



**Office of Student Employment**  
University Crossing  
220 Pawtucket Street, Suite 280  
Lowell, MA 01854-5131

# On-Campus Employer User Guide

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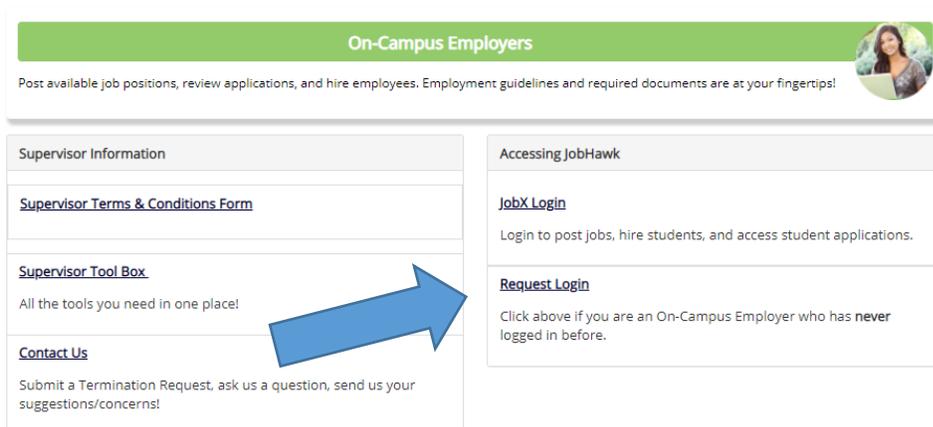
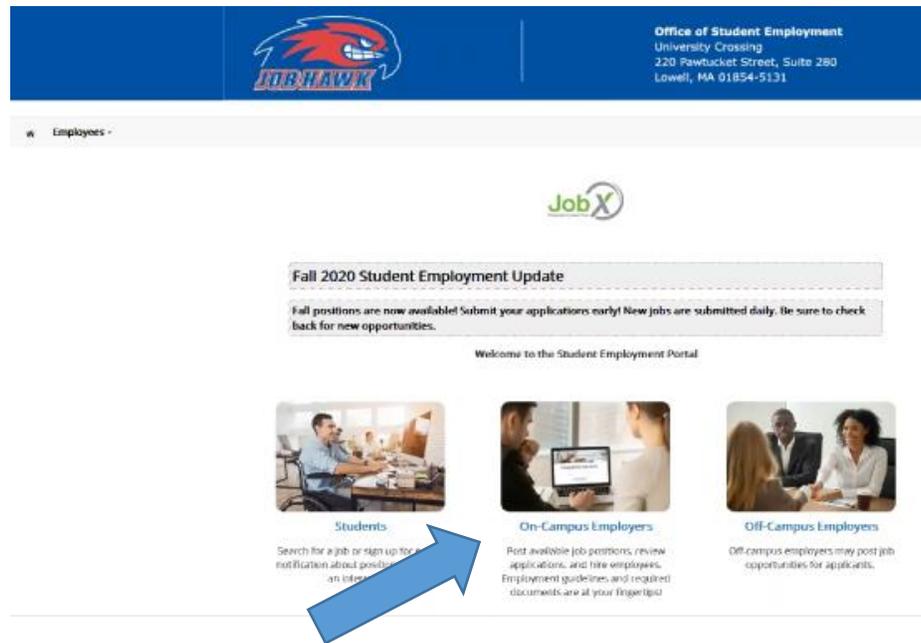
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## Step 1 – Getting Started – New User

Jobhawk allows for On-Campus employers to post available job opportunities for both financial aid and departmental student employees. Job posting are listed on JobHawk for students to apply to, employers can review applications, contact applicants, and submit hire requests.

On-Campus employers who would like to post positions on JobHawk must request an account. To request access, visit [www.uml.edu/jobhawk](http://www.uml.edu/jobhawk), select “On-Campus employers”, then select “Request Login”.



Complete the requested information. Please be advised that your username and password will be your UML login credentials. Select submit once you have complete the form.



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🏠 Employees ▾

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**Request Permission To Use This Site**

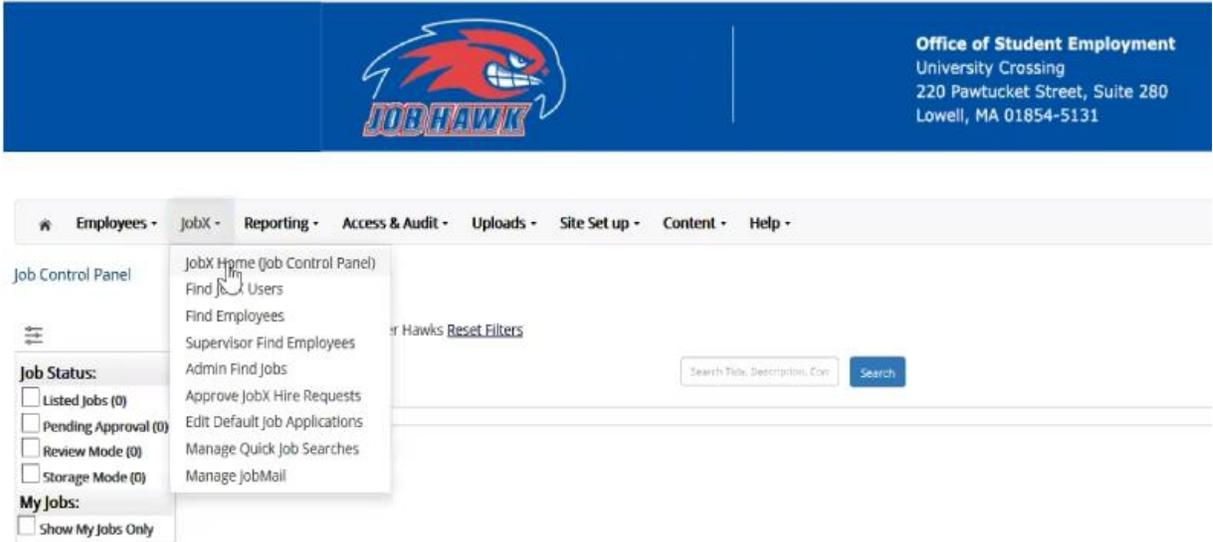
You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

|  |                      |
|--|----------------------|
| <b>First Name *</b>  | <input type="text"/> |
| <b>Middle Name</b>   | <input type="text"/> |
| <b>Last Name *</b>   | <input type="text"/> |
| <b>Full Email Address *</b><br><small>Example: jsmith@university.edu</small> | <input type="text"/> |
| <b>Street 1</b>  | <input type="text"/> |
| <b>Street 2</b>  | <input type="text"/> |
| <b>City</b>  | <input type="text"/> |
| <b>State</b>   | <input type="text"/> |
| <b>Zip Code</b>  | <input type="text"/> |

The application process is now complete. Please be advised that you do not have access to JobHawk yet. An administrator will contact you for further details on your intended job posting. Upon approval, you will receive an email notification from JobHawk@uml.edu advising of this.

## Part 2 – Posting a Job

Creating a new job is a three-step process. This would include creating a job profile, editing the job application, and submitting the posting. JobHawk will walk you through this process. To begin this process, select the “JobX” tab at the top of the page then select “JobX Home (Job Control Panel)”. From here, select “Add a Job” at the top of the page.





Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Job Control Panel

Result Filters: Employer: River Hawks [Reset Filters](#)

**Job Status:**

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

**My Jobs:**

- Show My Jobs Only

Step 1 - If you have obtained posting permissions for multiple departments, you will first select the Employer/Department that you would like the position to be posted for.

You are adding a brand new job to the web site for:

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

**Please Choose an Employer/Department**

Choose Employer

Financial Aid

Student Financial Services

If not, you will be sent to the next question required for the job posting. This will ask for the Job Type. The five Job Type options are included below.

You are adding a brand new job to the web site for:

**Employer:** Financial Aid [Change](#)

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

**Please Choose a Job Type**

Choose one...

| Status                                    | Description   |
|---|---|
| Financial Aid Student Employment          | Only students that have been awarded an academic year financial work award can apply to this position. The hired student employee will be paid through their financial work award. Any earnings exceeding the student employees financial work award will be paid through the employer's departmental budget. |
| Financial Aid Student Employment (Summer) | Only students that have been awarded a summer financial work award can apply to this position. The hired student employee will be paid through their financial work award. Any earnings exceeding the student employees financial work award will be paid through the employer's departmental budget.         |
| Immersive Scholar Award                   | Only students with an Immersive Scholar Award can apply to these positions. Immersive Scholars are offered this award by the admissions process. For further information on this program, contact <a href="mailto:UROC@uml.edu">UROC@uml.edu</a>  |
| Immersive Scholar Award (Summer)          | Only students with an Immersive Scholar Award can apply to these positions. Immersive Scholars are offered this award by the admissions process. For further information on this program, contact <a href="mailto:UROC@uml.edu">UROC@uml.edu</a>  |
| Departmental Job                          | Students enrolled in a degree seeking program can review and submit applications for departmental positions. The hired student employee will be paid through the specified departmental budget.   |

From here, complete the job profile screen. All fields designated with a red asterisk are required fields. Attributes that are included on the application are listed below.

|  |   |
|--|---|
| <p><b>Categories to Complete for Job Posting</b></p> | <ul style="list-style-type: none"> <li>• Job Title</li> <li>• Description</li> <li>• Requirements</li> <li>• Number of Available Openings</li> <li>• Minimum and Maximum Hours</li> <li>• Start and End Date</li> <li>• Timeframe -Academic Year, Fall, Spring , Summer</li> <li>• Wage level</li> <li>• Evening and/or Weekend Hours</li> <li>• Primary Contact Information</li> </ul> |
|--|---|

Select “Submit” to continue.

Step 2 – the Pending Job Application page will pre-populate with required fields with the information included below.

Office of Student Employment  
University Crossing  
220 Pawtucket Street, Suite 280  
Lowell, MA 01854-5131

Welcome, Candice Garabedian (Discouraged as Rowdy) | Logout

Employees • JobX • Reporting • Access & Audit • Uploads • Site Set up • Content • Help •

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.

Pending Job Application - River Hawks - Administrative Assistant

First name \*

Middle name

Last name \*

UML Email  
*Please use your student UML email address. \**

Confirm Email Above \*

Resume \*  No file selected.

Monday Morning  
 Monday Afternoon  
 Tuesday Morning  
 Tuesday Afternoon  
 Wednesday Morning  
 Wednesday Afternoon  
 Thursday Morning

What are your hours of availability? Please check all that apply for this current semester.

Pick from Existing Questions | Create a New Question

Question Details

Question Type  
Please select

Question Name

Question Label

Application Behavior

Application Section  
Select an existing section | Create a new section  
-- Please select --

Other flags  
 Application input is required  
 Prefill this question from previous answer?

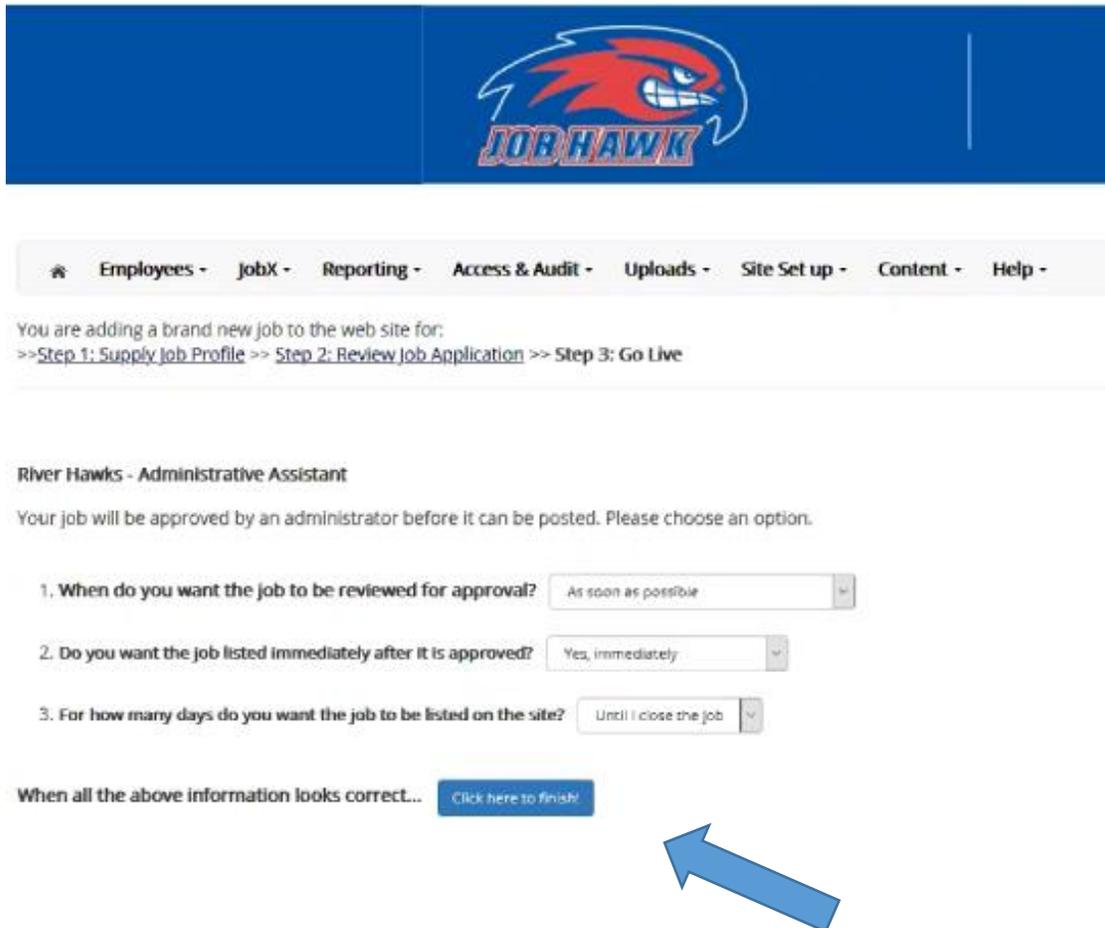
Where To Add This Question?  
End of Application

Add Question

You can also create a new question to add to the application. Add the question details and behavior, then select “Add Question”. Your new question will now be available under the “Existing Questions” option to use for future job postings.

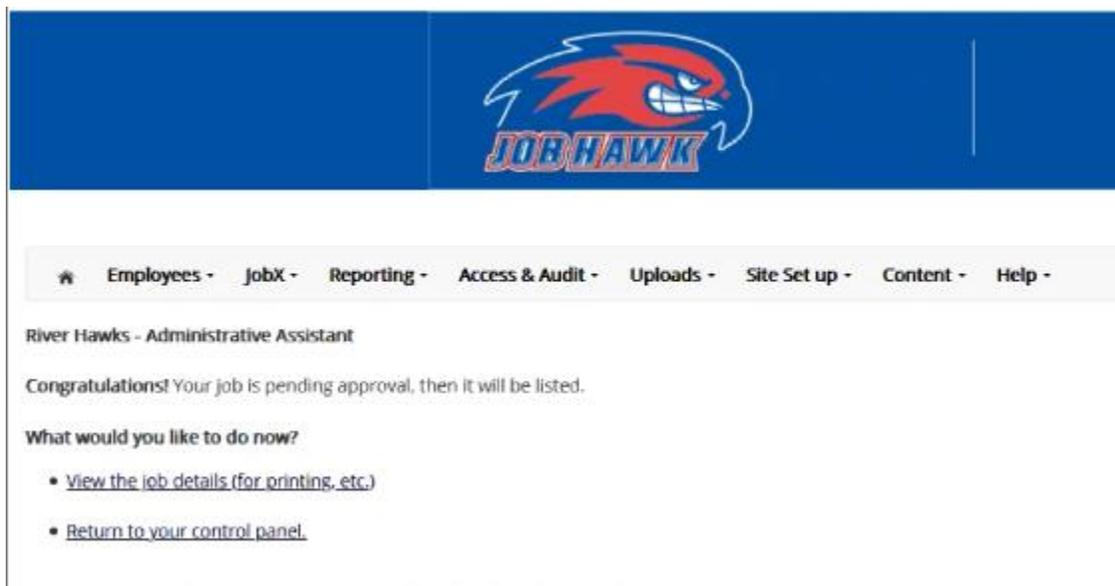
To complete the application, select “Save Application”.

Step 3 - The last step is to select preferences for your job posting. You have the option of when the job will be listed for students to view and apply to, if JobMail will be sent to notify students of the new posting, and how long you would like the job to be posted for.



Once your preferences are selected, complete this process by selecting “Click here to finish!”

Your job is not live on JobHawk yet. A notification is then sent to the Student Employment Office for an administrator to review your job posting prior to being listed. If an administrator has any questions about the position, you will be contacted.



Upon approval, you will receive an email from JobHawk@uml.edu advising that your job is now listed!

### Step 3 – Managing Existing Job Posting

On the Job Control Panel, you are able to view all jobs that you have created. On this page, you will also see four statuses. This would include listed, pending approval, review mode, and storage mode.

Job Control Panel

| Status             | Description  |
|--------------------|--|
| “Listed”           | When a job is live for a student to apply for  |
| “Pending Approval” | When you have submitted a job posting and it is awaiting approval for the Student Employment Office. Once a job has been approved, you will get an email advising of this.   |
| “Review Mode”      | Removes the job posting from JobHawk. This allows for you to review applications submitted and ensures additional applications are not submitted once the job has been filled. At any time, you can move the job back to “Listed” to obtain additional applicants. |
| “Storage Mode”     | <b>DO NOT move jobs to storage!</b> All applications that had been submitted for the position will be deleted. Please contact our office if you accidentally move a job to this status.  |

To view the details of an existing job, select the job title.

This will bring you to the “Manage job” page. At the top of the page, options are available to Update Status, Manage Application, and View Applications.

**Update Status** 

|             |   |
|-------------|---|
| Listed      | » <b>Current Status</b> – Click to update remaining days listed on site |
| Review Mode | » Click to change to  |
| Storage     | » Click to change to  |

**View Applicants** 

3 applications have been submitted for this job, 3 of which are new.

[» View Applications](#)

**Manage Application** 

This job is configured to collect online applications.

You may not edit the online application while this job is listed. To edit the application, please send the job to review mode, then visit this box again.

[View the online application.](#)

Farther down on the page, you can view all of the current details included in your job posting. If you would like to make any changes to your job posting, select “Edit this job”

[Edit this job](#) 

Below is a view of approximately how this job appears to applicants:

| <b>Administrative Assistant</b> |                          |
|---------------------------------|--------------------------|
| <b>Job ID</b>                   | 8742                     |
| <b>Job Type</b>                 | Off-Campus JLD Job       |
| <b>Employer</b>                 | River Hawks              |
| <b>Job Category</b>             | Administration           |
| <b>Job Description</b>          | Example job description  |
| <b>Job Requirements</b>         | Example job requirements |
| <b>Available Openings</b>       | 1                        |

**Update Job Profile:**

Any changes you make to the job information will have to be approved. Please review the choices at the bottom of this form regarding how exactly you want the approval process to occur.

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

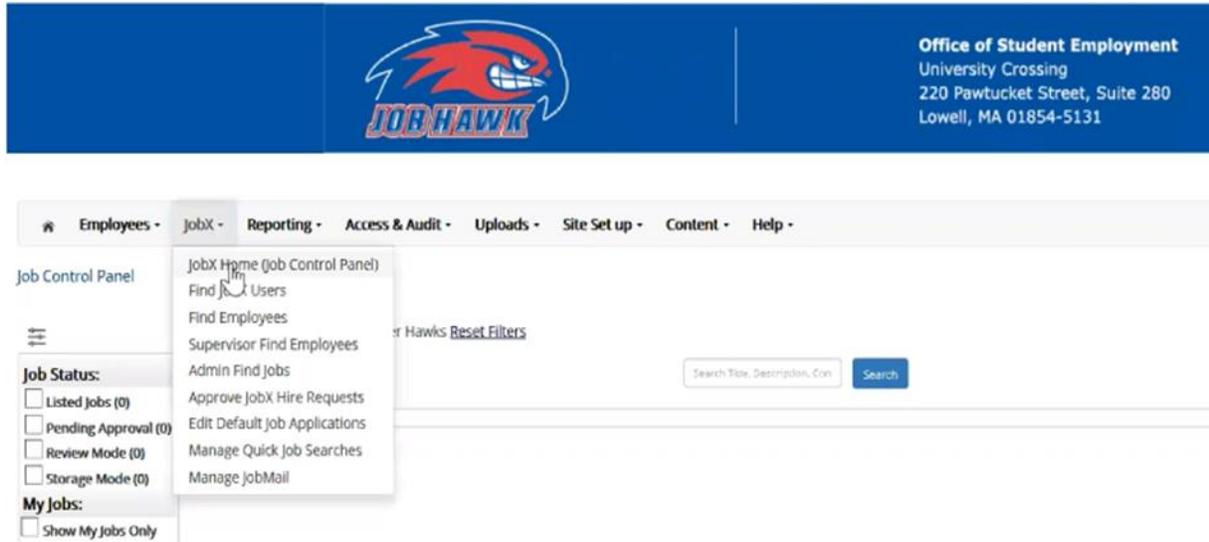
After you have made any necessary adjustments, select “Submit”.

If you make any edits to the job posting or application, the job will be moved to “Pending Approval” prior to the job moving back to “Listed”.

### Step 4 – Reviewing Applications

When a student applies for a job posting, you will receive an email notification that you received an application. There is a link that will bring you directly to the application. *The link expires after 72 hours.*

You can still view the application, log into JobHawk and go to the “JobX Home (Job Control Panel)” page.



You can then select the highlighted number of applications to review further.



After selecting the highlighted value, you will see the contact information for the names of the applicants. Select the applicant’s highlighted name.

Select/Deselect All    Show  results per page     to 3 of 3 | << < > >> |

|                          | Name          | Email Address              | App Date  | Status | Flag | Emailed? |
|--------------------------|---------------|----------------------------|-----------|--------|------|----------|
| <input type="checkbox"/> | Tony Test     | Tony_Test@student.uml.edu  | 11/3/2020 |        | P    |          |
| <input type="checkbox"/> | Sam Sample    | Sam_Sample@student.uml.edu | 11/3/2020 | New!   | P    |          |
| <input type="checkbox"/> | Janet Jobhawk | Janet_Jobhawk@uml.edu      | 11/3/2020 | New!   | P    |          |

From here, you will see the information provided for the applicant at the top of the page and your job posting will be listed at the bottom of the page

[Back to Applications List](#) 

### General

|   |   |
|---|---|
| First name  | Tony  |
| Middle name   |   |
| Last name   | Test  |
| UML Email   |   |
| Please use your student UML email address.  | Tony_Test@student.uml.edu                                       |
| Confirm Email Above   | Tony_Test@student.uml.edu                                       |
| What are your hours of availability? Please check all that apply for this current semester. | Monday Afternoon, Tuesday Afternoon, Thursday Morning, Evenings |

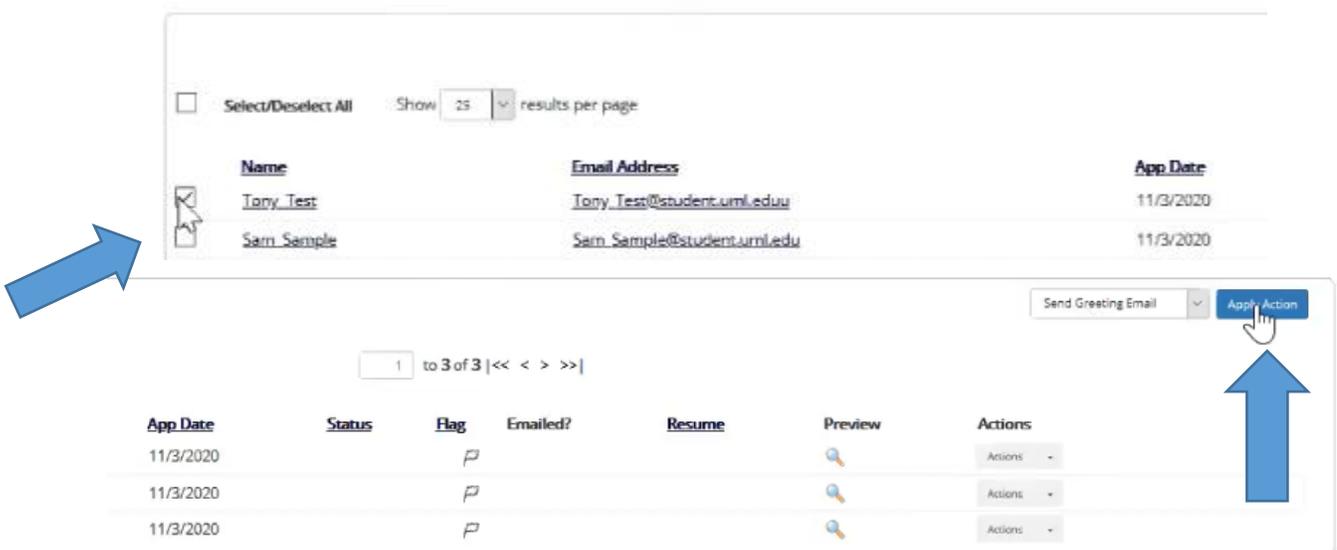
### Notes

|   |   |
|---|---|
| Application Submitted Date                            | 11/3/2020 10:29:00 AM ET                      |
| Default Application Template Last Modified Date       | 6/9/2015 9:08:49 PM ET by Candice Garabedian  |
| Job-Specific Application Questions Last Modified Date | 11/3/2020 3:26:26 PM ET by Candice Garabedian |

If you would like to contact an applicant, this can be done directly through JobHawk. By selecting “Actions” option, either on the applicant line or on the right-hand side of the page.



On the right-hand side of the page, you have the option to send a greeting, reject, or custom email. This can be done by selecting the desired email option, checking off the name of the applicant that you would like to send the email to, then select “Apply Action”.



**Email Applicants - Greeting**

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

**To**

- Jobhawk, Janet [Janet\_Jobhawk@uml.edu]
- Sample, Sam [Sam\_Sample@student.uml.edu]
- Test, Tony [Tony\_Test@student.uml.edu]

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

**From** Candice\_Garabedian@uml.edu

**Subject** Job: Administrative Assistant

**Body**

I am interested in meeting with you to discuss your interest in the Administrative Assistant job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

Example of Automated Greeting Email

**Email Applicants - Rejection**

**Default:** No applicants selected. You must select recipients.

**To**

- Jobhawk, Janet [Janet\_Jobhawk@uml.edu]
- Sample, Sam [Sam\_Sample@student.uml.edu]
- Test, Tony [Tony\_Test@student.uml.edu]

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

**From** Candice\_Garabedian@uml.edu

**Subject** Job: Administrative Assistant - Not Available

**Body**

You recently submitted an on-line application for the Administrative Assistant job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

Example of Automated Rejection Email

## Step 5 – Submitting a Hire Request

To hire a student, go to the manage job page for the position that you would like to hire the student for. Select the option towards the top of the page “Hire an Applicant”. Then “check off” the name of the applicant you would like to hire. You do have the option to hire multiple student simultaneously, however, if any are missing paperwork, then an error will appear for all hires. Select “Go to step 2”.

The screenshot shows the 'Hire Applicant' section with a 'Hire an applicant' button. Below it is the 'Hire Students' section for the job 'Administrative Assistant', indicating one opening. A table of 'Hire On-line Applicants' lists Janet Jobhawk (checked), Sam Sample, and Tony Test. A 'Hire Candidate' table shows a 'First Name' field with '1.' and a 'Go to step 2' button.

| Hire Applicant                    |  |
|-----------------------------------|--|
| <a href="#">Hire an applicant</a> |  |

**Hire Students**  
For Job: Administrative Assistant

There is **one** opening for this position. Please select one applicant to fill this job.

<-- Click for help on completing this step.

| Hire On-line Applicants                           | Hire Candidate          |
|---|-------------------------|
| <input checked="" type="checkbox"/> Janet Jobhawk | First Name              |
| <input type="checkbox"/> Sam Sample               | 1. <input type="text"/> |
| <input type="checkbox"/> Tony Test                |                         |

[Go to step 2](#)

The student's email address will automatically populate. Select "Check Email Address". This will then validate if all necessary documents have been submitted by the student employee and supervisor. If anything is missing, then you cannot continue with the hire request.

**Hire Student(s) Step 2: Fill Out Hire Info**

For Job: Administrative Assistant

Select the check email address button to confirm correct email address before you can proceed with the hire.

|  |                               |
|--|-------------------------------|
| <b>Employee</b>                                    | <b>Enter Email Address:</b>   |
| Janet Jobhawk                                      | janet_jobhawk@student.uml.edu |
| <input type="button" value="Check Email Address"/> |                               |

| Validation Lookup Results |                            |   |
|---------------------------|----------------------------|---|
| <b>Janet Jobhawk:</b>     |                            |   |
| ✓                         | AY Awarded                 | Student has an Academic Year Award        |
| ✓                         | I-9 List                   | Student has an I9                         |
| ✓                         | Verification Completed     |   |
| ✓                         | W4 List                    | Student has a W4                          |
| ✓                         | Supervisor Annual Training | You have completed the required training. |

This employee has passed validation and may be hired. Click the "Continue" button to proceed to the next step.

You then will need to enter necessary details for the hire request. For a financial aid student employment position, the employment start/end dates must be within the academic year. A **secondary account code** or combo code (L000000) must also be provided in the event that the student earns over their financial work award. Any earnings in excess of the financial work award will be charged to listed account. For departmental position, the combo code that you will be paying the student must be listed.

The combo code that is provided for both types of positions must be connected to an HR account code to pay the student from. If not, you will get an email from Jobhawk@uml.edu advising that an updated code must be provided. The Student Employment Office does not have access to this information, and you must contact an administrator in your department or the controller’s office for further information.

**Hire Student(s) Step 2: Fill Out Hire Info**

For Job: Administrative Assistant

Select the check email address button to confirm correct email address before you can proceed with the hire.

Please fill out hire info for this student.

There are no Awards to display.

|   |   |
|---|---|
| <b>Employee First Name</b>  | <input type="text" value="Janet"/>                                  |
| <b>Employee Middle Name</b>   | <input type="text"/>  |
| <b>Employee Last Name</b>   | <input type="text" value="Jobhawk"/>                                |
| <b>Email Address of Employee Hired</b>  | <input type="text" value="Janet.Jobhawk@student.uml.edu"/>          |
| <b>Wage which will be paid Employee *</b>   | <input type="text" value="12.75"/>                                  |
| <b>Hours per week *</b>   | <input type="text" value="10.0"/>                                   |
| <b>Estimated Employment Start Date (mm/dd/yyyy) *</b>   | <input type="text" value="09-01-2020"/>                             |
| <b>Estimated Employment End Date (mm/dd/yyyy) *</b>   | <input type="text" value="05-08-2021"/>                             |
| <b>Secondary Account *</b><br><small>Account provided will ONLY be charged if the student earns more than their award amount on their current Financial Aid Notice.</small> | <input type="text"/>  |
| <b>Is this a hire or a re-hire?</b>   | <input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire |
| <b>Additional Notes</b>   | <input type="text"/>  |
| <input type="button" value="Submit Request"/>   |   |



Select “Submit Request” once all necessary information is entered.

The hire request then will be pending for an administrator to review. If there are any questions about the hire request, the hire will be postponed and the supervisor will get an email from [Jobhawk@uml.edu](mailto:Jobhawk@uml.edu) requesting additional information.

Once the hire is approved, the student will get an employment offer email from [Jobhawk@uml.edu](mailto:Jobhawk@uml.edu). The Student employee must ACCEPT the employment offer in order to continue the hiring process. ***The supervisor is copied on this email as well. You should NOT accept the position on behalf of the student.***

## Employment Offer Email

Dear Student,

The following supervisor has reviewed your job application and is pleased to extend you an offer of employment! Please see the hiring details below.

Hire Request Details:

Employee Name/ID: Janet Jobhawk ([Janet\\_Jobhawk@student.uml.edu](mailto:Janet_Jobhawk@student.uml.edu)/ 00000000)  
 Position/Job ID: Administrative Assistant / 8746  
 Employer Name: Financial Aid  
 Wage: \$12.75 an hour  
 Hours per week: 10.0  
 Employment Dates: (9/1/2020 - 5/8/2021 )  
 Award Amount: 3000.00  
 Supervisor: Rowdy RiverHawk

By accepting this position and commencing employment, you agree to the following:

I understand that in the event that the University changes modality or if the Commonwealth modifies its COVID-19 policy, I will not continue to be paid for my remaining award amount unless I continue working.

I have read and agree to the terms and conditions of either the Student Employment Agreement or Immersive Scholar Agreement as defined in the New Hire Packet.

For additional details about the Student Employment Program, please see the Student Employment Handbook at <https://tinyurl.com/Student-Employment-Handbook>.

**Please Accept or Decline this offer by clicking the link(s) below**

(\*You MUST select one of the options below in order to complete the hiring process.)

Sincerely,

The Student Employment Office  
 University Crossing, Suite 280

## Accepted Employment Offer Email

Dear Student,

The following employment offer has been accepted. This is your official hire document. Please retain this email for your records.

Employee Name/ID: Janet Jobhawk ([Janet\\_Jobhawk@student.uml.edu](mailto:Janet_Jobhawk@student.uml.edu)/ 00000000)  
 Position/Job ID: Administrative Assistant / 8746  
 Employer Name: Financial Aid  
 Wage: \$12.75 an hour  
 Hours per week: 10.0  
 Employment Dates: (9/1/2020 - 5/8/2021 )  
 Award Amount: 3000.00  
 Supervisor: Rowdy RiverHawk

Please note that it may take up to 10-15 business days for a student employee to have access to their timesheet in HR Direct. If a student is unable to enter time by the pay period deadline, the supervisor or department should enter the time on the employee's behalf.

**Departmental employment offers are contingent upon approval of the Vice-Chancellor for the department.** Students hired through Departmental positions (non-financial aid positions) are not authorized to start working until Human Resources/Payroll has contacted your supervisor.

**If you are an International student AND have not worked on-campus before:**

1. Please email [payrollNRA@uml.edu](mailto:payrollNRA@uml.edu) to request a user account for Glacier. 2. Complete the Federal I-9 form at Human Resources/Payroll office. The office is located at 600 Suffolk Street, room 301.

If you have any questions or concerns regarding student employment, please let us know.

Sincerely,  
 The Student Employment Office  
 University Crossing, Suite 280  
[Student\\_Jobs@uml.edu](mailto:Student_Jobs@uml.edu)  
 Phone: 978-934-4228

## Step 6 – Submitting a Rehire Request

Requirements for Rehire function:

Student must be returning to the same position as the prior year

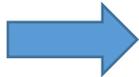
Same hiring validation occurs in addition to a prior contract for the position on file

Update your job and the number of openings in JobHawk, you can rehire in **Review Mode**



Below is a view of approximately how this job appears to applicants:

| Administrative Assistant |                                  |
|--------------------------|----------------------------------|
| Job ID                   | 8746                             |
| Job Type                 | Financial Aid Student Employment |
| Employer                 | Financial Aid                    |
| Job Category             | Administrative                   |
| Job Description          | Example job description          |
| Job Requirements         | Example job requirements         |
| Available Openings       | 0                                |
| Hours                    | 10.0 hours per week              |
| Hourly Rate              | \$12.75/hour                     |
| Time Frame               | Academic Year                    |
| Start Date               | Tuesday, September 1, 2020       |
| End Date                 | Saturday, May 8, 2021            |
| Primary Contact          | Rowdy River Hawk                 |
| Primary Contact's Email  | Student_Jobs@uml.edu             |
| Phone Number             |                                  |
| Fax Number               |                                  |
| Work Location            |                                  |



The dialog box will appear with an option to enter a candidate that did not apply online

**Hire Candidates who did not apply On-line**

| First Name | Middle Initial | Last Name |
|------------|----------------|-----------|
| 1. Janet   |                | Jobhawk   |



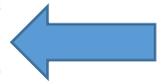
Proceed to next screen, which has you confirm the candidate's email address

**Hire Student(s) Step 2: Fill Out Hire Info**

For Job: Administrative Assistant

Select the check email address button to confirm correct email address before you can proceed with the hire.

|  |                             |
|--|-----------------------------|
| <b>Employee</b>                                    | <b>Enter Email Address:</b> |
| Janet Jobhawk                                      | <input type="text"/>        |
| <input type="button" value="Check Email Address"/> |                             |



When you submit, the hire validation process occurs (including if they worked in the position last year)

| Validation Lookup Results |                            |   |
|---------------------------|----------------------------|---|
| <b>Janet Jobhawk</b>      |                            |   |
| ✓                         | AY Awarded                 | Student has an Academic Year Award        |
| ✓                         | I-9 List                   | Student has an I9                         |
| ✓                         | Verification Completed     |   |
| ✓                         | W4 List                    | Student has a W4                          |
| ✓                         | Supervisor Annual Training | You have completed the required training. |

This employee has passed validation and may be hired. Click the "Continue" button to proceed to the next step.



Proceed to fill out hiring information, start date, end date, rate of pay, etc.

**Hire Student(s) Step 2: Fill Out Hire Info**

For Job: Administrative Assistant

Select the check email address button to confirm correct email address before you can proceed with the hire.

Please fill out hire info for this student.

**Award Information**

| Award Amount | Award Balance | Award Term                                       |
|--------------|---------------|--|
| \$3,000.00   | \$3,000.00    | UML Student Employment - Academic Year 2020-2021 |

|  |   |
|--|---|
| <b>Employee First Name</b>   | <input type="text" value="Janet"/>                                  |
| <b>Employee Middle Name</b>  | <input type="text"/>  |
| <b>Employee Last Name</b>  | <input type="text" value="Jobhawk"/>                                |
| <b>Email Address of Employee Hired</b>   | <input type="text" value="janet_jobhawk@student.umt.edu"/>          |
| <b>Wage which will be paid Employee *</b>  | <input type="text" value="12.75"/>                                  |
| <b>Hours per week *</b>  | <input type="text" value="10.0"/>                                   |
| <b>Estimated Employment Start Date (mm/dd/yyyy) *</b>  | <input type="text" value="09-01-2020"/>                             |
| <b>Estimated Employment End Date (mm/dd/yyyy) *</b>  | <input type="text" value="05-08-2021"/>                             |
| <b>Secondary Account *</b><br><small>Account provided will ONLY be charged if the student owes more than their award amount on their current hours at UML.</small> | <input type="text" value="L000000"/>                                |
| <b>Is this a hire or a re-hire?</b>  | <input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire |
| <b>Additional Notes</b>  | <input type="text"/>  |
| <input type="button" value="Submit Request"/>  |   |

DONE-Sent over to SEO for approval

Student will need to accept the job offer in order for contract to get updated in HR Direct.