



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:

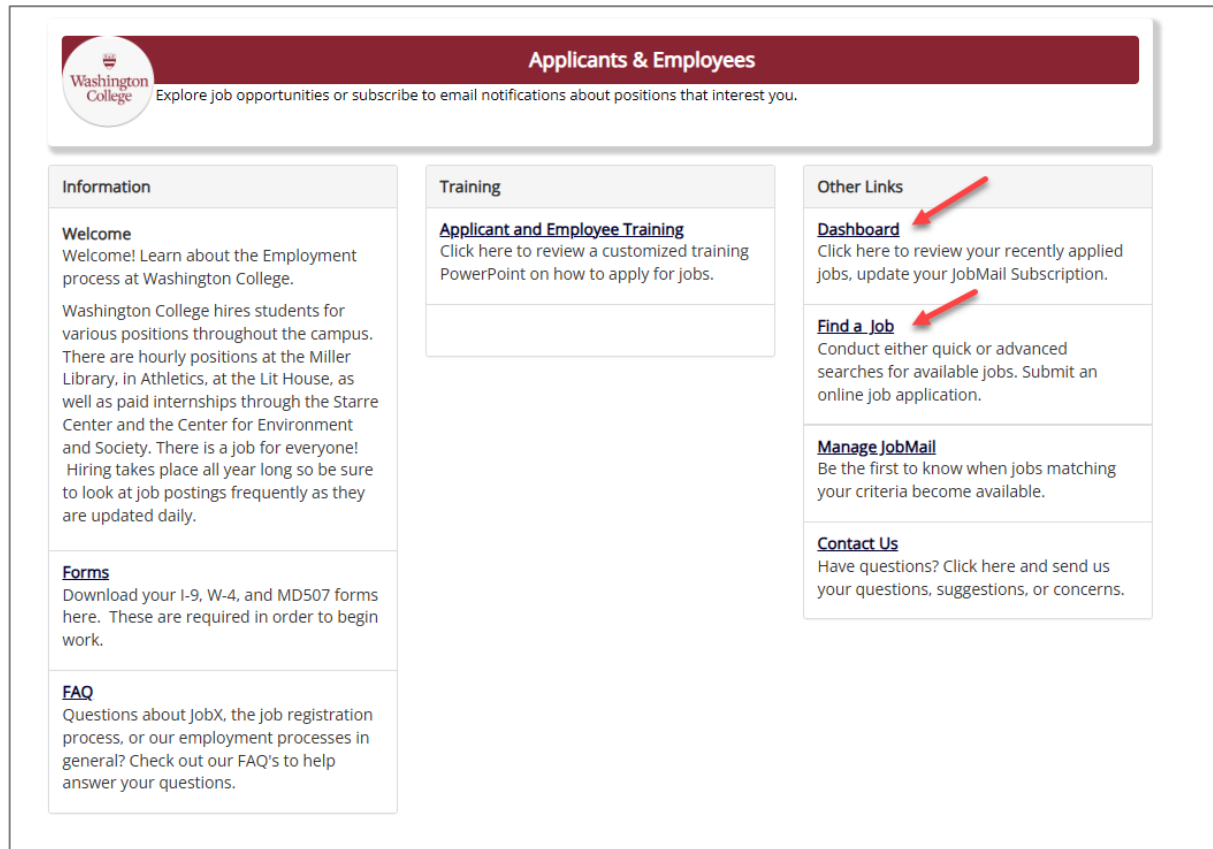
Washington College is dedicated to establishing and maintaining a safe and nondiscriminatory learning, living, and working environment in which all individuals are treated with respect and dignity. Washington College is an equal opportunity/affirmative action employer with a strong commitment to diversity 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.



The screenshot displays the Washington College JobX portal. At the top, a maroon banner features the Washington College logo on the left and the text "Applicants & Employees" in the center. Below the banner, a maroon bar contains the text "Explore job opportunities or subscribe to email notifications about positions that interest you." The main content area is divided into three columns. The left column, titled "Information", contains three sections: "Welcome" (a paragraph about the employment process), "Forms" (a link to download I-9, W-4, and MD507 forms), and "FAQ" (a link to frequently asked questions). The middle column, titled "Training", contains a section "Applicant and Employee Training" with a link to a PowerPoint on how to apply. The right column, titled "Other Links", contains three sections: "Dashboard" (a link to review recently applied jobs), "Find a Job" (a link to search for available jobs), and "Manage JobMail" (a link to manage job notifications). Red arrows point to the "Dashboard" and "Find a Job" links in the "Other Links" section.

Washington College
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

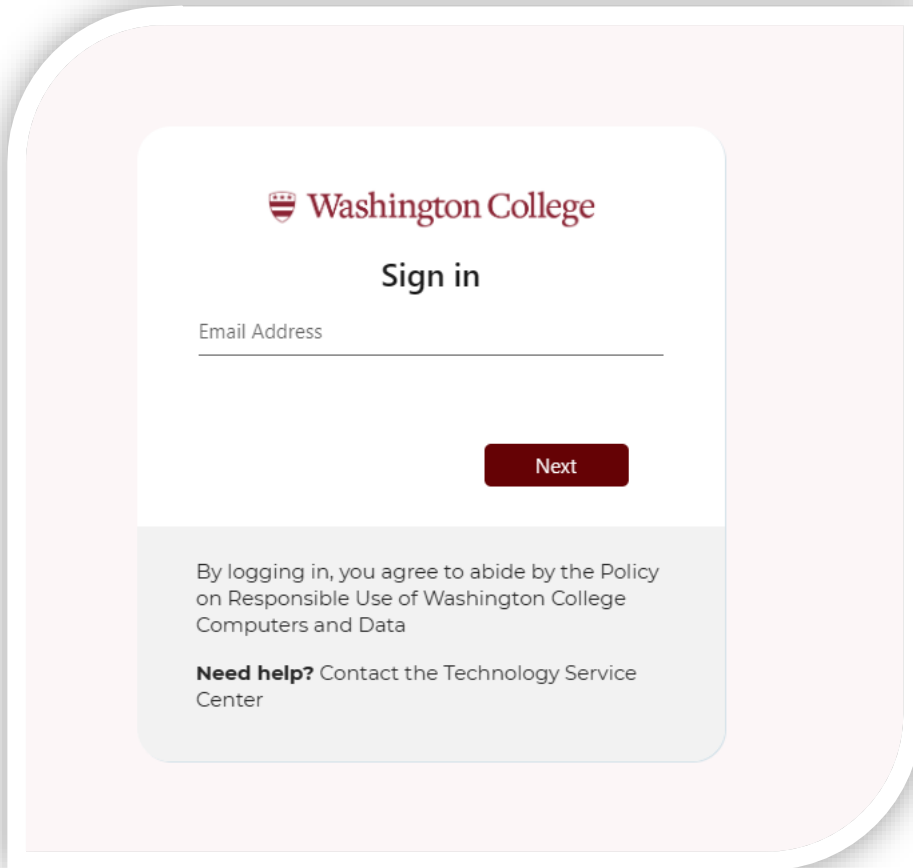
Dashboard
Click here to review your recently applied jobs, update your JobMail Subscription.

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.

Student Employee Login to JobX

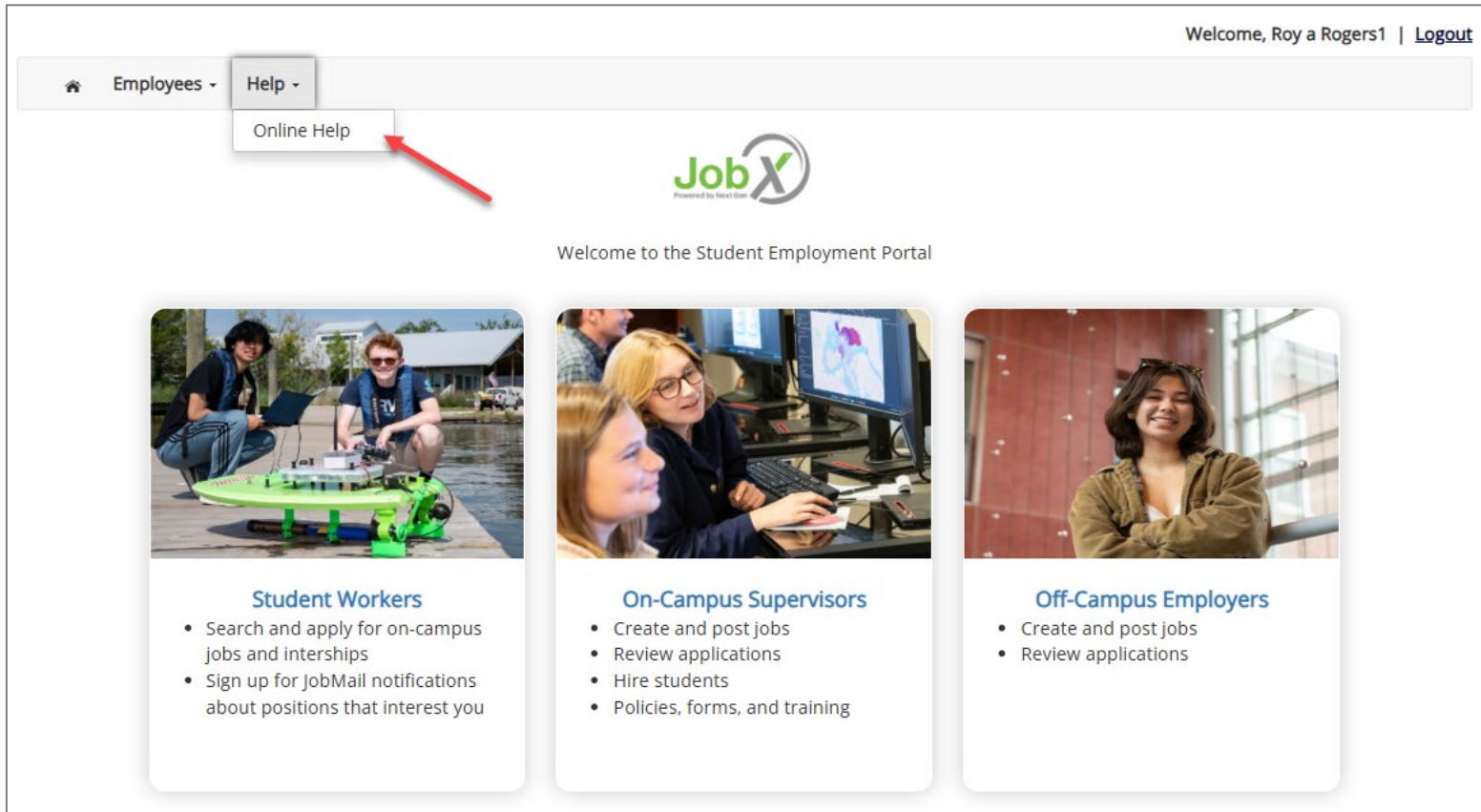
A screenshot of the Washington College 'Sign in' page. The page has a light pink background with rounded corners. At the top, the Washington College logo (a shield with three stars) is followed by the text 'Washington College' in a dark red serif font. Below this, the text 'Sign in' is centered in a bold, dark grey sans-serif font. Underneath, the label 'Email Address' is positioned above a horizontal input line. A dark red rectangular button with the word 'Next' in white is centered below the input field. At the bottom, a light grey rectangular box contains the text: 'By logging in, you agree to abide by the Policy on Responsible Use of Washington College Computers and Data'. Below this box, the text 'Need help? Contact the Technology Service Center' is displayed in a dark grey sans-serif font.

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



Online Help

Online Help



The screenshot displays the Student Employment Portal interface. At the top right, it says "Welcome, Roy a Rogers1 | [Logout](#)". Below this is a navigation bar with "Employees" and "Help" menus. The "Help" menu is open, showing "Online Help" as an option, which is highlighted by a red arrow. The main content area features the "JobX" logo (Powered by NextGen) and the text "Welcome to the Student Employment Portal". Below this are three cards: "Student Workers", "On-Campus Supervisors", and "Off-Campus Employers", each with a list of actions.

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

 JobX - Administrators Online Help 0 articles	 JobX - Supervisors Online Help 0 articles	 JobX - Employee / Student Online Help 7 articles
 TimesheetX - Administrator Online Help 0 articles	 TimesheetX - Supervisor Online Help 0 articles	 TimesheetX - Employee / Student Online Help 5 articles

Red arrows point to the 'JobX - Employee / Student Online Help' and 'TimesheetX - Employee / Student Online Help' boxes.

- 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

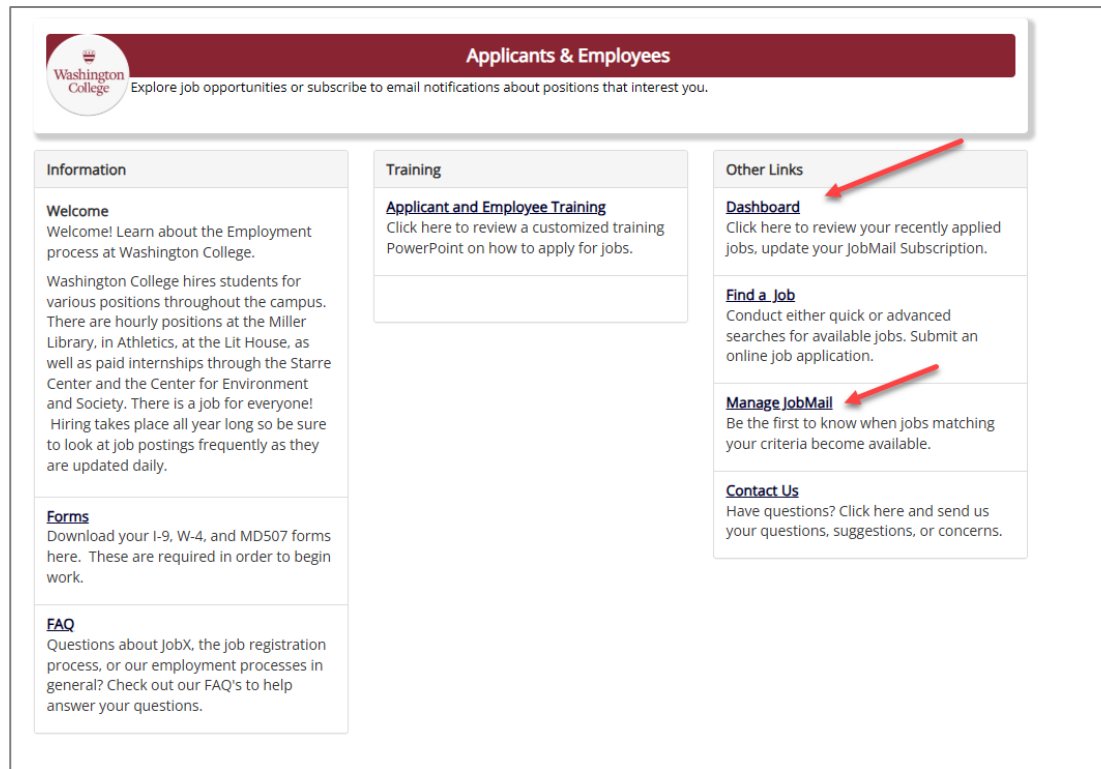


After JobMail setup you will receive notifications on new job listings that interest you



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

How to Access JobMail



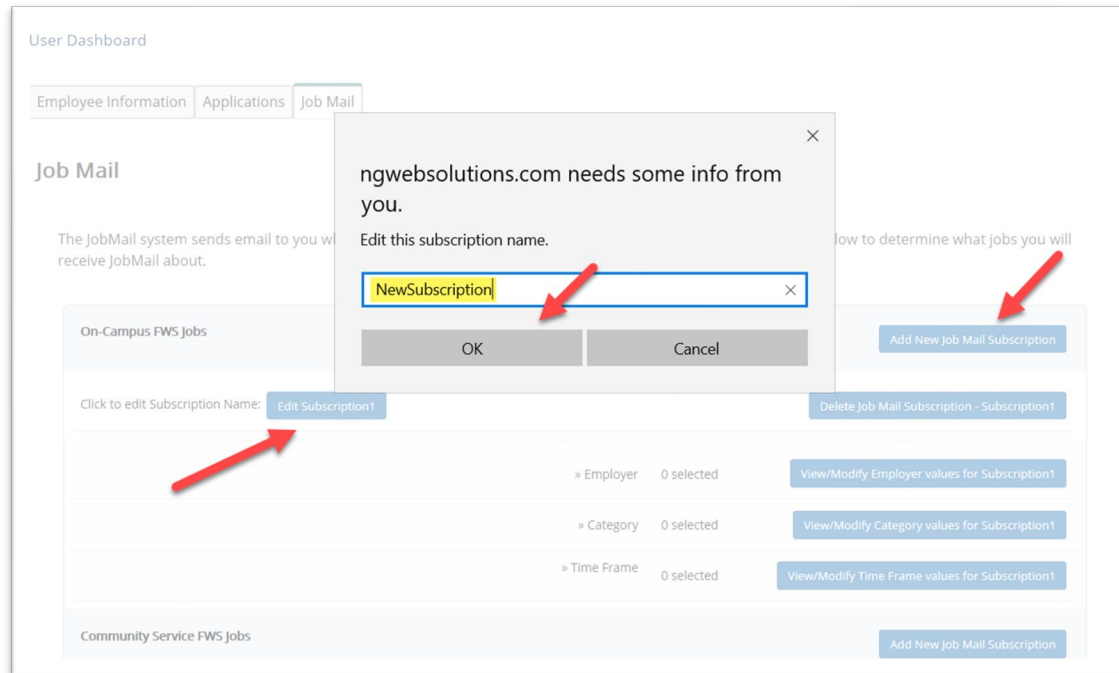
Step 1: Click '**Dashboard**' or '**Manage JobMail**' link on the Federal Work Study Students or Service Scholarship Students home page.

Configure your JobMail Subscription

The screenshot displays the 'Job Mail' configuration page. At the top, it states: '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.' Below this, there are two subscription configuration sections. The first section is titled 'On-Campus FWS Jobs' and includes an 'Add New Job Mail Subscription' button. It has an 'Edit Category Name' link and a 'Delete Job Mail Subscription - Category' button. Below these are three rows for configuration: 'Employer' (0 selected, View/Modify Employer values for Category button), 'Category' (9 selected, View/Modify Category values for Category button), and 'Time Frame' (0 selected, View/Modify Time Frame values for Category button). The second section is titled 'Subscription2' and includes a 'Delete Job Mail Subscription - Subscription2' button. It also has three rows for configuration: 'Employer' (0 selected, View/Modify Employer values for Subscription2 button), 'Category' (0 selected, View/Modify Category values for Subscription2 button), and 'Time Frame' (0 selected, View/Modify Time Frame values for Subscription2 button).

- 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

[Add New Job Mail Subscription](#)

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

» Employer	3 selected <i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected <i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected <i>modified</i>	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 [Close](#)

Selected Items [Remove All Options](#)

Click Remove to remove an item to the list

None selected

Available Items

Click Add to add an item to the list

[Add All Options](#)

ACADEMIC AFFAIRS

ACCESS & ACCOMMODATIONS

ADMISSIONS

ALUMNI RELATIONS

Add

Add

Add

Add

Click Save when complete

[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 [Add New job Mail Subscription](#)

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

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	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 Category values [Close](#)

Selected Items [Remove All Options](#)

Click Remove to remove an item to the list

Administrative and Office Support	Remove
Athletics	Remove
Food and Hospitality	Remove
Information Technology	Remove

Available Items [Add All Options](#)

Click Add to add an item to the list

None available

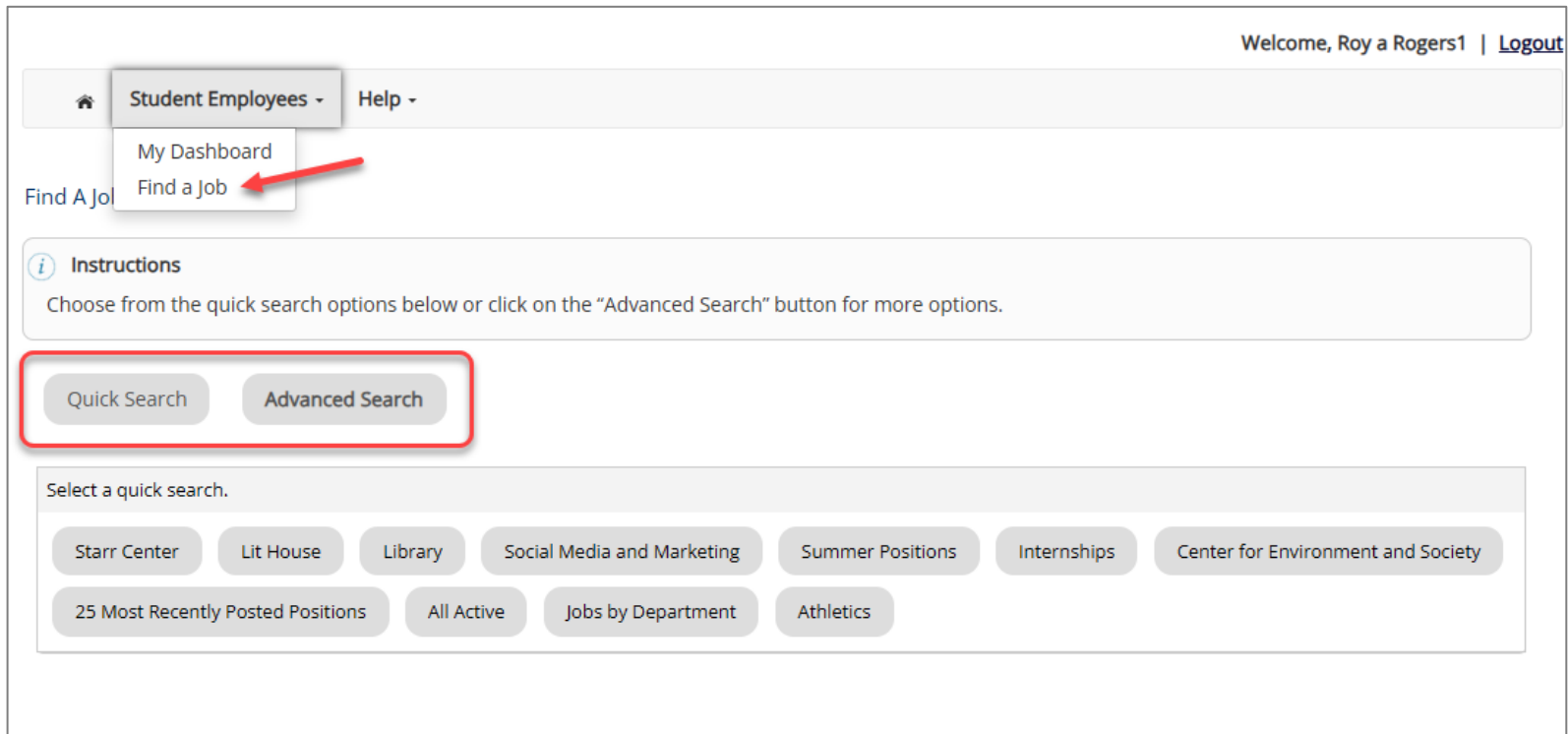
Click Save when complete [Save](#)

- 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



- 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' Advanced Search interface. At the top, there's a 'Find A Job' header and an 'Instructions' box. Below this are 'Quick Search' and 'Advanced Search' buttons. The 'Advanced Search' section is highlighted with a red border. Inside, 'Job Type(s):' has radio buttons for 'On-Campus Jobs' (selected), 'Off-Campus Community Service', and 'Internship Jobs'. An 'Update Job Type' button is next to it. Below is a 'Keyword(s):' text input field. A section titled 'Narrow your search with the following options. Selecting none for any search criteria implies all.' contains expandable sections for 'Categories', 'Employers', 'Time Frames', 'Wage', and 'Hours per Week'. Each section has a '+/-' icon. At the bottom of the search area is a 'Search' button. Red arrows point to the 'Job Type(s):' label, the 'Update Job Type' button, the 'Search' button, and the 'Instructions' box.



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.

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

The screenshot displays a web interface for job applications. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. Below this, a search bar shows "Show: All" and "results per page" with a "Refresh" button. On the top right, it says "25 Most Recently Posted Jobs" and "Jobs found: 5". The main content area lists three jobs, each with a checkbox and a red arrow pointing to it:

- 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

- 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'.

The screenshot shows a web-based job application form. At the top, there's a navigation bar with 'Employees' and 'Help' links. Below it, the page is titled 'Apply To Job'. An 'Instructions' box states: '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.' Below the instructions, it says 'By submitting the application below, you will be applying for the following jobs:' followed by a list: 'Fitness Center Attendant - STUDENT RECREATION', 'Food Service Assistant', and 'Volunteer Manager - Communities in Schools'. The form is divided into sections: 'General' (First name *, Middle name *, Last name *, Email *, Employee ID *, Skills: HTML, Java, MS Excel, MS Office, MS PowerPoint, MS Word), 'Resume' (Choose File, No file chosen), and 'References' (Reference Name, Reference Email). A red arrow points to the 'Submit' button at the bottom left.

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
Choose File 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

Submit





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

The screenshot shows the 'Student Employees' dashboard. The 'My Dashboard' menu item is highlighted with a red arrow. The dashboard includes sections for 'User Dashboard', 'Employment Eligibility Forms & Details', and a table of criteria with status and links.

User Dashboard

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	Form I-9
W4 Status	Not Completed	W4 Form
Confidentiality Form Status	Not Completed	Confidentiality Form

Select time period to display Employee Information: Current/Future Update

- 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

Home Employees ▾ Help ▾

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
Test On-Campus FWS Jobs - 052020	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

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.

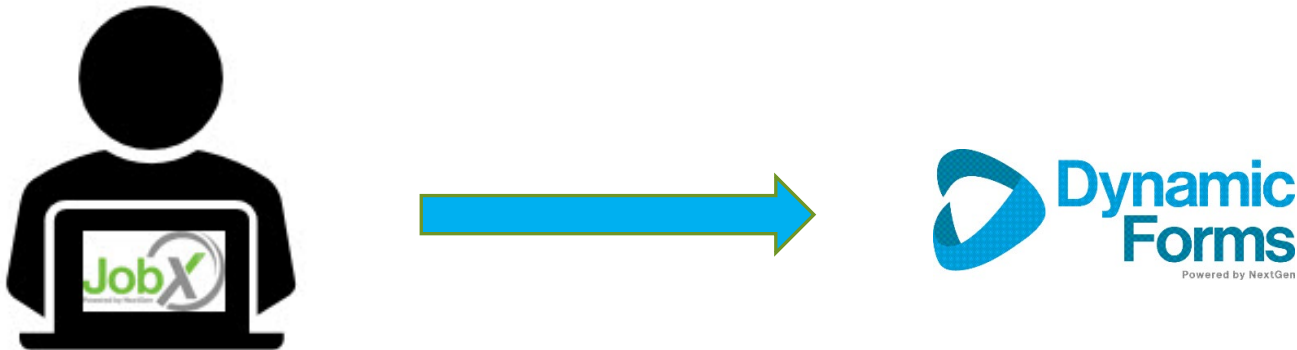
Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	Form I-9
W4 Status	Not Completed	W4 Form
Confidentiality Form Status	Not Completed	Confidentiality Form

Select time period to display Employee Information:

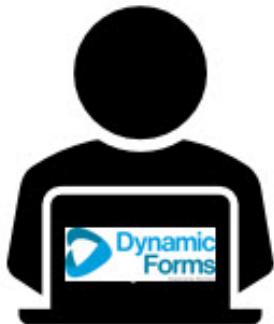
Student Authenticated into Dynamic Forms

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

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 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 07/31/2024

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: All employees can choose which acceptable documentation 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. Treating 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 (Family Name) _____ First Name (Given Name) _____ Middle Initial (if any) _____ Other Last Names Used (if any) _____

Address (Street Number and Name) _____ Apt. Number (if any) _____ City or Town _____ State _____ Zip Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ Employee's E-mail Address _____ Employee's Telephone Number _____

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

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) _____

If you check item number 4, enter one of these:

USCIS A-Number _____ Form I-9 Admission Number _____ Foreign Passport Number and Country of Issuance _____

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

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 representative 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.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority	Document Number (if any)		Document Number (if any)		Document Number (if any)
Expiration Date (if any)			Expiration Date (if any)		Expiration Date (if any)
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) 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 08/01/23 Page 1 of 4

Save Progress Next

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

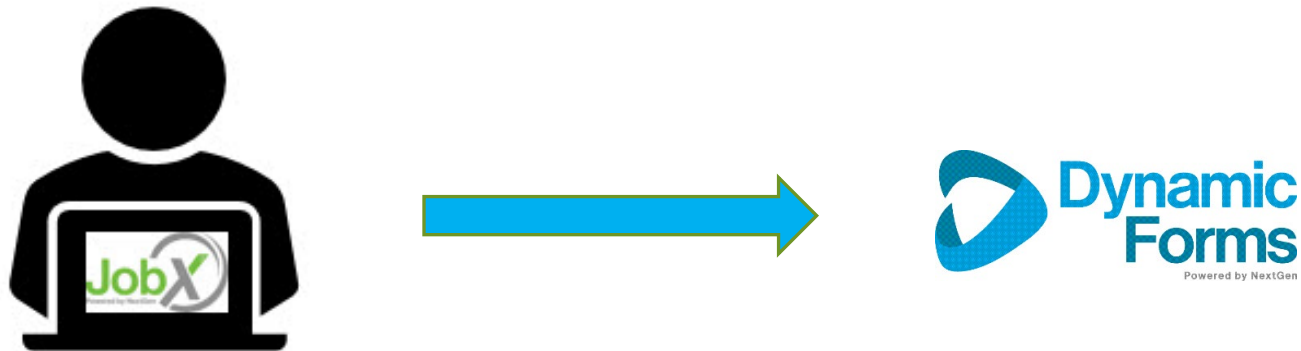
Criteria	Status	Link?
I9 Status	Not completed	Form I-9
W4 Status	Not Completed	W4 Form ←
Confidentiality Form Status	Not Completed	Confidentiality Form

Select time period to display Employee Information: Current/Future ▼ Update

- 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:

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.

Do you have a Social Security Number?

[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 Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate 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.		OMB No. 1545-0074 2024
W-4 Instructions				
Step 1: Enter Personal Information	(a) First name and middle initial		Last name	(b) Social security number
	Address			
	City or town, state, and ZIP code			
	(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.)			
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 www.irs.gov/W4App .				
Step 2: Multiple Jobs or Spouse Works	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 www.irs.gov/W4App 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			
	<input type="checkbox"/>			
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.)				
Step 3: Claim Dependents and Other Credits	If your income will be \$200,000 or less (\$400,000 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 the amount of any other credits. Enter the total here			
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			
	(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			
	(c) Extra withholding. Enter any additional tax you want withheld each pay period			
	-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)			
Employers Only	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)				
Next				

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)'**



Welcome, Samuel d Rogers4 | Logout

Student Employees - Help -

User Dashboard

Employment Eligibility Forms & Details

Criteria	Status
Kent State ID	444444444
I9 Status	Completed
SSA1945 Status	Employee Section Complete, Pending Approval(s)
Confidentiality Form Status	Completed

Select time period to display Employee Information: Current/Future Update

Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test On-Campus Hourly (LFE) - 10/01/2025 (LFE)	Student Employment - Test (584)	\$10.70	2	07/01/2025	06/30/2026	Test On-Campus Supervisor	SSA1945: Employee Section Complete, Pending Approval(s)	Incomplete - Pending Forms

Awards

Award Name	Amount	Term
College Work Study	\$2,000.00	Summer 2026 Classes (05/11/2026 - 08/09/2026)

Classes

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 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.

Employment Eligibility Forms & Details

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	MW507 Maryland State Tax Instruction

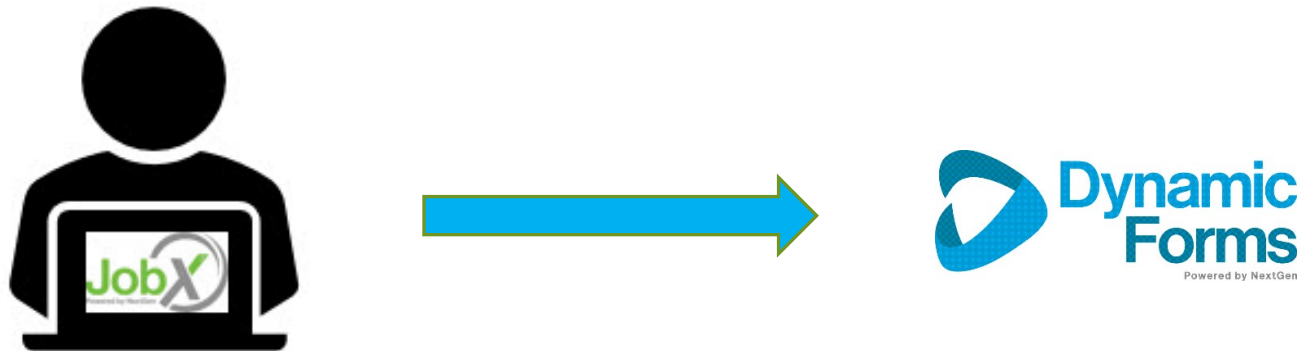
Select time period to display Employee Information

➤ 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



The screenshot shows the Washington College MW507 form interface. At the top is the Washington College logo. Below it are input fields for 'First Name' (filled with 'Julie'), 'Last Name' (filled with 'Veselka'), and 'Student ID'. A section titled 'Instructions for Tax Forms MW507' contains text about completing the form and a blue link 'Click here' to download the PDF. Below this is an email address 'student_employment@washcoll.edu'. A section titled 'Please upload your completed Maryland State MW507 form here.' features an 'Attach File' button. At the bottom, there is a checkbox to confirm completion, a yellow 'click to sign' button, and a 'Date' field. Red arrows point to the 'Click here' link, the 'Attach File' button, the confirmation checkbox, and the 'click to sign' button.

Washington College

First Name: Julie
Last Name: Veselka
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.

Please upload your completed Maryland State MW507 form here. [Attach File](#)

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

[\(click to sign\)](#) _____
Student Signature Date

- 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 MW507 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 withheld 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 state 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 local 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 local 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

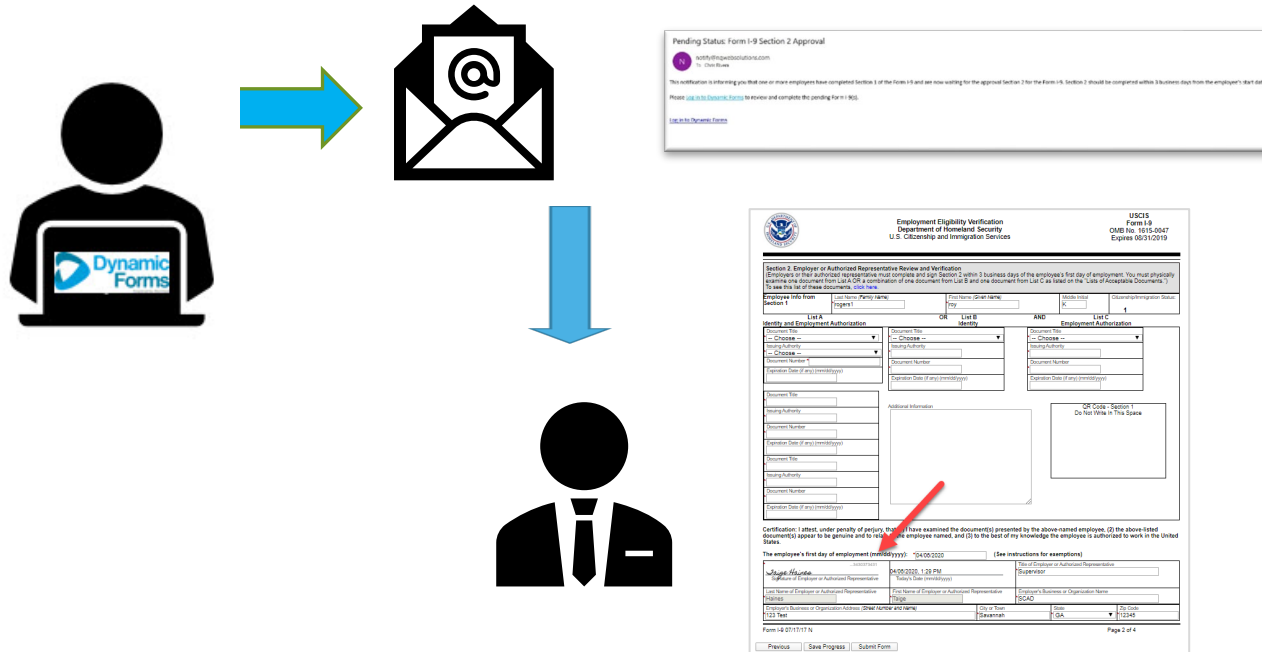
- Once the forms are completed, refresh your browser once returning to JobX.
- Form Statuses updated on User Dashboard to show **'Student Section Complete, Pending Approval(s)'**



User Dashboard	
<div>Employee Information Applications Job Mail</div>	
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) 

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@wash
coll.edu](mailto:Student_employment@washcoll.edu)

