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Subject: JobX Message: Important Student Employment Message & Newsletter

**This letter is a mass email to all users within the student employment software, JobX. We will be sending out important information periodically and we ask that you read the content fully to help assist us in compliance and development of student employees.**

Dear Student Employment Partners,

Hello! In this [link](#), you will find our brand-new newsletter, [Inside the Den](#). The name of our newsletter is based on the shared workspace we use with our student employees "The Den." This newsletter is intended to provide you with insight from inside our office and to assist you with the student employment process. Please share this with others who may work with student employees; however, are not in JobX.

We highly encourage you to read the newsletter because it will have valuable information about student employment experience and process. The newsletter will include compliance information, JobX process clarification, graduate student process, and much more!

I am going to update the info session material and training material. Once the documents are updated, we will load the new content to JobX so you may have the most up to date information. I will send out an email when this has been loaded to JobX.

We also welcome feedback from you all. This whole process is new, and we have several new people on our team. We are here to serve and support you through this entire process. If you have direct feedback to provide our office, please feel free to contact me.

We will also try to limit our mass communication so that we do not overload your email box with information. Thank you for all you do for our students, and we look forward to working with you more in the future.

Julie

P.S. - It is **crucial** that you ensure your student (undergraduate & graduate) do not begin work until they have completed the **form I-9**, and they have been hired into the system. Also, ensure the students are **recording and submitting their hours on time**. **There are government penalties (criminal and fines) for not being in compliance with these two areas. Please see page 5 of the newsletter for more details.**

*Julie Veselka*, SHRM-CP, PHR, CCP

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