# FASHION INSTITUTE OF TECHNOLOGY
## FEDERAL WORK-STUDY PROGRAM
## 2012-2013

## SUPERVISOR USER GUIDE *VERSION 2011.1*



**Contact Information:**

**Susan Grassi**
Federal Work Study Coordinator
Financial Aid Department
Fashion Institute of Technology
Seventh Avenue @ 27th Street - A-212A
New York, NY 10001
212.217.3587 *direct*
212.217.3561 *fax*

# Getting Started

The Financial Aid Office is pleased to utilize the FIT Student Employment/ Online Work Study Website. This service will serve to help employers and students in the job posting and hiring process. With this tool, you will be able to review applications, set up interviews, and complete the hiring process – including printing Human Resource paperwork – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

### Features for Employers

- *Review applications:* receive notification of applications by email and review online; keep all applications in a central location and manage with preview and notes functions; email students
- *Hire students online*: automatically check Work-Study status; submit job hiring requests; process Federal Work Study hiring paperwork online

### Features for Students

- *Search for jobs*: use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University's student employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Complete paperwork*: download I-9/W-4 forms; download Rules & Regulations contract; download Timesheet Due Dates flyer; contact the Federal Work Study Office

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

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

To begin using the website, log into the MyFIT portal:

https://myfit.fitnyc.edu/cp/home/displaylogin

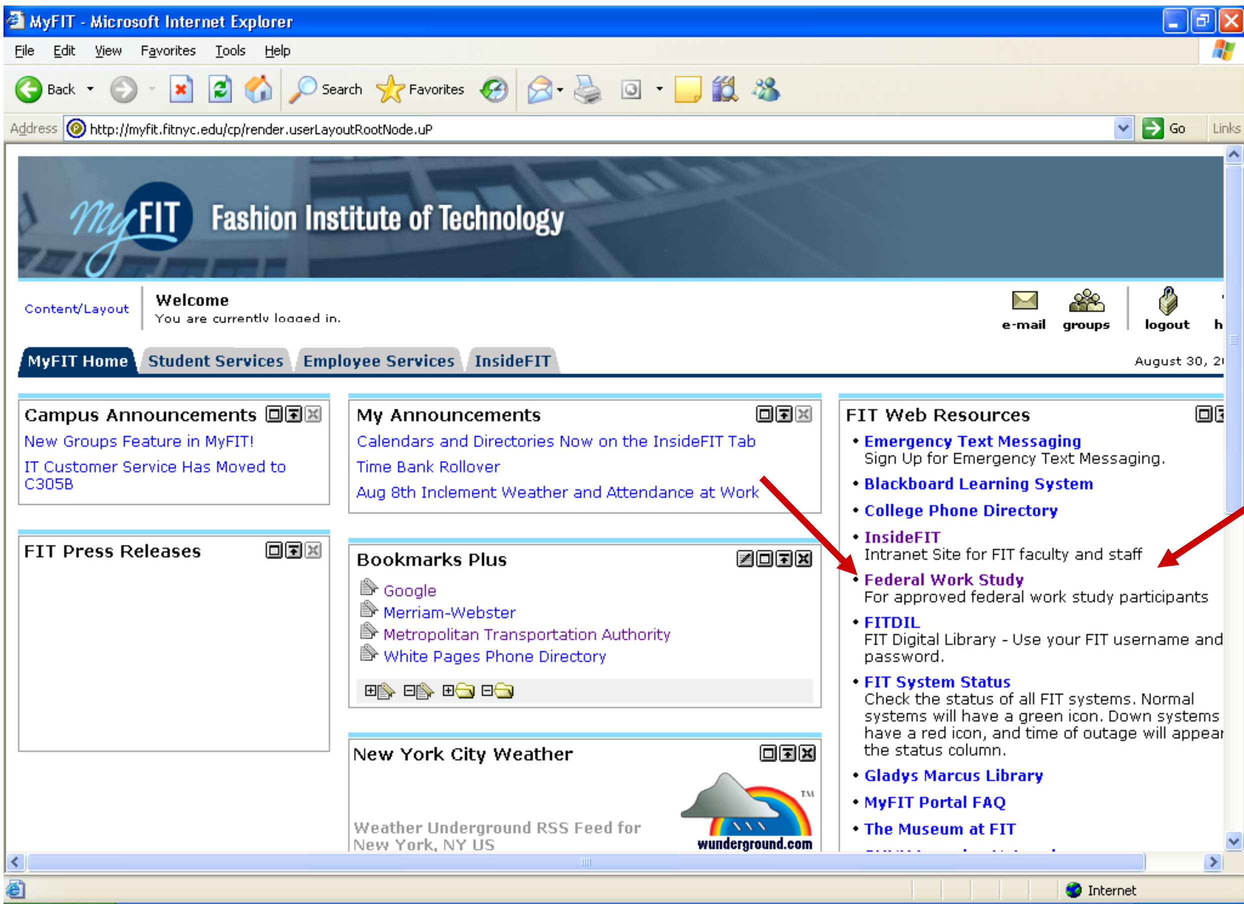
## Log In

You will receive periodic emails from The Federal Work Study (FWS) Office regarding your account, supervisor duties, and deadlines. In order to access any employer function of the website, you must log in.

1. Point your browser to https://myfit.fitnyc.edu/cp/home/displaylogin and log in to the MYFIT Portal
2. On the MyFIT Home tab you will see the FIT Web Resources section; Click on Federal Work Study link.

.

3. You will be connected to FIT Student Employment/ Online Work Study *Job Control Panel*



# Job Control Panel

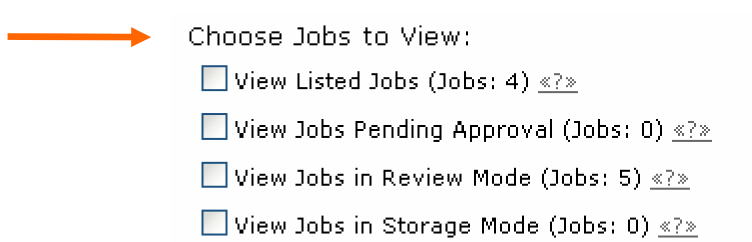
Once you have logged in, you can access the *Job Control Panel*. On this page you can perform nearly all tasks related to your jobs.


If you are assigned to more than one department, you can select the department for which you would like to see jobs from the *Filter departments'* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the department for which you are assigned. The current user shown above, Michael Talis, is assigned to one department, the Biology Department.

Next to the *Filter Employers* drop-down, you can also select whether to view only "*My" Jobs* or all jobs within the selected department(s). "*My" Jobs* only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected department shown.

---

**Some** users who manage a lot of jobs may also see the *Choose Jobs to View* options on their screen. Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.



***Listed, Pending Approval, Review,* and *Storage…***

**What do all these terms mean?**

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

- ***Listed*** – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted to the FWS Administrator for approval.
- ***Pending Approval*** – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed.* Any change made to the job prior to its approval must be resubmitted to the FWS Administrator.
- ***Review*** – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval to the FWS Administrator.
- ***Storage*** ***(ONLY by an Administrator)*** - The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.

## Review Student Applications

Once you have attended orientation and jobs for your department have been posted, you will receive an email every time a student applies for your job. To view those applications, you will need to log into the FIT portal *see Page 3 Log In*.

**1** ▸ From *Job Control Panel*, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click View Applicants.

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

:: CURRENTLY LISTED JOBS

| | | | | | | |
|---|---|---|---|---|---|---|
| Ref# 698 | Beaker Cleaner | Edit Job | Manage Job | View Applicants (2) **(2 New)** | Hire a student | Listed: 5/11/2004 |
| Ref# 678 | Count Alumni | Edit Job | Manage Job | View Applicants (0) | Hire a student | Listed: 4/5/2004 |
| Ref# 685 | Count Amoeba | Edit Job | Manage Job | View Applicants (5) **(5 New)** | Hire a student | Listed: 5/10/2004 |

**2** ▸ Each row of the table provides functionality for one particular job. Click View Applicants next to the job for which you want to review applications, in this case "Beaker Cleaner." A new page will load, and a screen similar to the following will display:

E-mail Applicants: Greeting Rejection

Applications

| | App Date | Last Name | First Name | E-mail | Preview | View | Hire | |
|---|---|---|---|---|---|---|---|---|
| New! | 05-11-2004 | Squarepants | Spongebob | sbob@underwater.com | Preview | View | Hire | |
| New! | 05-11-2004 | Neutron | Jimmy | jimmy@spaceworld.com | Preview | View | Hire | |

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

**NOTE:** Flagged applications **do not** mean the student has been hired. This is just a tool which will allow you to move preferred students to the top of your list.

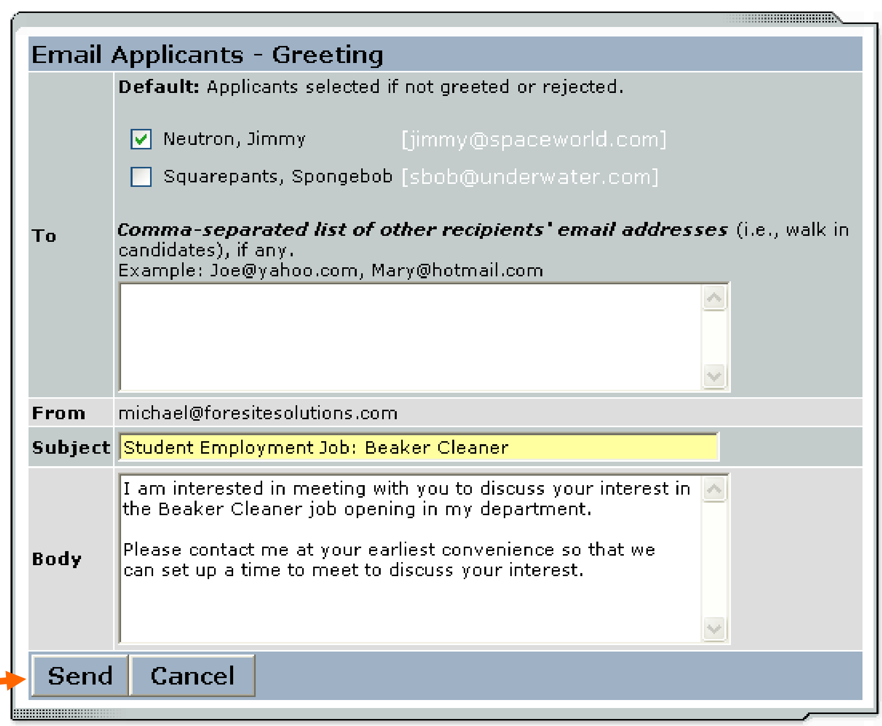
**4** ▸ Click either Preview or View next to the application you wish to review. Both links will display the application in exactly the same manner except that Preview will not eliminate the "New!" designation. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

After clicking Preview/View, the student's application will appear:


5 ▸ Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version (A new window will open from which you can print). It is advised you print a copy for each student you contact and utilize the print out for notes such as interview time and date or student availability.

## Contact Applicants

After you have viewed applications for your job, **you can respond to students by email through this website**. To do so, click Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.




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

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

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

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

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

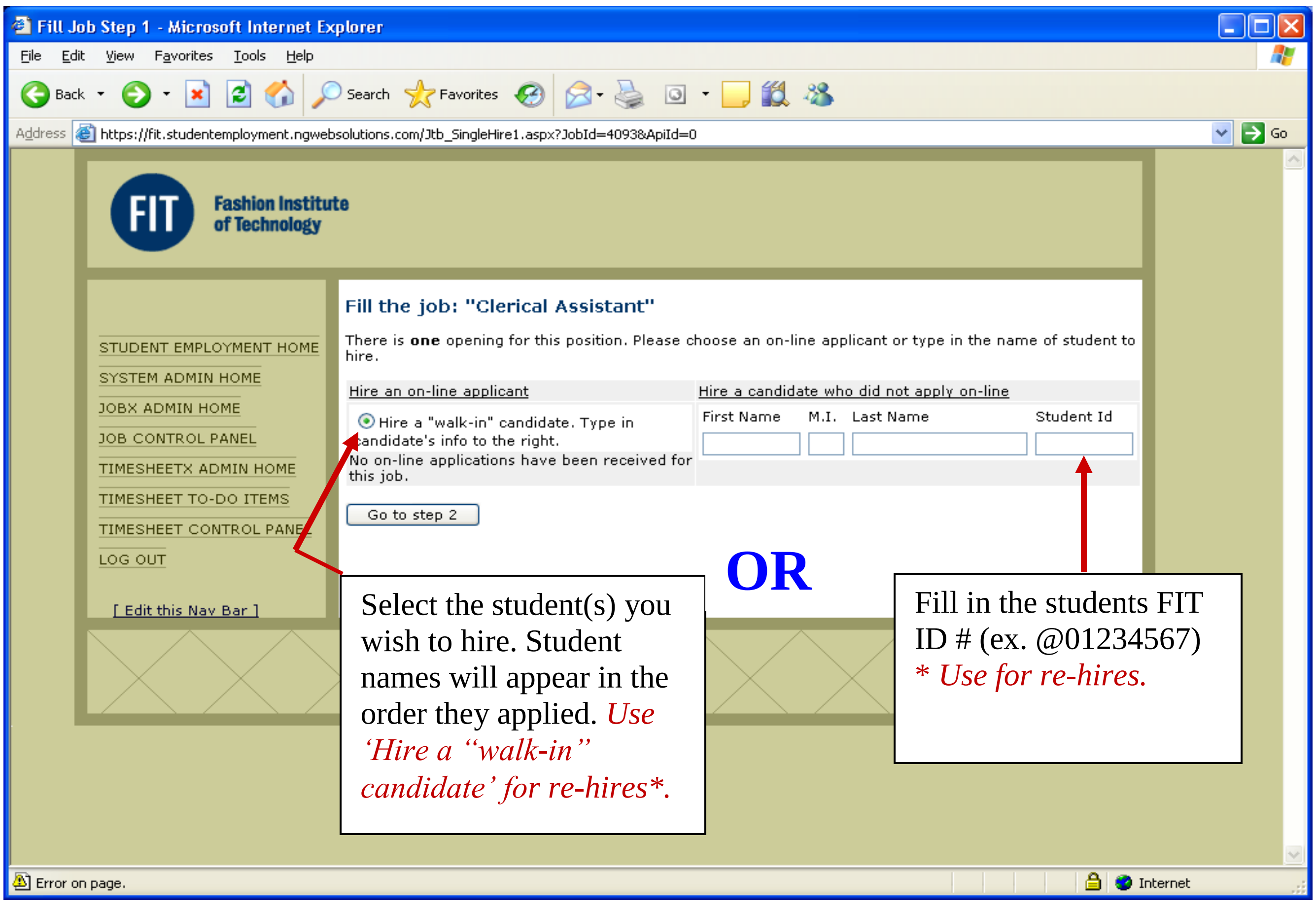
## Hire a Student

After you have finished interviewing for your job, you must begin the Federal Work Study hiring process through the FIT Student Employment/ Online Work Study website. The website allows you to hire students who have applied either online or in person.

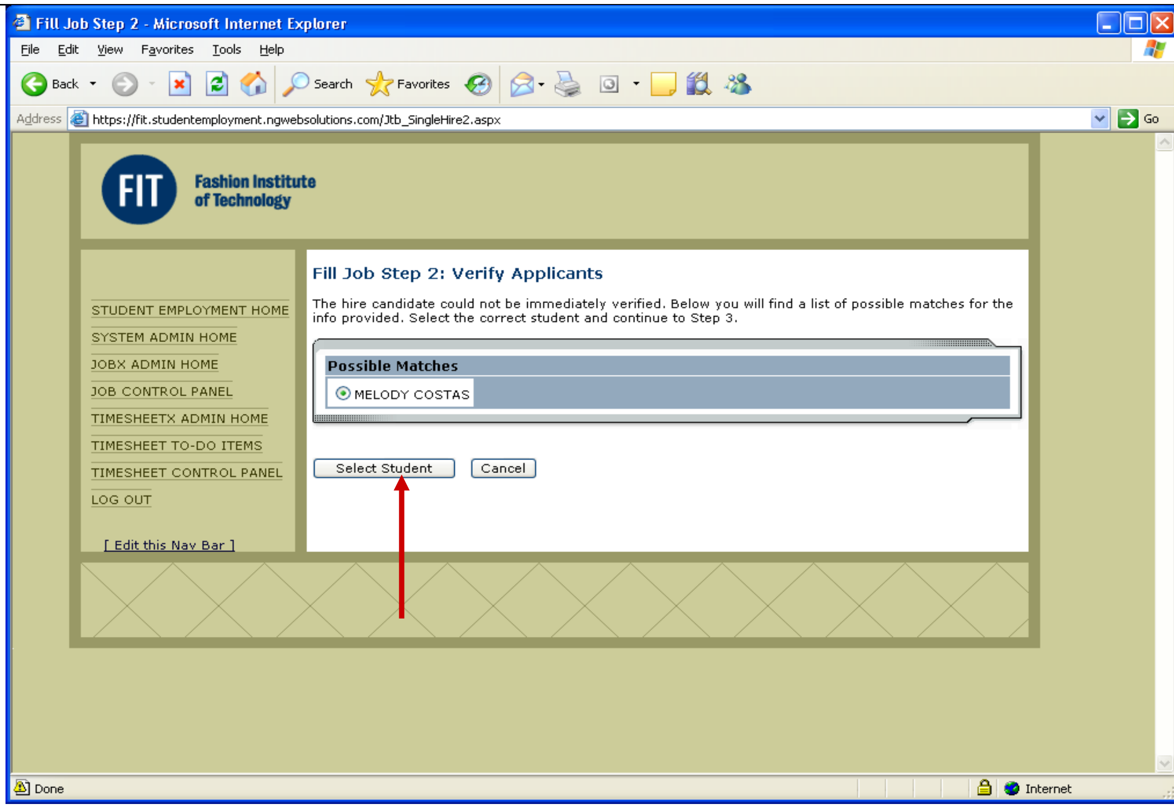
**1** ▸ To begin the process, click Hire a Student from any number of locations:

- *Job Control Panel*
- *Manage Job*
- *View Applicants*

A page similar to the following will display:

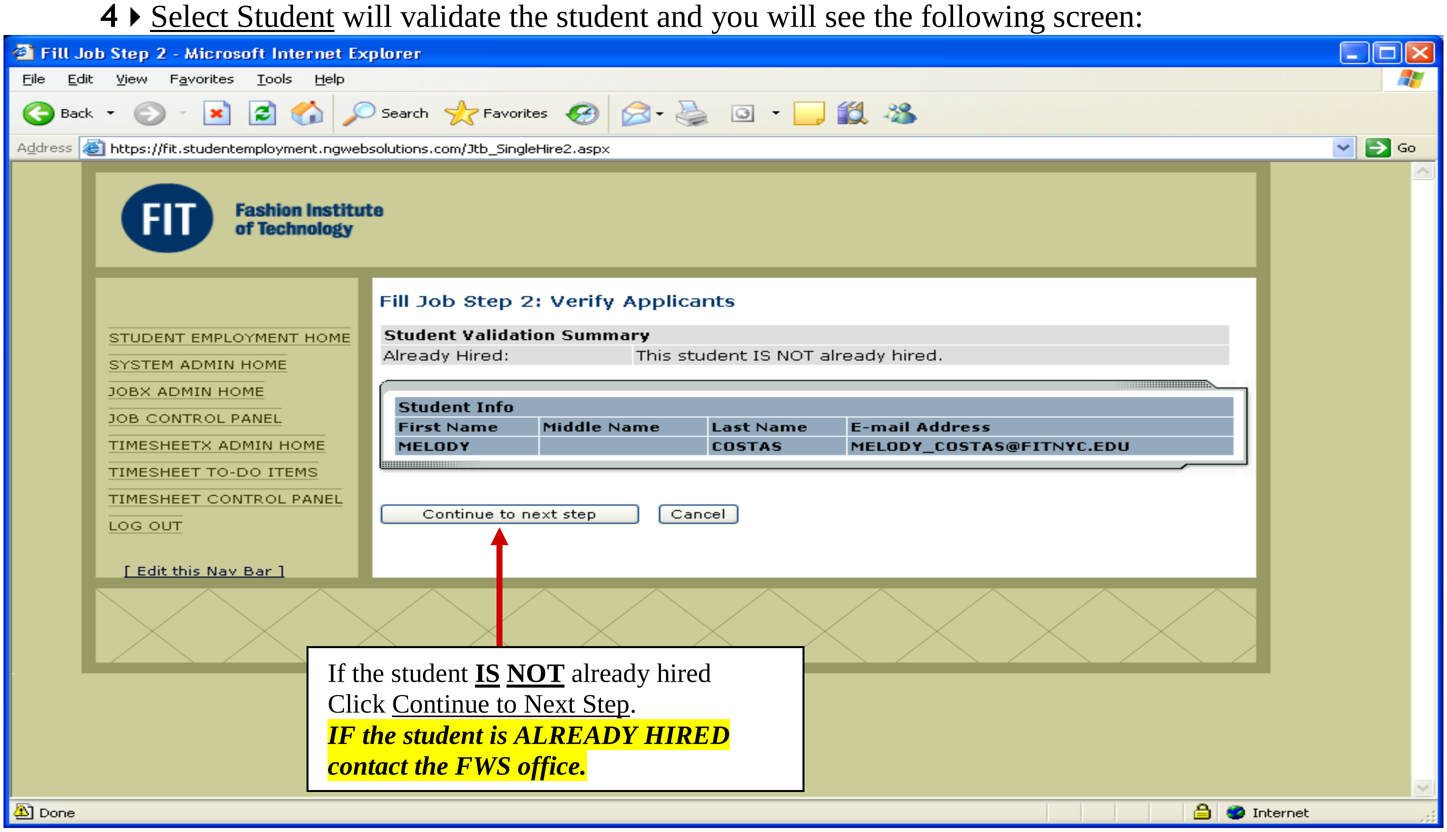



**2** ▸ Select the student(s) you wish to hire (if there are applicants under "Hire an online applicant") **OR** fill in the students FIT ID # (ex. @01234567), then click Go to Step 2. (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) The following screen will load:




**3** ▸ Review Step 2: Verify Applicants to ensure the proper student is displayed. If your applicant checks out okay, the system will instruct you to move on to the next step by clicking Select Student. Otherwise, you can Cancel and return to Step 1.

**4** ▸ Select Student will validate the student and you will see the following screen:

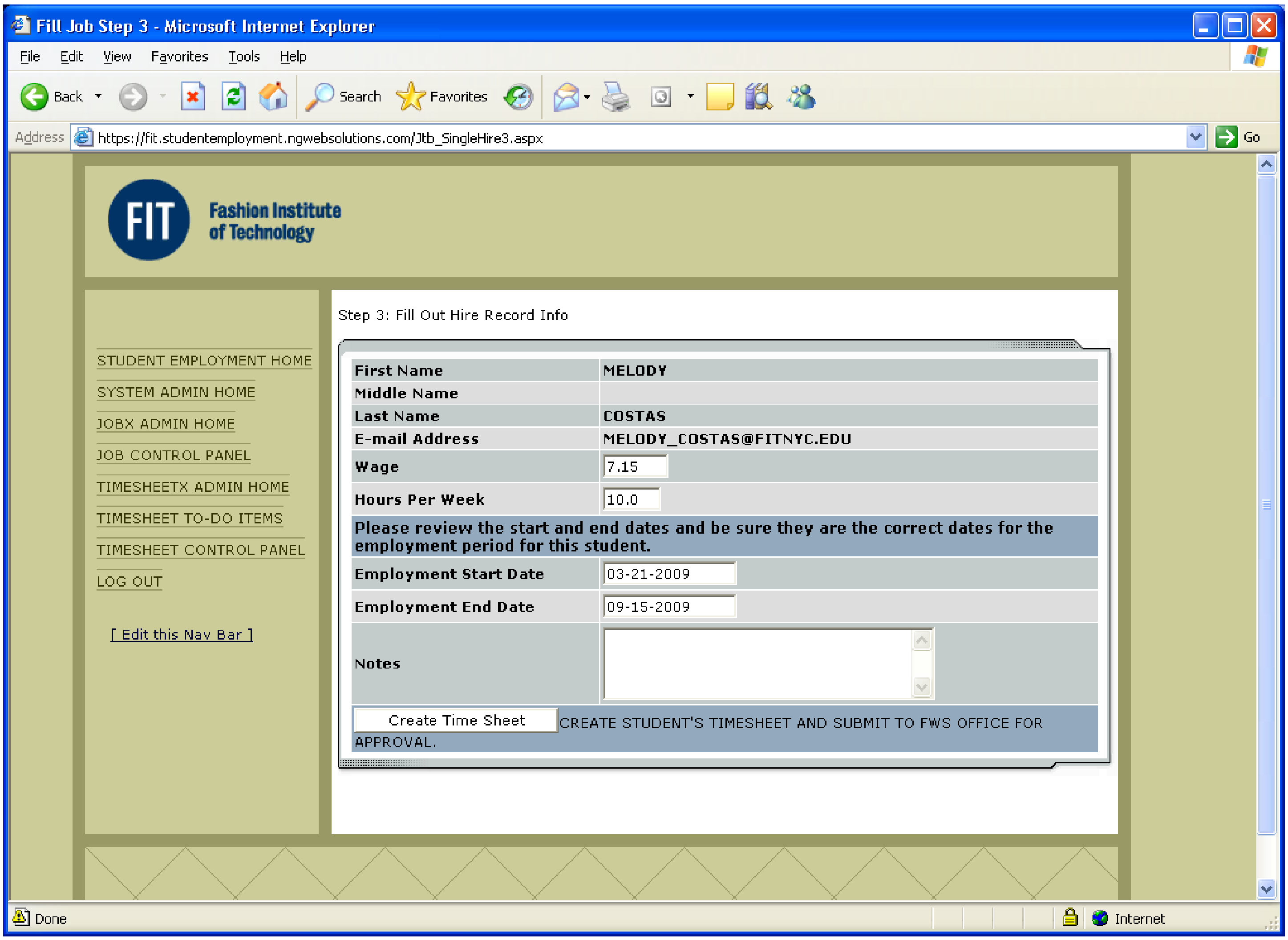


This screen will advise you if the student **IS** or **IS NOT** already hired.

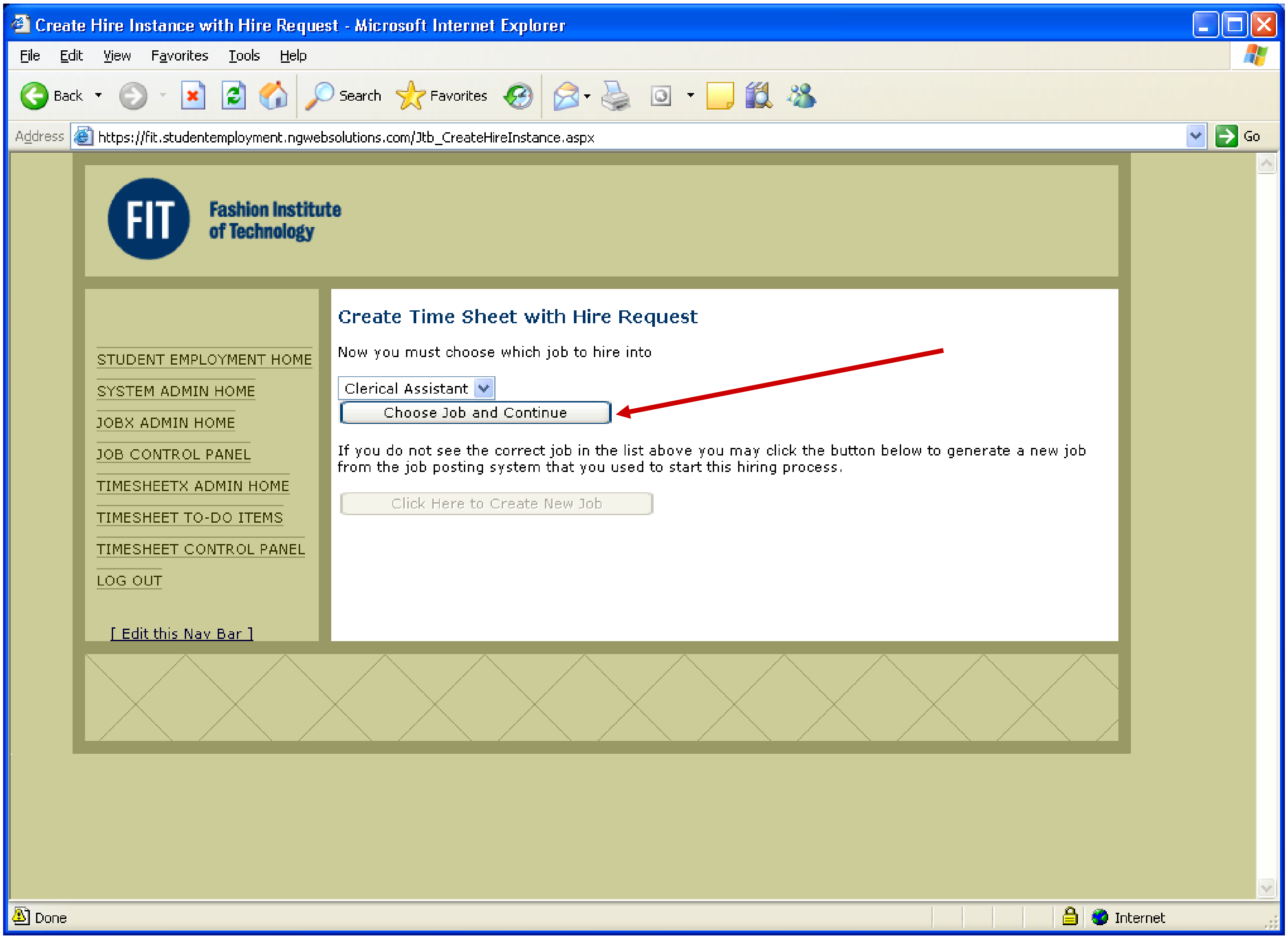
| **Student Validation Summary** | |
|---|---|
| Already Hired: | This student IS NOT already hired. |
| | |

Review the validation results returned by the system. If your applicant checks out okay and the student IS NOT already hired, the system will instruct you to move on to the next step by clicking Continue to Next Step. *If the student IS already hired and you think an error has occurred you can contact the Federal Work Study Coordinator.*

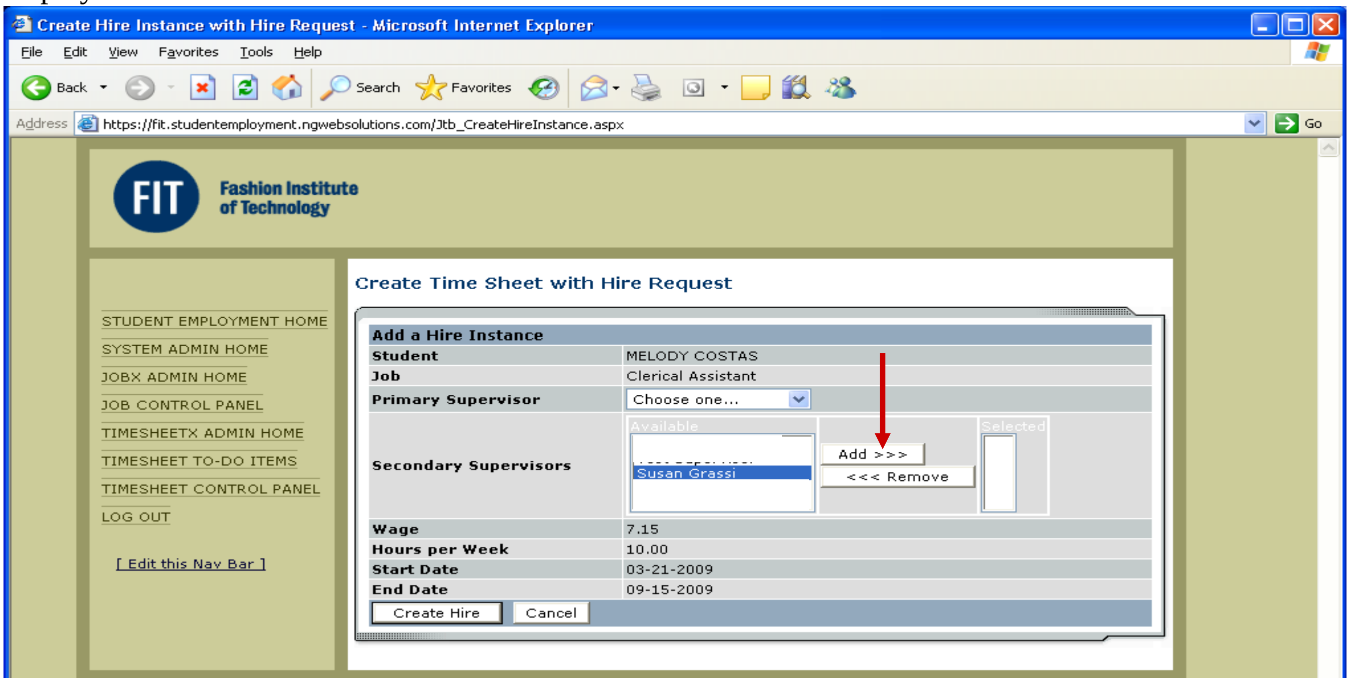
5 ▸ The below screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, and click Create Time Sheet. **This is the hiring information that will be submitted for approval to the FWS Administrator.**



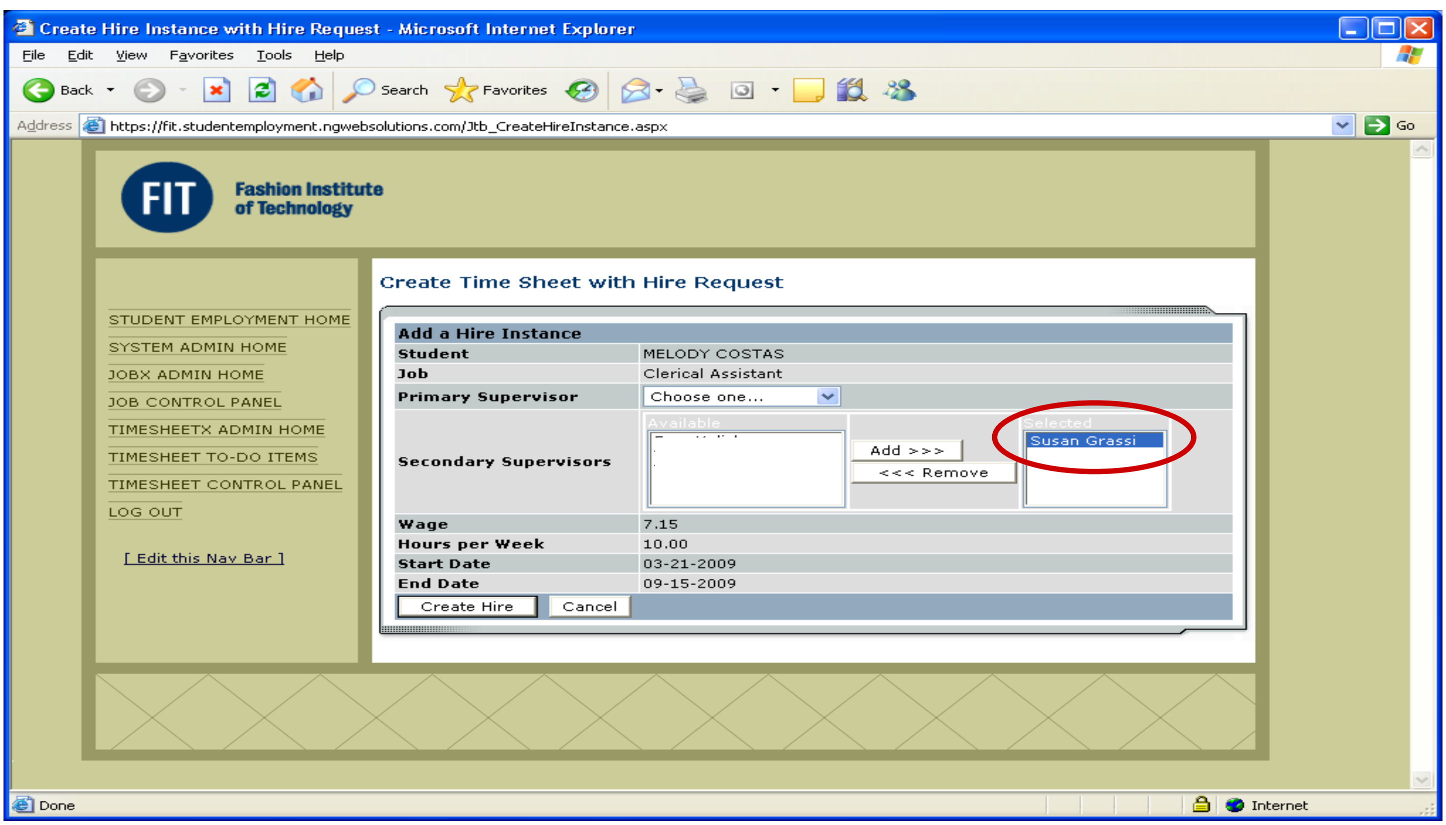
**You will be prompted to Create Time Sheet with Hire Request (see below screen):**



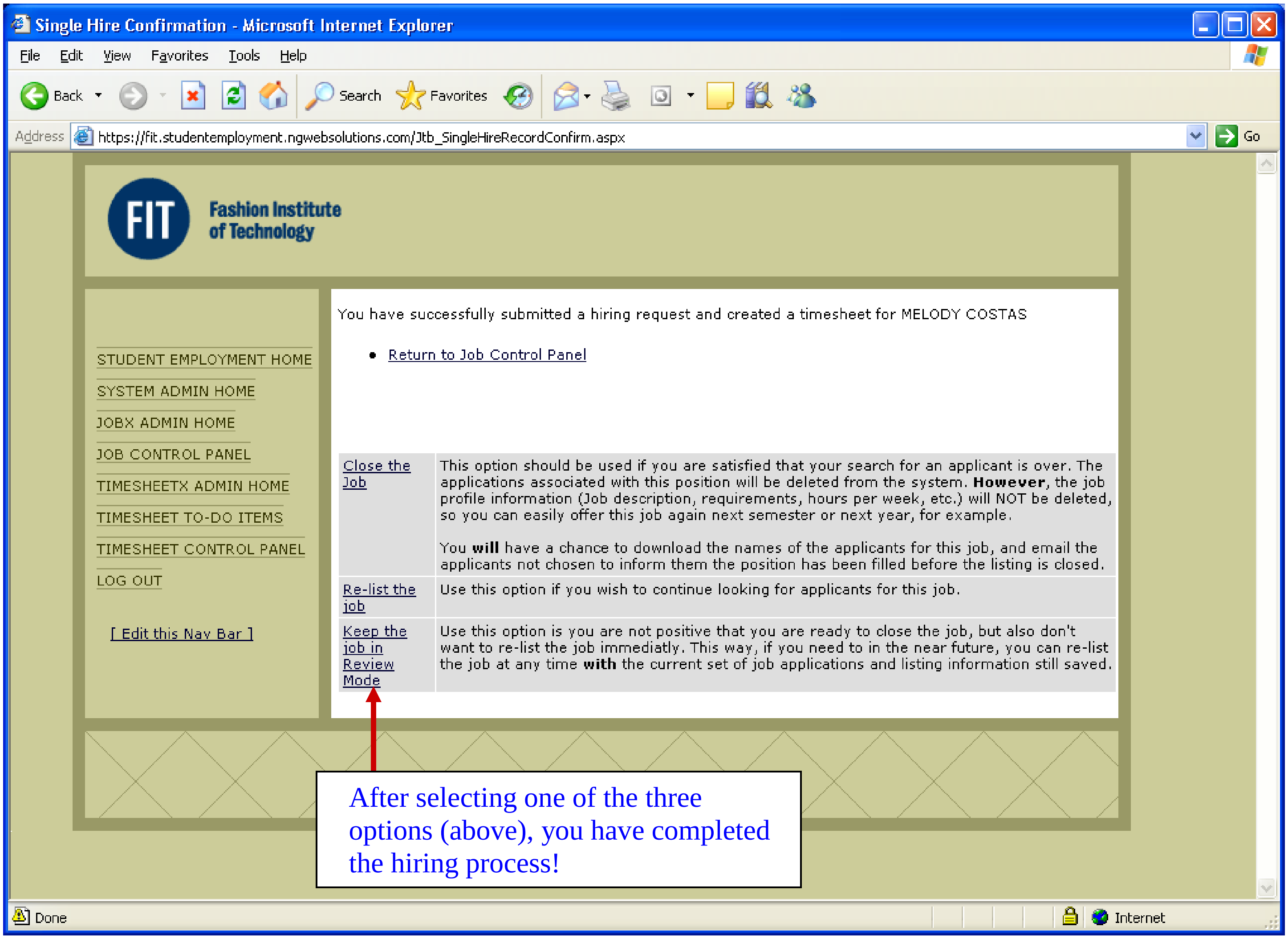
Click Choose Job and Continue. The following screen will be displayed:




**IMPORTANT: Ensure you Authorize your Secondary Supervisors by clicking on their name *(see highlight)* and then clicking Add. This will move their name over to the 'Selected' box (see below). IF you do NOT Add the Secondary Supervisors to the Selected Authorization section they will NOT be able to approve student time sheets!**



6 ▸ The system will confirm that your job request has been submitted and depending on the remaining available positions for your job, one of the following screens may display:




**All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:**

| | |
|---|---|
| Close the Job | This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. **However**, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example.<br><br>You **will** have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed. |
| Re-list the job | Use this option if you wish to continue looking for applicants for this job. |
| Keep the job in Review Mode | Use this option is you are not positive that you are ready to close the job, but also don't want to re-list the job immediatly. This way, if you need to in the near future, you can re-list the job at any time **with** the current set of job applications and listing information still saved. |

After selecting one of the three options (above), you have completed the hiring process!

## Time sheet submission: To-Do Items

**Timesheets will automatically load the To-Do Items page after you login. (It can also be accessed from the left-side navigation bar.) All time sheets that require immediate attention will display here.**

### Time sheets that need attention

Student Financial Services

- (●) Only show time sheets for Jobs I supervise
- ( ) Show all time sheets in the selected Cost Center.

- ( ) Only show time sheets for which I am the primary supervisor
- (●) Show all time sheet regardless of being a primary supervisor

| Time sheets incomplete by a supervisor | |
|---|---|
| **Deadline** | **Review** |
| **May 10 - May 16, 2004** | |
| 5/18/2004 4:00 PM | Go To Time Sheet |

| Delinquent time sheets | | | | |
|---|---|---|---|---|
| **Student Name** | **Job** | **Student Deadline** | **Last Modified** | **View Details** |
| **May 3 - May 9, 2004** | | | | |
| Michael Talis | Lab Coat Organizer | 5/10/2004 1:00:00 PM | Never Started | Review |
| **May 24 - May 30, 2004** | | | | |
| Walter Billmyer | Lab Coat Organizer | 5/31/2004 1:00:00 PM | 3 weeks ago | Review |

| Submitted time sheets awaiting review | | | | |
|---|---|---|---|---|
| **Student Name** | **Job** | **Deadline** | **Hours Worked** | **Review** |
| **June 21 - June 27, 2004** | | | | |
| Michael Talis | Lab Coat Organizer | 6/29/2004 4:00 PM | 18.75 Hours | Review |

## Time sheets can be organized under <u>five</u> possible categories:

1. **Time sheets incomplete by supervisor** – These are time sheets begun by a supervisor that have not been completed. Once a time sheet is begun by a supervisor, it cannot be edited by a student, thus a supervisor must complete it. To do so, click Go to Time Sheet.

2. **Delinquent time sheets** – These time sheets may or may not have been started by students (as indicated in the Last Modified column-see arrow); regardless, they were never submitted for approval, and the student deadline has passed. To send an e-mail reminder to the student or to take control of the time sheet, click Review.

3. **<u>Submitted time sheets awaiting review</u>** – These time sheets have been completed by students and submitted for your review. They must be approved by the deadline listed next to them. Click Review to do so. Then follow the instructions on page 14 “Manage Time Sheet”.

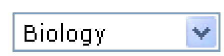
4. **Time sheets returned by administrator** – These time sheets have been reviewed by an administrator and returned to you. A note attached to each time sheet will explain why the time sheet is returned, and you must resolve the problem before resubmitting it to an administrator for approval. Click Review and you will have the option of editing the time sheet yourself or sending it back to the student for revision.

5. **Resubmitted time sheets** – These are time sheets revised and resubmitted by students for your approval. They <u>must</u> be approved by the deadline listed next to them. Click Review to do so.

> <u>NOTE</u>: ***Only*** *those categories currently with time sheets to display will appear on the To-Do Items page. For example, if there are no delinquent time sheets, that particular table will not display.*

### Change Departments

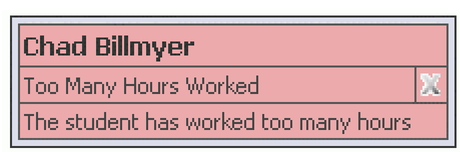
If you supervise students in *multiple* departments, you will have a drop-down menu at the top of the *To-Do Items* page. When you select a different department, the page will reload and display the to-do items for that department’s time sheets.




*** Be sure to get in the habit of checking the *To-Do Items* **for <u>all</u> the departments that you manage**.

### <u>Warnings</u>

Administrators may want to alert you to particular situations through the use of warnings. If you receive a warning, it will display at the top of your *To-Do Items* page in a salmon-colored box.

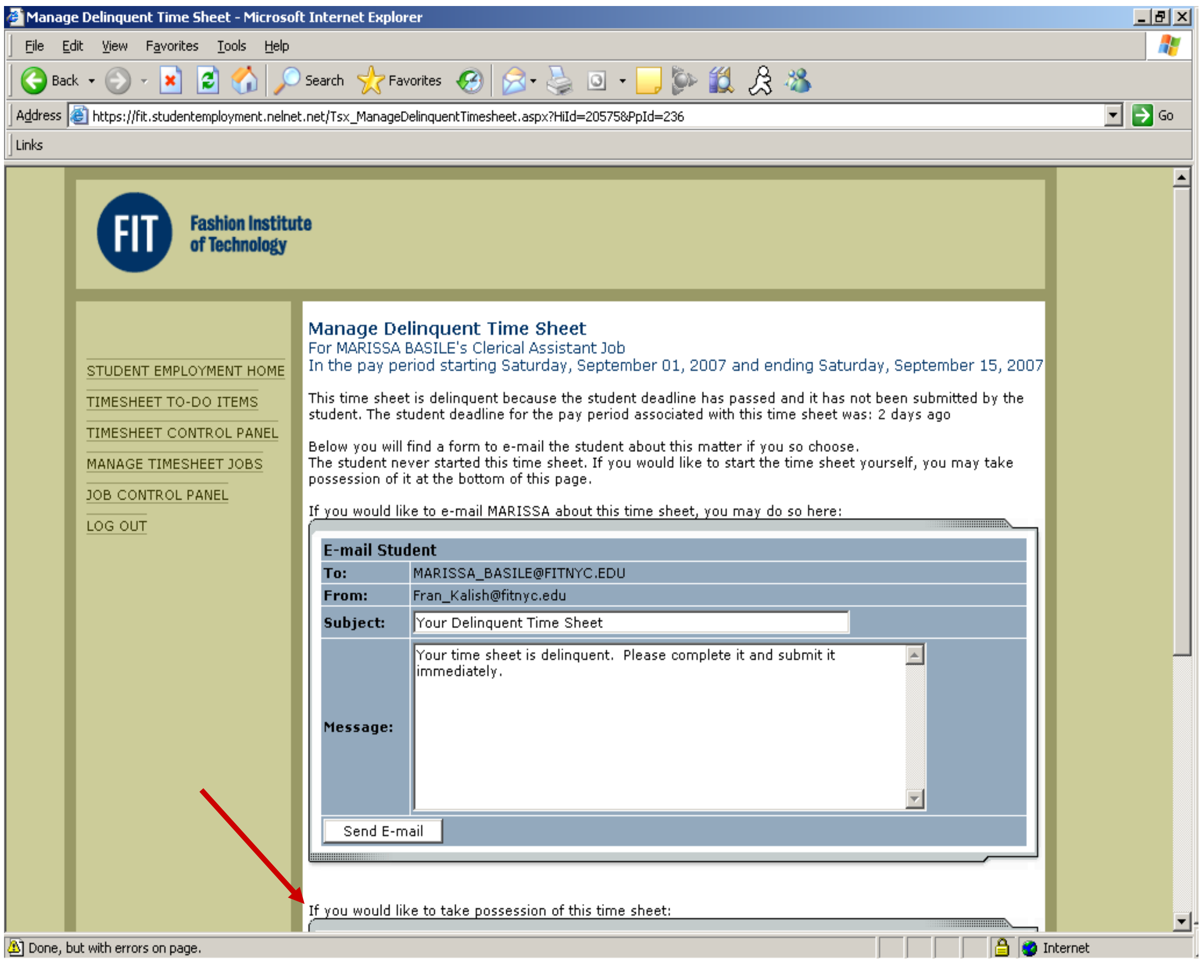


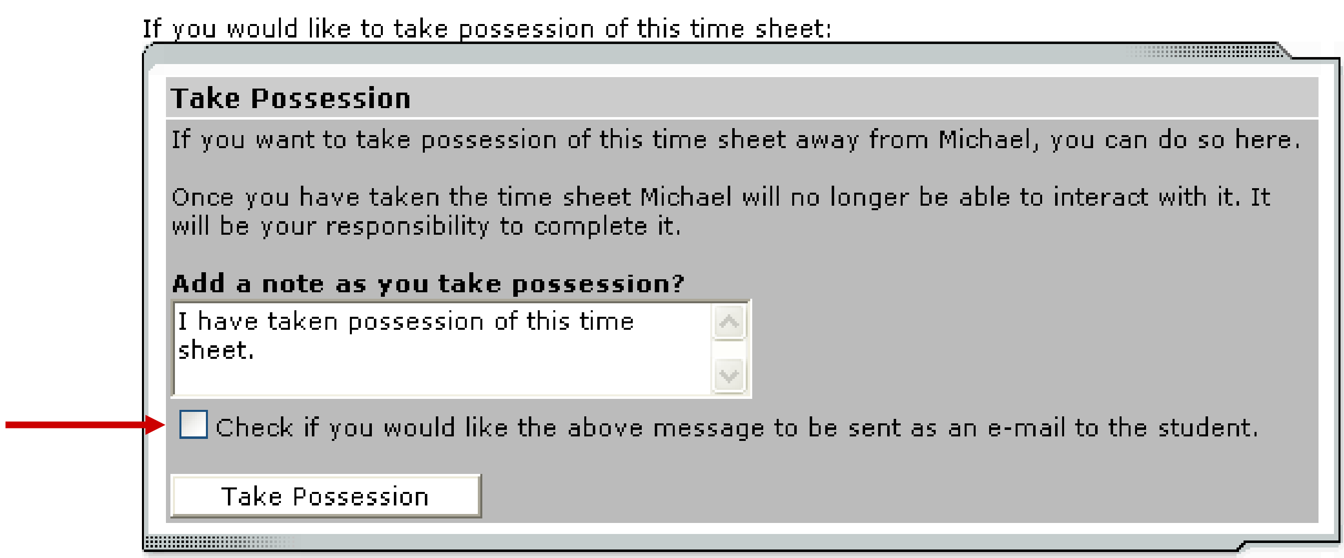

This warning pictured above is alerting you to the fact that one of your students, Chad Billmyer, has worked too many hours. If a warning has a 

next to the title, hover your mouse over it for instructions on how to resolve the warning.

# Manage Delinquent Time Sheets

When a student's time sheet is delinquent, you have two options: 1) you can e-mail the student to remind him or her to submit it or 2) you can take hold of the time sheet -- revoking student access -- and finish it yourself. By clicking Review next to the delinquent time sheet on the *To-Do Items* page, you can access both functions.



The top section of this page allows you to send a *reminder* e-mail to the student. You can choose to edit the subject and body of the message or send it as is, and then click Send E-mail.

**To take possession of the time sheet**, click Take Possession from the bottom section of the page. Place a check mark just above the button if you would like to accompany the action with an e-mail to the student. You can revise the body of the e-mail in the small text box. Once you click Take Possession, the time sheet will load and you can revise it as you wish. (See the *Manage Time Sheet* section of this document for more information.)

## My Control Panel

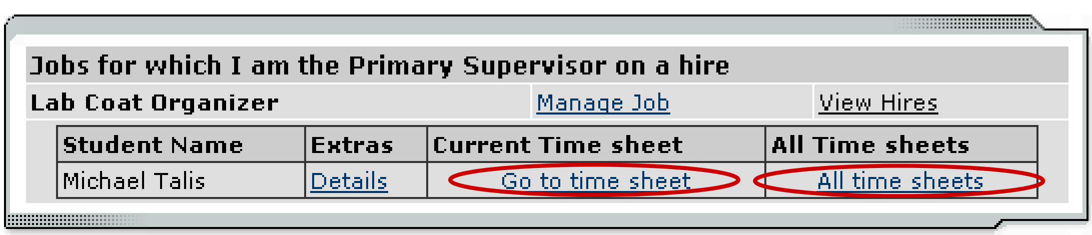
Unlike the *To-Do Items* page, which provides control of only the jobs demanding immediate attention, *My Control Panel* allows you access to all jobs for which you are the primary or secondary supervisor, regardless of whether they are in need of attention.

***My Control Panel* is also the place to locate past time sheets.**

Select *My Control Panel* from the left-side navigation bar and the following screen will load.


Click Manage Job to change the title or description of the job.

When you select View Hires, a list of your students for that job will open:




Next to each student are additional functions. Hover your mouse over Details and a status update will appear, including any potential delinquent time sheets.

Click Go to Time Sheet to access to current time sheet that is pending approval.

To view a history of this student's time sheets, click All Time Sheets. A new window will load in which you can view the detail of every past time sheet. For those past time sheets still in need of approval or revision, All Time Sheets will also provide you that functionality.

## Manage Time Sheet

The *Manage Time Sheet* page cannot be accessed directly from the left-side navigation bar. Instead, it appears only when you try to access one time sheet in particular.

Information will appear differently, or not at all, depending on the status of the time sheet and your permission level. For instance, when the time sheet is in the student's possession the only information available will be the status and pay period details. The entries and action options would not appear.

This section of the page informs you of the time sheet's status and important dates. *Deadline* refers to the date by which **you** must approve this time sheet and submit it to an administrator.

### Manage Time Sheet

**For: Michael Talis :: Lab Coat Organizer**

| Time Sheet Status |
|---|
| Pending Approval |

| Pay Period Info (June 21 - June 27, 2004) | | | |
|---|---|---|---|
| **Start** | **End** | **Deadline** | **Pay Date** |
| Monday, June 21 | Sunday, June 27 | Tuesday, June 29 | Friday, July 02 |

**Carefully review the student's time entries before you approve them.**

| Time Sheet Entries | | | | |
|---|---|---|---|---|
| **Date** | **Start** | **End** | **Break** | **Hours** |
| Monday, June 21 | 9:00 AM | 5:00 PM | 10 mins | 7 hrs 50 mins |
| Tuesday, June 22 | 10:10 AM | 12:00 PM | -- | 1 hr 50 mins |
| Wednesday, June 23 | 12:00 PM | 5:00 PM | 15 mins | 4 hrs 45 mins |
| Thursday, June 24 | 5:00 PM | 9:30 PM | 10 mins | 4 hrs 20 mins |
| | | | **Total:** | 18 hours 45 minutes |

Click here to view notes for this time sheet. *A new window will open where you can also add your own notes.* Notes are viewable by administrators, other supervisors, and students. Notes remain attached to a time sheet through the admin approval process and are retained even after a pay period is finalized.

View notes for this time sheet

**Depending on your permissions, some of these options may not appear.**

Take action on this time sheet by selecting one of the buttons. Each option is explained just to the right of the button.

| Take action on this time sheet | |
|---|---|
| Approve Time Sheet | Approve this time sheet as it appears above. Choose this option if the time sheet is complete and correct. |
| Reject Time Sheet | Return this time sheet to the student to make corrections. On the next screen, you will have an opportunity to inform the student of your concerns. |
| Modify Time Sheet | Make changes to this time sheet. |
| Lock To Time Sheet | Lock the time sheet to yourself so that others cannot make changes to it. |