



Student Employment Automation (Campus Job Opportunity)

**Student Training Session
(for students being rehired by
their employer for 2017-18)**



Project Goals

- Primary goal: to streamline and automate the student employment application and hiring process for both the student and the supervisor



Things You Need to Know

- Jobs are for upcoming fall/spring which is academic year “1718”
- Student employees returning to their previous jobs for fall/spring 1718, need to apply through this system
- ★ • **ACCEPT** your “campus job opportunity” first!! Go to Anchor Access, Financial Aid Tab, Award



How You Access the System

- Anchor Access
- Student
- LSSU Student Employment Opportunities



Student

Registration

Used to register for classes, view registration status, view hold

Academic Information

View your student information, Academic transcript, midterm

Student Resources

Contains printable forms & guides, A-Z Faculty Search, and a

Tuition & Billing

Textbook Information

LSSU Vehicle Registration & Ticket Information

LSSU Employment Opportunities

View available jobs (if eligible), Apply for jobs.

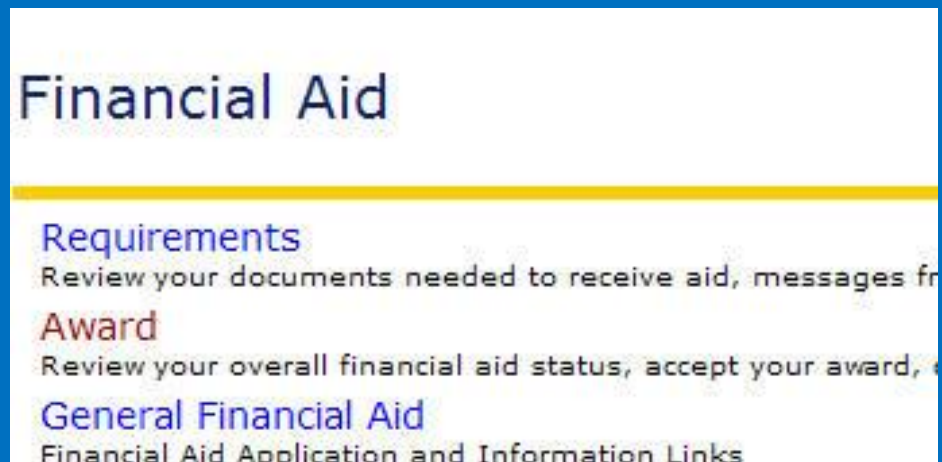


Oops! You must accept your work study first, if you get this message.

You do not currently have a Federal Work Study award for this current aid year. This job board is only accessible to students eligible for Federal Work Study.

Go to the Financial Aid tab of Anchor Access and accept your work study offer if you have one.

 Go Back to Slide # 3



Financial Aid

Requirements
Review your documents needed to receive aid, messages fr

Award
Review your overall financial aid status, accept your award, e

General Financial Aid
Financial Aid Application and Information Links



Student Job Page

Personal Information

Student

Financial Aid

Employee

Student Job Page

Students awarded work study as part of their financial aid, are eligible to view the student job board.

Work study offers must be "accepted" on the financial aid tab of Anchor Access before jobs are viewable.

If you have not accepted your work study offer, do so on the Financial Aid Tab, Award section.

View the jobs before applying for a job, to obtain the necessary Job Department and ID Number.

View Student Jobs



Apply for Jobs

Review Job Applications

Review Job History



Next Steps

- “View Student Jobs”
- Select “Academic Year 1718”
- Look for your job – which you will be returning to, from last year. NOTE the Job Dept and Job ID Number
- “Return to Student Job Page”



To Apply for the Job

- “Apply for Jobs” from Student Job Page
- Select “Academic Year 1718”
- Select your employment Department (noted from the job board in previous step)
- Select your Job (noted from job board in previous step)



To Apply for the Job

- Download the LSSU Employment Application (Word version preferred but not required)
- Fill in your name and just type “REHIRE”
 - no need to fill out the application any further if you are applying for your previous position
- Save on your computer with a file name different from your first application and upload
- “Apply for Job”



What Next?

- Wait for your employment Department to respond by making you an “offer” if they intend to rehire you
- Check your LSSU email for this notification and/or “Review Job Applications” on Student Job Page



Review Job Applications

Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDat
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor NC Admin	1069001	27-APR-1
No Match	No Match	Academic 1112	Admissions	Student Labor Admissions	1057001	27-APR-1
Offer Rescinded	Offer Rescinded	Academic 1112	Audio Visual	Student Labor A/V	1041201	27-APR-1
<input type="button" value="v"/>	<u>Offer</u>	Academic 1112	Learning Center	Student Labor Learning Ctr	1048001	27-APR-1
Accepted	Terminated	Academic 1112	Financial Aid Admin	Student Labor Financial Aid	1052002	27-APR-1
Declined	Applied	Academic 1112	Business Office Administration	Student Labor Business Ofc	1061001	27-APR-1

You need to accept or decline the offer and select “process status”



Next Step

- An “offer” needs your response
- At “Review Job Applications”, either accept or decline the offer from Status Pull Down Menu
- “Process Status”
- Your Status should become “Accept/Authorized” – if so, you’re done!



Display Applications

Display Student Applications

View the current status of the jobs you have applied for.

Check your LSSU email regularly for notification from job supervisors.

Instruction on how to access your LSSU email was provided to you by the Admissions Office with your letter of admission and will

If you are offered a position, you will be required to provide a W-4 and I-9 employment forms, unless we already have them.

Direct links and instructions for the W4 & I9 will be sent to your LSSU email, if needed, when an offer is made. Your status must be work.

Status Pull Down	Current Status	Job Category	Job Dept	Job Title
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor
Accept, Not Authorized	Accept, Not Authorized	Academic 1112	Audio Visual	Student La
Not Authorized, Offer Revoked	Not Authorized, Offer Revoked	Academic 1112	Admissions	Student Labor
Interview	Interview	Academic 1112	Financial Aid Admin	Student Labor

- If your status is not authorized, check your email. We need some paperwork and the email will direct you.



To Begin Working Next Fall

- Your “status” must be Accept, Authorized



Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDate
Accept, Authorized	Accept, Authorized	Academic 1112	Admissions	Student Labor Admissions	<u>1057001</u>	27-APR-12

[Return to the Student Job Page](#)



What If.....

- You prefer a different job, & don't want to return to your previous employer
 - Please send your previous employer an email and let them know. They may be holding a place for you.
- You need to “Apply for Jobs” – fill out the LSSU employment application fully, and apply for jobs from the Job Board. Follow steps as previously outlined. Your status must eventually be “accept/authorized” in order to be authorized to begin work.



Questions?

- My Contact Information

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