

Student Employment Transition into Ignite - Supervisor FAQs

1. What systems will Ignite replace for Student Employment?

Ignite will replace JobX and the employment function of BearWeb. Ignite will be your sole location for job requisitions, creating job offers, and approving time cards.

2. What will happen to the Job Postings and Applications in JobX after July 31st?

Starting August 1st all job requisitions (postings), applications, and hire requests will be processed through Ignite.

Supervisors should complete the [Request for a Requisition form](#) if a job posting or hire is needed for August 1st or at anytime after this date.

Supervisors will still have access to JobX and should review any applications as normal, if a student is identified to be hired the supervisor should use [this guide](#) and will need to access the Job Requisition in Ignite to copy the Posting link to send to the desired student so that they can apply to the appropriate job in Ignite. The supervisor can then create an offer letter in Ignite for the student.

3. When will students have access to Ignite for time cards?

Only after a student has completed any required onboarding, and not before the start of their position, will they gain access to their time card. You can check the student hire status in Ignite using [Student Status in Ignite guide](#).

4. Where will students complete onboarding items?

All onboarding is now completed in Ignite. Students should use [this Onboarding guide](#) to help navigate the onboarding tasks and to know when they are authorized to begin working.

5. How will students know to complete onboarding items in Ignite?

The Offer Letter sent from Ignite will contain information regarding any Onboarding items needed. Tasks will be assigned in Ignite and will also generate emails to the student. Once the Federal I9 form has been completed with an HR representative, and not before the start date of their assignment, the student will have access to complete their W4 and Direct Deposit within Ignite. Students can use this [Onboarding guide](#) to help navigate this process.

Student Employment Transition into Ignite - Supervisor FAQs

6. Will students need to complete the onboarding process in Ignite if they have worked for me previously?

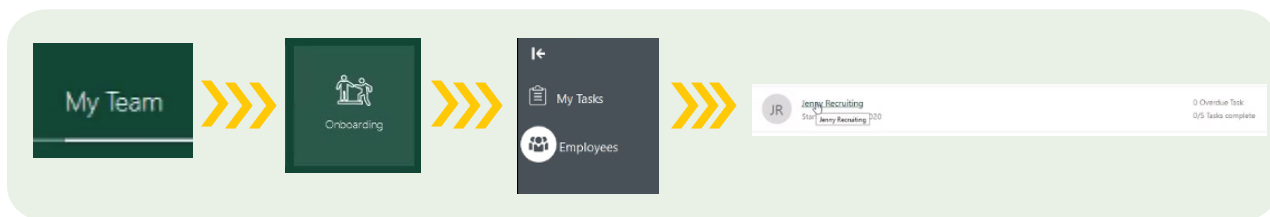
If items such as the Federal Form I-9 and Background Check (if applicable) are **not** expired, the student will **not** be asked to complete these onboarding items again. However, students will be asked to complete the Memorandum of Understanding and the Confidentiality Agreement for the purpose of retaining that information in Ignite. Once these forms are completed in Ignite, students will not be asked to complete these items again when obtaining a new assignment.

7. Will I have to approve all student Time Cards?

No. If the student's Time Card is under 40 hours in total for the two-week pay period, it will be auto submitted. If you do receive a Time Card that is over 40 hours in total, that is an indicator that the student has another assignment and the accumulated hours between both jobs has exceeded 40 hours. In this case, you will need to manually approve the Time Card and coordinate with the student to ensure hours across all jobs do not exceed 20 hours per week.

8. Where will I find the student's pending onboarding items?

You can use [this guide](#) to assist in reviewing the students progress in the Hiring and Onboarding process.



9. How will I know when a student is authorized to begin working?

Once an Offer Letter is created in Ignite the hiring manager will receive email notifications advising once the letter has been extended to the student and accepted by the student. In each email the student is referenced as an External or Internal candidate.

External student candidates are New to Ignite and must go through Onboarding. You will need to monitor the student's Onboarding tasks in order to know once they are cleared to work.

Internal student candidates are Existing in Ignite and have completed the required Onboarding. Once they accept the Offer Letter, if no background is needed, the student is authorized to work.

Student Employment Transition into Ignite - Supervisor FAQs

10. How do I contact a student?

All communication with students during the hiring process will need to be via your Baylor email.

11. Where can I find other resources for student employment?

You can find more resources regarding Student Employment in Ignite at baylor.edu/ignite. Select the Training tab and the Supervisor role. Student Employment aids are listed at the bottom of the page.