

SWP - Job Posting Request Process

Identify New Job Posting



Fill out Job Request Form







- Submit individual or multiple requests
- Submit early to allow for processing, specify if the posting needs to be live by a certain date. Timeline must allow HR to capture student enrollment
- Include all information requested on the form
- Can be found under "Student Workforce Program" (SWP) on the MSJC website here
- Authorized Approver's Signature: Director, Dean, or VP - in the absence of prior listed
- Will not be processed until correct signature has been approved
- Upload the form to the HR - SW Approval Inbox

Posting Request is Reviewed

Job Posting is Created

Approval Email Sent

Check * Referred Lists

- Employment
 Specialist reviews the
 posting and reaches
 out if any clarifications
 or corrections are
 needed
- Allow 3-5 business days to complete
- Department will be notified if there is prolonged timeline to post
- Employment Specialist sends all information and attachments
- Includes timeline of when position closes and deadline to request date extension
- Eligible applicants now added to list for hiring managers to review in NEOED
- Department can start interviews and make selections

Color Key:

Department Action





SWP - Onboarding Process 1/4

Select Candidate



Check FWS Eligibility



Send Move to Hired Email



Student Moved to Hired

- Students must have a completed application through NEOED to be eligible for selection
- Department hiring manager/supervisor emails Financial Aid to check FWS eligibility
- Only if position will rely upon FWS funding
- Department notifies Employment Specialist via email with: student name, position title and req #, confirmation of FWS eligibility (if necessary), tentative start date
- This will include creating a profile if a new hire, or updating rehire profile
- This step also generates onboarding paperwork in NEOED for students

Activation Link Sent

Instructions Email Sent

Confirmation Email Sent

Onboarding Forms Complete

- Employment Specialist sends NEOED activation link for student to access onboarding forms
- Email with onboarding instructions (for students) is sent by the Employment Specialist
- Department hiring manager/timesheet monitoring rep/other desired staff members will be CCd
- Employment
 Specialist sends
 confirmation email
 including: student
 name, position title,
 req #, instructions for
 Hire Slip and link to
 upload
- Student completes forms and then reaches out to Employment Specialist when they are ready to onboard in person
- **See note below**

Color Key:

Student Action

Department Action

Human Resource Action

** Onboarding is primarily done at the Temecula Valley Campus.**
Students may request onboarding appointments at the Menifee Valley or San Jacinto Campuses,
however, availability at these locations may be limited.



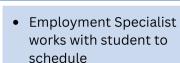
SWP - Onboarding Process 2/4

Schedule Appointment

Onboarding Appointment

Complete Hire Slip

Submit to the HR Inbox



- Detailed emails will be sent once date/time established (hiring manager and supervisor will be cc'd)
- Student meets with Employment Specialist to verify and copy I-9 documents, review onboarding forms, and discuss SWP eligibility, reporting, and pay structure
- For all new hires, extensions, and rehires
- Collect signatures: Supervisor, Director or Dean, completion of FA Use Box, and finally FA signature
- Upload the form to the HR - SW Approval Inbox

Stamped Received

Upload for Budget Appr

Business Services Signs

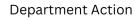
Submit to Approval Inbox

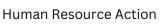
- Employment Specialist stamps Hire Slip as received in Adobe
- Employment Specialist uploads stamped document into the Budget Approval Inbox
- Final approval comes from the Business Services team including any budget line updates
- Business Services submits form to Employment Specialist's Approval Inbox

Color Key:

Business Services Action











SWP - Onboarding Process 3/4

Confirm Work Authorization

Enter New Hire

Update Hire Slip

SWP - Approved Email

- With both the completed form and verified I-9 documents, Employment Specialist can now proceed with I-9 E-Verify to determine work authorization in NEOED
- If eligible to work, Employment Specialist enters the student as a new or rehire into Colleague, NEOED, and Galaxy
- SEE NOTES BELOW IN GRAY
- Once student is in the system, Employment Specialist updates Hire Slip to include employee ID # and any updates to approval dates
- Employment
 Specialist sends email
 to Department which
 includes: student
 name, employee ID #,
 position title and
 location, approved
 start and end dates,
 completed Hire Slip

Set Start Date and Schedule

Run NEAT Report

Complete NEAT Form

Sign NEAT



- Department works directly with student to determine first date of work and schedule
- In Galaxy, Employment Specialist generates NEAT report which is needed for county approval
- Employment
 Specialist completes
 NEAT form in Adobe,
 then prints and
 combines with copy of
 I-9 verification
 documents
- Vice President of Human Resources signs the printed NEAT form

Color Key:

VP of HR Action

Department Action

Human Resource Action

If ineligible to work, Employment Specialist sends email to Department.

Department notifies student that they cannot move forward, and no further action is taken – student unable to continue



SWP - Onboarding Process 4/4

Scan and Upload

County Approval Email Create New (Re)
Hire Packet

Upload Packet

- NEAT form is scanned and uploaded by Employment Specialist for RCOE approval through Go Anywhere website form
- RCOE evaluates NEAT form and sends official county approval email to Employment Specialist
- Employment
 Specialist creates New
 Hire or ReHire packet
 which includes: NEAT
 packet & Completed
 Hire Slip
- Forms are uploaded by Employment Specialist to Payroll

End Process

Color Key:

County Action



Department Action



Human Resource Action





SWP - Budget Change Process 1/2

Identify Budget Changes

 Department identifies budget change code including: Correction to an existing code or an additional code (District, FWS, or CWWS)

Complete Budget Change Form

 Include: student name, ID, employee #, department, location, position title, supervisor, original budget code and start/end date, any new or additional

budget codes and start/end dates

Gather Signatures

 Department gathers the following signatures: Dean Signature, Supervisor, Financial Aid Approval (only if FWS code), CalWORKs Signature (only if CWWS code)



Submit to HR Inbox

 Upload the form to the HR - SW Approval Inbox

Stamped Received

 Employment Specialist stamps Hire Slip as received in Adobe

Upload for Budget Appr

 Employment Specialist uploads stamped document into the Budget Approval Inbox

Business Services Signs

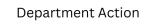
 Final approval comes from the Business Services team including any budget line updates

Submit to Approval Inbox

 Business Services submits form to Employment Specialist's Approval Inbox

Color Key:

Business Services Action









SWP - Budget Change Process 2/2

Process Budget Change

Update Budget Change Form

SWP - BCF Approved Email

Use New ⁷ Budget Line

- With the approved form, the Employment Specialist can now process the budget change request
- Once budget changes are in the system, Employment Specialist updates BCF to include a screen shot of all active budgets in the system
- Employment
 Specialist sends email
 to Department which
 includes: Student
 name, employee ID,
 position title and
 location, approval
 budget, completed
 form
- Department can now use the new budget line(s) for future student timesheets

End Process

Color Key:

