



Washington  
College



# Student Training



# =Total Solution

**JobX** assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.



# JobX Benefits for Students



Apply for multiple jobs with one application



JobMail notifications on potential jobs matches



Job searches based on skills



Accelerated online hiring process



Elimination of paper forms



Automated notices throughout the job search process



Web accessibility



24-hour service

# School Specific Customization



Your site has YOUR school's look and feel



Your site has YOUR school departments



Your site has YOUR school customer fields



Your site has been configured to support YOUR specific processes

# Training Agenda



Login to JobX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



# Login JobX

# Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Applicants & Employees' link to access the area of your choice.

 Washington College

Employees ▾ Employers & Administrators ▾

 Powered by NextGen

Welcome to the Student Employment Portal



**Student Workers**

- Search and apply for on-campus jobs and internships
- Sign up for JobMail notifications about positions that interest you



**On-Campus Supervisors**

- Create and post jobs
- Review applications
- Hire students
- Policies, forms, and training



**Off-Campus Employers**

- Create and post jobs
- Review applications

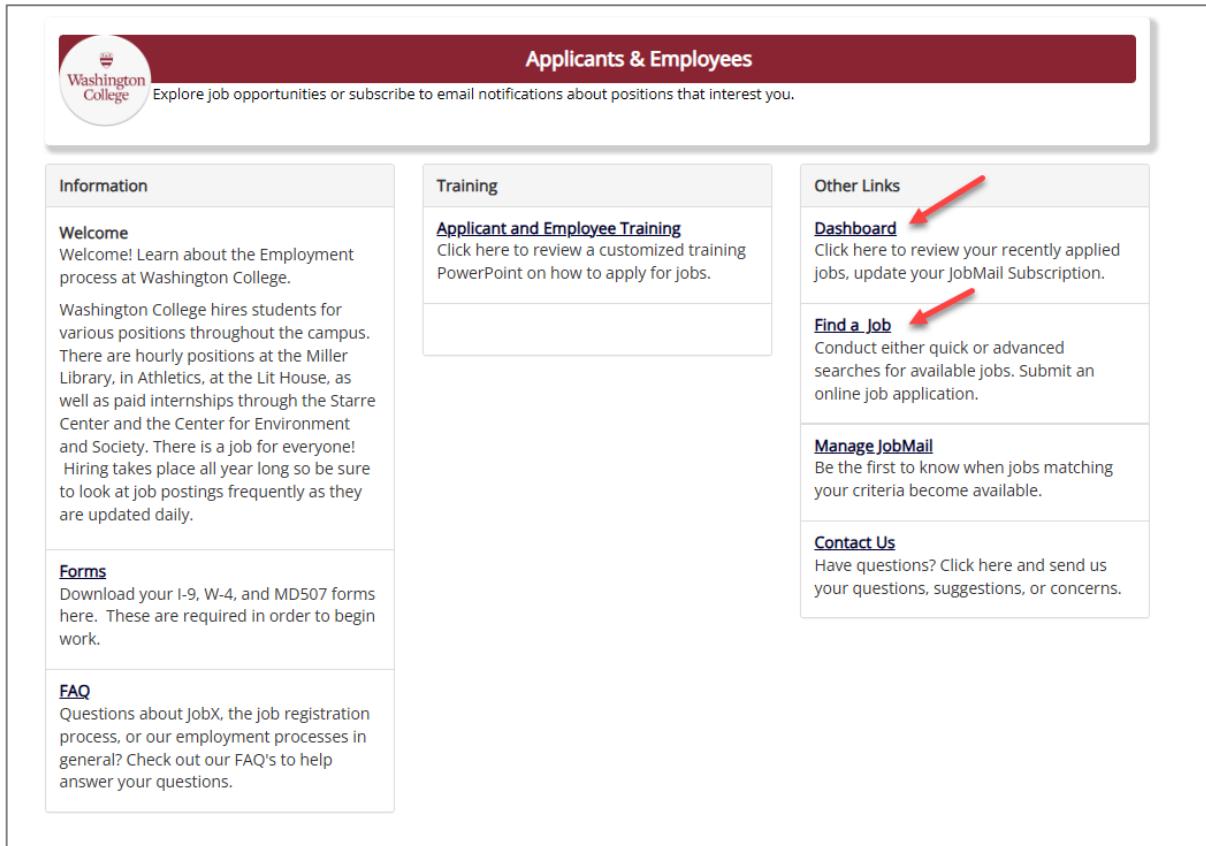
**Disclaimer:**  
Washington College is dedicated to establishing and maintaining a safe and nondiscriminatory learning, living, and working environment in which all individuals are treated with respect and dignity. Washington College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. Washington College does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other category protected by applicable law in the administration of its educational policies, admission policies, scholarship and loan programs, employment, or other school administered programs.

Washington College JobX Site:  
<https://washcoll.studentemployment.ngwebsolutions.com/>



# How to Login to JobX

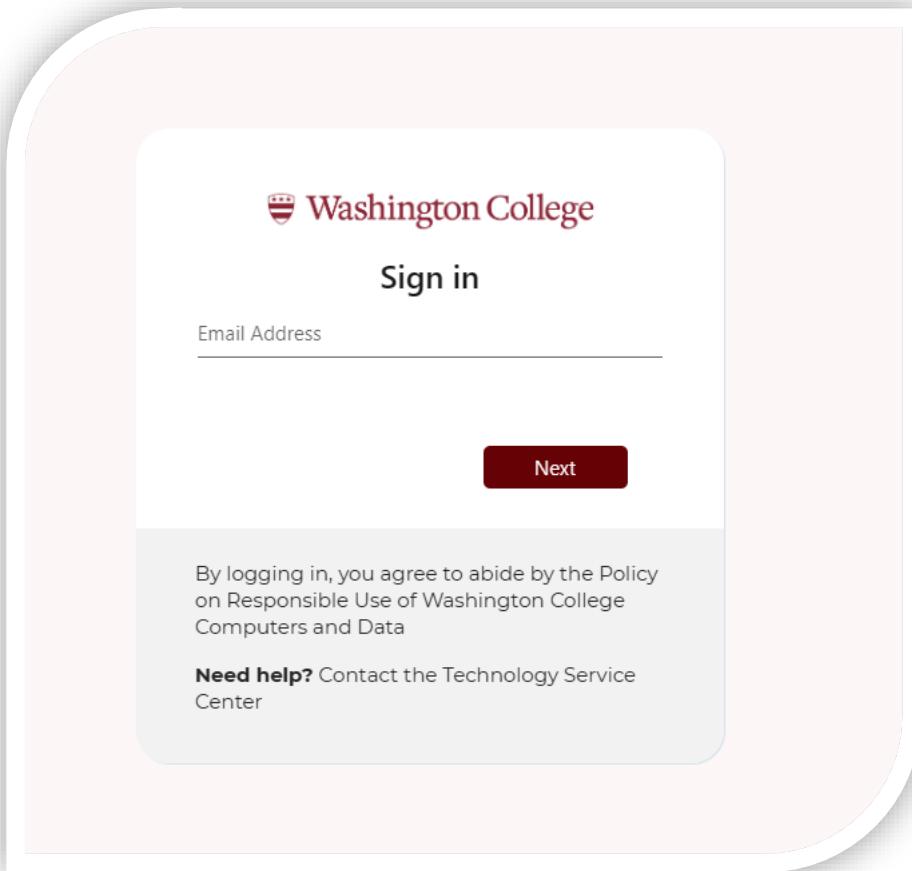
**Step 1: Click 'Dashboard' for access to your Dashboard or 'Find a Job' link to search for a job.**



Washington College

Explore job opportunities or subscribe to email notifications about positions that interest you.

Information	Training	Other Links
<b>Welcome</b> Welcome! Learn about the Employment process at Washington College.  Washington College hires students for various positions throughout the campus. There are hourly positions at the Miller Library, in Athletics, at the Lit House, as well as paid internships through the Starre Center and the Center for Environment and Society. There is a job for everyone! Hiring takes place all year long so be sure to look at job postings frequently as they are updated daily.	<b>Applicant and Employee Training</b> Click here to review a customized training PowerPoint on how to apply for jobs.	<b>Dashboard</b> Click here to review your recently applied jobs, update your JobMail Subscription.  <b>Find a Job</b> Conduct either quick or advanced searches for available jobs. Submit an online job application.
<b>Forms</b> Download your I-9, W-4, and MD507 forms here. These are required in order to begin work.		<b>Manage JobMail</b> Be the first to know when jobs matching your criteria become available.
<b>FAQ</b> Questions about JobX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.		<b>Contact Us</b> Have questions? Click here and send us your questions, suggestions, or concerns.



The image shows a screenshot of a Washington College sign-in page. The page has a light blue header with the Washington College logo and the word "Sign in". Below the header is a text input field labeled "Email Address". Underneath the input field is a dark blue "Next" button. At the bottom of the page, there is a light blue footer box containing text about policy agreement and a help contact section.

Washington College

Sign in

Email Address

Next

By logging in, you agree to abide by the Policy on Responsible Use of Washington College Computers and Data

**Need help?** Contact the Technology Service Center

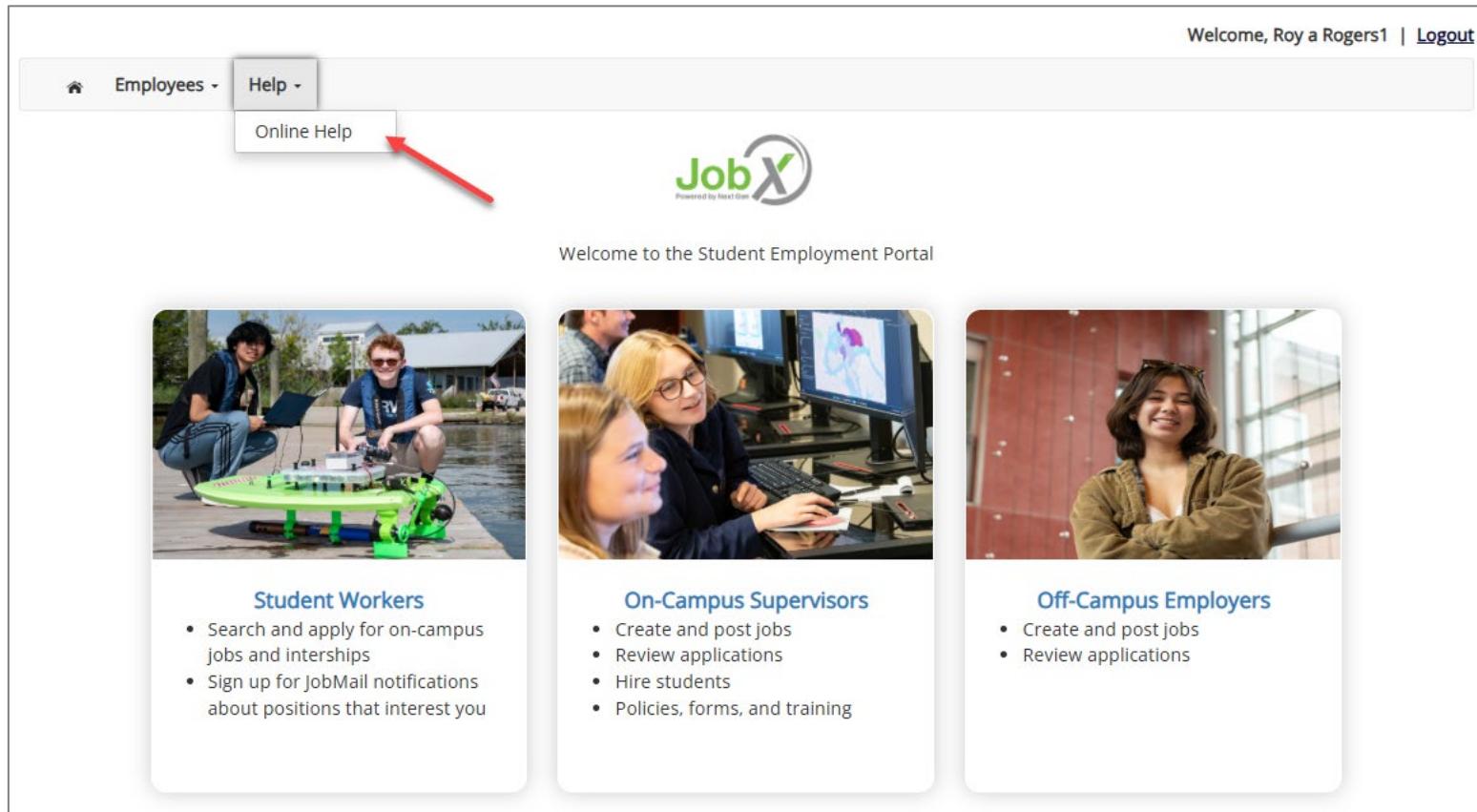
Login utilizing your Washington College SSO ID and 'Password'.

# Student Employee Login to JobX

# Online Help



# Online Help



Welcome, Roy a Rogers1 | [Logout](#)

[Employees](#) [Help](#) [Online Help](#)

**JobX**  
Powered by NextGen

Welcome to the Student Employment Portal



**Student Workers**

- Search and apply for on-campus jobs and internships
- Sign up for JobMail notifications about positions that interest you



**On-Campus Supervisors**

- Create and post jobs
- Review applications
- Hire students
- Policies, forms, and training



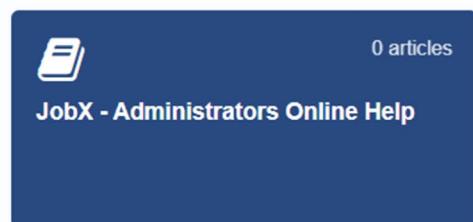
**Off-Campus Employers**

- Create and post jobs
- Review applications

Click the '**Help**' menu after you login and select '**Online Help**'.

# Online Help

## JobX & TimesheetX Manuals



- Online guides are available based on your login role.
- Employee/Students can only see Online Help for Employee/Students.
- You have the ability to search by keyword or topics in the search field.



# JobMail

# What is JobMail?



JobMail notifies you about potential job matches based on your interest



Must complete a JobMail Subscription to receive notifications

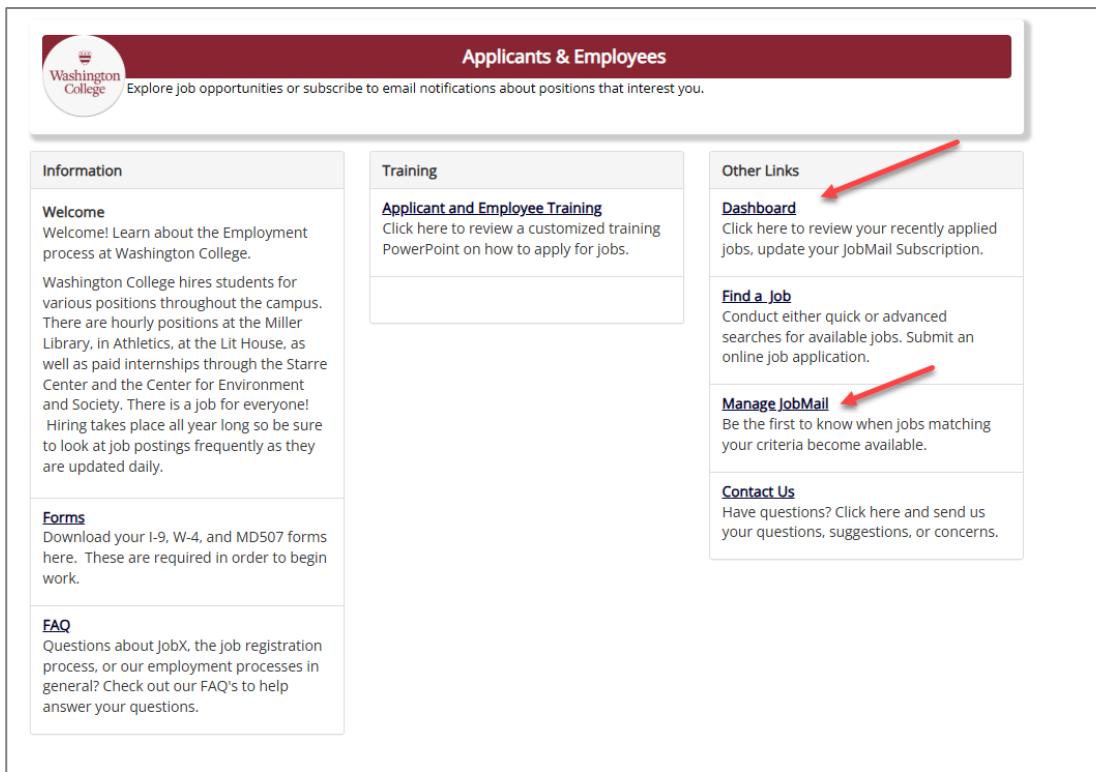


After JobMail setup you will receive notifications on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

# How to Access JobMail



Applicants & Employees

Explore job opportunities or subscribe to email notifications about positions that interest you.

**Information**

**Welcome**  
Welcome! Learn about the Employment process at Washington College.

Washington College hires students for various positions throughout the campus. There are hourly positions at the Miller Library, in Athletics, at the Lit House, as well as paid internships through the Starre Center and the Center for Environment and Society. There is a job for everyone! Hiring takes place all year long so be sure to look at job postings frequently as they are updated daily.

**Forms**  
Download your I-9, W-4, and MD507 forms here. These are required in order to begin work.

**FAQ**  
Questions about JobX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.

**Training**

**Applicant and Employee Training**  
Click here to review a customized training PowerPoint on how to apply for jobs.

**Other Links**

**Dashboard** 

Click here to review your recently applied jobs, update your JobMail Subscription.

**Find a Job**  
Conduct either quick or advanced searches for available jobs. Submit an online job application.

**Manage JobMail** 

Be the first to know when jobs matching your criteria become available.

**Contact Us**  
Have questions? Click here and send us your questions, suggestions, or concerns.

**Step 1: Click 'Dashboard' or 'Manage JobMail' link on the Federal Work Study Students or Service Scholarship Students home page.**

# Configure your JobMail Subscription

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus FWS Jobs

[Edit Category Name](#) [Delete Job Mail Subscription - Category](#)

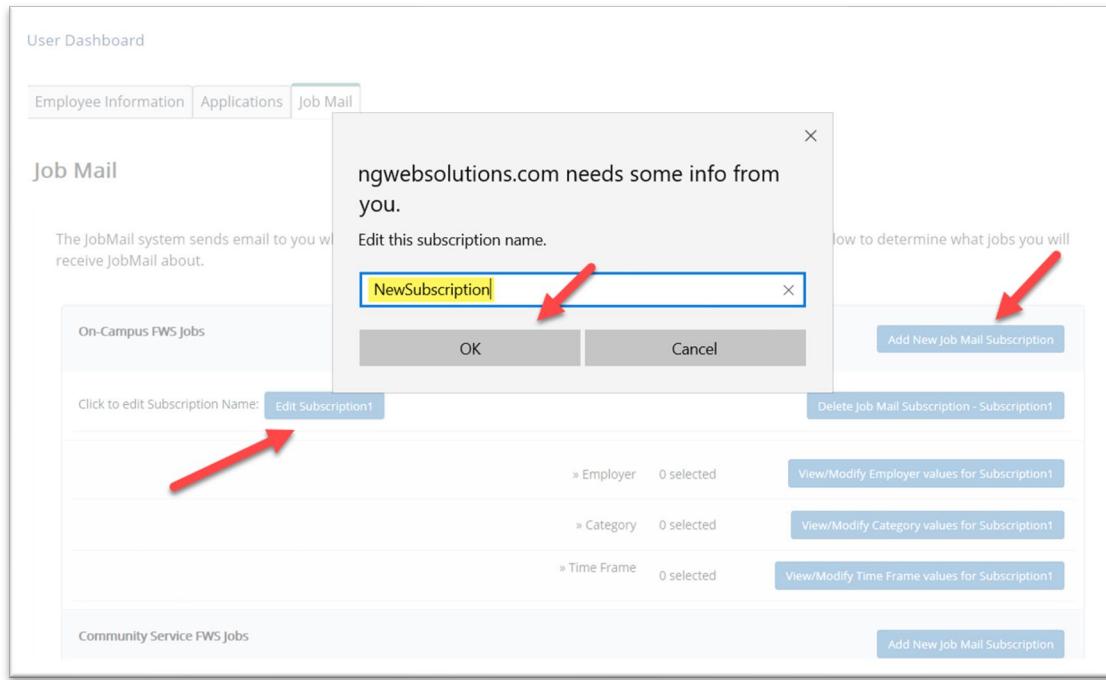
	0 selected	
Employer		<a href="#">View/Modify Employer values for Category</a>
Category	9 selected	<a href="#">View/Modify Category values for Category</a>
Time Frame	0 selected	<a href="#">View/Modify Time Frame values for Category</a>

[Edit Subscription2 Name](#) [Delete Job Mail Subscription - Subscription2](#)

	0 selected	
Employer		<a href="#">View/Modify Employer values for Subscription2</a>
Category	0 selected	<a href="#">View/Modify Category values for Subscription2</a>
Time Frame	0 selected	<a href="#">View/Modify Time Frame values for Subscription2</a>

- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, On-Campus Scholarship Hours) supported by JobX
  - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
  - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
  - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
  - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

# Configure your JobMail Subscription



- Click '**Add New JobMail Subscription**' button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the subscription name, click the '**Edit Subscription**' button.

# Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

## Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

*Changes must be saved to take effect.* [Save Subscription\(s\)](#)

**On-Campus FWS Jobs**

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer 3 selected [modified](#) [View/Modify Employer values for NewSubscription](#)

» Category 1 selected [modified](#) [View/Modify Category values for NewSubscription](#)

» Time Frame 2 selected [modified](#) [View/Modify Time Frame values for NewSubscription](#)

**Community Service FWS Jobs**

Add New Job Mail Subscription

*There are no subscriptions for this job type.*

*Changes must be saved to take effect.* [Save Subscription\(s\)](#)

View/Manage Employer values

**Selected Items**  
Click Remove to remove an item to the list

*None selected*

**Available Items**  
Click Add to add an item to the list

ACADEMIC AFFAIRS  
ACCESS & ACCOMMODATIONS  
ADMISSIONS  
ALUMNI RELATIONS

*Click Save when complete*

[Add All Options](#) [Add](#) [Add](#) [Add](#) [Add](#) [Save](#)

➤ Click '**Add all Options**' or '**Add**' next to each item you wish to add to your JobMail subscription.

# Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

Click to edit Subscription Name: [Edit NewSubscription](#)

[Delete Job Mail Subscription - NewSubscription](#)

» Employer 3 selected modified [View/Modify Employer values for NewSubscription](#)

» Category 1 selected modified [View/Modify Category values for NewSubscription](#)

» Time Frame 2 selected modified [View/Modify Time Frame values for NewSubscription](#)

Add New Job Mail Subscription

Community Service FWS Jobs

Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

View/Manage Category values

Selected Items  
Click Remove to remove an item to the list

Administrative and Office Support  
Athletics  
Food and Hospitality  
Information Technology

Remove All Options

Remove Remove Remove Remove

Available Items  
Click Add to add an item to the list

None available

Add All Options

Click Save when complete

Save

- Your selection(s) will appear in the top under '**Selected Items**'.
- When you're finished adding search criteria, click '**Save**'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.

# Find a Job

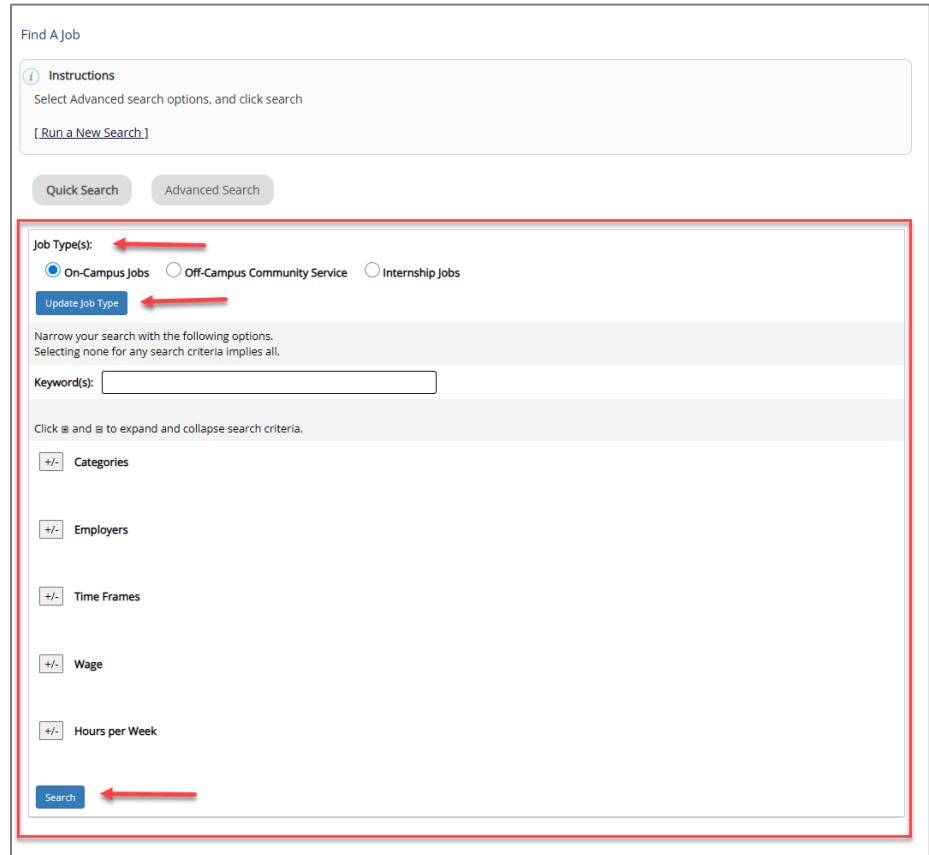
# Quick Search

The screenshot shows a web-based application interface for job searching. At the top, there is a navigation bar with a home icon, 'Student Employees' (with a dropdown menu), and 'Help'. The user is logged in as 'Roy a Rogers1'. Below the navigation, a 'Find A Job' button is visible, with a red arrow pointing to the 'Find a Job' option in its dropdown menu. The main content area contains an 'Instructions' section with a note about quick search options. Below this, there are two buttons: 'Quick Search' (which is highlighted with a red box and a red arrow) and 'Advanced Search'. A section titled 'Select a quick search.' lists several categories: Starr Center, Lit House, Library, Social Media and Marketing, Summer Positions, Internships, Center for Environment and Society, 25 Most Recently Posted Positions, All Active, Jobs by Department, and Athletics.

- Click the '**Find a Job**' function from the Employees Menu.
- Select a specific pre-defined '**Quick Search**' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click '**Advanced Search**'.

# Advanced Search

- Click the '**Advanced Search**' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
  - ❖ Search by Job Type Population (On-Campus, Off-Campus FWS Jobs, etc.)
  - ❖ Keyword(s) Search
  - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week



The screenshot shows the 'Find A Job' search interface. At the top, there is an 'Instructions' section with a link to 'Run a New Search'. Below it are 'Quick Search' and 'Advanced Search' buttons, with 'Advanced Search' being the active tab. A red box highlights the search criteria section. Inside this box, there is a 'Job Type(s):' section with three radio buttons: 'On-Campus Jobs' (selected), 'Off-Campus Community Service', and 'Internship Jobs'. Below this is an 'Update Job Type' button. A red arrow points to the 'On-Campus Jobs' radio button and another points to the 'Update Job Type' button. The next section is for narrowing the search with options like 'Keyword(s):' and expanding/collapsing search criteria using '+/-'. Below this are sections for 'Categories', 'Employers', 'Time Frames', 'Wage', and 'Hours per Week', each with a '+/-' button. A red arrow points to the 'Search' button at the bottom of the criteria section.



# Apply for a Job

# Disclaimer Statements

Find A Job

**Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[ Run a New Search \]](#)

**Disclaimer: Off-Campus Community Service**

**NOTICE:** A Federal Work-Study Award is **REQUIRED** to be eligible for community service jobs. If you have a Federal Work-Study award, click "**I agree**" below. If you do not have a Federal Work-Study award, please contact the Student Employment Office during office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) to inquire about your eligibility.

**I agree** 

**Apply for selected jobs**

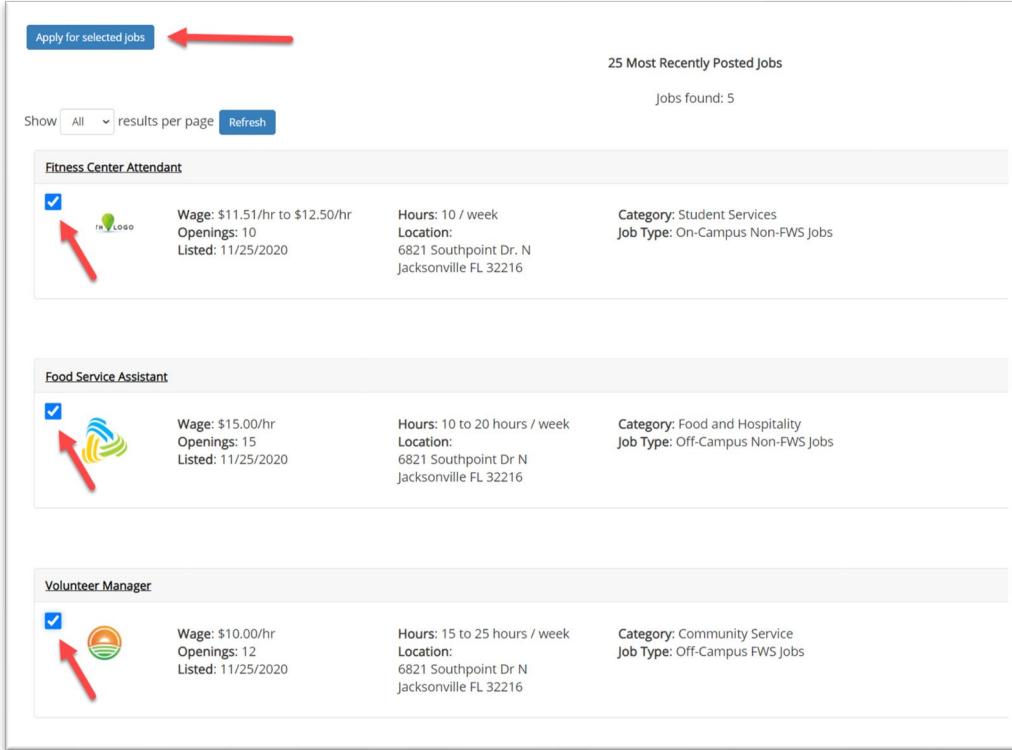
All Active

In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the '**I agree**' button(s) before any available jobs of that Job Type population will be presented.

# Apply for a Job! With One Click



25 Most Recently Posted Jobs  
Jobs found: 5

Show All results per page Refresh

**Fitness Center Attendant**

 Wage: \$11.51/hr to \$12.50/hr  
Openings: 10  
Listed: 11/25/2020

Hours: 10 / week  
Location: 6821 Southpoint Dr. N Jacksonville FL 32216

Category: Student Services  
Job Type: On-Campus Non-FWS Jobs

**Food Service Assistant**

 Wage: \$15.00/hr  
Openings: 15  
Listed: 11/25/2020

Hours: 10 to 20 hours / week  
Location: 6821 Southpoint Dr N Jacksonville FL 32216

Category: Food and Hospitality  
Job Type: Off-Campus Non-FWS Jobs

**Volunteer Manager**

 Wage: \$10.00/hr  
Openings: 12  
Listed: 11/25/2020

Hours: 15 to 25 hours / week  
Location: 6821 Southpoint Dr N Jacksonville FL 32216

Category: Community Service  
Job Type: Off-Campus FWS Jobs

- Simply **click the box** next to the jobs you wish to submit an application.
- If a job does not have a box or does not allow for the selection of the job, then you will need to click the Job Title to view the job details on how to apply for the job.
- Then, click the '**Apply for Selected Jobs**' button.

# Job Application

Employees - Help -

Apply To Job

**Instructions**  
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

Fitness Center Attendant - STUDENT RECREATION  
Food Service Assistant  
Volunteer Manager - Communities In Schools

**General**

First name \*

Middle name \*

Last name \*

Email  
Please use your institutional email address (if you have one) \*  \* (re-enter to confirm)

Employee ID \*

Please mark all skills below considered to be strengths. \*  HTML  
 Java  
 MS Excel  
 MS Office  
 MS PowerPoint  
 MS Word

Resume  No file chosen

Please explain why you believe you're the best candidate for this job. \*

**References**

Please do not provide any immediate family members or relatives as a reference below.

Reference Name

Reference Email

←

- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.

# Application Successfully Submitted

 Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data.

## Applications

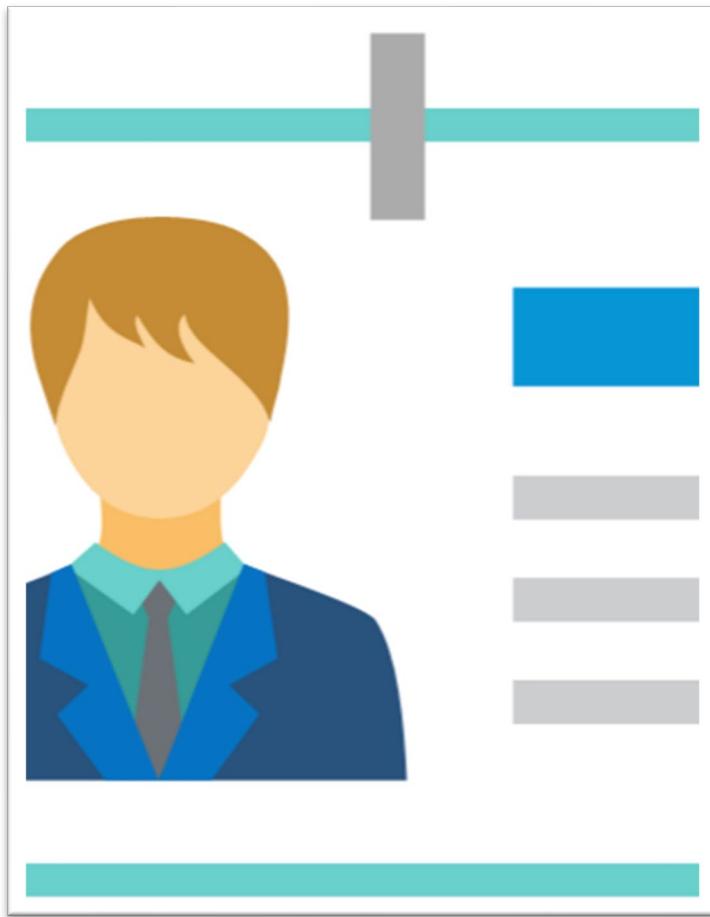
Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- Your application is successfully submitted when you received the Congratulations message.



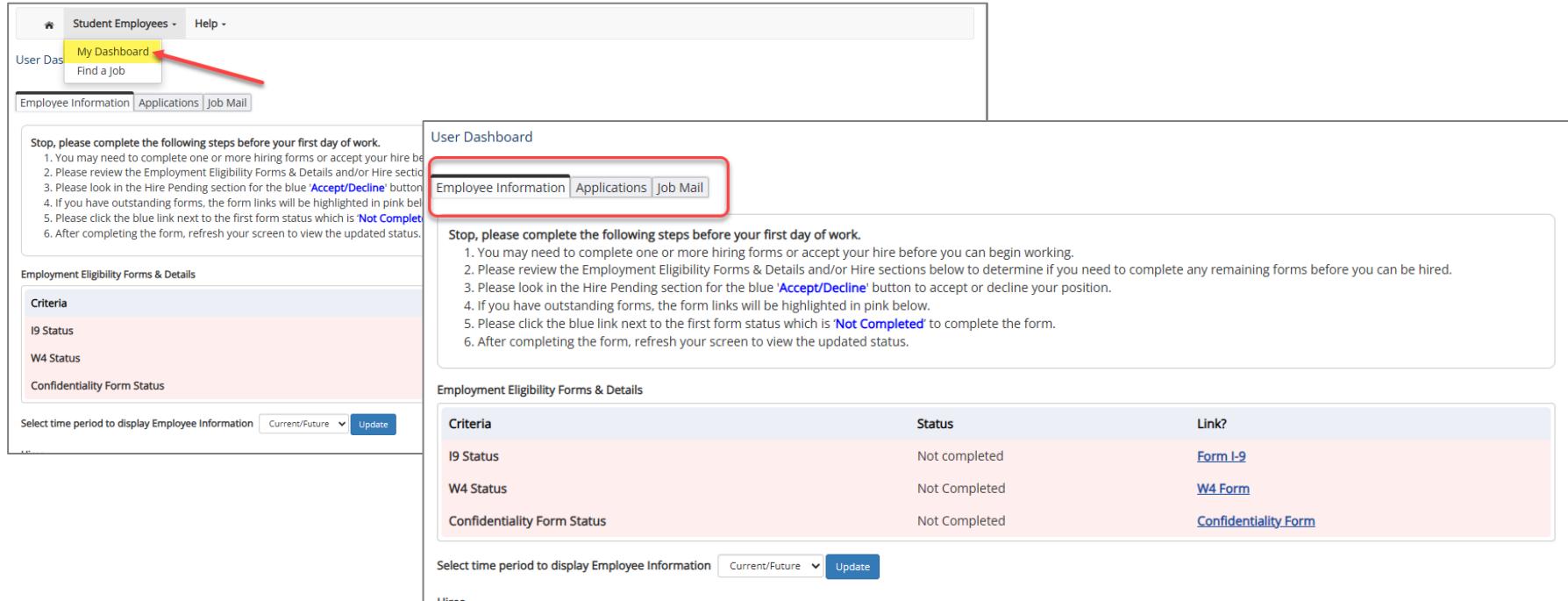
# My Dashboard

# What is the JobX My Dashboard Feature?



- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' Includes:
  - ❖ **Applications:** Status, View, Print, Withdraw
  - ❖ **Hires:** Past /Current / Future
  - ❖ **JobMail Subscriptions**

# My Dashboard: Access



Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire below.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. Please look in the Hire Pending section for the blue 'Accept/Decline' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

Employment Eligibility Forms & Details

Criteria	Status	Link
I9 Status	Not completed	<a href="#">Form I-9</a>
W4 Status	Not Completed	<a href="#">W4 Form</a>
Confidentiality Form Status	Not Completed	<a href="#">Confidentiality Form</a>

Select time period to display Employee Information:

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. Please look in the Hire Pending section for the blue 'Accept/Decline' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

Employment Eligibility Forms & Details

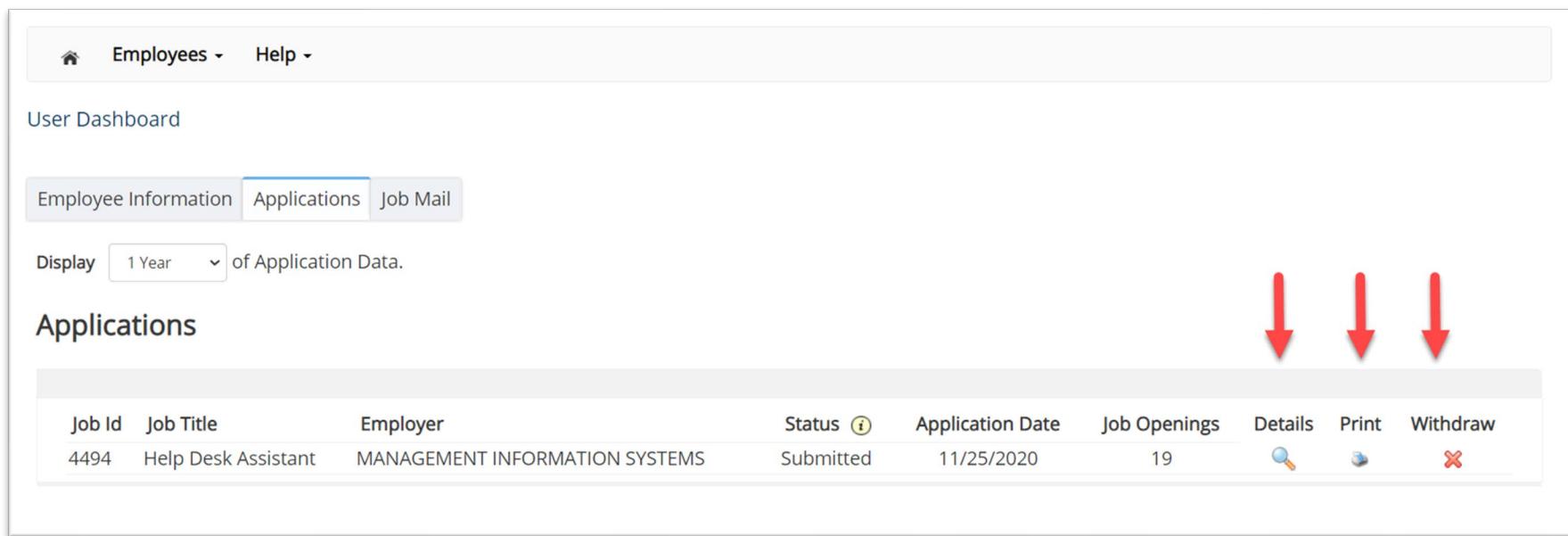
Criteria	Status	Link
I9 Status	Not completed	<a href="#">Form I-9</a>
W4 Status	Not Completed	<a href="#">W4 Form</a>
Confidentiality Form Status	Not Completed	<a href="#">Confidentiality Form</a>

Select time period to display Employee Information:

Hires

- To access your '**My Dashboard**' feature, **click the 'My Dashboard' feature from the *Student Employees* menu.**
- To access the past /current/future hires, applications, or JobMail subscription, **click the respective tab you wish to view.**

# My Dashboard: Application



User Dashboard

Employee Information Applications Job Mail

Display 1 Year of Application Data.

## Applications

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- My dashboard provides real-time self-service access to past / current / pending hires.
- You may customize your application view and print applications.
- You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red 'X' displayed)
- Applicant's have two options when withdrawing their application.
  - ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
  - ❖ Withdraw an application without emailing the supervisor.

# My Dashboard: Hires

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test On-Campus FWS Jobs - 052020</a>	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)



- My dashboard provides real-time self-service access to past / current / pending hires.
- Click on the Employee Information Tab to see the status of your jobs.



# Selected for Hire

# Employment Forms

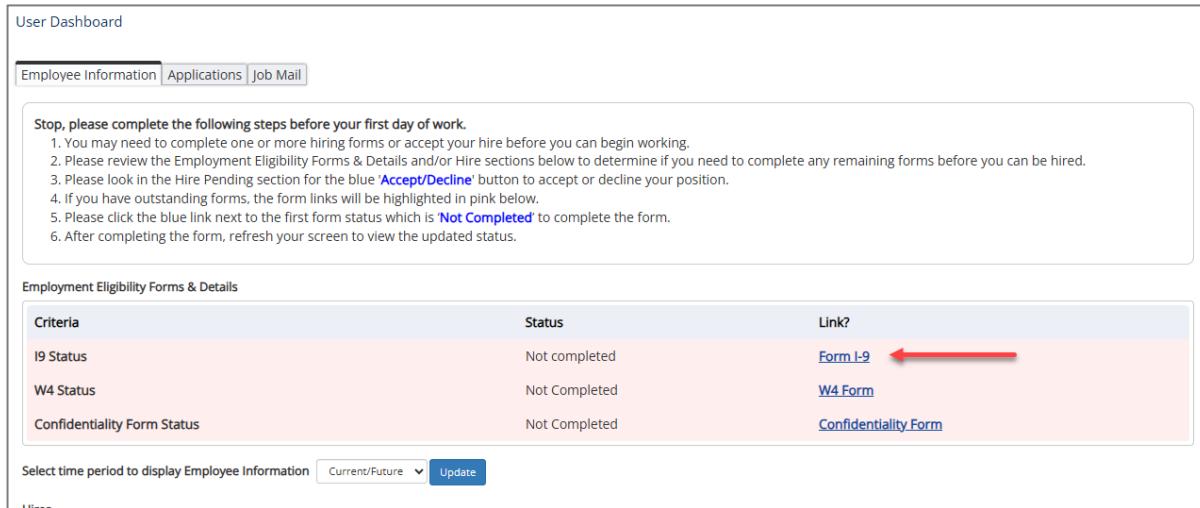
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HOW DOES A STUDENT COMPLETE  
EMPLOYMENT PAPERWORK?

# Pre-Hire Approval Employment Forms

Before you are approved for hire, all pre-hire employment forms will need to be completed and are displayed on '**My Dashboard**'.

- To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Employees* menu.
- Click Form Name link to start the form completion process.



User Dashboard

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. Please look in the Hire Pending section for the blue 'Accept/Decline' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	<a href="#">Form I-9</a> 
W4 Status	Not Completed	<a href="#">W4 Form</a>
Confidentiality Form Status	Not Completed	<a href="#">Confidentiality Form</a>

Select time period to display Employee Information

# Student Authenticated into Dynamic Forms

Student is seamlessly authenticated into Dynamic Forms via JobX.



# Electronic Form Workflow - Employee

➤ Your first name, last name, and email fields are populated from JobX. Please read the information on the page, and complete the form process.

- Student will click next through all pages of the form and complete all desired or required fields.



First Name:  Last Name:

Form I-9 is a required government form that must be completed for authorization to work in the US. Please complete page one of the I-9 electronically to verify your employment eligibility. You must complete this form and present I-9 documentation to the University prior to starting work for compliance with the Form I-9 regulations.

[Instructions for Section 1 \(Page One\) - Click here for more instructions on completing the Form I-9.](#)

- **US Citizens and Permanent Residents:** Please use your home address.

[After Completing Section 1](#)  
You should click the 'Next' button to continue to view all pages of the legal document and click 'Submit' on the last page. You are completed with this document when you land on the confirmation page at the end.

Next, you will be required to come to the Student Employment Office to present [I-9 documentation](#). Your I-9 documents regulations require original forms of identification for employment eligibility. Photocopies are not acceptable.

- **US Citizens/Permanent Residents:** Present one document from List A or Present one document from List B and one document from List C

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[Physical Inspection of Employment Documents](#)

- The Section 1 of the Form I-9 contains a feature that allows you, as the employee, to upload your employment documents for your school to retain in their records. This feature does not eliminate the need for the physical inspection of your employment documents.

[After Completing Section 1](#)  
Per the Federal Regulations of the Form I-9, you must present unexpired original documentation that shows the school your identity and employment authorization. You will need to have your documents physically verified by your Student Employment Office, please contact them at [fedwork.study@lehman.cuny.edu](mailto:fedwork.study@lehman.cuny.edu) for additional steps. For a list of acceptable documents click [here](#).

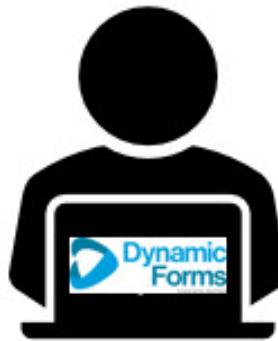
**I hereby acknowledge the Physical Inspection statement above that I will need to physically present my identity and authorization to work documents to the school within 3 business days of the date of hire.**

---

[Click Here](#) to complete your Form I-9.

# Electronic Form – Completed by Employee

- Complete the section 1 of the I-9 and electronically signs the form, including uploading your employment documents for record retention.
- As a reminder, you will still need to present your original documents to the Financial Aid office for Physical Inspection of the employment documents before your Form I-9 is approved.
- Next, click '**Next**' to review the next page of the document until you receive a '**Thank you for submitting your document page.**' Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



## Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047

Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** Employers may choose to use this form to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B. Reverification and Rehire. Treatment of employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Print Name)	First Name (Given Name)	Middle Initial (If any)	Other Last Name(s) Used (if any)
------------------------	-------------------------	-------------------------	----------------------------------

Address (Street Name and Number)	Apartment Number (if any)	City or Town	State	Zip Code
----------------------------------	---------------------------	--------------	-------	----------

Date of Birth (mm/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
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I am aware that federal law provides for imprisonment and/or the use of false statements, or the use of forged documents, in connection with the completion of this form. I understand that the penalty of perjury is that this information, including my signature, is false. I am agreeing to my citizenship or immigration status, is true and correct.			
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Check one of the following boxes to attest to your citizenship or immigration status. (See page 2 and 3 of the instructions.)

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number)   Other

4. A noncitizen (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any)   Other

If you check Item Number 4, enter one of these:

USCIS A-Number  Form I-84 Admission Number  OR  Foreign Passport Number and Country of Issuance

OR  Foreign Passport Number and Country of Issuance

Signature of Employee  
(click to sign) Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the **Preparer and/or Translator Certification** on Page 3. Section 2. Employer Review and Verification: Employers or their authorized representatives must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

List A	OR	List B	AND	List C
Document Type 1 <input type="radio"/> Choose --				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Type 2 (if any)		Additional Information		
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Type 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Certification: I attest, under penalty of perjury, that (1) I have examined the documents presented by the above-named employee (DHS Form I-9, listed document(s)) appear to be genuine and to relate to the employee named, and (2) to the best of my knowledge the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative First Day of Employment (mm/dd/yyyy)

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete **Supplement B, Reverification and Rehire** on Page 4.

Form I-9 Edition 08/01/2023

Save Progress

Next

Page 1 of 1

# Employment Forms

Before you are approved for hire, all employment forms will need to be completed and are displayed on '**My Dashboard**'.

User Dashboard

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. Please look in the Hire Pending section for the blue 'Accept/Decline' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	<a href="#">Form I-9</a>
W4 Status	Not Completed	<a href="#">W4 Form</a> 
Confidentiality Form Status	Not Completed	<a href="#">Confidentiality Form</a>

Select time period to display Employee Information

**Hires**

- Click **Employees** menu and select '**My Dashboard**' to access your forms.
- Click 'Form W-4' link to start the Form W-4 process.

# Student Authenticated into Dynamic Forms

Student is seamlessly authenticated into Dynamic Forms via JobX.



# Electronic Form W-4 Workflow



  
**Washington**  
College

First Name:  \*  
Last Name:  \*  
Student ID:  \*

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**Instructions for Tax Form W-4**

Instructions for W-4 form: [W-4 Instructions](#)

For more information about Form W-4, please [click here](#) to visit the IRS's website.

Please use your home address for payroll tax purposes. You can sign up for direct deposit on Student Self Service to avoid paper checks being mailed.

If you have any questions, please email [student\\_employment@washcoll.edu](mailto:student_employment@washcoll.edu).

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Do you have a Social Security Number?  Yes

[Click here](#) to complete your W4 form.

- Select if you have a Social Security Number or not.
- Then, select '**Click Here**' to proceed to the Form W-4.

# Electronic Form – Completed by Employee

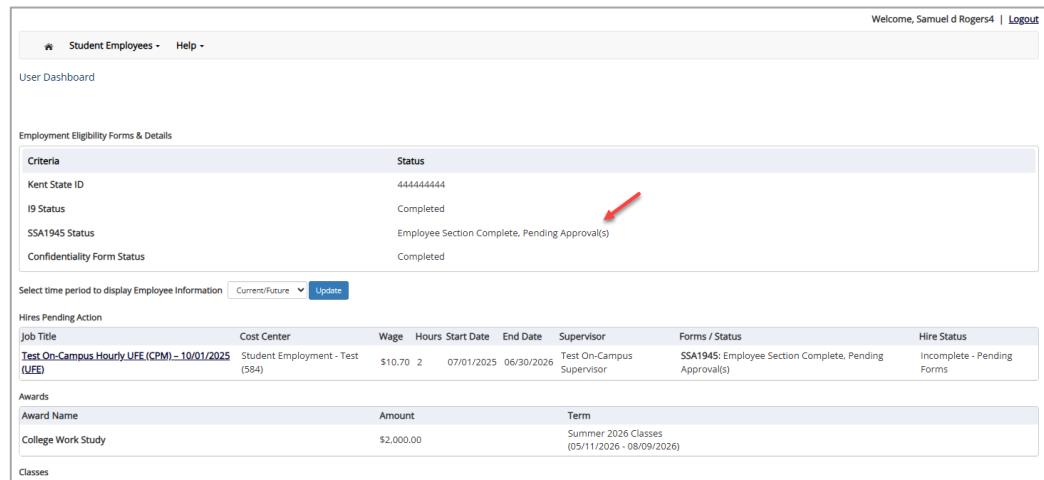
- Complete the top section of the W-4 and electronically signs the form.
- Next, click 'Next' to review the next page of the document until you receive a 'Thank you for submitting your document page.' Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2024	
Step 1: Enter Personal Information		(a) First name and middle initial Address City or town, state, and ZIP code (b) Social security number  (c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)	W-4 Instructions  Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a>		
Step 2: Multiple Jobs or Spouse Works		Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> . Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate			
Step 3: Claim Dependents and Other Credits		Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)  If your income will be \$2000 or less (\$4000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 Multiply the number of other dependents by \$500  Add the amounts above for qualifying children and other dependents. You may add to this amount the amount of any other credits. Enter the total here: 3			
Step 4: (optional) Other Adjustments		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) (b) Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) (c) Extra withholding: Enter any additional tax you want withheld each pay period 4(c) -Select- ▾			
Step 5: Sign Here		Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  (click to sign) ▶ <span style="float: right;">◀</span> Employee's signature (This form is not valid unless you sign it.) Date Employer's name and address First date of employment Employer identification number (EIN) For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2024)			

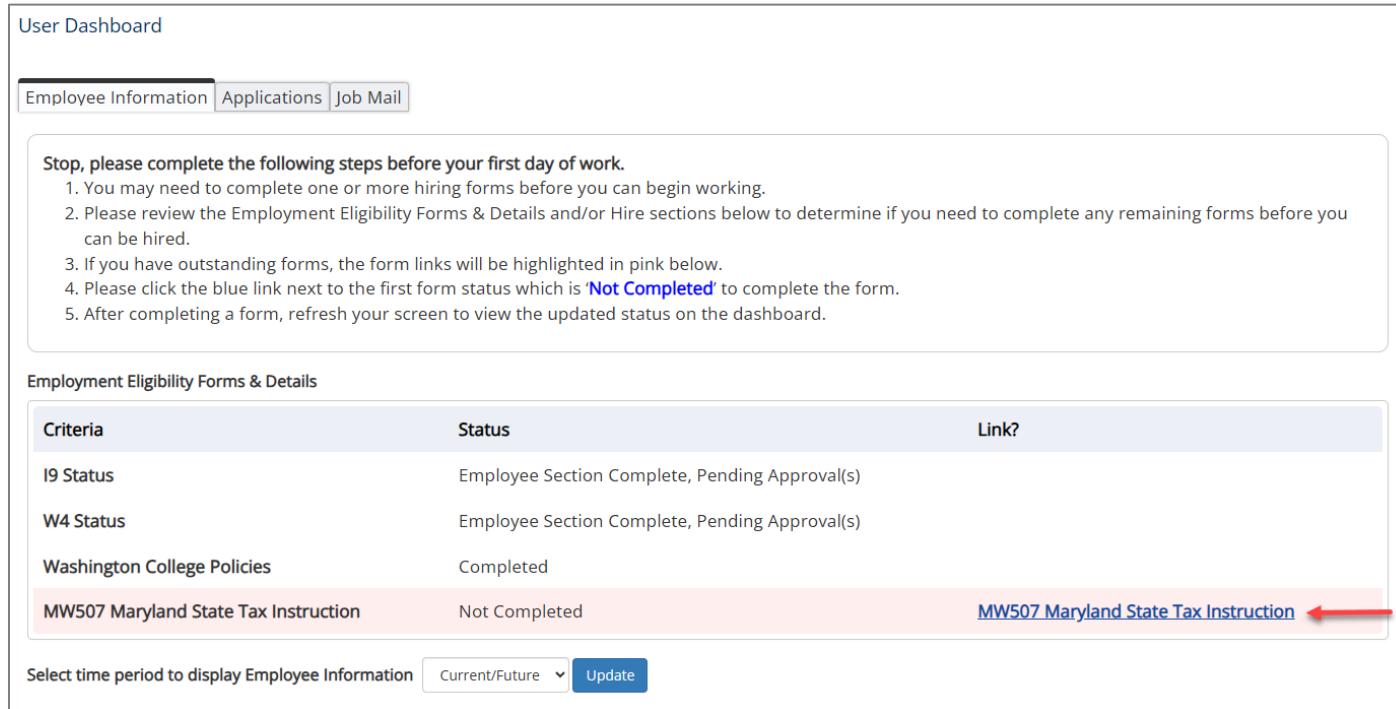
# JobX Dashboard Updated

- Once the forms are completed, refresh your browser once returning to JobX.
- Form Statuses updated on User Dashboard to show '**Student Section Complete, Pending Approval(s)**'

A screenshot of the JobX User Dashboard. The top navigation bar shows 'Student Employees' and 'Help'. The main header is 'User Dashboard'. Below it is a section titled 'Employment Eligibility Forms & Details' with a table showing form status. A red arrow points to the 'Status' column for the 'Employee Section Complete' row, which shows 'Employee Section Complete, Pending Approval(s)'. The 'Criteria' row shows Kent State ID: 444444444, I9 Status: Completed, SSA1945 Status: Employee Section Complete, Pending Approval(s), and Confidentiality Form Status: Completed. Below this is a table for 'Hires Pending Action' showing a single entry for 'Test On-Campus Hourly UFE (CPM) - 10/01/2025'. The table includes columns for Job Title, Cost Center, Wage, Hours, Start Date, End Date, Supervisor, Forms / Status, and Hire Status. The 'Forms / Status' column for the hire entry shows 'SSA1945: Employee Section Complete, Pending Approval(s)' and 'Incomplete - Pending Forms'. The 'Awards' section shows an award for 'College Work Study' with an amount of '\$2,000.00' and a term of 'Summer 2026 Classes (05/11/2026 - 08/09/2026)'. The 'Classes' section is empty.

# Employment Forms

Before you are approved for hire, all employment forms will need to be completed and are displayed on '**My Dashboard**'.



The screenshot shows the 'User Dashboard' interface. At the top, there are three tabs: 'Employee Information' (which is selected), 'Applications', and 'Job Mail'. Below the tabs, a message box contains the following text:

**Stop, please complete the following steps before your first day of work.**

1. You may need to complete one or more hiring forms before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status which is 'Not Completed' to complete the form.
5. After completing a form, refresh your screen to view the updated status on the dashboard.

Below this message is a section titled 'Employment Eligibility Forms & Details' with a table:

Criteria	Status	Link?
I9 Status	Employee Section Complete, Pending Approval(s)	
W4 Status	Employee Section Complete, Pending Approval(s)	
Washington College Policies	Completed	
MW507 Maryland State Tax Instruction	Not Completed	<a href="#">MW507 Maryland State Tax Instruction</a> 

At the bottom of the dashboard, there is a dropdown menu for 'Select time period to display Employee Information' with options 'Current/Future' and 'Update'.

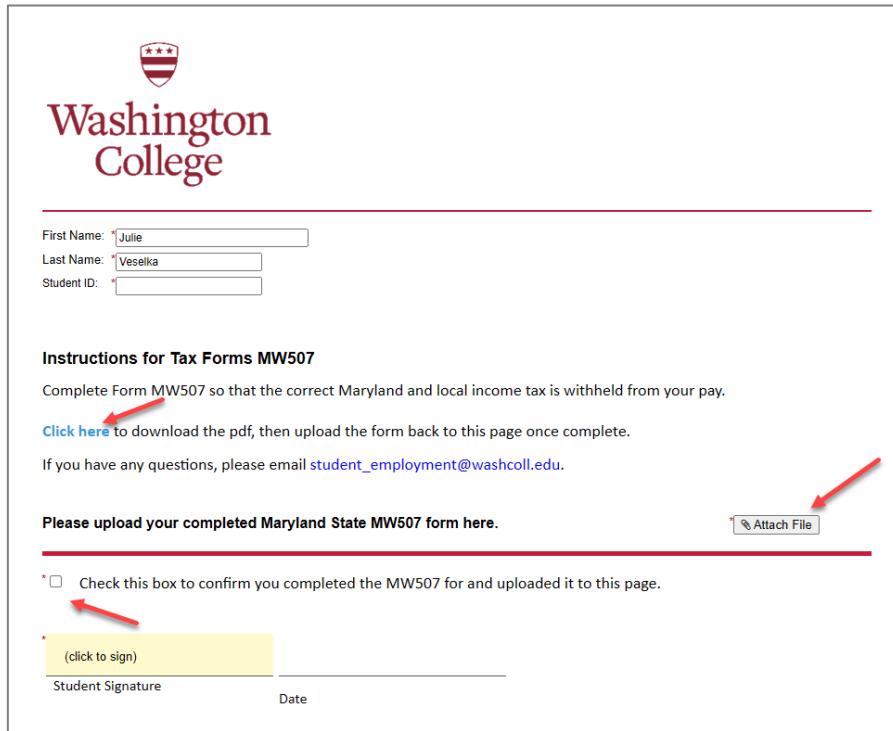
- Click **Employees** menu and select '**My Dashboard**' to access your forms.
- Click '**MW507 Maryland State Tax Instructions**' link to start the Form MW507 process.

# Student Authenticated into Dynamic Forms

Student is seamlessly authenticated into Dynamic Forms via JobX.



# Electronic Form MW507 Workflow



First Name:  Last Name:  Student ID:

**Instructions for Tax Forms MW507**

Complete Form MW507 so that the correct Maryland and local income tax is withheld from your pay.

[Click here](#) to download the pdf, then upload the form back to this page once complete.

If you have any questions, please email [student\\_employment@washcoll.edu](mailto:student_employment@washcoll.edu).

Please upload your completed Maryland State MW507 form here.

Check this box to confirm you completed the MW507 for and uploaded it to this page.

**(click to sign)**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

[Attach File](#)

- Click the '**Click here**' link to access the MW507 PDF. You will download it and complete the form.
- Next, take the completed form and upload it by clicking the 'Attach File' button
- Finally click the check box confirming the uploaded document and sign the form.

# Electronic Form – Completed by Employee

➤ Next, click 'Next' to review the next page of the document until you receive a 'Thank you for submitting your document page.' Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



FORM <b>MW507</b> Employee's Maryland Withholding Exemption Certificate	
Print full name	Social Security Number
Street Address, City, State, ZIP	County of residence (Nonresidents enter Maryland county (or Baltimore City) where you are employed.
<input type="checkbox"/> Single <input type="checkbox"/> Married (surviving spouse or unmarried Head of Household) Rate <input type="checkbox"/> Married, but withhold at Single rate	
1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2. .... 1. ....	
2. Additional withholding per pay period under agreement with employer. .... 2. ....	
3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions above and check boxes that apply.	
<input type="checkbox"/> a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and	
<input type="checkbox"/> b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements).	
If both a and b apply, enter year applicable ..... (year effective) Enter "EXEMPT" here ..... 3. ....	
4. I claim exemption from withholding because I am domiciled in one of the following states. Check state that applies.	
<input type="checkbox"/> District of Columbia <input type="checkbox"/> Virginia <input type="checkbox"/> West Virginia	
I further certify that I do not maintain a place of abode in Maryland as described in the instructions above. Enter "EXEMPT" here. .... 4. ....	
5. I claim exemption from Maryland <b>state</b> withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter "EXEMPT" here. .... 5. ....	
6. I claim exemption from Maryland <b>local</b> tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter "EXEMPT" here and on line 4 of Form MW507. .... 6. ....	
7. I claim exemption from Maryland <b>local</b> tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter "EXEMPT" here and on line 4 of Form MW507. .... 7. ....	
8. I certify that I am a legal resident of the state of ..... and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act. Enter "EXEMPT" here. .... 8. ....	
Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.	
Employee's signature	Date
Employer's name and address including ZIP code (For employer use only)	
Federal Employer Identification Number	
COM/RAD-036      03/23	

# JobX Dashboard Updated

- Once the forms are completed, refresh your browser once returning to JobX.
- Form Statuses updated on User Dashboard to show '**Student Section Complete, Pending Approval(s)**'



User Dashboard

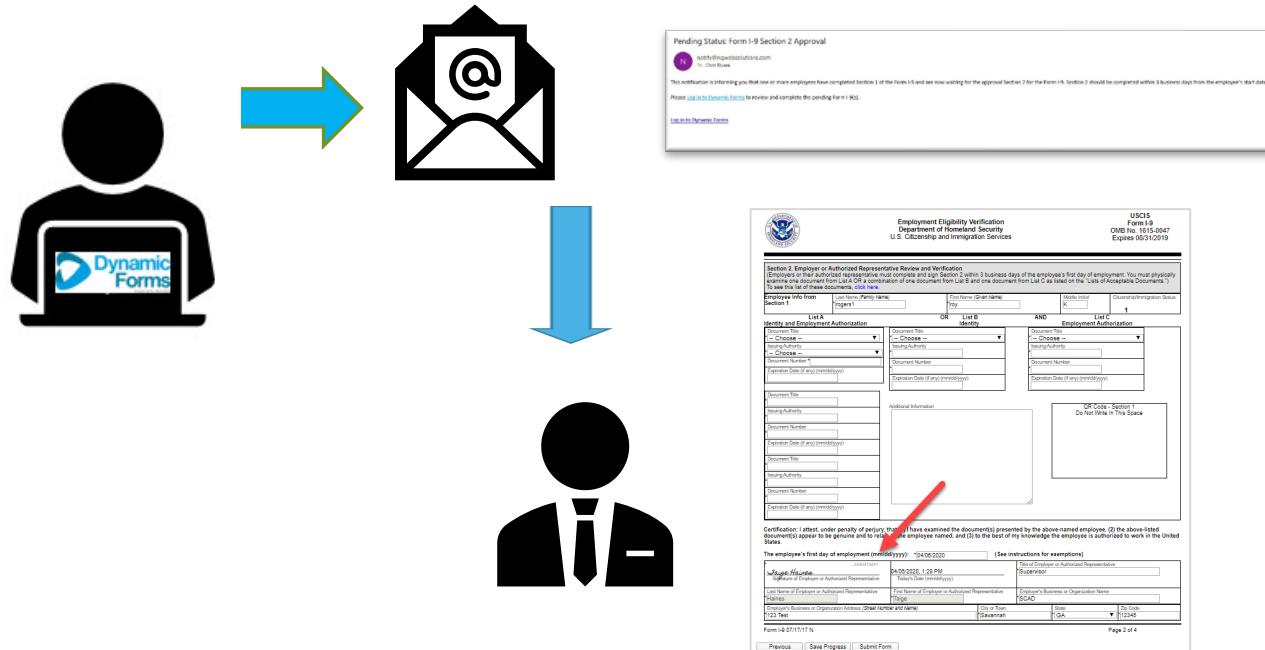
Employee Information | Applications | Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Employee Section Complete, Pending Approval(s)
W4 Status	Employee Section Complete, Pending Approval(s)
Washington College Policies	Completed
MW507 Maryland State Tax Instruction	Employee Section Complete, Pending Approval(s) <span style="color:red">←</span>

# Admin Completes Forms

- Dynamic Forms sends email to school's admin to complete their section of the forms.
- **Student: For Form I-9, the you will be required to physically show required documents to school admin in person.** An admin may return your form for revision as well, and will be noted on your User Dashboard.



# User Dashboard Updated – Workflow Completed!

- Once all the forms are approved, the '**My Dashboard**' Form Statuses are updated to '**Completed**'



User Dashboard

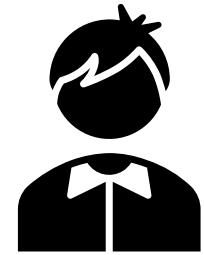
Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Washington College Policies	Completed
MW507 Maryland State Tax Instruction	Completed

# Final Approval

- Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.





# Hired

# Next Step: Approved for Hire

Once you receive your hire approval email, contact your supervisor for next steps.

If this is your first job with Washington College, be sure to add your direct deposit information in the payroll section of Self-Service.

# Questions?

**Please contact the Student Employment Office:**

[Student\\_employment@washcoll.edu](mailto:Student_employment@washcoll.edu)

