# Quick Start Guide

Student Hiring Process Using
LANE JOB CONNECTION

This Quick Start Guide is the short version of the "Lane Job Connection – On-campus Employer User Guide". If you would like a copy of the longer version, complete with screen shot views, you may find it on the Lane Job Connection web page where you find forms (see step 3 under "Log-In" below).

**Request Log-In Permission**

Students can search and apply for jobs on Lane Job Connection without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

**1** ▸ To begin using the website, type http://www.lanecc.edu/ces into your Internet browser's address bar.

**2** ▸ Click Lane Job Connection.

**3** ▸ Click On-Campus Employers.

. **4** ▸ Click Request a Log-In.

**5** ▸ Select On Campus from the pull-down menu in the middle of the screen, then click Go to Next Step.

**6** ▸ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters. When finished, click Submit.

**7** ▸ The request for log-in permission process is complete, but YOU DO NOT YET HAVE ACCESS to the site. The Career & Employment Services office (CES) will review your request for Learn & Earn positions. The Financial Aid office will review your request for Federal Work-Study positions. Upon approval, you will receive a confirmation email with additional instructions.

**Log-In**

In order to access any employer function of the website, you must log in.

**1** ▸ To log in, type http://www.lanecc.edu/ces into your Internet browser's address bar.

**2** ▸ Click Lane Job Connection.

**3** ▸ Click On-Campus Employers. Here you will find the following PDF formatted forms: Personnel Action Form; I-9; W-4; Federal Work-Study Hire Form; Payroll Direct Deposit Authorization form; and Confidentiality Form.

. **4** ▸ Click Log-In to Your Control Panel.

**5** ▸ Enter your Lane email address and the password you selected when applying for log-in permission, then click Log in.

**Posting a Job**

To post a job, follow these directions:

**1** ▸ From *My Control Panel*, click Add a new job for [Employer Name]. The Job Profile form will open for you.

**2** ▸ Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

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

**4** ▸ Review the job application, then click the Finished button at the top or bottom of the page. **NOTE**: CES requires that questions with gray backgrounds be asked of students (and those with red asterisks be answered).

**5** ▸ The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, and then click on Click here to finish! Explanations of the questions are provided below.

- *Question 1* – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.
- *Question 2 – (*Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.
- *Question 3* – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted.
- *Question 4* – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

**6** ▸ Your job has now been submitted for approval! You will receive notification about its status by email. The details of your job are accessible by selecting View Jobs Pending Approval from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting Return to Control Panel.

**Reviewing Applications**

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

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

**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. A new page will load.

**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.

**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.)

**6** ▸ Before or during the interview ask the students the following questions. In case the student answers any of the questions below incorrectly, CES and the Financial Aid office will be checking for accuracy when you request to hire the student.

- ✓ *Learn and Earn*: Ask students if they are receiving a Talent Grant or Federal Work-Study. If they answer yes, they are not eligible for Learn and Earn funding. Ask students if they are taking a minimum of 6 credits or 60 hours of non-credit courses during the term(s) you plan to hire them for. If they are not taking a minimum of 6 credits or 60 hours of non-credit courses, they are not eligible for Learn and Earn funding.
- ✓ *Federal Work-Study:* Ask students if they are taking a minimum of 6 credits of courses during the term(s) you plan to hire them for. If they are not taking a minimum of 6 credits they are not eligible for a Federal Work-Study position.

**Hire a Student**

After you have finished interviewing for your job, you must begin the Lane hiring process through the Lane Job Connection 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:

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

**2** ▸ Select the student(s) you wish to hire or fill in the name of paper-copy applicant, 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.)

**3** ▸ Confirm the student's L Number so that it may be crosschecked with a list of students eligible to work. Click Check Student ID to move to the next step.

**4** ▸ Review the validation results returned by the system. If your applicant checks out okay, the system will instruct you to move on to the next step by clicking Continue. Otherwise, the system may prevent you from hiring this student.

**5** ▸ Review the information, make any changes necessary, and then click Submit Request. This is the hiring info that will be submitted for approval.

**6** ▸ The system will confirm that your hire request has been submitted, and depending on the remaining available positions for your job, the system will ask you to either close the job, re-list the job, or keep the job in review mode (in a pending state until you finalize the content). After selecting one of the three options, you have completed the hiring process through Lane Job Connection!

**Finalizing the Hire: Learn & Earn (Non-Federal Work-Study)**
The following forms are required in order for the student to begin working. Make sure your department has been allocated funding by CES. Departments are responsible for covering expenditures in excess of allocation.

**1** ▸ Complete a Personnel Action Form (PAF) for Human Resources. This form, used for Learn and Earn (non-FWS) student hires, is the same form used for all part time classified hires but with a different Fund, Organization, Account Code, and Program (FOAP). Make copies for your department and one for the student.

**2** ▸ You can check NBAJOBS, or SPAIDEN and if there is an "HR" code in the Name Type for SPAIDEN, you do not need to fill out the following forms: I-9, W-4, payroll Direct Deposit, and copy of SS # - you can jump to step 7 below.

**3** ▸ Fill out an I-9 form. Instructions are included on the form.

**4** ▸ Have the student fill out a W-4 form.

**5** ▸ It is expected that all employees are compensated through electronic direct deposit. Have the student fill out a Payroll Direct Deposit Authorization form, found on the Human Resources web page http://www.lanecc.edu/sites/default/files/hr/documents/dirdep.pdf

**6** ▸ Make a photocopy of the student's Social Security card.

**7** ▸ Fill out a Confidentiality Agreement form with the student.

**8** ▸ Send the PAF, I-9, W-4, Payroll Direct Deposit Authorization form, photocopy of the student's Social Security card, and Confidentiality Agreement form to Human Resources. Human Resources must load these forms into the FWS Banner system before a student can record hours.

**9** ▸ Orient the student to the department paying particular attention to the specific environment the student will work in. Some points to make with the student during orientation are:

- ✓ Share student responsibilities and expectations.
- ✓ In order to maintain eligibility in the Learn and Earn program, and therefore employment, students must maintain enrollment in at least 6 credits of classes or 60 hours of non-credit classes.
- ✓ Must not be awarded Federal Work-Study.
- ✓ Must not be receiving a Talent Grant.
- ✓ Students may be approved for 30, 60 or 90-hour blocks of time per term depending on the allocation given to the department.
- ✓ Students must be approved to work each term.
- ✓ Pay rate is state of Oregon minimum wage.

**Finalizing the Hire: Federal Work-Study**

**1 ▸** When you have interviewed a student and are ready to hire, complete the Federal Work-Study Hire Form (the form must be filled out completely). It takes the place of a PAF for Human Resources.

- ✓ When you post your job, you will be sent the position number and timesheet organization.
- ✓ Explain the form to the student as you work through it.
- ✓ Make copies for yourself, your department payroll person, and one for the student.

**2 ▸** You can check NBAJOBS, or SPAIDEN and if there is an "HR" code in the Name Type for SPAIDEN, you do not need to fill out the following forms: I-9, W-4, Payroll Direct Deposit, and copy of SS # - you can jump to step 7 below.

**3 ▸** Fill out an I-9 form. Instructions are included on the form.

**4 ▸** Have the student fill out a W-4 form.

**5 ▸** It is expected that all employees are compensated through electronic direct deposit. Have the student fill out a Payroll Direct Deposit Authorization form, found on the Human Resources web page http://www.lanecc.edu/sites/default/files/hr/documents/dirdep.pdf

**6 ▸** Make a photocopy of the student's Social Security card.

**7 ▸** Fill out a Confidentiality Agreement form with the student.

**8 ▸** Send the original FWS Hire Form, I-9, W-4, Payroll Direct Deposit Authorization form, and photocopy of the student's Social Security card, and Confidentiality Agreement form to Human Resources. Human Resources must load these forms into the payroll system before a student can record hours.

**9 ▸** Orient the student to the department paying particular attention to the specific environment the student will work in. Some points to make with the student during orientation are:

- ✓ Share student responsibilities and expectations.
- ✓ Calculate a work schedule.
    - The student will need to supply a printed copy of their award letter. Have them print it the day you fill out the hire form. This will alleviate problems that might arise if the Financial Aid Office has changed the amount of the award.
    - Divide the award by the wage and you get the total number of hours for the term.
    - If you divide the hours for the term by the number of weeks in the term you get the number of hours that a student can work each week. You are responsible for not working the student past the awarded amount.

✓ In order to maintain eligibility in the Federal Work-Study program, and therefore employment, students must maintain enrollment in at least 6 credits.

✓ Beginning pay rate is no less than $9.10 per hour. Final pay rates will be given upon approval of hire.

**Questions?**

- Address Learn & Earn questions to Career & Employment Services, studentjobs@lanecc.edu, 463-5167.
- Address Federal Work-Study questions to Financial Aid, evanssm@lanecc.edu, juddb@lanecc.edu, 463-5349.
- Address payroll questions to Human Resources, payroll@lanecc.edu. Last names ending A-L call 463-5112, M-Z call 463-5040.
- Address LETS payroll questions to Learn & Earn Technology Students, LETSProgram@lanecc.edu, 463-3292.