
STUDENT FINANCIAL AID OFFICE
TWAMLEY HALL ROOM 216
264 CENTENNIAL DRIVE STOP 8371
GRAND FORKS, NORTH DAKOTA 58202-8371

OFFICE: (701) 777-3121
FAX: (701) 777-2040

July 1, 2008

To: Student Employer Supervisors and
JobX Student Employment Website Users

The following are the important dates to remember for the remainder of summer and the beginning of the fall semester. Please share these dates with anyone in your department who works with hiring students.

July 31st, 2008 – Last day of the summer semester. Final date that student employees can be hired for the summer semester.

August 1st, 2008 – Departments can begin re-hire process for their students.

August 15th, 2008 – Final day all summer student employees are eligible to work. Summer FWS expires on this date.

August 16th, 2008 – Rehires (students employed by your department in previous semesters) can begin work, as long as the proper Re-Hire steps have been completed.

August 20th, 2008 – New job listings can be posted on the JobX Student Employment Website.

August 25th, 2008 – New hires can begin working.

Please remember that, before any student (new or re-hire/returning) can begin working, it is required that they be hired online (JobX website). All Job Data forms will be checked. If the student has not been hired in JobX prior to receiving the paperwork, the Job Data form will be returned to the department, delaying the students' hires or changes.

With the implementation of PeopleSoft Student Admin 9.0, we finally have the capability of loading data into the JobX Student Employment Website while retaining the "0's" at the beginning of student ID numbers. **You can now leave the "0" on the beginning of the ID numbers when doing the online hire.** The W still needs to be removed.

If you have any questions, please feel free to contact me or Janelle Kilgore.

Hanna Baker
Student Employment Clerk
hannabaker@mail.und.nodak.edu
(701) 777-4099