

Delaware State University

Office of Student Employment

Supervisor Check List

To Do List		Notes
<input type="checkbox"/>	Make sure you have an account in JobX- Single sign on. See below for link.	Any single sign on issues reach out to SEO
<input type="checkbox"/>	Post position on Job-X for approval	Make sure to link org# to the correct funding source *FWS hires only* are first come first serve. The financial aid office must review the student hire for eligibility and award*.
<input type="checkbox"/>	Hire your student worker for approval. <i>Office- aclarke@desu.edu</i>	If validations are blocking you, please email me. The supervisor must hire first for the student to get access to any forms.
<input type="checkbox"/>	Once you hire your student they will have access to the electronic onboarding forms.	The student now must initiate their I9 and W4. See student check list
<input type="checkbox"/>	Once the student has completed all of their steps in their check list. You should receive the student employment confirmation form to complete and sign.	Again, see student check list. Anything not completed by the student the hire request is delayed. Supervisors must follow through with their student workers.
<input type="checkbox"/>	Complete and sign the confirmation form	Please note *If you have not received any emails or the confirmation form 2-3 business days after hiring a student please check with SEO or the student.
<input type="checkbox"/>	*OSP grants only* hires must have completed an RCR training	PI's please note that you may have to sign the form twice if you are the supervisor as well. You will then route the form to the Chair or Dean for signature.
<input type="checkbox"/>	Do not allow your student to work until payroll has signed off.	Refer to SEO policy on DESU website
<input type="checkbox"/>	Payroll is the final approval and will send an email to the supervisor.	Please check the status of hire with the Student Employment Office first.

Employer dashboard:

https://desu.studentemployment.ngwebsolutions.com/JobX_JobControlPanel_Wide.aspx