


Online System User Guide

Using the online Work-Study system, students can search and apply for jobs and submit timesheets. This guide provides basic instructions on how to use these functions.

Help on pages within the online system can be accessed by clicking the  icons or emailing questions to fws@columbia.edu.

- [Getting Started](#)
- [Find a Job](#)
- [Apply for a Job](#)
- [My Timesheets/Jobs](#)
- [Managing Timesheets](#)

Getting Started

Now you can find a job, receive information about jobs and submit timesheets, all online in one place.

Welcome

Welcome to Student Employment!

Using this website, you can search for a job, apply, and then submit your timesheet.

Please note: you will not be able to access your timesheet or check your award balance until after you are hired for a position.

Featured on the site

Find a Job

Search and browse through available student jobs, and even apply on-line! **NOTE: please apply using your 'UNI as your Student ID'**

JobMail

Be the first to know when jobs you are interested in become available via email.

Recently posted jobs

Sports Information Assistant (Class III / #0219)
There are a number open positions in the Office of Sports Information/Media Relations, assisting in ...

Administrative Assistant II (Class II / #0844)
Carry out administrative and general office function: schedule appointments, provide information to ...

Administrative Assistant III (Class III / #0877)
Provides general administrative support to CCNMTL staff. The Administrative Assistant collects and ...

QUICK LINKS

[Find a Job](#) [Job Mail](#)

- [Find a job](#) - Browse available job listings and apply online.
- [JobMail](#) - Sign up to receive email when new jobs are posted matching your criteria.

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- [Recently Posted Jobs](#) - View details of the three most recently posted jobs.

My Timesheets / Jobs

Too Much Time Worked Warning <?>
Please remember to enter break time taken for 6 or more hours of work

Time Sheet Status **Pay Period Info (Payroll # BWK07-034)**

Incomplete	Start	End	Deadl
	Monday, August 06	Sunday, August 19	2 day

Time Sheet Entries

Date	Start	End	Hours
Thursday, August 16	9:00 AM	1:00 PM	4 hrs
	1:00 PM	5:00 PM	4 hrs
Total:			8 hours

[Add New Entry](#)

- [My Timesheets](#) – Once you've been hired and begin work, edit and submit timesheets online.

Find a Job

To search available positions, select Find a Job.

The Work-Study jobs included in the job listings are available for students awarded Federal Work-Study only and who are fulltime or halftime students who have not been selected for verification for the U.S. Department of Education. If you do not know your Federal Work-Study status, you may check it on [SSOL](#). Before you view the details of a job listing, you need to agree to the disclaimer presented to you: You **MUST** have a Work-Study award and an unearned award balance to be eligible for a job.

Quick Search



Quick search is an easy way to browse available jobs, organized by basic categories like recent postings or hours required.

Data Bank

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
On-Campus Jobs	77	499	44
Off-Campus Jobs	2	18	2
Total	79	515	46

Total number of jobs available are displayed in the Data Bank at the bottom of the page, including number of jobs, openings and employers.

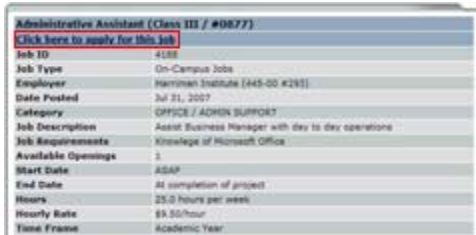
Advanced Search

The screenshot shows the "Advanced Search" interface. It has two tabs: "Quick Search" and "Advanced Search" (selected). Below the tabs are radio buttons for "On-Campus Jobs" (selected), "Off-Campus Jobs", and "Internships (SIPA and Low ONLY)". A text input field for "Keyword(s):" is present. Below this are several expandable sections: "Categories", "Employers", "Time Frames", "Wage", and "Hours per Week". A "Search" button is at the bottom.

To narrow your job search use the Advanced Search function. Advanced Search allows you to find jobs by selecting a combination of search criteria.

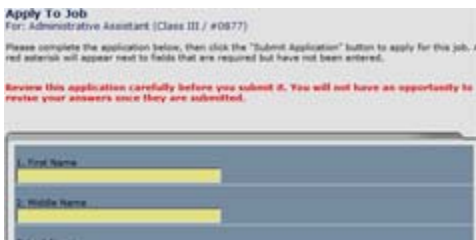
Apply for a Job

Apply online for a job directly from the job details page.



Administrative Assistant (Class III / #0877)	
Click here to apply for this job	
Job ID	4188
Job Type	On-Campus Jobs
Employer	Harrison Institute (445-00 #291)
Date Posted	Jul 21, 2007
Category	OFFICE / ADMIN SUPPORT
Job Description	Assist Business Manager with day to day operations
Job Requirements	Knowledge of Microsoft Office
Available Openings	1
Start Date	ASAP
End Date	At completion of project
Hours	25.0 hours per week
Hourly Rate	\$9.50/hour
Time Frame	Academic Year

Complete the application form and then submit the application when complete. **Note: you will not have a chance to review the application once you submit it, so confirm that the information is correct. Also make sure to answer all required questions or the system will not accept your application.**



Apply To Job
For: Administrative Assistant (Class III / #0877)

Please complete the application below, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

1. First Name
2. Middle Name

Employers will receive notification of your application and will most likely contact you by email at the address designated on your application.

My Timesheets/Jobs

The opening page of My Timesheets will provide access to all your timesheets for a particular job, as well as the status of each. If you have multiple jobs, confirm the job listed is the position for which you want to manage timesheets.

Warnings will help remind you of Work-Study regulations as well as the status of current timesheets. Roll your mouse over the << ?>> icon if you need more information about a warning.

My Jobs
 Welcome, Test Student. Below you will find your jobs.

Too Much Time Worked Warning (2)
 Please remember to enter break time taken for 8 or more hours of work per day.

Current Jobs
 Click on a job name to see the time sheets for that job.

Job Title	Wage	Hire Date	Hire End	Status
TEST_JOB	\$7.15/hour	Aug 14, 2007	Aug 31, 2007	Active
TEST_JOB	\$11.05/hour	Aug 14, 2007	Aug 31, 2007	Active

Current Awards

Account	Start Date	End Date	Initial Amount	Remaining Balance
Federal Work Study	Jul 01, 2007	Aug 31, 2007	\$3,500.00	\$3,500.00

Timesheets will be listed by pay periods. Select Go to timesheet to access a particular time sheet. If a timesheet is delinquent past a certain point, you may not be able to access it. There may also be other instances in which a time sheet is inaccessible. Contact your supervisor if you have questions.

Time Sheets for Job: TEST_JOB

Status	Pay Period	Start Date	End Date	Time Sheet
Payroll # 88K27-034	Monday, August 24, 2007	Sunday, August 19, 2007		Go to timesheet

Icons will display to the left of each time period to help identify the status of your timesheets. Roll over the icon for a description.

Details about a job displays general information about your position, like supervisor, wage and start date.

You can also check you remaining federal award balance.

Managing Timesheets

Status of timesheet will be displayed, along with information about the pay period and timesheet deadline, and pay date.

For each pay period, you must start a new timesheet once the pay period begins. Select Start New Timesheet. Even if you there is a pay period you will not work, you must start a timesheet and then dismiss it. Changes made to your timesheet will automatically be saved.

If you need to add a note to your timesheet such as sick days, do so by selecting Add a new note. Notes will be read by supervisors. Notes auto-generated by the timesheet system may also appear in this list.

Time Sheet Entries					
Date	Start	End	Hours	Edit	Delete
Thursday, August 16	9:00 AM	1:00 PM	4 hrs	Edit	Delete
	1:00 PM	5:00 PM	4 hrs	Edit	Delete
Add New Entry					
			Total:	8 hours	

- To add a new entry to your timesheet, select Add New Entry.

Time Sheet Entries				
Date	Start	End	Hours	Edit Delete
Thursday, August 16	8:00 AM	1:00 PM	4 hrs	Add Delete
	1:00 PM	5:00 PM	4 hrs	Add Delete
Thursday, August 16, 2007 (M)	8:00AM	8:15AM		Add Cancel
Friday, August 17, 2007				
Total:			8 hours	

- After selecting Add New Entry, a new screen will open to enter time.
- Select the day for which you want to enter time. You cannot enter time for days in the future, only for current or previous days.
- Enter your time using the drop-down menus. Enter time for breaks in the appropriate column. You can also enter two different entries for the same day. When you have completed your entry for that day, select Add.
- When complete, select Hand in Timesheet. The page will reload and ask you to review your submission.
- Review and then select Submit Timesheet. Or to make changes, select Cancel and correct any entries. You will be prompted again to confirm your timesheet submission.
- Once you submit your timesheet, you will no longer be able to make edits. If you made an error, contact your supervisor immediately. If a timesheet is returned to you, be sure to correct it immediately and resubmit.