acknowledgement not on file - <b>Warning</b>
✗	GradStudent	Not Grad Student
✓	I9 Status	Student has a valid I9 on file.
✓	InternationalForm	International Form Complete
✓	Visa Not Expired	Visa Not Nearing Expiration/Expired
<a href="#">Email Results</a>		
<p>The employee did not pass validation and cannot be hired at this time.                      Click the "Cancel" button to cancel this hire.</p>		
<input type="button" value="Cancel"/>		

- Only students who are enrolled as graduate students will be eligible for jobs in the BU Graduate Student Workers’ Union (BUGWU). This validation will ensure only graduate students can be hired into BUGWU jobs.
- If the supervisor wishes to email the student regarding the employment eligibility results to get them resolved, they can click the ‘Email results’ link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can then modify the email as needed before sending to the student.
- If the student has failed any of the validation checks with a “hard stop” (i.e., a red X beside the requirement *without* a ‘Warning’ label), click the ‘**Cancel**’ button to cancel the hire.

6. If the student has passed the validation check, click the ‘**Continue**’ button to proceed.

### Validation Lookup Results

**Abimael Farid Khan:**

✓	Allow Access	Access has been allowed
✓	ConfidentialityForm	Confidentiality Form Completed
✓	FERPA Form	FERPA Acknowledgement on file
✓	I9 Status	Student has a valid I9 on file.
✓	International?	The student is not an International Citizen.
✓	InternationalForm	International Form Complete
✓	Visa Not Expired	Visa Not Nearing Expiration/Expired
✓	FWS Preferred Validation	FWS Preferred validated.

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.

[Continue](#)

## INPUT HIRE INFORMATION

7. Complete the first section of the hire info form with the specific parameters of the employee's work assignment. Some fields will carry over from the job posting, but others will not and will need to be manually entered (including wage, hours, and contact.)
  - The 'Employment Start Date' entered should be the Monday of the employee's first work week, regardless of their actual first day of work.
  - The 'Employment End Date' entered should be the Sunday of the employee's planned final work week.

<b>Employee First Name</b>	Student Name
<b>Employee Middle Name</b>	
<b>Employee Last Name</b>	Name
<b>BU ID</b>	XXXXXXXX
<b>Email Address of Employee Hired</b>	student@bu.edu
<b>Wage which will be paid to Employee *</b>	<input type="text" value="0.00"/>
<b>Hours per week *</b>	<input type="text" value="20.0"/>
<b>Is this Hourly, Salary or One Time Job?</b>	Hourly
<b>Employment Start Date *</b> <small>Please ensure this is a Monday.</small>	<input type="text" value="05/20/2024"/>
<b>Employment End Date *</b> <small>Please ensure this is a Sunday.</small>	<input type="text" value="01/19/2025"/>
<b>First Day of Employment *</b>	<input type="text"/>
<b>Contact Name *</b>	<input type="text" value="Choose one..."/>
<b>Secondary Contact</b>	<input type="text" value="Choose one..."/>
<b>Campus</b>	1000 - Charles River Campus
<b>Additional Notes</b>	<input type="text"/>

**i** NOTE: The 'Employment End Date' input here should be entered as planned, but this date will be overwritten once the hire moves to SAP. When the student's employment ends, a termination will need to be processed SAP.

### INPUT COST DISTRIBUTION

8. Input cost distribution information. The cost distribution is the allocation of Cost Objects (AKA accounts, cost centers, or internal orders) from which a student employee's salary will be paid.
- Hiring departments maintain their own Cost Object numbers internally and should be accessible only to authorized personnel.

**For Federal Work-Study hires please input The following information under Cost Object 1**

**Cost Object 1 - ~~XXXXXXXXXX~~**  
**Cost Object 1 Percentage 1 - 70%**

**You may enter the appropriate Cost Object for the remaining 30 percent.**

<b>Cost Object 1 *</b>	<input type="text"/>
<b>Cost Object 1 Percentage *</b>	<input type="text"/>
<b>Cost Object 2</b>	<input type="text"/>
<b>Cost Object 2 Percentage</b>	<input type="text"/>
<b>Cost Object 3</b>	<input type="text"/>
<b>Cost Object 3 Percentage</b>	<input type="text"/>



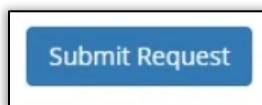
For Federal Work-Study hires, be sure to follow the instructions on the form with the specific Cost Object to enter for Federal Work-Study funds, and the allowed percentage – only 70% of the student employee’s wages may be allocated from the Federal Work-Study cost object. Also, keep in mind that the Federal Work-Study cost object will change on a yearly basis.

The hire page will also display if a student has a Federal Work-Study award. **DO NOT** enter the Federal Work-Study cost object unless the student has a work-study award.



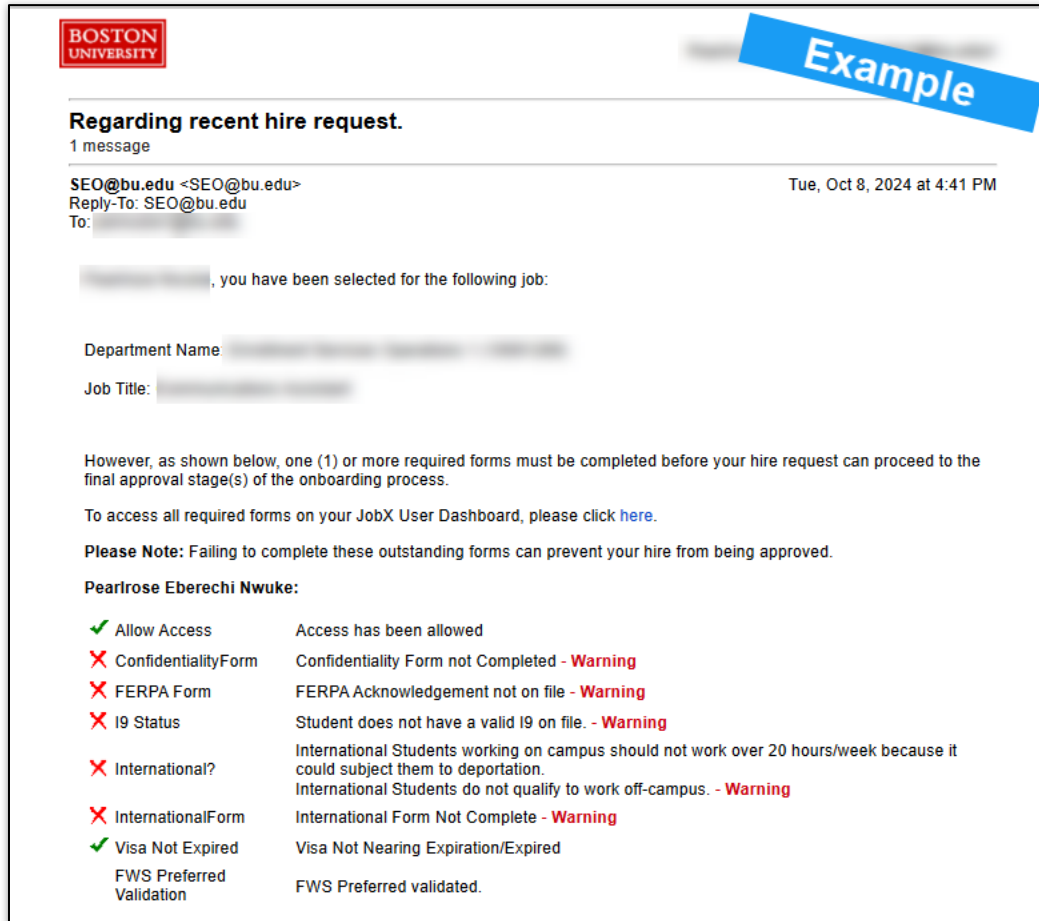
TIP: Refer to the [Cost Distributions Quick Card](#) for some other helpful information.

9. Once all hire information has been entered, click the **‘Submit Request’** button to submit the hire for approval.



## EMAIL HIRE

Once a hire request has been submitted, the student employee will receive an email notifying them that they've been selected for the job. It also includes a snapshot of the employee validation, with a link to the JobX User Dashboard to complete any outstanding forms.



[Back to top](#)

## Approving the Hire

Only those with requisite security permissions (Hire Approver or Payroll Coordinator) can approve a hire. Hire Approvers and Payroll Coordinators can refer to the [Approving Hire Request guide](#) for step-by-step instructions.

Note that final approval cannot be completed until the hired student has completed any necessary forms/eligibility requirements for the job, including Form I-9.

Supervisors/unit managers will receive an email notification when the hire has been approved and the hire has successfully loaded into SAP. This email provides a high-level overview of the hired student, details on how and where to update student records post-hire via MyBUworks, and includes important university, state, and federal policies and regulations.

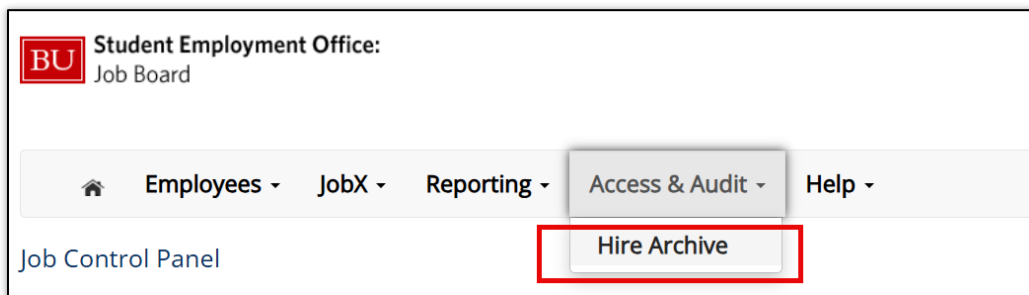
[Back to top](#)

## Hiring and Job Data Tools

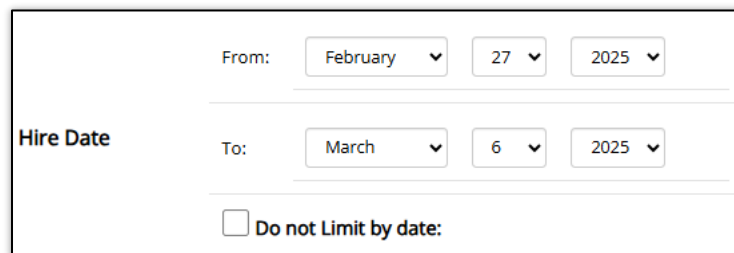
### HIRE ARCHIVE

The Hire Archive tool in JobX allows supervisors to look up a specific student’s hire record or look up anyone who’s been hired into a particular job within the user’s org unit.

1. Navigate to the Hire Archive using the navigation header bar, under **Access & Audit**.



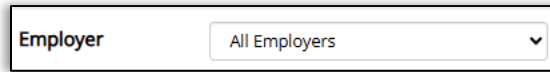
2. The **Hire Archive** page will load. A variety of filters are available to narrow down the search. Begin by indicating whether or not to search within a particular **Hire Date** timeframe.

A screenshot of the 'Hire Date' filter section. It features two rows of date pickers. The first row is labeled 'From:' and has three dropdown menus: 'February', '27', and '2025'. The second row is labeled 'To:' and has three dropdown menus: 'March', '6', and '2025'. Below these date pickers is a checkbox labeled 'Do not Limit by date:' which is currently unchecked.

- Dates will auto-populate to limit the search to the last week. The search timeframe can be widened, or select “Do not Limit by date” to expand the search for all records since JobX was implemented in late June 2024.
- If not limiting the search by Hire Date, at least two additional filters must be selected to narrow the search.

3. Select any additional filters to narrow the search.

- Filter by **Employer:**

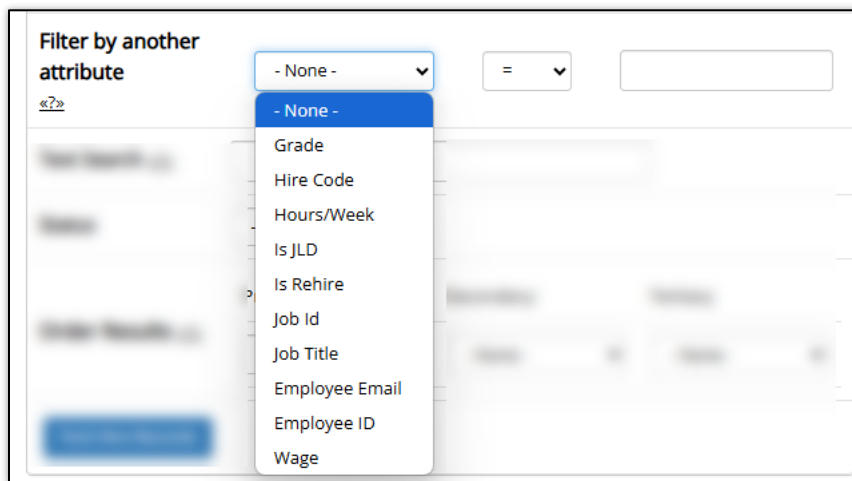
A screenshot of a web interface showing a filter dropdown menu. The label "Employer" is on the left. The dropdown menu is open, showing "All Employers" as the selected option.

Use this dropdown to limit the search to a particular org unit.



Supervisors and Payroll Coordinators will only see the org units they have permission to manage/access. Selecting "All Employers" will result in a list of hires only from the orgs the user has access to. Refer to the [Supervisor Search Student and Awards](#) section of this guide for information regarding how to look up a student's full employment record.

- Filter by **another attribute:**

A screenshot of a web interface showing a filter dropdown menu titled "Filter by another attribute". The dropdown menu is open, showing a list of attributes: "- None -", "Grade", "Hire Code", "Hours/Week", "Is JLD", "Is Rehire", "Job Id", "Job Title", "Employee Email", "Employee ID", and "Wage".

Among other options, this filter can be used to look up a **specific student employee** by UID (select "Employee ID"), or by email address. This can also be used to search for all the hire records for a **particular Job Title or Job ID**.

- Filter by **Text Search:**

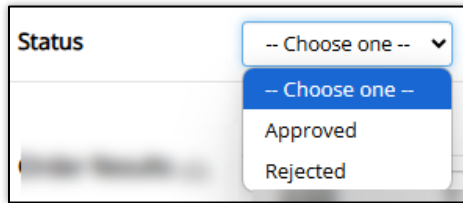
A screenshot of a web interface showing a filter input field labeled "Text Search" with a small "i" icon next to it. The input field is empty.

This filter is most useful to search for a full or partial name of a particular student employee.

- Filter by **Status:**



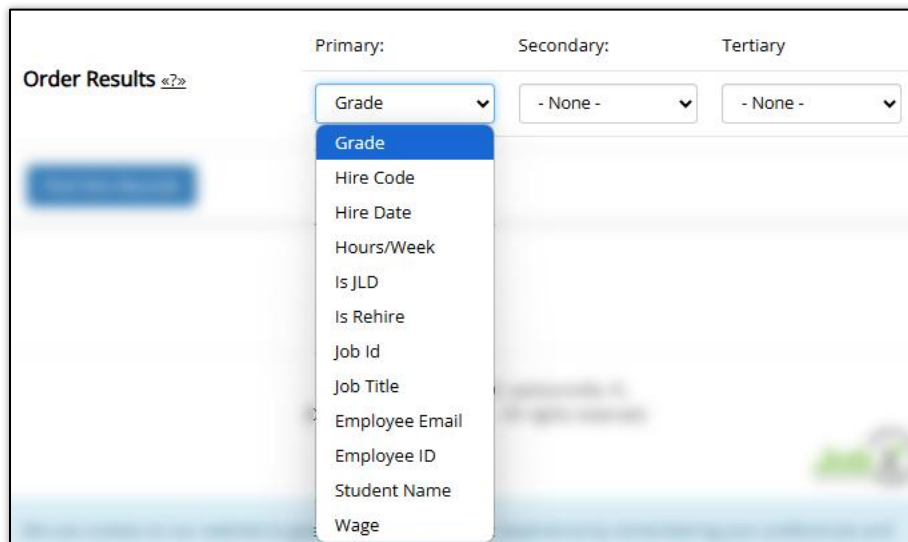
## JobX Job Management



A screenshot of a web interface showing a dropdown menu labeled "Status". The menu is open, displaying three options: "-- Choose one --", "Approved", and "Rejected".

This filter is useful for checking on whether a recently created job or jobs have been approved by SEO.

4. If desired, select up to three attributes by which to order search results.



A screenshot of the "Order Results" section in a web application. It features three dropdown menus for sorting: "Primary:", "Secondary:", and "Tertiary:". The "Primary:" dropdown is open, showing a list of attributes including "Grade", "Hire Code", "Hire Date", "Hours/Week", "Is JLD", "Is Rehire", "Job Id", "Job Title", "Employee Email", "Employee ID", "Student Name", and "Wage".

5. Search results will display. The basic information for each hire will display in a row.
  - If Hire API Re-Send link is visible, note that this functionality is restricted to SEO purposes and should not be used by supervisors or payroll coordinators.



Student Name	BU ID	Department	JobX Job ID	Job Title	JobX Hire ID	Hire Date	Hours	Hire API	Details
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	<a href="#">Re-Send</a> <a href="#">Details</a>
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	<a href="#">Re-Send</a> <a href="#">Details</a>

- Click **Details** to view additional attributes of a particular Hire Record:
  - Hire Date
  - Employer
  - Contact Person
  - Job Title
  - Student's First, Middle, and Last Name
  - Student's Email Address

## JobX Job Management

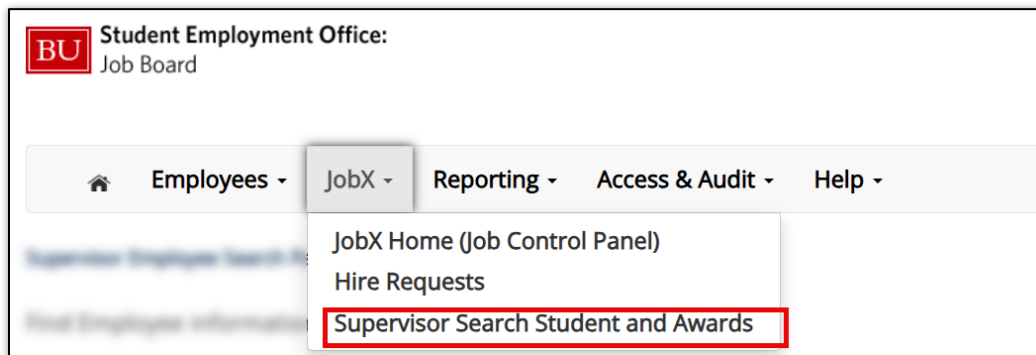
- Student UID
- Base Pay Rate
- Hours Per Week
- Start Date
- End Date
  - Note that this will show the End Date that was input in JobX at the time of hire, and will be updated if applicable after a termination is processed in SAP.)
- First Day of Employment

Note: As of March 2025, it is not possible to search by Federal Work-Study award amounts, but this functionality may be forthcoming.

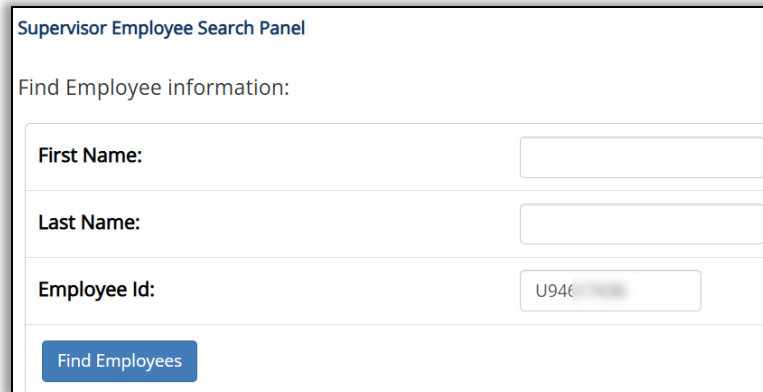
## SUPERVISOR SEARCH STUDENT AND AWARDS

This page can be used to look up a student's complete student employment record within JobX, including any on-campus jobs outside the user's specific org unit, Federal Work-Study awards, and current semester classes.

1. Navigate to the **Supervisor Employee Search Panel** under the JobX section of the menu.



2. Enter the student's name and/or UID and click "Find Employees". Entering the UID into the "Employee ID" field is the recommended approach here.



Supervisor Employee Search Panel

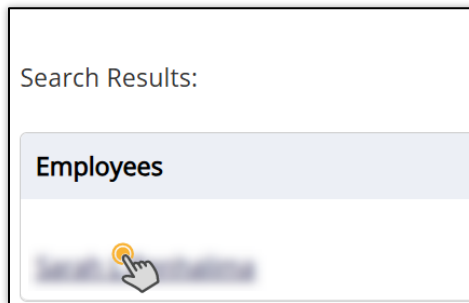
Find Employee information:

First Name:

Last Name:

Employee Id:

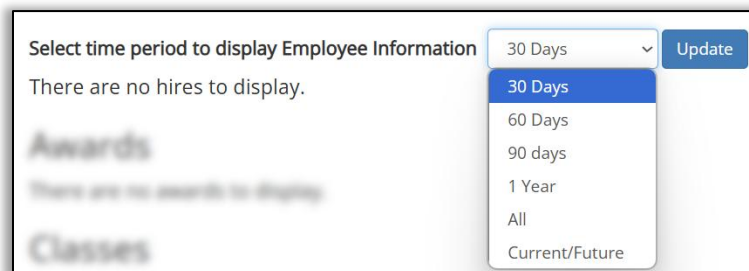
3. Search Results will appear below the search field. Select the student by clicking their name.



Search Results:

**Employees**

4. The student's JobX record will display. As applicable, the following information will be shown:
  - **Employment Eligibility Forms & Details** – Displays the status of Form I-9 as well as any other employment forms on file for the student.
  - **Hire Record** – Use the dropdown as needed to display the student's hire information across all orgs.



Select time period to display Employee Information

There are no hires to display.

**Awards**  
There are no awards to display.

**Classes**

30 Days  
60 Days  
90 days  
1 Year  
All  
Current/Future

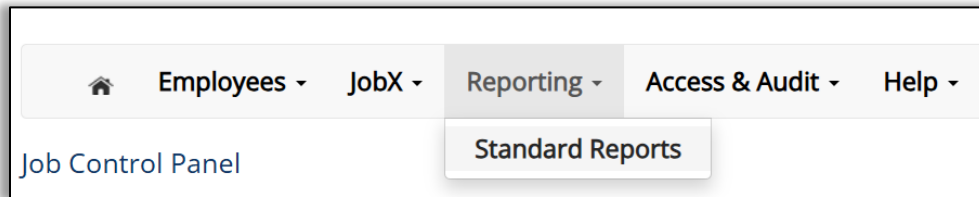
- **Awards** – If the student has been awarded Federal Work-Study, the award amount will be shown.
- **Classes** – Class schedule information from the MyBU Student system will display. It is always best to verify a student's schedule with them directly.

## REPORTING

JobX reports can be used to generate datasets of jobs and hires within the user's org unit.

As with the Hire Archive, JobX reports can only pull data that was input into the JobX system since it was implemented in June 2024.

**Standard Reports** can be found under the Reporting section of the JobX menu.



Development of custom reports is in progress as of March 2025, with specific applications for supervisors and payroll coordinators. As custom reports become available to users, the option to select them will also appear under the Reporting section of the menu.

Given the wide range of filters and options in Standard Reports, specific instructions are not included in this guide, but some common use cases include:

- Generating a report of all the jobs in the org to determine if a particular job already exists or if it needs to be created,
- [Filtering for BUGWU-specific jobs within the org.](#)

[Back to top](#)

# Appendix

## STUDENT EMPLOYMENT SECURITY ROLES MATRIX

		Student Employment Roles				
		Staff Role				
		Payroll Coordinator	Student Hire Approver	Manager/ Supervisor	Student Supervisor	Student Timekeeper
Technical role name to request from DSAs		E:HR.UNITDPT_MSS_STASTU_PYC/E:HR.UNITDPT_MSS_FAC_PYC	E:HR.UNITDPT_STU_HIRE_APPROVER	E:HR.UNITDPT_MSS_FAC_MGR/E:HR.UNITDPT_MSS_STASTU_MGR	E:HR.UNITDPT_STU_SUPERVISOR_M	E:HR.STUDENT_TIMEKEEPER_M
Function/Access	In JobX	Post Job	X	X	X	X
	Review Applications	X	X	X	X	
	Hire Requests	X	X	X	X	
	Approve Hires	X	X			
	Request Edit of Job Information	X	X	X	X	
	Enter Personnel Actions	X		X	X	
	Enter & Edit Time on Behalf of Students	X		X	X	X
	Approve Time Rate or Hours Change	X	X	X	X	
	Terminations	X	X	X	X	
	Release Payments	X	X	X	X	
	Edit Cost Distributions	X	X	X		
	In SAP (BUWorks)					

## JOB STATUSES IN JOBX

Below is a list of statuses that can be applied to a job in the JobX Job Board.

### **Active, Listed**

- Job is listed on the Job Board and accepting applications from students.
- Students can be hired into the role when it is in this status.
- *Why use this status?*
  - *If you are looking for a new student employee and need applicants to review*

### **Active, Not Listed**

- Job is not listed on the Job Board for students to apply.
- Students can be hired into the role when it is in this status.
- *Why use this status?*
  - *If a student is already chosen to be hired into the role*
  - *If your department is not actively hiring for the role (already filled all positions for the semester etc.), you can also use the Inactive worklist for this same reason*

### **Pending Approval**

- Job is in SEO's queue to review for compliance and accuracy.
- Students **cannot** be hired into the role when it is in this status.

### **Inactive**

- Two possible indications:
  - Job was rejected by SEO during review due to incorrect or incomplete information.
  - Departments can also use the inactive worklist to house roles they only hire for every now and then.
- *Why use this status?*
  - *Keep track of what roles need to be updated*
  - *To keep track of roles you are not actively hiring for at a given time*