

Veselka, Julie

From: Julie_Veselka@baylor.edu
Sent: Thursday, July 19, 2018 1:01 PM
To: Veselka, Julie
Subject: JobX Message: Important Information about Returning Students Employees

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

Dear Student Employee Partners,

Hello! We want to remind everyone that you will need to submit all student employees for fall, including students who worked for you previously. If you have never entered the student in JobX you will need to start with a job posting and request to hire the student. If you have had a previous job posting for the student you will need to go through the **rehire process**; 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. Currently, we have only received half of the requests so we are urging departments not to wait to submit your rehires because it could cause delays in their approval.

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](#).

Our **next training is scheduled for July 25 at 8:30 am in Draper 147**, this is now listed in compass. If you believe a come and go lab training would be helpful, please contact me, we are considering this for the future.

The best way to contact our office is through 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

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, 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.**