Employer User Guide

For Use with the Online Job Posting/ Application System

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https://studentjobs.uconn.edu/

Employer User Guide

Getting Started

UConn's Office of Student Financial Aid Services – Student Employment unit is pleased to provide Web services that automate and streamline the job posting and hiring process. The features of our website provide users with a seamless source of student employment information, as well as expanded recordkeeping functions. With this tool, you will be able to efficiently post jobs, review applications, and begin the hiring process all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

Features for Employers

- *Post jobs*: build online applications; quickly add multiple openings for the same job; designate multiple University employees to manage a job advertisement; submit a job posting for review by Student Employment
- *Review applications:* receive notification of applications by email and review online; keep all applications in a central location and manage with preview and notes functions; email students about the status of their applications
- *Manage previously-posted jobs:* store lists of students interested in job postings; save job postings for re-use
- *Access information:* download needed employment paperwork; access the Student Employment Guide; locate uniform job descriptions and job codes; use "Work-Study Calculator" to calculate the number of student work hours available per award amount
- *Contact us:* request log-in access; sign up for our ListServ; email questions to Student Employment

Features for Students

- *Search for jobs*: use any number of different criteria to find jobs; receive automated email when preferred jobs become available
- *Apply online:* enter information and instantly submit it to prospective employers
- *Access information:* download needed employment paperwork; access the Student Employment Guide; use "Work-Study Calculator" to calculate the number of work hours available per award amount, find job descriptions
- *Contact us:* email questions to Student Employment

These new services use a Web interface and are designed, like other websites, to be self-explanatory.
Additional help on each Web page can be accessed by clicking these icons: ⓘ «?»

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Student Employment at studentjobs@uconn.edu.

To begin using the website, type the following address into your Internet browser's address bar.

https://studentjobs.uconn.edu/

You will then see a main homepage like this:
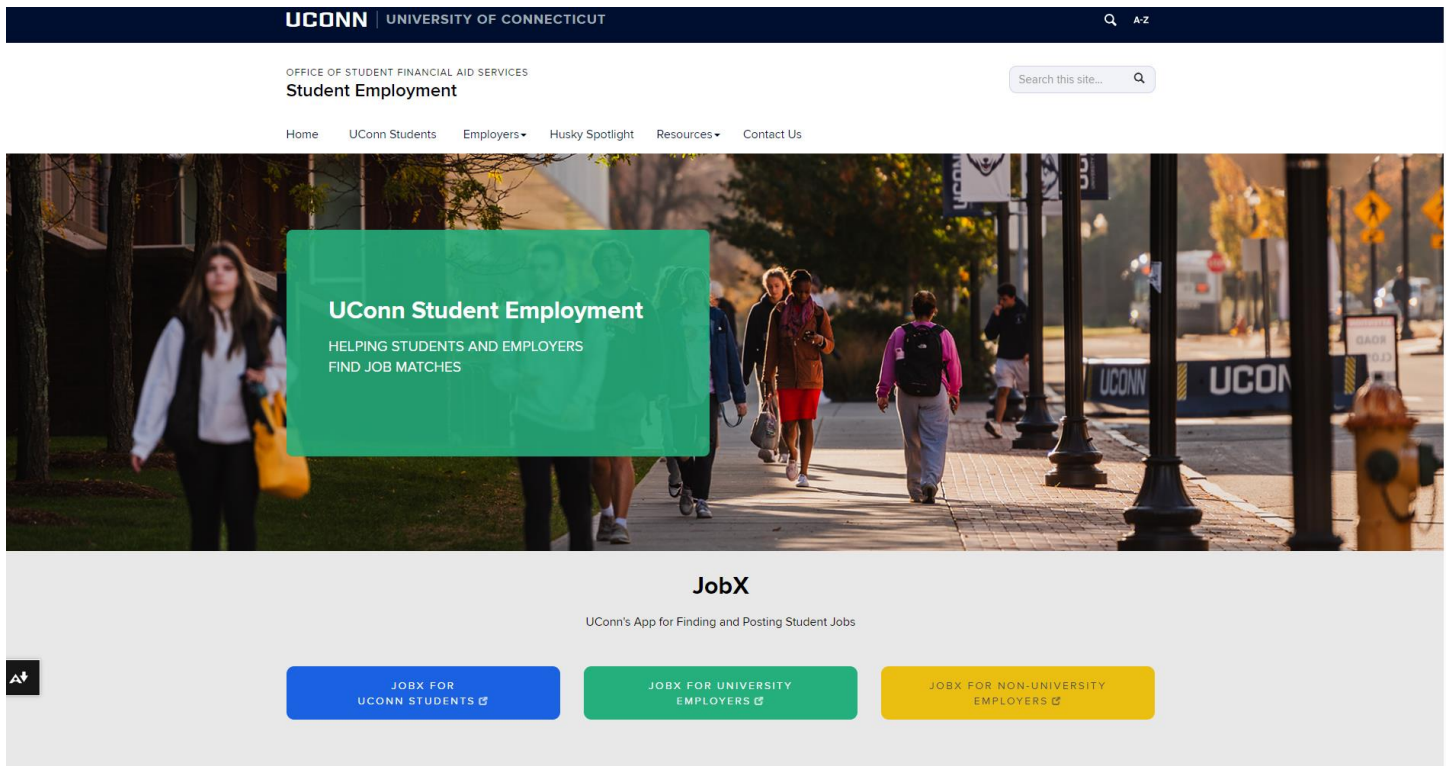
Here you will see announcements important to users under the "News & Updates" heading. From this main page, all users may access the features of the site that apply to them.

There are three main types of users:

- 🐾 *UConn Students:* Students seeking jobs on the Student Labor and Work-Study payrolls will be able to view available jobs. Only UConn students will have the capability to apply online.

- 🐾 *University Employers:* Departments on-campus who wish to post Student Labor and Work-Study jobs may do so after they receive log-in permission from Student Employment (see page 5 for information on obtaining log-in access).

- 🐾 *Non-University Employers:* Off-campus private non-profit, municipal, and state agencies seeking to employ Work-Study students in community service positions may request access to the site if they have an active Work-Study contract with the University, access to internet and email capabilities, and have a designated contact person who will review applications on a regular basis. (see page 5 for information on obtaining log-in access)

Off-campus private non-profit, municipal, and state agencies who do NOT have a current Work-Study contract with the University may contact Student Employment by phone or via the website to obtain information about the Work-Study program at UConn. Private, for-profit companies seeking student employees may use the site to link to UConn's Center for Career Development to obtain information about how to post their positions on that site.

Each user type (described previously) has its own special homepage. Under the JobX heading on the main page of the site, employers should select the employer type that applies to them (University Employer or Non-University Employer). You will then see one of these two screens:

For On-Campus Departments:

| 🏠 | Students | Employers & Administrators |

University Employers

☀ **Log-In Here** to place job advertisements, access electronic job application review, and hire students.

- Request a Log-In
- Password Reminder
- Employer User Guide [PDF]

Welcome, UConn Student Employers!

Log in to our JobX system to post job advertisements, obtain on-line employment applications and hire students.

Click the links below for important employment information including Payroll Calendars, Work-Study balance tracking sheets, and changes in payroll deadlines.

- Student Employment Guide

- Forms for Employers

- Employer User Guide [PDF]

- Subscribe to our ListServs:
    - Departmental list
    - Payroll list

Work-Study Awards

To calculate the total number of hours per semester a student may work to earn his/her full Work-Study Award:

Work-Study Award ÷ Pay Rate = Total Hours

Technical Tips

- Users are logged out of the JobX system after **120 minutes** of inactivity.

For Off-Campus Community Service Employers:

| 🏠 | Students | Employers & Administrators |

Non-University Employers

If you have an active work-study contract with the University:

☀ **Log-In Here** to place job advertisements, access electronic job application review, and hire students.

- Request a Log-In
- Password Reminder
- Employer User Guide [PDF]

Welcome, Off-Campus Community Service Employers!

If you have an active work-study contract with the University, you can log in to our JobX system to post job advertisements, obtain online applications, and hire students.

Not Approved for Work-Study?

The University of Connecticut is committed to providing its work-study students with community service options for employment. If you are a non-profit organization or federal/state/municipal agency interested in employing UConn students to perform work in the public interest, it may be possible for you to enter into a contract with the University for this purpose. Please contact our office for more information about initiating a work-study contract.

Other Employers

If your off-campus organization does not meet the criterion to hire work-study students, you may submit advertisements for general employment opportunities through the Department of Career Services:

- **Phone:** (860) 486-3013
- **Website:** www.career.uconn.edu

Click the links below for important employment information including Payroll Calendars, Work-Study balance tracking sheets, changes in payroll deadlines, and notices regarding the WINJA system.

- Student Employment Guide

- Forms for Employers

- Employer User Guide [PDF]

- Subscribe to our ListServs:

Request Log-In Permission

Students can search and apply for jobs without a user account, but employers may use more sophisticated functions of the website. Thus, each individual (e.g., professor, administrative assistant, department head, agency director, etc.) must request an account and password to access the system:

1 ▸ Point your browser to https://studentjobs.uconn.edu/ You will be on the main homepage.

2 ▸ Click University Employers or Non-University Employers under the JobX heading. This will get you to your Employer homepage.

3 ▸ Click Request Log-In Permission from the main screen.

4 ▸ Select the employer type that applies to you from the pull-down menu. The choices are: "Storrs Campus", "Regional Campuses," or "Off-Campus Work-Study Community Service."
Then click *Go to Next Step*.

Thank you for your interest in posting jobs on the University of Connecticut Student Employment Web site. To begin, please choose the **type** of employer which best describes you from the list below.

Storrs Campus ▾

Go to next step

5 ▸ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters (case sensitive). The mailing address is simply to help an administrator identify you; you will also be able to designate a different mailing address for each job posting. (see "Post a New Job" on page 9)

Request Permission To Use This Site

To post jobs on the Student Employment site you must be a registered user. Please fill out the following information and we will evaluate your request as quickly as possible.

First Name	
Middle Name	
Last Name	
Phone Number	
Your Full Email Address Example: husky@uconn.edu	
Choose a password	Enter Password: ____ Re-Enter Password: ____
Mailing Address	

Please choose the employer for which you work from the list below.

Employer	Choose one... ▾
Job Title	

6 ▸ If you want to administer jobs in more than one department or if your department is not listed, please write that in the *Notes* space. Feel free to add any additional notes there as well.

When finished, click *Submit*.

Notes
Use this space to indicate if you hire students in more departments than the department you indicated in the Employer pull-down menu above.

Submit

NOTE: The log-in application process is complete, but YOU DO NOT YET HAVE ACCESS to the site. Student Employment will review your information, and upon approval, you will receive a confirmation email.

Log In

You will receive an email from Student Employment once your account has been approved. In order to access any employer function of the website, you must log in.

1 ▸ Point your browser to https://studentjobs.uconn.edu

2 ▸ Click <u>University Employers</u> or <u>Non-University</u> Employers under the JobX heading.

3 ▸ Click <u>Log in Here</u> at the top of the main screen.

4 ▸ Enter your university/work email address and the password you selected (case sensitive) when applying for log-in permission, then click *Login.*

Please Log In!

Email Address [ ]

Password [ ]

[Login]

<u>Forgot Password?</u> | <u>Student Account Registration</u> | <u>Employer Request Signup</u>

5 ▸ If you requested log-in permission via the website, but haven't yet received approval, please be patient. Student Employment's goal is to approve access requests within 24 hours. If it has been over 2 days since you sent the request, please contact Student Employment at (860) 486-3474 or studentjobs@uconn.edu.

If you have forgotten your password, follow the "Forgot Password?" link and you will be sent an email with your password shortly.

In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click <u>Logout</u> at the top of your screen, or have not used the Web site for over 20 minutes.

The following directions assume that you have logged in first.

My Control Panel

Once you have logged in, you immediately access *My Control Panel*. On this page you can perform nearly all tasks related to your jobs.

If you are granted access to administer jobs for more than one employer, you can select the department/agency for which you would like to see jobs from the *Employer Name* drop-down menu on the left of your screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown below, Manny Numeros, is assigned to multiple employers and has selected to see his jobs in the Mathematics Department.

Your Selections:	Reset
Job Filters Applied:	
Employer: Mathematics Department	

Job Filters

My Jobs:	+
Employer Name:	−
Mathematics Department ⌄	
Job Status:	−

- ☐ Listed Jobs (0)
- ☐ Pending Approval (0)
- ☐ Review Mode (1)
- ☐ Storage Mode (0)

Job Type:	+

Job Actions:

Delete   Export   Print   Email Supervisors

-- Select Action Below -- ⌄   Apply Action

☐ Select/Deselect All   Show 25 ⌄ results per page

1 to 1 of 1 |<< < > >>|

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)
Mathematics Department

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐	2311	Class II - Student Research Sp...	Manny Numeros	Storrs Campus	0 (0 New)	08/16/07	

Above the *Employer Name* drop-down, you can also select whether to view only "*My Jobs*" or all jobs within the selected employer(s). "*My J*obs" only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

Listed, Pending Approval, Review, and Storage…

What do all of these terms mean?!?

A job's status is defined in one of four ways:

Listed – The job has been approved by Student Employment and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted again for approval. Departments may use this status when posting a job to indicate that they wish for Student Employment to approve the job for online posting.

Pending Approval – The job has been submitted for approval to Student Employment. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed.* Any change made to the job prior to its final approval must be resubmitted to Student Employment.

Review – The job has been temporarily de-listed from the website, and students may no longer view and/or apply for it. The associated applications, however, are still available for review and hiring. (The UConn policy mandates retention of job applications of interviewed students for a period of 3 years, so please remember to print them out.)

For example, you may move a job into *Review* mode once you have posted the position for 14 days, if you are satisfied with the applications you have received, but still want time to review them before hiring a student. Because applications may be stored in *Review,* this mode is the recommended way to store previously-posted jobs for the short term (until the candidate you hired has actually started working). A job in *Review* mode may be re-posted, though any changes must be resubmitted for approval by Student Employment.

Storage – The job has been de-listed from the website, is not viewable, and any associated student applications have been deleted. Details of the job posting are saved as is the blank application template approved for that job. A job is typically moved into *Storage* after hiring is completed, the job is closed, and your newly-hired student employee has had a successful start. A job in *Storage* may be re-posted with approval from Student Employment – a good way to save time, for instance, if the same job is posted each semester.

Post a New Job

Posting a new job is a five-step process. In a nutshell, you create the job profile, edit the job's application if desired (based on the University's standard application), and follow the steps to submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

1 ▸ From *My Control Panel*, click <u>Add a new job for [Your Employer Name]</u> to open the Job Profile form (see page 7 for *My Control Panel* details).

> **NOTE:** If you are assigned to more than one employer, you must first select an employer from the *Employer Name* drop-down menu, and then the <u>Add a new job</u> link will appear. If you are assigned to only one employer, this link will already be visible.

2 ▸ Complete the *Job Profile*. Examples of the Job Profile form and descriptions of the fields are located here and on the following page:

Category – Select the category that best describes nature of the job. Students may search for jobs by category.

Job Title – Select a specific job title, e.g. "Student Clerical Specialist."

Pay Range – Select a wage that is within the range associated with the job classification. Student Employment will verify that the wage range is consistent with the level of responsibility for the job posted. If you have questions or concerns about the wage, contact Student Employment.

Funding Source(s) – Select the funding source for the job by clicking inside the box and selecting one or more option. If you have concerns about the funding source, contact Student Employment.

Select a Category:
Choose one...

Select a Job Title:
Choose one...

Please read the wage descriptions carefully and select the appropriate rate.

IMPORTANT NOTE: You must select a wage within the appropriate class based on the job category and title you selected above.

Class I: $15.69
Class II: $15.84-17.04
Class III: $17.09-19.04
Class IV: $19.09-34.39

◉ Check here if this job will pay an hourly rate.

Pay Range: From $15.69/hour To $15.69/hour
If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.

○ OR Check here if an hourly rate does not describe this job's compensation.

Describe Compensation Here:
Examples:

Funding Source(s)

Ctrl + click to select multiple
Select Some Options

Describe the job
Please be detailed. The Student Employment Office requires that job applications be accepted online through this system, but if you would also like to accept applications by paper, please indicate so here.

Requirements for the job

Describe the Job – Please be detailed in explaining the duties of the job. For job description templates, please visit https://studentjobs.uconn.edu/jobs/

Requirements for the Job – List any knowledge, skills, and abilities that the student must possess. For instance, if you need a student that can type 30 words per min, note that here. Requirements listed must be directly related to the job duties.

Number of Available Openings
Please enter an integer, such as "3"

Hours per Week
Enter a numerical value in integer form, such as "3"

10.0 ▾ to Same ▾

Start Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Time Frame «?»

Choose one... ▾

Hours per Week – Indicate how many or the range of hours per week you expect the student to work. Student Employment guidelines recommend that full-time students not work more than 20 hours per week during the academic year.

Start/End Date/Timeframe – These mandatory fields indicate to students when you need help. These dates should conform to payroll time periods. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like "ASAP." Students may view and search for jobs by timeframe.

Number of Available Openings – Indicate the number of openings available. This number will decrease automatically as you hire students within the system.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Contact Person «?»

Choose one... ▾

Ctrl + click to select multiple

Secondary Contact People «?»

Select Some Options

Phone Number

Fax Number

Email Address
Leave blank if you do not wish students to see this information.

Workplace Location
Please use this space to indicate a regional campus location.

Contact Person – The primary contact person will be responsible for managing the job and will receive email about the position from Student Employment and students who apply online. Select yourself as the contact person unless you are posting the job for someone else. If you do not see your primary contact person listed in the drop-down menu, then they are not a registered user of the system and/or are not affiliated with the selected department.

Secondary Contact People - Secondary contact persons must be registered users of the system. If there are other people in your department who should receive notifications about listed jobs, indicate so here by selecting one or more names. (**Do not list the Primary Contact twice**.) Secondary contact people will receive notification emails when students apply to the job online.

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students. If you do not wish to receive phone calls or emails, you may leave these fields blank.

3 ▸ *Employment Policy Agreement?* Please note, if you do not agree to the terms and conditions, you will not be able to submit your job.

> In order to meet the requirements of affirmative action and equal opportunity and the University's policy, all available positions must be advertised via the Office of Student Financial Aid Services – Student Employment for at least a two-week period. Supervisors who are rehiring former student employees, and who are NOT seeking new candidates for their available position(s), are not required to advertise.
>
> By selecting the option below, I attest that I have read and understand the University's policy on Employment and Contracting for Services of Relatives. I further understand that under no circumstances will the University approve the employment of dependent children or step-children as student employees under direct or indirect supervisory relationships, and I will not hire an employee that is in the direct or indirect line of supervision of a relative working in another University position. Please contact Student Employment with questions regarding this policy.

Employment Policy Agreement?   No, I do not agree with these terms. ⌄

4 ▸ *Click Submit.* The Review Job Application page will load.

General		
First name	[ ] *	✔
Middle name	[ ]	✔
Last name	[ ] *	✔
Email *Please use your institutional email address (if you have one)*	[ ] * [ ] * (re-enter to confirm)	✔
PeopleSoft ID	[ ] *	✔
Phone Number	[ ] *	✔
Describe your work experience related to this job:	[ ] *	✔
Resume *A resume is required for this application. Please upload one file (PDF preferred) that includes both items.*	Choose File No file chosen	✔
CTFMLA The Connecticut Family and Medical Leave Act (CTFMLA) is a law that provides eligible employees with job-protected leave and income replacement in case they need to take leave from their job to care for a loved one or for their own medical reasons. The CTFMLA provides up to		

Save Application

Pick from Existing Questions	Create a New Question

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
There were no questions found.

5 ▸ Review the application, then click the <u>Save Application</u> button at the bottom of the page if you are satisfied with the basic application as is.

NOTE: Student Employment requires that all applications include basic contact fields with gray backgrounds Fields with red asterisks must be answered, including the student's Student Administration/ PeopleSoft ID.

You may be able to add questions, to the application with the approval of Student Employment. Please remember that questions must be directly applicable to the duties of the job. Application questions seeking information NOT related to job requirements are prohibited (e.g., age, race, country of origin).

To add a question to an application, click "Create a New Question" and select the format for the question (single-line, multiple line, multiple choice, etc.) from the drop-down menu labeled "Question Type".

Under "Question Name" pick a title that will make the question easily recognizable for future use. For example, if you're asking a question about Work-Study, name the question "Work-Study".

Under "Question Label" type the question you want to ask. For example, "Have you received a Work-Study award as part of your Financial Aid package?"

For multiple-choice questions, a "Question Choices" box will pop up. Type each choice individually, selecting "Add" after each option.

Under Application Behavior, select "General" as your existing section, mark whether an answer is required, and select where you want the question to appear. Then, select "Add Question."

Once the application has updated with your new questions, click the Save Application button at the bottom of the page.

6 ▸ The final step in the job posting process confirms what will be done with your job after it is submitted. Your options may include the following, depending on the permission level granted to you by Student Employment:

🐾 *1. When do you want to list the job on the web site?* – (Right Now, Sometime Later, On a specific date in the future) If *Right Now* is selected, the job will be submitted immediately to Student Employment for approval. If *Sometime Later* is selected, the job will move into Review mode and not be seen by Student Employment. Jobs moved into Review mode can later be submitted for approval and posting. If *On a specific date in the future* is selected, a dropdown of dates will appear. The job will be submitted immediately to Student Employment for approval and will not be listed until the date selected.

🐾 *2. Do you want JobMail to be sent when the job is listed?* – *(Yes, send JobMail; No, do not send JobMail)* If *Yes, send JobMail* is selected, students subscribed to JobMail will get an email notification with your job's details and a link to apply. If *No, do not send JobMail* is selected students will not be notified of your job.

🐾 *3. For how many days do you want the job to be listed on the site?* – (# of Days/Weeks) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of weeks that the job can remain open is 14 weeks and 2 days, unless extended by you or an administrator. All jobs must be posted for a minimum of 2 weeks, in line with Student Employment's policy to help ensure equal opportunity for all qualified student applicants.

You are adding a brand new job to the web site. ⓘ

>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> **Step 3: Go Live**

Mathematics Department - Class I - Student Administrative Trainee - 1110ST

Please choose an option

   1. When do you want to list the job on the web site? [Right Now ▼]

   2. Do you want JobMail to be sent when the job is listed? [Yes, send JobMail ▼]

   3. For how many days do you want the job to be listed on the site? [2 weeks ▼]

When all the above information looks correct... [Click here to finish!]

Once complete, make sure to select "Click here to finish!"

▸ **Congratulations!** Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting <u>View the job details</u>, from which you may print a paper copy of the job you advertised.

Mathematics Department - Class I - Student Administrative Trainee - 1110ST

Thank You For Submitting Your Job Advertising Request! Your job is pending approval, of Student Employment. It will be listed online after it has been reviewed and approved.

What would you like to do now?

- View the job details (for printing, etc.)

- Return to your control panel.

If you discover the need to change details of the job you have submitted **before** it is approved, you can do so easily. From *My Control Panel,* view the <u>Jobs which are pending approval.</u>

Click on the job title and "Edit this Job" to make any changes (<u>see page 9</u> of this manual for details about how to edit the details and status of a job.)

View Applicants	
No applications have been submitted for this job.	

[Edit this Job]

Review Student Applications

Once your job has been posted, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *My Control Panel*.

1 ▸ From *My Control Panel,* your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Each row of the table provides functionality for one particular job.

> Click App # to see a listing of students who have applied for your job.

> **NOTE:** Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

2 ▸ A new page will load, and a screen similar to the following will display:

3 ▸ Applications are initially displayed in descending order by date/time. New applications are designated by "New!" in the status column. Click one of the column headings, such as *Name*, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.

4 ▸ Click the name of the applicant or hover over the Magnifying glass next to the application you wish to review. Both methods will display the application in exactly the same manner except that the magnifying glass will not eliminate the "New!" designation. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

After clicking the name of the applicant/hovering over the magnifying glass, the student's application will appear:

> **5 ▸** Review the student application, and if you would like to print a hard copy of it, click the printer icon. (A new window will open from which you can print.)

General

Employee ID	333333333
First name	Frank
Middle name	c
Last name	Rogers3
SCAD Email Address	frankrogers3@ngwebsolutions.com
Primary Phone	999-999-9999
Cover Letter	Download file
Resume	Download file

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click Send Greeting Emails or Send Rejection Emails, located just above the table of applications.

A new page will load with a screen similar to the one below:

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, it will be noted next to their name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

Click Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the *From* address.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

Rogers3, Frank [frankrogers3@ngwebsolutions.com]

To — Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From — justin@ngwebsolutions.com

Subject — Job: Test On-Campus SE GPA M Job - 08/05/19

Body — I am interested in meeting with you to discuss your interest in the Test On-Campus SE GPA M Job - 08/05/19 job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send | Cancel

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will.

NOTE: Sending a "Rejection" email to a student you have accidentally hired within the JobX system will not "unhire" him/her. Please refer to the next section, "Hire a Student" and contact Student Employment should this occur.

Hire a Student

If you are a University employer, after you have finished interviewing for your job, you are ready to begin the University hiring process via the Core-CT program. You will go to http://ess.uconn.edu/ and sign in with your university net ID and password. If you need assistance with hiring a student, please utilize the Job Aids, that are provided here https://ess.uconn.edu/core-ct-resource-page/ . Non-University/Off-Campus employers should contact the Student Employment Unit at 860-486-3474 to initiate the hiring process. Students are prohibited from beginning work until the Student Employment unit issues written authorization. The Agency is responsible for full compensation of any and all hours worked prior to the authorization date, as well as any earnings beyond the allotted Work-Study award.