Online System User Guide

Using the online Work-Study system, employers can post jobs, review applications, complete the hiring process, and manage timesheets. This section provides basic instructions on how to use these functions.

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

Request Log In Permission

Each individual employer must have an account and password to access the Work-Study system. To request log in permission:

1. Go to fws.columbia.edu

2. Select "Request Log In" below **Announcements**.

Log In

In order to access employer functions of the website, you must log in.

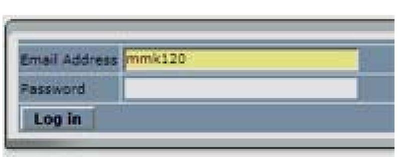
1. Go to fws.columbia.edu.

2. On Campus Employers choose **On-Campus Employers Log-In** from the log in section.

3. Enter your UNI and password, then click log in.

3. Off Campus Employers choose **Off-Campus Employers Log-In** from the log in section.

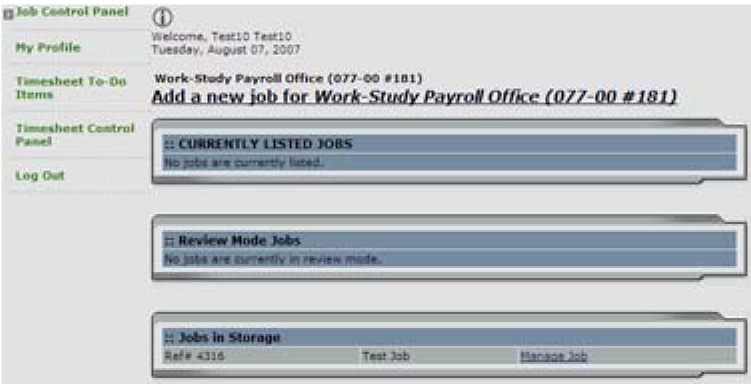
4. Enter your Email Address and Password, then click Log in.



Once you have logged in, you will not have to again unless you close your browser window, log out or are idle for over 20 minutes.

Job Control Panel

Once you have logged in, you are on the Job Control Panel. On this page you can perform nearly all tasks related to your Work-Study jobs.



<u>Filter Employers</u>

If you are assigned to more than one employer, use the Filter Employers drop-down menu to select the employer you'd like to view. If you are assigned to only one employer, the name of that employer will already be displayed.

<u>Manage Job</u>

Manage Job displays the job's details.

A job's status is defined four ways:

1. **Listed –** Approved by the Work-Study office and currently posted. Students may search and apply for jobs in this status. Any change made to the job must be submitted for approval.
2. **Pending Approval –** Submitted for approval to the Work-Study Office. Primary and secondary contacts will be notified once a job is approved and the status is changed to Listed.
3. **Review Mode –** Not publicly listed on the web, students may no longer apply for a job in this status. Applications submitted are still available for review and hiring an applicant is possible. Review mode is used once you are satisfied with applications received, you are rehiring someone or you are hiring a walk-in candidate. Jobs in Review may be re-posted, but changes must be re-submitted for approval.
4. **Storage –** All associated applications are deleted. Details of the job posting is saved. A job is typically moved into Storage after hiring is completed and the job is closed. A job in Storage may be re-posted with approval from the Work-Study office.

Post a New Job

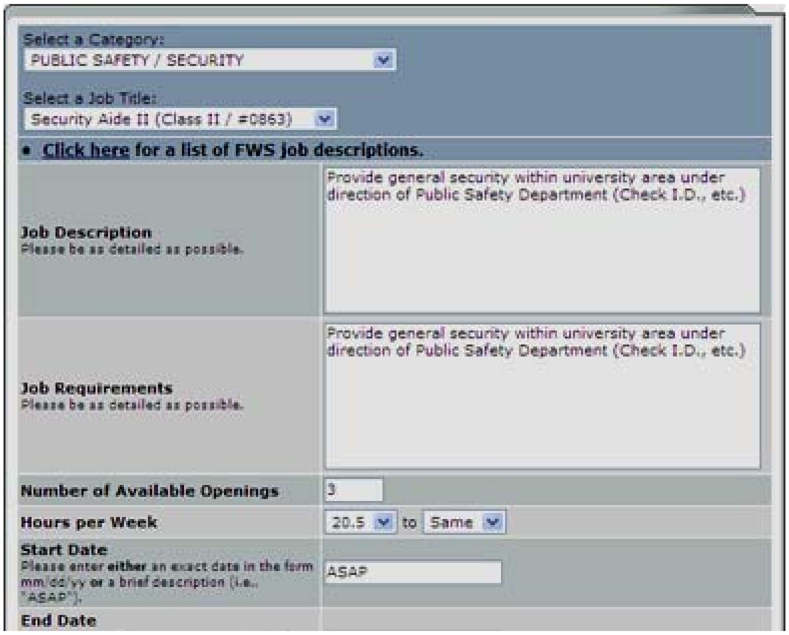
Posting a new job is a three-step process: **1)** Create the job profile, **2)** Review / Edit job application and **3)** Submit job for approval and posting.

1. Create the job profile

From Job Control Panel, select "Add a new job for [Employer Name]."

- If assigned to more than one employer, you must first select an employer from the Filter Employer pull-down menu and then the Add a job link will appear.

Complete the Job Profile.



Select a Category:
PUBLIC SAFETY / SECURITY

Select a Job Title:
Security Aide II (Class II / #0863)

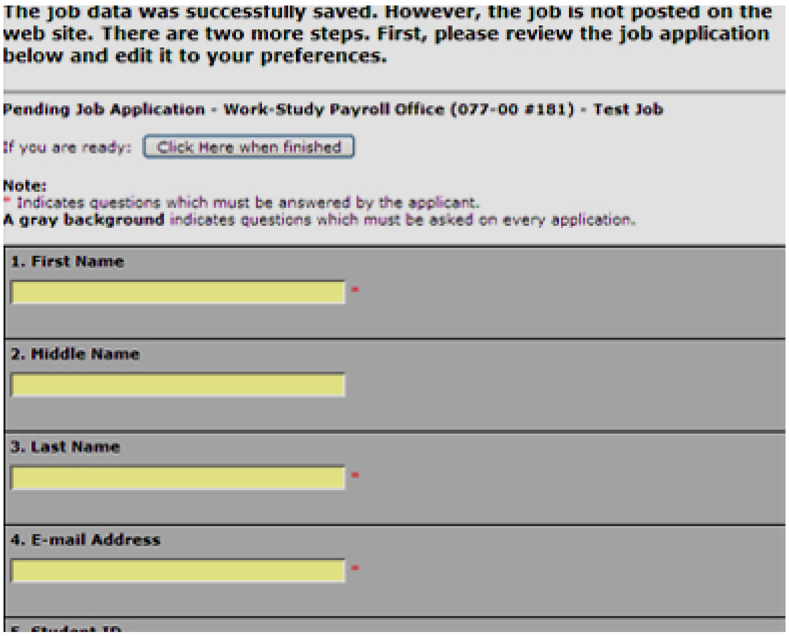
- Click here for a list of FWS job descriptions.

Job Description Please be as detailed as possible.	Provide general security within university area under direction of Public Safety Department (Check I.D., etc.)
Job Requirements Please be as detailed as possible.	Provide general security within university area under direction of Public Safety Department (Check I.D., etc.)
Number of Available Openings	3
Hours per Week	20.5 to Same
Start Date Please enter **either** an exact date in the form mm/dd/yy **or** a brief description (i.e., "ASAP").	ASAP
End Date	

- **Category –** Pick a category that best describes the job. Students search by category.
- **Job Title –** Give specific job title, e.g. “Research Assistant.” For helpful explanations of job descriptions, select Click here for a list of job descriptions.
- **Job Description –** Describe the job and set expectations for the work.
- For helpful explanations click the **Click here** link for a list of Work-Study job descriptions.
- **Job Requirements –** List any skills that the student must have.
- **Number of Available Openings –** Indicate number of openings available. This will decrease automatically as you hire students.
- **Hours per Week –** Hours per week student is expected to work. Ranges acceptable.
- **Start/End Date/Time frame –** Students also search by time frame.
- **Wage –** Select a base wage range most appropriate to the job.
- Primary **Contact Person –** Select yourself as the contact person unless posting for someone else. Primary contact manages job and receives emails from Work-Study office or students. If a primary contact is not listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with current department/agency.
- **Secondary Contact Person** - Other people in department whom students may contact with questions about the job. Secondary contacts also receive notification if a student applies to the job.
- **Phone/Fax/Email/Location** - Enter information to be available to students. Collect online applications - the system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly.

Click Submit. The Review Job Application page will load.

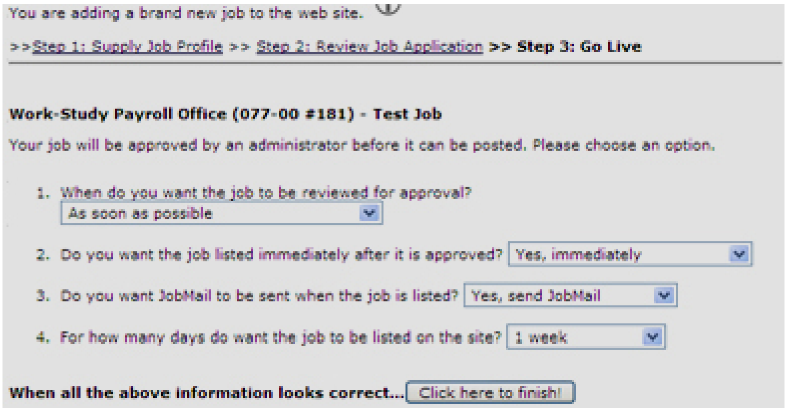
2. Review/Edit job application



Review the job application. When you are done, click Finished.

3. Submit job for approval and posting

- The **Go Live** page is the final step in the job posting process. Answer the questions displayed about your job listing.
- **When to list job posting –** (Immediately; Send to Storage) Immediately will post job once it is approved. Storage will save job listing after it is approved for posting at a later time.
- **Job Mail –** (Yes; No) Students can sign up for JobMail and it automatically emails them when a job matching their interests is posted.
- **How many days –** (Until I Close; XX Days) Depending on permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. Maximum number of days is 60, unless extended by you or the Work-Study office.
- Select **finish** when you are done. posting will be submitted for approval by the Work-Study Office. You will receive notification about its status by email.



The details of your job are accessible by selecting View Jobs Pending Approval from the Job Control Panel. If you need to change details of the job you have submitted before it is approved, you can do so by selecting Edit Job.

Timesheet To-Do Items

To manage timesheets, select **Timesheet To-Do Items**. All timesheets that require immediate attention will be displayed here.

Information will appear differently depending on the status of the timesheet and your permission level. For instance, when the timesheet is in the student’s possession the only information available will be the status and pay period details. Entries and action options will not appear.

<u>Manage Time Sheet</u>

If you supervise students in multiple departments, you can select a particular department from the drop-down menu at the top of the To-Do Items page. The page will reload and display that department’s timesheets. Make sure to check to-do items for all the departments that you manage.

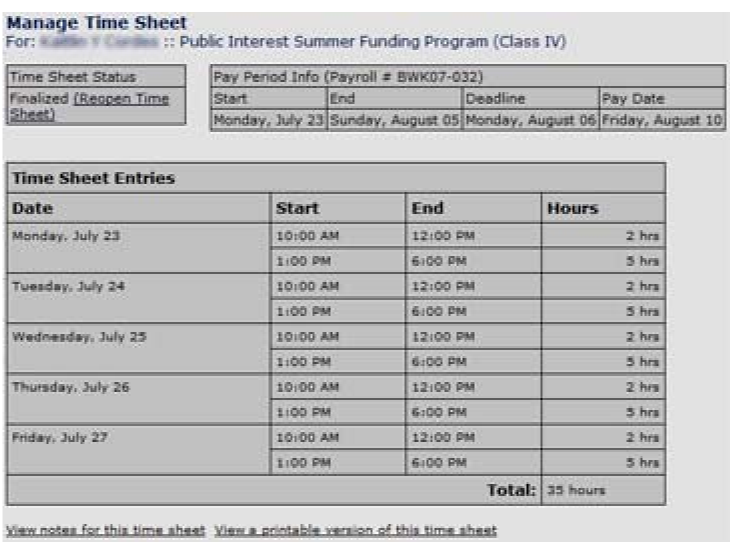
Timesheet Categories

Timesheets will be displayed under five possible categories:

1. **Timesheets incomplete by supervisor –** Timesheet started, but not completed by supervisor. Once a timesheet has been started, it cannot be edited by a student, so a supervisor must complete it. To do so, Go to Time Sheet.
2. **Timesheets returned by administrator –** Timesheets reviewed by an administrator and returned to you. Notes will explain why the timesheet is

returned; must be resolved before resubmitting to an administrator for approval. Select Review to edit or send back to the student.

3. **Resubmitted timesheets –** These are timesheets revised and resubmitted by students for your approval. They must be approved by the deadline listed next to them. Click Review to do so.
4. **Delinquent timesheets –** Timesheets may not have been started or submitted by students and the deadline has passed. Send an email reminder to the student or to take control of the time sheet through Review.
5. **Submitted timesheets awaiting review –** Timesheets completed by students and submitted for review. They must be approved by the deadline listed. Select Review to do so. Carefully review the student's time entries before you approve them.



Only timesheets that apply to one of these five categories will be displayed on the To-Do Items page. For example, if there are no delinquent timesheets, that particular category will not display.

Warnings

The system alerts you to particular situations through the use of warnings. Warnings will display at the top of the To-Do Items page. For example a warning will be displayed if a student has worked too many hours. If there is a warning next to the title, roll your mouse over it for instructions on how to resolve the warning.

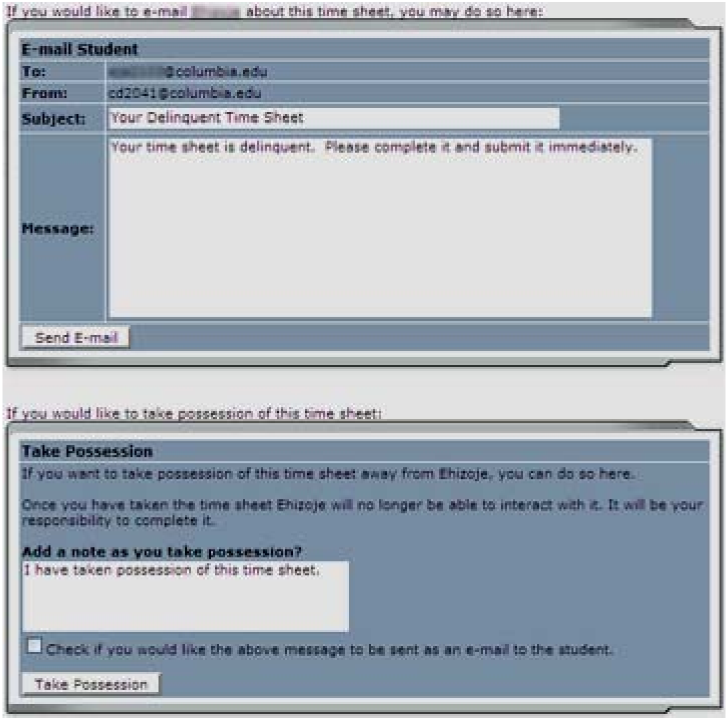
Timesheets must be completed and submitted for the two weeks pay period when they are due. A student will not be able to go back and add a week or hours to a pay period that has already been finalized and paid.

Manage Delinquent Timesheets

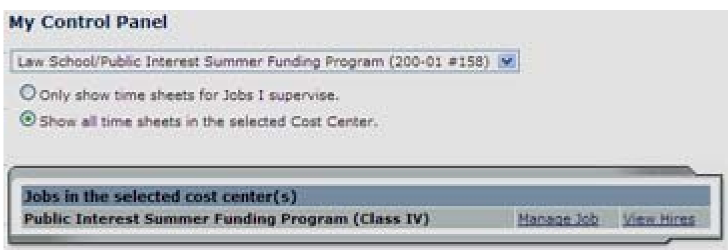
There are two options to manage delinquent timesheets: **1)** Email the student a reminder or **2)** Revoke student access to the timesheet and take possession of timesheet to submit hours on behalf of student.

To access both functions, select Review next to the delinquent time sheet on the To-Do Items page. You can send an email reminder to the student by editing the subject and text of the message, then select Send Email.

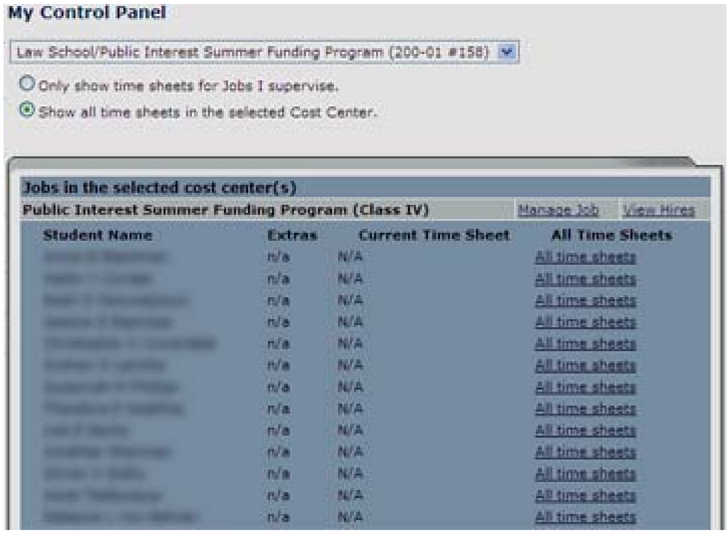
To take possession of the timesheet, go to the Take Possession section at the bottom of the page. Indicate if you would like to notify the student via email that you have revoked access. You can revise text of the email in the message box. Once you select Take Possession, the timesheet will load and you can revise it as needed.



Timesheet Control Panel



On **My Control Panel**, you can access all jobs for which you are the primary or secondary supervisor. You can also access prior time sheets.



- Select **Timesheet Control Panel**.
- Click **Manage Job** to change the title or description of the job.
- Select **View Hires** and a list of your students for that job will open.
- Select **All time sheets** to view a history of a student's time sheets.