



PRINCETON UNIVERSITY

Student Employment



Student Training Plan

How does this feature work?

STEP 1: Student authenticates via **secure** Single Sign On (SSO) into JobX to apply for a job via JobX.

A screenshot of a web login page for Princeton University. At the top, it features the Princeton University crest and the text 'PRINCETON UNIVERSITY' and 'Central Authentication Service'. Below this, there are two input fields: 'NetID:' and 'Password:'. The password field has a small eye icon to its right. A blue 'LOGIN' button is positioned below the password field. At the bottom of the form, there is a link that says 'Change my Password or Get Help' and a small block of legal disclaimer text.

STEP 2: Hiring supervisor selects applicant to hire



Applicant Emailed from JobX

STEP 3: Hiring supervisor e-mails you that you have been selected for this job and need to complete required forms before your hire is approved and you may begin work.

The email includes a link to the student's JobX User Dashboard where you can complete any pending form(s). Upon clicking the link you will securely authenticate into JobX using your Princeton credentials to complete your I-9.



Send an email to Frank c Rogers3

From: supervisor@princeton.edu
To: frankrogers3@ngprinceton.com
Cc:
Bcc:
Subject: Hire Validation Results

Frank Rogers3, you have been selected for the following job:
Department Name: AAS-African American Studies
Job Title: FWS TEST JOB

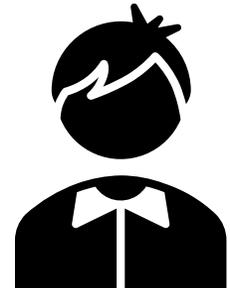
However, as shown below, one (1) or more required forms must be completed before your hire request can proceed to the final approval stage(s) of the onboarding process.

To access all required forms on your JobX User Dashboard, please click [here](#).

Please Note: Failing to complete these outstanding forms can prevent your hire from being approved.

Employee Validation Results	
✓ Direct Deposit Form?	Direct Deposit form received
✓ Enrolled?	Employee is Enrolled
✓ FWS Eligible?	Student is FWS Eligible
✗ I9 Status?	WARNING - The Student does not meet this requirement.
✓ Working Papers/18 years old??	Student must have working papers

Send Email



Enhanced Employee User Dashboard

STEP 4: You will access your JobX User Dashboard, then click on form link(s) to complete required forms for employment.



User Dashboard

Employee Information Applications Job Mail

WAIT!!!! You may still need to complete one or more forms required before you can be hired and begin working. 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. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	I9 Form
Grad/Undergrad	Undergrad Student	
FWS Eligible	Yes	
Enrolled	Yes	
Direct Deposit	Yes	

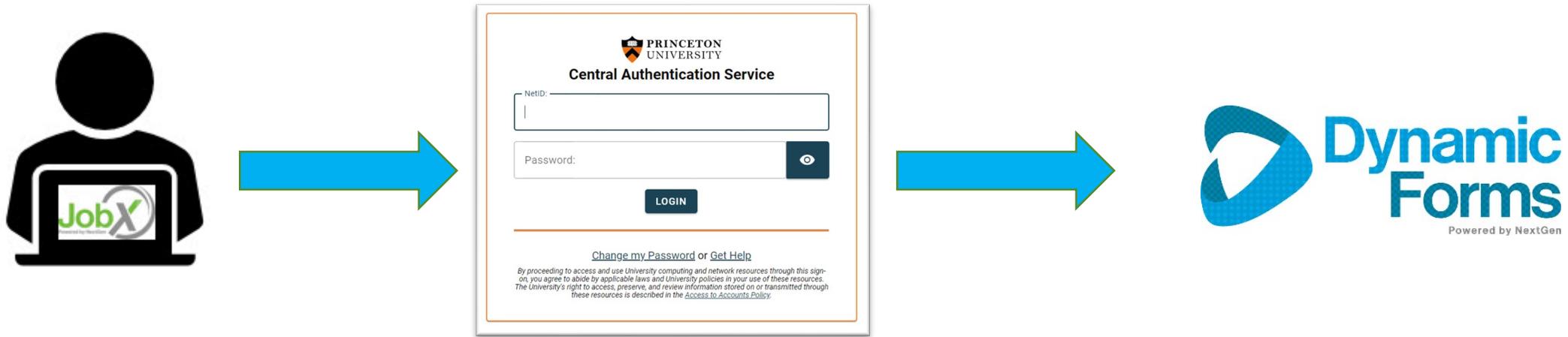
Display: Employee Information

Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
8.3.21 FWS TEST JOB	AAS-African American Studies	\$13.50	05/17/2021	08/22/2021	Test On-Campus Supervisor	I9 Form: Not Completed	Incomplete - Pending Forms

Candidate Authenticated into Dynamic Forms

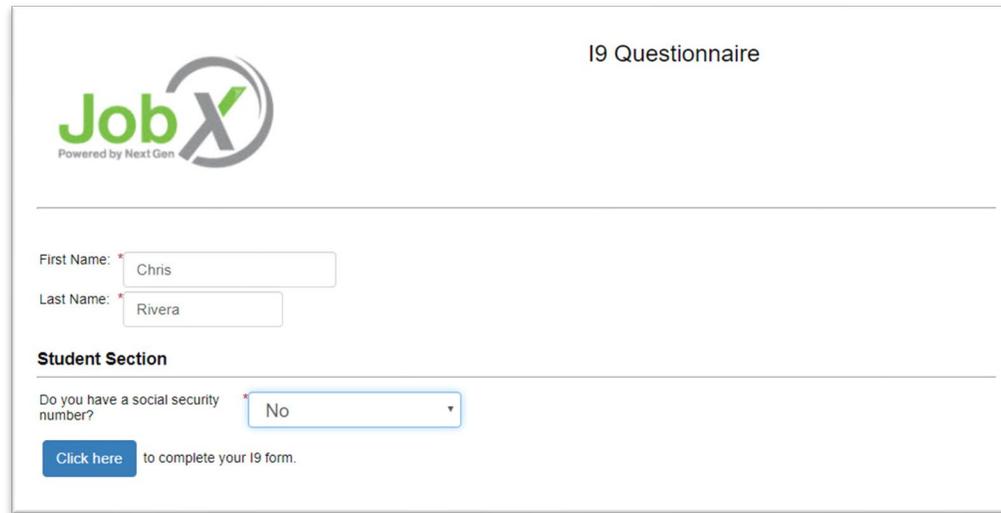
STEP 5: Student is seamlessly authenticated into Dynamic Forms via student's Princeton Single Sign On (SSO) credentials.



Electronic Form I-9 Workflow - Employee

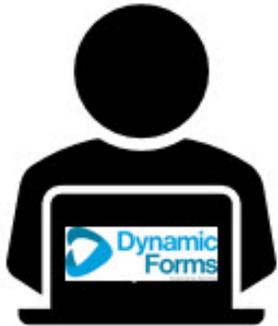
STEP 6: You will be asked if you have an SSN.

- For US Citizens, you will select '**Yes**' to the question '**Do you have a social security number?**' and follow the standard I-9 workflow.
- For Non-US Citizens, you will answer '**No**' to this question and follow the non-citizen I-9 workflow:
 - **Non-US Citizens:** Employees will complete section 1 of the form and leave SSN blank
 - **Administrator:** Complete section 2 the Form I-9 and it is placed in '**pending queue**' for up to 90 days. JobX will show a Hire Status as 'Complete – SSN Missing'
 - **Non-US Citizen:** SSN is provided the administrator
 - **Administrator:** The SSN is entered on the form. The '**Pending Forms**' Hire Status is removed, and the hire request is systematically removed off incomplete forms status.

A screenshot of a web form titled 'I9 Questionnaire'. The form features the 'JobX Powered by NextGen' logo at the top left. Below the logo, there are two text input fields: 'First Name:' with the value 'Chris' and 'Last Name:' with the value 'Rivera'. A section titled 'Student Section' contains a question 'Do you have a social security number?' with a dropdown menu set to 'No'. At the bottom, there is a blue button labeled 'Click here' followed by the text 'to complete your I9 form.'

Electronic Form – Completed by Employee

STEP 7: You will complete the section 1 of the I-9 and electronically signs the form.



USCIS
Form I-9
OMB No. 1615-0047
Expires 09/31/2019

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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) (Required)	First Name (Given Name) (Required)	Middle Initial (Optional)	Other Last Names Used (if any)
Address (Street Number and name)	Apt. Number	City or Town	State
ZIP Code	Country	FL	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number (000-11-1592)	Employee's E-mail Address (Optional)	Employee's Telephone Number (Optional)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States		
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)		
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number)		
<input type="checkbox"/> 4. An alien authorized to work until expiration date, if applicable, (mm/dd/yyyy)	N/A	QR Code - Section 1 Do Not Write in This Space

Some aliens may write "N/A" in the expiration date field.

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

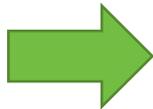
1. Alien Registration Number/USCIS Number	OR	N/A
2. Form I-94 Admission Number	OR	N/A
3. Foreign Passport Number	OR	N/A
Country of Issuance		N/A

Employee Signature
8/15/2019, 12:26 PM
Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

JobX Dashboard Updated

Step 8: Form Statuses updated on User Dashboard to show 'Student Section Complete, Pending Approval(s)'



User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Student Section Complete, Pending Approval(s)
W4 Status	Student Section Complete, Pending Approval(s)
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	Yes
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test - Clerical Job	Student Employment Office	\$9.25	12/06/2019	03/31/2020	Test On-Campus Supervisor 1	W4 Form : Student Section Complete, Pending Approval(s) I9 Form: Student Section Complete, Pending Approval(s)	Incomplete - Pending Forms

= Active = Pending = Incomplete - Pending Forms = Approved - Pending Forms

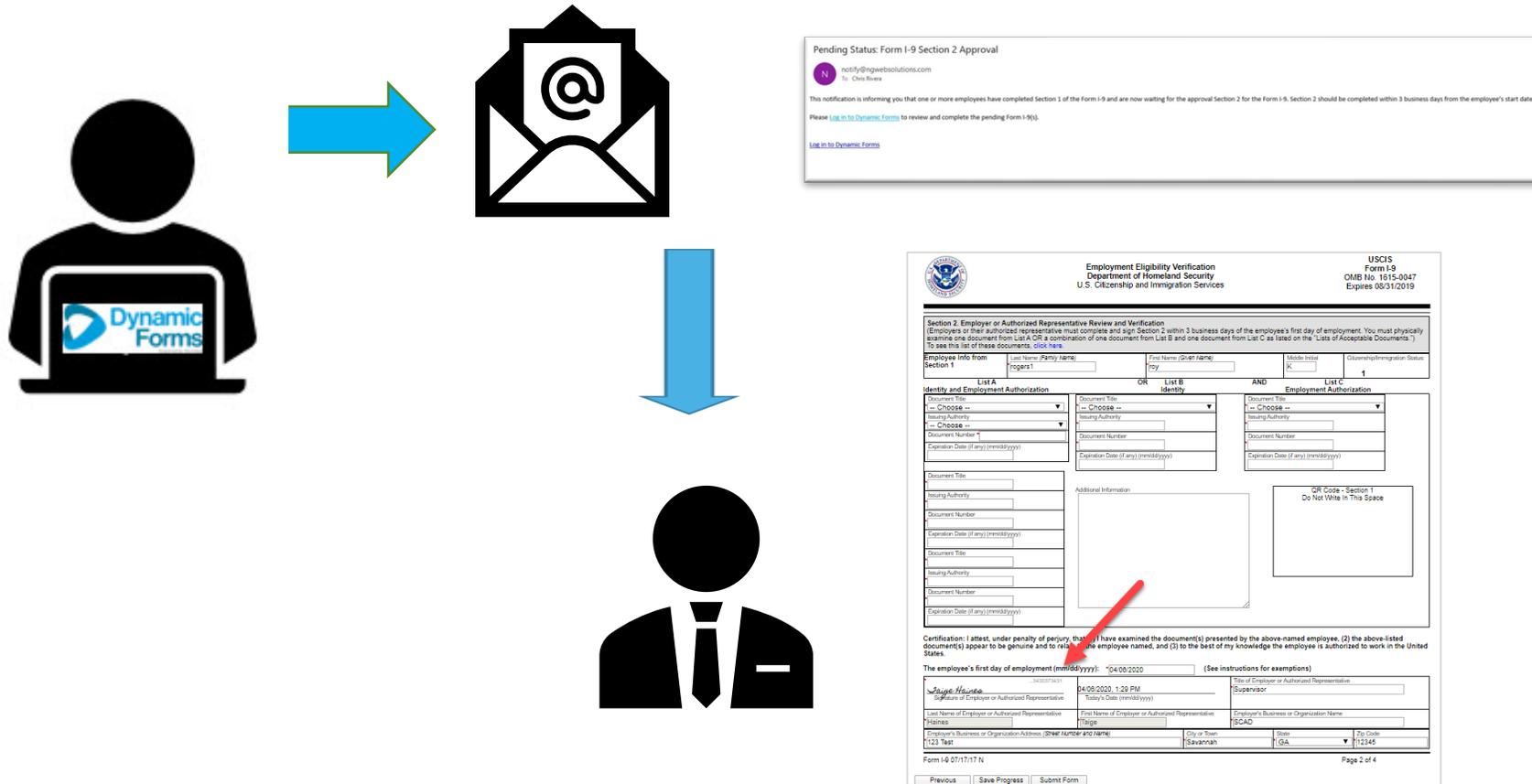
Awards

There are no awards to display.

Student Employment Office Completes Forms

STEP 9: Dynamic Forms sends email to the SE Office to complete their section of the form.

Student: For Form I-9, the you will be required to physically show required documents to the SE Office in person. An admin may return your form for revision as well, and will be noted on your User Dashboard.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 09/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employer or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.") To see this list of these documents, [click here](#).

Employee Info from Section 1: Last Name (Family Name): Rogers1, First Name (Given Name): Toy, Middle Initial: K, Citizenship/Immigration Status: 1

Identify and Employment Authorization

List A	OR	List B	AND	List C
Identify		Identify		Employment Authorization
Document Title: -- Choose -- Issuing Authority: -- Choose -- Document Number: -- Expiration Date (if any) (mm/dd/yyyy): --		Document Title: -- Choose -- Issuing Authority: -- Document Number: -- Expiration Date (if any) (mm/dd/yyyy): --		Document Title: -- Choose -- Issuing Authority: -- Document Number: -- Expiration Date (if any) (mm/dd/yyyy): --

Additional Information: [Text Area]

OR Code - Section 1: Do Not Write in This Space

Certification: I attest, under penalty of perjury that 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.

The employee's first day of employment (mm/dd/yyyy): 04/06/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative: Sage Hanna, Date: 04/06/2020, 1:28 PM, Title of Employer or Authorized Representative: Supervisor

Last Name of Employer or Authorized Representative: Hanna, First Name of Employer or Authorized Representative: Sage, Employer's Business or Organization Name: NSCAD

Employer's Business or Organization Address (Street Number and Name): 1123 Test, City or Town: Savannah, State: GA, Zip Code: 312345

Form I-9 (07/17/17) N Page 2 of 4

Buttons: Previous, Save Progress, Submit Form

User Dashboard Updated – Workflow Completed!

Step 11: Form Statuses updated on the JobX User Dashboard



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

[Home](#) [Students](#) [Help](#)

User Dashboard

[Employee Information](#) [Applications](#) [Job Mail](#)

WAIT!!!! You may still need to complete one or more forms required before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any before you can be hired. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'.

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Grad/Undergrad	U
Satisfactory Academic Progress	Yes
Second Semester Freshman or >	Yes
RCR Training Completed	No
Enrolled?	Yes
Credit Hours Greater than or equal to 12	Yes
Credit Hours Greater than or equal to 6	Yes
Credit Hours Greater than or equal to 3	Yes
GPA equal or greater than 2.0	Yes
SEO Orientation Completed	Yes

Display: Employee Information

Hires

Final Approval

Step 12: Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.



Questions?

Please contact:

Student Employment Office

Helm Building

330 Alexander Street

Princeton, NJ 08540

www.princeton.edu/se

seoffice@princeton.edu

609-258-3334