Delaware State University

Administrative Training Plan
How does this feature work?

**STEP 1:** Student/Employee authenticates via **secure** Single Sign On (SSO) into JobX to apply for a job via JobX.

**STEP 2:** Hiring supervisor selects applicant to hire.
**STEP 3:** When Hiring supervisor hires an applicant, JobX performs a systematic hire compliance check to ensure the applicant is eligible and has completed all their required forms (e.g. I-9, W-4, Direct Deposit, FWS Agreement, etc.) before they can begin working.

**Important Note:** With this new feature, instead of failing a hire when the Form I-9 or W-4 are not complete, the validation is configured to result in a warning. The Supervisor will be presented with a ‘Continue’ button to request an ‘Incomplete Hire Request’ for a student.
STEP 4: Hiring supervisor e-mails applicant informing them they have been selected for this job and need to complete required forms (e.g. I-9, W-4, others) before the hire is approved and they begin work.

The email includes a link to the student’s JobX User Dashboard where they can complete any pending form(s). Upon clicking the link the student will securely authenticate into JobX using their institutional credentials to complete their I-9, W-4, and any other onboarding forms.
Form Status Tracking

STEP 5: Hiring supervisors and site administrators will be able to monitor Hires in this new ‘Hire Requests –Awaiting Required Forms’ status thru completion via new Hire related Dashboards.
**STEP 6:** Student will access their JobX User Dashboard, then click on form link(s) (e.g. I-9, W-4, Other Onboarding Forms) to complete required forms for employment.
STEP 7: Student is seamlessly authenticated into Dynamic Forms via Next Gen’s Real-Time API Integration service utilizing the student’s institution Single Sign On (SSO) credentials.
Electronic Form I-9 Workflow - Employee

STEP 8a: Employees will be asked if they have an SSN.
For US Citizens, they’ll answer ‘Yes’ to the question ‘Do you have a social security number?’ (see below) and follow the standard I-9 workflow.

For Non-US Citizens, they’ll answer ‘No’ to this question and follow the non-citizen I-9 flow below:
- **Non-US Citizens:** Employees will complete section 1 of the form and leave SSN blank
- **Administrator:** Complete section 2 the Form I-9 and it is placed in ‘pending queue’ for up to 90 days. JobX will show a Hire Status as ‘Complete – SSN Missing’
- **Non-US Citizen:** SSN is provided the administrator
- **Administrator:** The SSN is entered on the form. The ‘Pending Forms’ Hire Status is removed, and the hire request is systematically removed off incomplete forms status.
STEP 8b: Student completes their section of the I-9, W-4, Other Onboarding forms & electronically signs the forms
STEP 9: Dynamic Forms sends email to Form admin to complete their section of the form, if applicable.

Step 10 – Form I-9, W-4, & Other Onboarding Forms completed by admin through Dynamic Forms
Step 11: Form Statuses updated on User Dashboard to show ‘Student Section Complete, Pending Approval(s)’
**Step 12:** Form Statuses updated on Supervisor ‘Hire Request’ Dashboard, with the ability to email reminders to the students or cancel the hire request if they don’t complete their forms in a timely manner.
**Form Admin Completes Forms**

**Step 13:** Form I-9 or W-4 completed by admin through Dynamic Forms by clicking the # in the ‘Multi’ queue (all forms requiring multiple signatures) where your forms pending action will reside.
User Dashboard Updated – Workflow Completed!

Step 14: Form Statuses updated on the JobX User Dashboard

![User Dashboard Screenshot]
Questions?

Please contact:
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