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**Date:** Tuesday, July 10, 2018 at 3:50 PM

**Subject:** JobX Message: Important Information about Fall Student Employees

*This letter is a mass email to all users within the student employment software, JobX*

Dear Student Employee Partners,

Hello! The fall semester is closely approaching, and we will soon have a busy campus full of students. As we prepare for fall, we want to let you **know you may now submit your fall hires**. As a reminder, **you will need to submit all student employees for fall, including rehires**. If you read our newsletter, you will know we provided a rehiring process for you; however, if you need a refresher you may find the information within this [link](#).

**The sooner you submit your request to hire Fall student employees the better.** We will process **over 3,000 students** in a short timeframe and need to allow our other partners to have time to review and process these students as well.

The **start date for Fall is August 19th**, and you may hire for the full academic year as your budget allows. *If you need your student to start before August 19, you will need to hire them for the Summer term*, and then rehire them for the Fall term. The reason for the different terms is because of how the Financial Aid year is set up.

**As a reminder, the student should not begin work until all required documents are completed, including Memo of Understanding, Confidentiality Agreement, and Form I-9.** You will find the information on start dates and regulations within this [link](#).

The following are two other processes you will need when hiring students.

1. **Queue Numbers** - These are now required on the request form. You will find information on queue numbers within this [link](#).
- 2.
2. **Graduate Assistants** - Remember graduate assistants (GA) that are not tied to an academic program will go through JobX. If you are going to submit a GA through TSA, please note this on the request form, so we do not create duplicate timecards. You will find information on graduate assistants within this [link](#).

Our next **training is scheduled for July 25 at 8:30 am in Draper 147**. We will have this in Compass by the end of the week for you to sign up if you wish.

The best way to contact our office is through [student\\_employment@baylor.edu](mailto:student_employment@baylor.edu) and 254-710-4100. Thank you all for being great partners, and we look forward to working with you this next academic year.

Julie Veselka, Director of Student Employment

P.S. - It is **crucial** that you ensure your student (undergraduate & graduate) does not begin work until they have completed the **Form I-9**, and they have been hired into the system. Also, you must ensure the students are **recording and submitting their hours on time**. **There are government penalties (criminal and fines) for not complying with these two areas.**